

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

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

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

July 14, 2020

ELECTRONIC MEETING

Closed Meeting: 5:30 PM
Regular Meeting: 7:30 PM

OPEN MEETING

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

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for employment and appointment; (A)(3) and (A)(6) to discuss the investment of public funds for the acquisition of real property for the General Registrar/Voter Registration where bargaining is involved, and discussion in open meeting would adversely affect the City's bargaining position and financial interest; and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

6:30 p.m.

WORK SESSION

SUGGESTED MOTION: To amend/adopt work session agenda

Roll Call

WS - 1 Office on Youth and Youth Services Commission

REGULAR MEETING

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

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

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:

C-4 Personnel Change Report & Financial Report:

1. Personnel Report

2. Financial Report

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

SUGGESTED MOTION: To amend/adopt consent agenda

Public Hearings

PH-1 Amendment of the Hopewell Public School’s Fiscal Year 2020 Operating Budget

ISSUE: The Hopewell Public School’s received additional state, federal and grant funding for the FY 2020 operating budget in the amount of \$699,985. HPS is requesting the budget and appropriation of these funds.

MOTION: _____

Roll Call

PH-2 Amend Fiscal Year 2020-2021 School Board Operating Budget

ISSUE: Amendment of the FY 2020-2021 Hopewell Public Schools operating budget by \$1,136,069 increasing local support to \$13,451,263.

MOTION: _____

Roll Call

PH-3 Amendment of FY 19-20 City of Hopewell Operating Budget - CARES Act Funding ISSUE: Resolution amending the Fiscal Year 2020 City of Hopewell Operating Budget by budgeting and appropriating \$2,026,790 of one-time federal grant funds made available to the City through the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020.
MOTION: _____

Roll Call

PH-4 Community Development Block Grant FY 20-21 Public Hearing

MOTION: _____

Roll Call

PH-5 Community Development Block Grant- Coronavirus Funding (CDBG-CV) Public Hearing

MOTION: _____

Roll Call

Unfinished Business

Regular Business

R-1 DeCarlo case

MOTION: _____

Roll Call

R-2 Colonial Corner (4100 Oaklawn Boulevard) Demolition Revisited

ISSUE: Provide an update to City Council regarding the demolition of Colonial Corner

MOTION: _____

Roll Call

R-3 COVID-19 Community Support Update

MOTION: _____

Roll Call

R-4 Legislative Recap

MOTION: _____

Roll Call

R-5 Hopewell Small Business Recovery Program

ISSUE: Provide support to our small businesses in response to the COVID-19 pandemic.

MOTION: _____

Roll Call

R-6 Office on Youth and Youth Commission Ordinance and Resolution

ISSUE: Request Council to review and take action on the proposed resolution and ordinance

MOTION: _____

Roll Call

R-7 Motion to Rescind

ISSUE: Request Council to rescind the motion moving funds from the Office on Youth during the June 25th special meeting

MOTION: _____

Roll Call

R-8 Healthy Hopewell – Ward 4 Covid-19 Kit Donation - Dupont

ISSUE: Due to Covid-19, many households are experiencing a loss of income. Many localities and elected officials are provided PPE to residents. As such, I have been working to get donations to supply the residents of Ward 4 PPE in addition to advocating for the City of Hopewell to participate in the Governor’s Health Equity Program to provide PPE to a majority, if not all City residents. DuPont Teijin Films would like to help by donating four cases (16 gallons) of sanitizer and (500) disposable masks

MOTION: _____

Roll Call

R-9 Crater Workforce Investment Board- Grant Recipient

MOTION: _____

Roll Call

R-10 City Council Minutes

ISSUE: City Council vote to establish an City Council Minutes Clean-Up to index, organize, sign upload online Agenda Packed and Minutes from 2017-2020.

MOTION: _____

Roll Call

R-11 City Council Ordinance

ISSUE: City Council vote to establish an Ordinance and Resolution Clean-Up to index, organize, sign upload in Municode ordinances from 2015-2020.

MOTION: _____

Roll Call

R-12 Health Equity Pilot Program

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

- each agency and advisory board of the Virginia Health and Human Resources Secretariat;
 - the Office of the Secretary of the Commonwealth and related constituent advisory boards;
 - leadership from relevant state entities across the Commonwealth; as well as
 - representatives from private human service organizations, advocacy and stakeholder groups, community leaders, and diverse faith leaders
- in order to ensure health equity is central to every decision made throughout this crisis. The purpose of the HEWG is to apply a health equity lens to the Commonwealth of Virginia’s COVID-19 response by proactively and reactively:
- Identifying and prioritizing resources and decision points impacting marginalized and atrisk individuals and communities.
 - Supporting intentional inclusion of the needs of at-risk and marginalized individuals and communities within each working group related to preparedness, mitigation, response, and recovery

MOTION: _____

Roll Call

R-13 COVID-19 Staffing

ISSUE: Due to Covid-19 several households are struggling to maintain and multiple resources have been established at the federal, state and regional level. The City of Hopewell is developing plans for how the City will disperse federal Covid-19 Relief aid. Since several are experiences gaps with workforce, housing, food, education, technology, etc. And the populations include the elderly, homeless, single-family and multi-family, the City should invest in one individual that can loop are resources into one POC. This POC will help ensure that there are no service gaps while assisting the City of Hopewell develop and implement Covid-19 resources. Additionally, this individual will be the fact when speaking with residents to assist them and be a source to identify additional need and how effective relief is. Several resources established at the federal and state level are hard to access and in some instances do not meet the actual need.

MOTION: _____

Roll Call

R-14 Emergency Operations

ISSUE: The City Council voted to approve the purchase of OpenFinance in 2019. The system was supposed to be implemented for the FY20 budget cycle. City Council was informed in November during a public meeting that purchasing was underway. During the Budget Work Sessions, City Council was notified that the process had not yet begun.

MOTION: _____

Roll Call

R-15 Eviction

MOTION: _____

Roll Call

R-16 I.T. Technology

MOTION: _____

Roll Call

R-17 NLC Resolution

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

MOTION: _____

Roll Call

R-18 City Council Backlog

MOTION: _____

Roll Call

R-19 Data Integrators

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

MOTION: _____

Roll Call

R-20 CSA Special Audit

ISSUE: Request for City Council to receive the CSA's policies and response to the State's Special Audit Directives in response to fraud

MOTION: _____

Roll Call

R-21 VJCCCA

ISSUE: Request for City Council to review the Court Services and VJCCCA Budget and review programs offered for juvenile delinquency; the state's annual report for the City of Hopewell's recidivism rate

MOTION: _____

Roll Call

R-22 Policing

ISSUE: Request City Council discuss how they would like to proceed and give staff objectives to return back to City Council with recommendations for action.

MOTION: _____

Roll Call

R-23 Talent Bank Resume

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

MOTION: _____

Roll Call

R-24 Strategic Plan and Crime Meeting Transparency – Post Online Records for Public

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

MOTION: _____

Roll Call

R-25 City Investment

ISSUE: Request for City Council to evaluate all departments that provide direct services to residents and share publicly how the funds are directly invested into the Community; I.E. Upcoming road payments, stormwater projects, community events & programs

MOTION: _____

Roll Call

R-26 Woodlawn and School Board

ISSUE: City Council establish a Quarterly Joint School Board Meetings to discuss the Direction of the School Board, a plan for Woodlawn Learning Center and Covid-19

MOTION: _____

Roll Call

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees:

Individual Councilors:

IR-1 Request for City Council to vote to establish a rule that supports the new practice to limit City Councilors ability to place items on future agendas, conduct research with staff and seek legal guidance for potential legislative items.

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

MOTION: _____

Roll Call

IR-2 Request for City Council direct the City Manager review city owned space and rental properties to identify a location for the Office on Youth to offer programs. In addition, for the City Manager to provide an update as to the costs/needs to renovate Mallonee Gym to house the Office on Youth and the status of the \$250,000 previously allocated by City Council for renovation.

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

MOTION: _____

Roll Call

IR-3 Request for City Council direct the City Manager to delegate to staff to review non-developed city land to identify a location for a practice field for youth sports and free citizen usage.

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

MOTION: _____

Roll Call

IR-4 Request for City Council to set a new date to deliver the “State of the City Address” in February to include the unveiling of the new City Council Strategic Plan.

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

MOTION: _____

Roll Call

IR-5 Request City Council to direct the City Manager to provide Council with the status of uncollected funds within the City of Hopewell

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

MOTION: _____

Roll Call

IR-6 Request for City Council to vote to direct the City Manager provide City Council with options to dissolve the Beacon Theater LLC. The prior City Council voted to support dissolving the LLC in order to create a Regional Performing Arts Center and/or improve community programs and access to the Beacon Theater. In the meantime, the City Council will support opening the Beacon Theater free on Sundays after the Beacon Church for groups to offer free services/programs to the public.

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

MOTION: _____

Roll Call

IR-7 City of Hopewell Finance Policies

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

MOTION: _____

Roll Call

Citizen/Councilor Requests

Presentations form Boards and Commissions

Other Council Communications

Adjournment

WORK SESSION

WS-1

REGULAR MEETING

CONSENT AGENDA

**PERSONAL
CHANGE
REPORT &
FINANCIAL
REPORT**

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

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
BAILEY, JOHNATHAN	POLICE	POLICE OFFICER	07/01/2020

SUSPENSIONS: 0

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
DALTON, MARK	WATER RENEWAL	WWT OPERATOR II	06/01/2020
HENDRIX, ALEXANDER	PUBLIC WORKS	PW MAINT SPEC	06/09/2020
JAMES, SIERRA	RECREATION	PT ATHLET SITE ASST	06/09/2020
NIBBS, TACUMA	FIRE	ALS / FIREFIGHTER	06/11/2020
INGRAM, SUSAN	HUMAN RESOURCES	HR SPEC	06/15/2020
CLARY, WILLIAM	WATER RENEWAL	WWT OPERATOR III	06/22/2020
HARLESS, DAVID	HUMAN RESOURCES	RISK SAFE COORD	07/01/2020

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

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

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
04.25.2020 to 06.30.2020

Implementation Plan

- **External Reporting**
 - **CAFR (FY16, FY17, FY18, FY19)**
 - **Closing, Reporting and Audit Workflow**
 - **Other (FY16, FY17, FY18, FY19)**
 - **APA, DEQ, Single Audit, FAC (FY15)**
 - **Significant Issues Impacting Completion - CAFR FY18**
 - **Report Issued Under Separate Cover 06.26.20**

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

- **Internal Reporting**
 - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
 - **Reporting for the period of 12.31.2018 – 06.30.2020 will be limited in scope due to priority action given to External Reporting, Budget Development FY20 Implementation Plan Close-out and Budget Development FY21 Implementation Plan**

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
04.25.2020 to 06.30.2020

- **External Reporting**
 - **CAFR (FY16, FY17, FY18, FY19)**
 - **Closing, Reporting and Audit Workflow**
 - **Other (FY16, FY17, FY18, FY19)**
 - **APA, DEQ, Single Audit, FAC (FY15)**
 - **Significant Issues Impacting Completion - CAFR FY18**
 - **Report Issued Under Separate Cover 06.26.20**

City of Hopewell, VA April 25, 2020 to June 30, 2020 External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements: for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%	
Communicate Implementation Plan: to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- Inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
FY 2016 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
FY 2016 Audit & CAFR Preparation	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18
Schools: Task completion pending Schools providing corrected fund statements information to auditor (PBM)				Task completion (100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit. (08.21.2018)				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit
				Schools communicated fund statements information to auditor (PBM) 9.26.18
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task completion (100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2016 Audit	04.01.18	04.30.18		Task completion (80%)
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18
FY 2016 Single Audit Issued			75%	Task work in process 06.30.20

FY 2017				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
FY 2017 Audit & CAFR Preparation	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools (07.09.18 to 07.13.18 Field Work Period)	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools (postpone to 08.06.18)
			40%	Schools (estimated as of 09.30.18)
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools (08.06.18 to 08.17.18 Field Work Period)	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on return date to continue audit field work & testing process for both City & Schools (09.10.18 to 09.14.18 Continued Field Work Period)	09.04.18	09.05.18	100%	Task completed
Schools: To expedite the completion of the FY 2017 CAFR and the Audit the City Finance Director recommended to the City Manager the necessity to deploy City CAFR Team accounting support to Schools.	1.24.19	2.28.19	3.29.19	Task work in process (100%) Schools Superintendent welcomed the recommendation as advised by the City Manager. Schools Finance Staff is working closely with the City to complete the FY 2017 CAFR and the Audit.
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan			3.29.19	Task work in process (100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2017 Audit	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued			100%	Actual Completion date 06.10.19
FY 2017 APA Report(s) Issued			100%	Actual Completion date 06.28.19
FY 2017 Single Audit Issued			5%	Task work in process 06.30.20
FY 2018				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
FY 2018 Audit & CAFR Preparation	08.01.18	10.31.18		
FY 2018 Audit	11.01.18	11.30.18		
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan			100%	Task completion 3.31.20 (see % completion status & comments of the City CRAW implementation plan)
FY 2018 CAFR Audited & Issued	07.23.19	12.31.19	12.31.19	Overall estimated % of completion increased based upon work done on Beacon financials and Grants. Note: Cash estimated % of completion reduced due to recent issues identified requiring resolution (City and Schools) See CAFR FY18 Significant Issues Impacting Completion - Issued Under Separate Cover 09.25.19
			90%	Task work in process 06.30.20 Provided draft and related documents: Auditor continues finalizing City field work testing through remote access. Auditor also requesting updated information/documents & schedules from Schools and Treasurer.
				See CAFR FY18 Significant Issues Impacting Completion - Issued Under Separate Cover 6.26.20
FY 2018 APA Report(s) Issued			5%	Task work in process 06.30.20
FY 2018 Single Audit Issued			5%	Task work in process 06.30.20

FY 2019				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
FY 2019 Audit & CAFR Preparation	04.01.20	09.30.20	10%	Implementation Plan Addendum
FY 2019 Audit				
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan			10%	Task work in process 06.30.20 (see % completion status & comments of the City CRAW implementation plan)
FY 2019 CAFR Audited & Issued			0%	
FY 2019 APA Report(s) Issued			0%	
FY 2019 Single Audit Issued			0%	

City of Hopewell, Virginia				
Closing, Reporting and Audit Workflow (CRAW)				
		Date Start	Date Due	% Completion Status
				Comment(s)
Project Planning				
		12.01.17	12.31.17	100%
Fiscal Year Ended June 30, 2016				
		01.03.18	04.30.18	100%
Overall estimated % of completion as of 09.30.18				
Phase:				
Comprehensive Annual Financial Report (CAFR)				
	Cash reconciliations			100% Task completed
	Beginning general ledger balance reconciliation			100% Task completed
	Year end closing process			100% Task completed
	Fund Balance classifications			100% Task completed
	Pension (GASB 68)			100% Task completed
	Other postemployment benefits (GASB 45)			100% Task completed
	Government Wide Reconciliations			100% Task completed
	Financial Statement Preparation			100% Task completed
	Auditor of Public Accounts (APA) Report			100% Actual Completion date 10.30.18
	Single Audit Report			75% Task work in process 06.30.20
		Date Start	Date Due	% Completion Status
				Comment(s)
Project Planning				
		12.01.17	12.31.17	100%
Fiscal Year Ended June 30, 2017				
		05.01.18	08.31.18	100%
Overall estimated % of completion as of 03.29.19				
Phase:				
Comprehensive Annual Financial Report (CAFR)				
	Cash reconciliations			100% Task Completed
	Beginning general ledger balance reconciliation			100% Task Completed
	Year end closing process			100% Task Completed
	Fund Balance classifications			100% Task Completed
	Pension (GASB 68)			100% Task Completed
	Other postemployment benefits (GASB 45)			100% Task Completed
	Government Wide Reconciliations			100% Task Completed
	Financial Statement Preparation			100% Task Completed
	Auditor of Public Accounts (APA) Report			100% Task Completed 6.28.19
	Single Audit Report			5% Task work In process 06.30.20
		Date Start	Date Due	% Completion Status
				Comment(s)
Project Planning				
		12.01.17	12.31.17	100%
Fiscal Year Ended June 30, 2018				
		05.01.18	08.31.18	100%
Overall estimated % of completion as of 03.31.20				
Phase:				
Comprehensive Annual Financial Report (CAFR)				
	Cash reconciliations			100% Task Completed
	Beginning general ledger balance reconciliation			100% Task Completed
	Year end closing process			100% Task Completed
	Fund Balance classifications			100% Task Completed
	Pension (GASB 68)			100% Task Completed
	Other postemployment benefits (GASB 45)			100% Task Completed
	Government Wide Reconciliations			100% Task Completed
	Financial Statement Preparation			100% Task Completed
	Auditor of Public Accounts (APA) Report			5% Task work in process 06.30.20
	Single Audit Report			5% Task work in process 06.30.20
		Date Start	Date Due	% Completion Status
				Comment(s)
Project Planning - Addendum				
Fiscal Year Ended June 30, 2019				
		04.01.20	09.30.20	10%
Overall estimated % of completion as of 06.30.20				
Phase:				
Comprehensive Annual Financial Report (CAFR)				
	Cash reconciliations			0%
	Beginning general ledger balance reconciliation			50% Task work in process 06.30.20
	Year end closing process			15% Task work in process 06.30.20
	Fund Balance classifications			0%
	Pension (GASB 68)			10% Task work in process 06.30.20
	Other postemployment benefits (GASB 45)			10% Task work in process 06.30.20
	Government Wide Reconciliations			0%
	Financial Statement Preparation			0%
	Auditor of Public Accounts (APA) Report			0%
	Single Audit Report			0%

City of Hopewell, VA				
April 25, 2020 to June 30, 2020				
Other				
FY 16, FY17, FY18, FY19				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for 2018:	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2018:	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Perform Assessment & Planning Requirements for 2019:	12.01.19	12.31.19	100%	Actual completion date 12.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2019:	01.01.20	02.15.20	100%	Task work in process 02.21.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting	07.01.19	06.30.20	100%	Overall estimated % of completion as of 06.30.20
State Compensation Board Reimbursement -- SCB				
(July 2019)			100%	Actual completion date 08.15.19
(August 2019)			100%	Actual completion date 09.12.19
(September 2019)			100%	Actual completion date 10.07.19
(October 2019)			100%	Actual completion date 11.14.19
(November 2019)			100%	Actual completion date 12.10.19
(December 2019)			100%	Actual completion date 01.03.20
(January 2020)			100%	Actual completion date 01.09.20
(February 2020)			100%	Actual completion date 02.13.20
(March 2020)			100%	Actual completion date 03.11.20
(April 2020)			100%	Actual completion date 04.07.20
(May 2020)			100%	Actual completion date 05.19.20
(June 2020)			100%	Actual completion date 06.22.20
Department of Criminal Justice System -- DCJS				
1st Quarter FY 2019-2020			100%	Actual completion date 11.07.19
2nd Quarter FY 2019-2020			100%	Actual completion date 12.16.19
3rd Quarter FY 2019-2020			100%	Actual completion date 04.01.20
4th Quarter FY 2019-2020			100%	Actual completion date 06.15.20
Healthy Families Grant			0%	Not applicable year to date
Community Based Child Abuse Program (CBCAP) Grant			0%	Not applicable year to date
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			0%	Not applicable year to date
(Electronic Municipal Market Access (EMMA) Continuing Disclosure (Notice Regarding Late Payment on Bonds))	7.16.19	7.31.19	100%	Actual completion date 07.31.19
Rating Agency requested the City to provide written responses to information inquiry.			0%	Not applicable year to date
Residential Sewer Rates Cost of Service Study			0%	Task on hold pending CAFR project completion
Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit			0%	Not applicable year to date

City of Hopewell, VA April 25, 2020 to June 30, 2020				
External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report)				
DEQ (Landfill Financial Assurance Report)				
Single Audit Report				
Federal Audit ClearingHouse (FAC) Reporting				
Other				
Implementation Plan:				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
APA Reports				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of 01.31.18 the City had not made such request for FY15 or FY14. The City requested on 02.01.18 CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18) APA advised on 02.05.18 it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on 02.01.18 DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17. DEQ advised on 02.02.18 since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	100%	CBH provided the City with a draft FY15 report on 03.30.18. Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for 07.31.19

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
04.25.2020 to 06.30.2020**

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

City of Hopewell, VA				
April 25, 2020 to June 30, 2020				
Budget Development				
FY 2019 - 2020				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2019 - 2020 Budget Development:	12.01.18	12.31.18	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
Draft Proposed City Budget Calendar for FY 2019 - 2020	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.19	02.22.19	100%	Task completion 02.21.19
Finalize City Budget Calendar for FY 2019 - 2020	02.22.19	02.28.19	100%	Task completion 04.08.19
Implement City Budget Calendar for FY 2019 - 2020	03.01.19	05.31.19	100%	Task completion 06.03.19
Prepare the approved FY20 City Budget for loading to the City's accounting administrative system (MUNIS)	6.17.19	6.28.19	100%	Task completion 06.30.19
Review & verify the loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)	6.24.19	6.28.19	100%	Task completion 06.30.19
Confirm & verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)	6.27.19	6.28.19	100%	Task completion 07.01.19
Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)	7.15.19	8.30.19	100%	Task completion 10.31.19 Finalized City budgetary document posted on City web site.

City of Hopewell, VA				
April 25, 2020 to June 30, 2020				
Budget Development				
FY 2020 - 2021				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2021 - 2021 Budget Development:				
Annual Operating (See attached City Manager's 11.22.19 email)	10.31.19	11.30.19	100%	Task completion 11.21.19
Capital Project	12.16.19	01.31.20		
Capital Improvement Plan (CIP)	12.16.19	01.31.20	100%	Task completion 03.20.20
<u>Draft Proposed City Budget Calendar for FY 2020 - 2021</u>	01.15.20	01.31.20	100%	Task completion 04.01.20
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.20	02.21.20	100%	Task completion 04.01.20
<u>Finalize City Budget Calendar for FY 2020 - 2021</u>	02.24.20	02.28.20	100%	Task completion 04.23.20
<u>Implement City Budget Calendar for FY 2020 - 2021</u>	03.02.20	05.29.20	100%	Task completion 06.25.20
<u>Prepare the approved FY21 City Budget for loading to the City's accounting administrative system (MUNIS)</u>	06.15.20	06.19.20	100%	Task completion 06.30.20
<u>Review & verify the loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)</u>	06.22.20	06.25.20	100%	Task completion 06.30.20
<u>Confirm & verify City departments having access to their loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)</u>	06.26.20	06.29.20	100%	Task completion 07.01.20
Finance Department preparing DRAFT FY 2020-2021 Financial Plan (i.e. City budgetary document)	07.15.20	09.30.20		

Michael Terry

From: John M. Altman
Sent: Friday, November 22, 2019 4:28 PM
To: Aaron Reidmiller; Charles E. Dane; Concetta Manker; Debbie Pershing; Donald Hunter; Edward Watson; Herbert Bragg; Jennifer Sears; Jerry Byerly; Johnnie Butler; Kamran Afzal; Michael Terry; Ray W. Spicer; Tevya Griffin; Sandra R. Robinson; Ronnieye Arrington; Debbie Reason; Joan Gosler; Steve Kephart; Tammy Ward; Richard Newman; Diane Varner; Wanda L. Brown; Ellen Chiasson; Norman Shelton; Constance Towns
Cc: Debbie Pershing
Subject: FY 21 Operating Budget
Attachments: FY2021 Budget Implementation Plan.pdf
Importance: High

Good afternoon,

As you know one of our goals has been to return to our previous practice of initiating the next fiscal year budget process no later than the 2nd quarter of the current budget year. The attached FY 2020-2021 Operating Budget Implementation Plan outlines the City's steps toward the best practice of starting the new budget development process earlier.

You will receive from Ms. Pershing an "Alpha" FY 2021 Budget template and other related information to be completed and returned to the City Manager's Office. You will be required to enter the budget data into MUNIS once we have completed the FY18 CAFR. I apologize for the redundancy, but we need to begin the process of preparing the FY21 Operating Budget.

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

Thank you,
March



March Altman
 City Manager
 City of Hopewell
 300 N. Main Street
 Hopewell, VA 23860
 (804) 541-2243
 (804) 541-2248 fax
maltman@hopewellva.gov

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

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**City Manager's
FY 2020-2021
Operating Budget Implementation Plan**

FY 2020-2021 (FY 2021) Operating and Capital Budget Implementation Plan Phases 1 thru 5 are as follows:

- 1. Alpha FY 2021 Budget**
- 2. Preliminary FY 2021 Budget**
- 3. Draft FY 2021 Budget**
- 4. Proposed FY 2021 Budget**
- 5. Adopted FY 2021 Budget**

Phase Description:

Alpha FY 2021 Budget

Constitutional Officers and Department Directors are to provide an initial budget request for FY 2021 based on the baseline budget equal to the amount of the department adopted budget for FY 2020. Expenditures exceeding the baseline require an explanation and justification in the department's submission.

Preliminary FY 2021 Budget

Upon the completion and submission of the Alpha FY 2021 budget by departments, a preliminary budget will be compiled by the Finance Department and forwarded to the City Manager to review and meet with departments for discussion.

Draft FY 2021 Budget

Concluding the preliminary budget meetings and discussions by departments with the City Manager, Constitutional Officers and Department Directors will be asked to submit through Munis a formal budget request for FY 2021 based on the baseline budget equal to the amount of the department adopted budget for FY 2020. Expenditures exceeding the baseline require an explanation and justification in the department's submission.

Proposed FY 2021 Budget

Information submitted by Departments as requested under the Draft FY 2021 Phase will be compiled by the Finance Department and forwarded to the City Manager. The City Manager will review and frame a FY 2021 proposed budget for City Council's consideration.

Adopted FY 2021 Budget

Concluding the City Manager's presentation of the Proposed FY 2021 Budget to City Council, several work sessions will be conducted. At the conclusion of the work session(s) cycle it is anticipated City Council and the City Manager will agree on a FY 2021 Budget. The adoption of the FY 2021 Budget by City Council will be the confirmation of the agreement that the FY 2021 Budget provides adequate funding which will enable the City Departments to fulfill their mission in rendering of service to the citizens of Hopewell Va.

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
04.25.2020 to 06.30.2020**

- **Internal Reporting**
 - Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
 - Reporting for the period of 12.31.2018 – 06.30.2020 will be limited in scope due to priority action given to External Reporting, Budget Development FY20 Implementation Plan Close-out and Budget Development FY21

City Manager's Report on Transfers 07.01.2019 to 06.30.2020					
Activity	Account	Fund	From	To	Comment(s)
Date	Description	Type			
7/1-31/2019	City Manager Transfers for Reporting Period-None				
8/16/2019	Human Resources	Capital Fund	\$ 54,075		Transfer for Unbudgeted Fire Truck Lease Payment: Capital Projects inactive or having minimal activity in prior fiscal years (FY17,FY18,FY19)
	Voter Registration	Capital Fund	\$ 44,340		
	Treasurer	Capital Fund	\$ 18,177		
	Public Works	Capital Fund	\$ 31,600		
	Public Works	Capital Fund	\$ 5,000		
	Public Works	Capital Fund	\$ 29,023		
	Fire Motor Vehicles	Capital Fund		\$ 162,415	
9/1-30/2019	City Manager Transfers for Reporting Period-None				
10/17/2019	Public Works	Capital Fund	\$ 13,300		Transfer for Riverwalk Phase II-Property Purchase
	Marina	Capital Fund		\$ 13,300	
11/1-30/2019	City Manager Transfers for Reporting Period-None				
12/1-31/2019	City Manager Transfers for Reporting Period-None				
1/13/2020	Contingency/Litigation	General Fund	\$ 10,000		Transfer for City Attorney Office Renovation
	Public Works	General Fund		\$ 10,000	
03/14-02/21/2020	City Manager Transfers for Reporting Period-None				
3/25/2020	City Manager	General Fund	\$ 13,000		Transfer for Security Software
	Information Technology	General Fund		\$ 13,000	
3/30/2020	Outside Agencies-Hopewell Emergency Crew	General Fund	\$ 51,168		Transfer for LifePack and CPR Device
	Fire/EMS	General Fund		\$ 51,168	
4/1-30/2020	City Manager Transfers for Reporting Period-None				
5/1-31/2020	City Manager Transfers for Reporting Period-None				
6/1-30/2020	City Manager Transfers for Reporting Period-None				

PUBLIC HEARING

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

- 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:

Amendment of the Hopewell Public School’s Fiscal Year 2020 Operating Budget

ISSUE: The Hopewell Public School’s received additional state, federal and grant funding for the FY 2020 operating budget in the amount of \$699,985. HPS is requesting the budget and appropriation of these funds.

RECOMMENDATION: Staff recommends that City Council approve the budget and supplemental appropriation request amending the FY 2020 Hopewell Public Schools budget, as presented.

TIMING: A public hearing was advertised to consider this matter on July 14, 2020.

BACKGROUND: The Hopewell Public School Division’s FY 2020 budget was approved by City Council on May 28, 2019. The Hopewell Public School’s received additional state, federal and grant funding for the FY 2020 operating budget in the amount of \$699,985. This increases the Hopewell Public Schools FY 20 School Operating Fund to \$56,239,535. NO local funds are involved.

ENCLOSED DOCUMENTS:

- Budget Appropriation Documents

STAFF:

Dr. Melody D. Hackney, Superintendent of Schools
Janel F. English, Director of Finance, Hopewell Public Schools

SUMMARY:

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

FY20 Proposed School Budget

School Operating Fund - 014	Approved Budget	Changes	Adjusted Budget
Estimated Revenues			
State Sources	35,381,292	223,213	35,604,505
Federal Sources	5,098,421	463,034	5,561,455
Other Revenues	564,371	13,738	578,109
Transfer from General Fund	14,495,466	-	14,495,466
Total Revenues	<u>55,539,550</u>	<u>699,985</u>	<u>56,239,535</u>
Appropriations			
Non-Categorical	<u>55,539,550</u>	<u>699,985</u>	<u>56,239,535</u>
Total School Operating Fund	<u>55,539,550</u>	<u>699,985</u>	<u>56,239,535</u>
School Textbook Fund - 056			
Estimated Revenues			
State Sources	<u>500,000</u>	-	<u>500,000</u>
Total Revenues	<u>500,000</u>	-	<u>500,000</u>
Appropriations			
Textbook Purchases	<u>500,000</u>	-	<u>500,000</u>
Total School Textbook Fund	<u>500,000</u>	-	<u>500,000</u>
School Cafeteria Fund - 057			
Estimated Revenues			
States Sources	62,007	-	62,007
Federal Sources	2,350,000	-	2,350,000
Other Sources	<u>1,219,844</u>	-	<u>1,219,844</u>
Total Revenues	<u>3,631,851</u>	-	<u>3,631,851</u>
Appropriations			
Operating Expenses	<u>3,631,851</u>	-	<u>3,631,851</u>
Total School Cafeteria Fund	<u>3,631,851</u>	-	<u>3,631,851</u>
School Building/Bus Replacement Fund - 063			
Estimated Revenues			
Other Sources	<u>2,381,917</u>	-	<u>2,381,917</u>
Total Revenues	<u>2,381,917</u>	-	<u>2,381,917</u>
Appropriations			
Appropriations	<u>2,381,917</u>	-	<u>2,381,917</u>
Total School Building/Bus Repl Fund	<u>2,381,917</u>	-	<u>2,381,917</u>
Total Budget Request	<u>62,053,318</u>	<u>699,985</u>	<u>62,753,303</u>

Hopewell City School Board FY20 Budget

Fund	Original Budget Approved	Supplemental Appropriation FY20 #1 Approved 8/8/2019 19-08-G21 11/12/2019	Supplemental Appropriation FY20 #2 Approved 10/10/2019 19-10-G13 11/12/2019	Supplemental Appropriation FY20 #3 Approved 10/10/2019 19-10-G14 11/12/2019	Supplemental Appropriation FY20 #4 Approved 11/14/2019 19-11-G9	Supplemental Appropriation FY20 #5 Approved 11/14/2019 19-11-G10	Total of Supplemental Appropriations That Need City Approval	FY2020 Revised School Board Budget
14	Operating Fund	\$53,717,691	\$251,145.04	\$70,714.00	\$1,500,000.00	\$223,213.00	\$476,772.00	\$56,239,535.04
63	Building/Bus Replacement Fund	\$2,307,384		\$74,533.00				\$2,381,917.00
56	Textbook Fund	\$500,000						\$500,000.00
57	School Food Fund	\$3,631,851						\$3,631,851.00
	Total Budget	\$60,156,926	\$251,145.04	\$145,247.00	\$1,500,000.00	\$223,213.00	\$476,772.00	\$62,753,303.04
			Early Childhood Quality VA Reading Corps JRF TECA JTCCF TECA SSO Grant	Head Start Supplemental Grants	Year Rounds Schools Program Grant	School Security Equipment Grant	21st CCLC Title IVA Title I Title III Wallace	

Board Resolution Number
Approved by City:

19-11-G7
Approval to Delete Numbered Policies

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following numbered Hopewell City Public Schools policies be and are hereby deleted (*presented at the October 10, 2019 School Board meeting*):

- Policy 5100 – Equal Educational Opportunities/ Non-Discrimination
- Policy 5111 – Eligibility of Resident Students
- Policy 5111A – Admission of Nonpublic Students for Part-Time Enrollment
- Policy 5112 – Admission Requirements
- Policy 5112.01 – Admission of Homeless Children
- Policy 5114 – Exchange Students
- Policy 5115 – Physical Examinations of Students

19-11-G8
Approval of Surplus Items

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following items be and are hereby declared *surplus*:

Dupont Elementary:

Cassette tapes (Title I) – no longer usable at the school (Read Naturally cassette tapes with blackline masters. Reading level from 1.0-5.6 and each level of cassette tapes purchased in 2004 – total 128 cassettes).

Hopewell High School:

- 1 Hitachi T.V.
- 1 JVC T.V.
- 1 Emerson VCR
- 1 Panasonic VCR
- 4 Projector Screens

19-11-G9
Approval of Supplemental Appropriation FY20 #4

RESOLVED, upon the recommendation of the Superintendent of Schools, that a *supplemental appropriation* to the Operating Fund in the amount of **\$223,213** for the School Security Equipment Grant, be and is hereby approved for FY20.

19-11-G10
Approval of Supplemental Appropriation FY20 #5

RESOLVED, upon the recommendation of the Superintendent of Schools, that a *supplemental appropriation* to the Operating Fund in the amount of **\$476,772** for the 21st Century Community Learning Centers, Title I, Title III, Title IVA, and Wallace Grants, be and is hereby approved for FY20.

**A RESOLUTION
AMENDING THE FISCAL YEAR 2019-2020
HOPEWELL PUBLIC SCHOOLS OPERATING BUDGET**

WHEREAS, the City Council of the City of Hopewell adopted Hopewell Public Schools FY20 Operating Budget on May 28, 2019, and

WHEREAS, the Hopewell Public Schools received additional revenue from state, federal and grant sources during the fiscal year, and

WHEREAS, the appropriate advertisements and public hearings, as required by Section 15.2-2507 of the Code of Virginia, have been conducted; and

WHEREAS, the proposed amendment of the Hopewell Public Schools operating budget amends the budget in the amount of \$699,985;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hopewell hereby approves and adopts the Fiscal Year 2020 budget amendment, and appropriates all funds as set forth in the amendment below:

SCHOOL OPERATING FUND - 014

Revenues	Approved Budget	Changes	Amended Budget
From State Sources	\$ 35,381,292	\$ 223,213	\$ 35,604,505
From Federal Sources	5,098,421	463,034	5,561,455
From Other Revenue	564,371	13,738	578,109
Transfer from General Fund	14,495,466	-	14,495,466
Total Revenues	55,539,550	\$ 699,985	\$ 56,239,535
Appropriations			
Non-Categorical	\$ 55,539,550	\$ 699,985	\$ 56,239,535
Total School Operating Fund	\$ 55,539,550	\$ 699,985	\$ 56,239,535

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Amend Fiscal Year 2020-2021 School Board Operating Budget

ISSUE: Amendment of the FY 2020-2021 Hopewell Public Schools operating budget by \$1,136,069 increasing local support to \$13,451,263.

RECOMMENDATION: Staff recommends that City Council approve the supplemental appropriation request to amend the FY 2020-2021 Hopewell Public Schools budget, as presented.

TIMING: A public hearing was advertised to consider this matter on July 14, 2020.

BACKGROUND: The Hopewell Public School Division’s FY 2020-2021 budget was approved by City Council on June 25, 2020 included a transfer from the City’s General Fund of \$12,315,194. During the budget process City Council committed to provide a supplemental appropriation of \$1,136,069 of unexpended FY 2017 funding identified the 2017 CAFR in accordance with §22.1-100 of the Code of Virginia to Hopewell Public Schools. This increases the local funding of the Hopewell Public Schools FY 21 budget to \$13,451,263.

ENCLOSED DOCUMENTS:

- Budget Appropriation Documents

STAFF:

Dr. Melody D. Hackney, Superintendent of Schools

Janel F. English, Director of Finance, Hopewell Public Schools

SUMMARY:

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

**A RESOLUTION
AMENDING THE FISCAL YEAR 2020-2021
HOPEWELL PUBLIC SCHOOLS OPERATING BUDGET**

WHEREAS, the City Council of the City of Hopewell adopted Hopewell Public Schools FY21 Operating Budget on June 25, 2020, and

WHEREAS, the City Council in accordance with Section 22.1-100 of the Code of Virginia is appropriating unused local funding during the fiscal year 2017 to the Hopewell Public Schools, and

WHEREAS, the appropriate advertisements and public hearings, as required by Section 15.2-2507 of the Code of Virginia, have been conducted; and

WHEREAS, the proposed amendment of the Hopewell Public Schools FY21 Operating Budget amends the budget in the amount of \$1,136,069;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hopewell hereby approves and adopts the Fiscal Year 2021 budget amendment, and appropriates all funds as set forth in the amendment below:

SCHOOL OPERATING FUND - 014

Revenues	Approved Budget	Changes	Amended Budget
From State Sources	\$ 33,661,350	-	\$ 33,661,350
From Federal Sources	5,067,289	-	5,067,289
From Other Revenue	1,906,323	-	1,906,323
Transfer from General Fund	12,315,194	1,136,069	13,451,263
Total Revenues	<hr/> \$ 52,950,156	\$ 1,136,069	<hr/> \$ 54,086,225
 Appropriations			
Non-Categorical	\$ 52,900,156	\$ 1,136,069	\$ 54,036,225
Youth Programs	50,000	-	50,000
Total School Operating Fund	<hr/> \$ 52,950,156	\$ 1,136,069	<hr/> \$ 54,086,225

PH-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: CARES Coronavirus Relief Funds

ISSUE: Resolution amending the Fiscal Year 2020 City of Hopewell Operating Budget by budgeting and appropriating \$2,026,790 of one-time federal grant funds made available to the City through the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020.

RECOMMENDATION: Staff recommends City Council budget and appropriate \$2,026,790 of federal CARES Act and Coronavirus Relief Funds in the General Fund and authorize the proposed spending plan, which conform to the guidance established by the Commonwealth and U.S. Treasury; and authorize staff to carryforward and re-appropriate any unexpended CARES Act balance FY2020 to FY2021 effective July 1, 2020.

TIMING: Action is requested at the July 14, 2020 meeting

BACKGROUND: Congress passed and the President signed the *Coronavirus Aid, Relief, and Economic Security Act (CARES) of 2020*, which provides funding for programs that address the COVID-19 pandemic. One of the components of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments to address the direct impacts of COVID-19 through the establishment of the Coronavirus Relief Fund (CRF). The Commonwealth of Virginia received approximately \$3.1 billion from the CRF to be used for qualifying expenses of state and local governments (within populations greater than 500,000). Governor Northam, recognizing the impact of COVID-19 on all local governments, has determined to distribute funds to counties and cities based on a proportion of a locality’s population as a percentage of the statewide population. The funds will be distributed on or around June 1, 2020 to the Treasurer. The funds must be expended by December 31, 2020.

SUMMARY:

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

On May 12, 2020, the Virginia Secretary of Finance notified the City that its allocation of the Coronavirus Relief Funds made available through the CARES Act is \$1,965,568. This allocation was determined on a population-based distribution.

At the May 26, 2020, City Council approved of receipt of \$1,965,568 of CARES Coronavirus Relief Funds Act funds from the Commonwealth of Virginia and authorized the execution the Certification of Receipt of Coronavirus Relief Fund Payments and other required documentation to receive and verify use of funds.

ENCLOSED DOCUMENTS:

- Memorandum from Secretary of Finance, Aubrey L. Layne, Jr., dated May 12, 2020
- Certification of Receipt of Coronavirus Relief Fund Payments

STAFF:

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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



COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

May 12, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.
Secretary of Finance

Subject: Local Allocations for Federal CARES Coronavirus Relief Funds

Background

As most of you are aware, Congress passed and the President recently signed the *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020*. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF).

Allocations were sent to states based on population. Each state received 55 percent of its share based on total state population and the remaining 45 percent was based on the local populations of each state's cities and counties. Localities with populations greater than 500,000 could apply to receive funds directly. All other CRF funds were distributed to the states to determine the allocations to localities.

Virginia has received approximately \$3.1 billion as its share of the CRF total. This amount does not include approximately \$200 million that went directly to Fairfax County since it qualified to receive its funding directly.

These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

At this point, federal guidance indicates that the CRF funds can only be used for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to make up for revenue shortfalls. State and local government officials have requested that this restriction be lifted or that additional federal funds be provided to address the loss of state and local revenue. To date, no action has been taken by Congress to allow that flexibility or to provide funding for that purpose.

Allocation of CRF Funds to Localities

While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities are experiencing the same COVID-19 related expenses as the Commonwealth. Therefore, fifty (50) percent of the locally-based allocations will be distributed to counties and cities on or around June 1, 2020, by the Department of Accounts (DOA) after receipt of a signed certification from the locality. This distribution will be made to the local treasurer in the same manner that Car Tax Relief Payments are made.

Each locality’s allocation will be based on the proportion that the locality’s population represents of the statewide total population. Appendix A reflects the population used by US Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality.

This table also reflects each locality’s share of the current distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, localities are advised not to create services with expenses beyond that period. Any expenses beyond December 30, 2020, must be paid entirely by the locality from local funds.

Requirements for Use of Funds and Certifications

General

The amounts listed in Appendix A reflect the funds that will be transferred to each locality after receipt of a certification form (Appendix D) from the locality signed by the chief executive officer, the chief financial officer, and the chief elected officer. Before signing the certification, I recommend that you read and understand the federal guidance and the frequently asked questions contained in Appendix B and Appendix C, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you “up front” rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the local government. You are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements.

If the federal government determines that you have used CRF funds for purposes that do not qualify, you must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, you are agreeing that the state can use state aid intercept to recover any funds necessary for expenses that were not for a qualifying purpose or that were unexpended as of December 30, 2020.

For Counties Only

As previously stated, the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

Counties must ensure that an equitable share of the CRF funds it receives are shared with and granted to each town within its jurisdiction. Just as with the funds retained by the county, the funds granted to towns must be spent in accordance with the same requirements and the same documentation must be retained for audit purposes. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements and must ensure that the use of the funds meets the requirements set forth by the federal government.

Submission of Certification

The certification in Appendix D contains more specific details on the responsibilities of the local governing body. A fillable .pdf form can be downloaded from the Secretary of Finance’s Website under “Recent News” at: <http://finance.virginia.gov/>

In order to receive your locality’s allocation, the signed certification form must be submitted no later than **May 22, 2020**, to the Department of Accounts in electronic or hard copy form:

By Email to: GACCT@DOA.Virginia.gov

By US Mail to: Department of Accounts
Attention: Local CRF Certification
P.O. Box 1971
Richmond, VA 23218-1971

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the certification form or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at Melinda.Pearson@DOA.Virginia.gov or by phone at 804-225-2376.

Appendix A – Local Allocations

Annual Estimates of the Resident Population for Counties in Virginia: as of July 1, 2019	Statewide Total = 8,535,519	% of Total ¹	Current Allocation Base = \$744,691,122
Locality	Population		
.Accomack County, Virginia	32,316	0.3786%	\$2,819,446
.Albemarle County, Virginia	109,330	1.2809%	\$9,538,621
.Alleghany County, Virginia	14,860	0.1741%	\$1,296,478
.Amelia County, Virginia	13,145	0.1540%	\$1,146,851
.Amherst County, Virginia	31,605	0.3703%	\$2,757,414
.Appomattox County, Virginia	15,911	0.1864%	\$1,388,173
.Arlington County, Virginia	236,842	2.7748%	\$20,663,551
.Augusta County, Virginia	75,558	0.8852%	\$6,592,144
.Bath County, Virginia	4,147	0.0486%	\$361,810
.Bedford County, Virginia	78,997	0.9255%	\$6,892,184
.Bland County, Virginia	6,280	0.0736%	\$547,906
.Botetourt County, Virginia	33,419	0.3915%	\$2,915,679
.Brunswick County, Virginia	16,231	0.1902%	\$1,416,092
.Buchanan County, Virginia	21,004	0.2461%	\$1,832,518
.Buckingham County, Virginia	17,148	0.2009%	\$1,496,097
.Campbell County, Virginia	54,885	0.6430%	\$4,788,505
.Caroline County, Virginia	30,725	0.3600%	\$2,680,638
.Carroll County, Virginia	29,791	0.3490%	\$2,599,150
.Charles City County, Virginia	6,963	0.0816%	\$607,495
.Charlotte County, Virginia	11,880	0.1392%	\$1,036,484
.Chesterfield County, Virginia	352,802	4.1333%	\$30,780,614
.Clarke County, Virginia	14,619	0.1713%	\$1,275,451
.Craig County, Virginia	5,131	0.0601%	\$447,660
.Culpeper County, Virginia	52,605	0.6163%	\$4,589,583
.Cumberland County, Virginia	9,932	0.1164%	\$866,529
.Dickenson County, Virginia	14,318	0.1677%	\$1,249,190
.Dinwiddie County, Virginia	28,544	0.3344%	\$2,490,354
.Essex County, Virginia	10,953	0.1283%	\$955,607
.Fairfax County, Virginia	1,147,532	13.4442%	N/A
.Fauquier County, Virginia	71,222	0.8344%	\$6,213,845
.Floyd County, Virginia	15,749	0.1845%	\$1,374,040
.Fluvanna County, Virginia	27,270	0.3195%	\$2,379,202
.Franklin County, Virginia	56,042	0.6566%	\$4,889,448

.Frederick County, Virginia	89,313	1.0464%	\$7,792,215
.Giles County, Virginia	16,720	0.1959%	\$1,458,756
.Gloucester County, Virginia	37,348	0.4376%	\$3,258,469
.Goochland County, Virginia	23,753	0.2783%	\$2,072,358
.Grayson County, Virginia	15,550	0.1822%	\$1,356,678
.Greene County, Virginia	19,819	0.2322%	\$1,729,131
.Greensville County, Virginia	11,336	0.1328%	\$989,022
.Halifax County, Virginia	33,911	0.3973%	\$2,958,604
.Hanover County, Virginia	107,766	1.2626%	\$9,402,168
.Henrico County, Virginia	330,818	3.8758%	\$28,862,595
.Henry County, Virginia	50,557	0.5923%	\$4,410,903
.Highland County, Virginia	2,190	0.0257%	\$191,069
.Isle of Wight County, Virginia	37,109	0.4348%	\$3,237,617
.James City County, Virginia	76,523	0.8965%	\$6,676,337
.King and Queen County, Virginia	7,025	0.0823%	\$612,904
.King George County, Virginia	26,836	0.3144%	\$2,341,338
.King William County, Virginia	17,148	0.2009%	\$1,496,097
.Lancaster County, Virginia	10,603	0.1242%	\$925,071
.Lee County, Virginia	23,423	0.2744%	\$2,043,566
.Loudoun County, Virginia	413,538	4.8449%	\$36,079,596
.Louisa County, Virginia	37,591	0.4404%	\$3,279,670
.Lunenburg County, Virginia	12,196	0.1429%	\$1,064,054
.Madison County, Virginia	13,261	0.1554%	\$1,156,971
.Mathews County, Virginia	8,834	0.1035%	\$770,732
.Mecklenburg County, Virginia	30,587	0.3583%	\$2,668,598
.Middlesex County, Virginia	10,582	0.1240%	\$923,239
.Montgomery County, Virginia	98,535	1.1544%	\$8,596,799
.Nelson County, Virginia	14,930	0.1749%	\$1,302,585
.New Kent County, Virginia	23,091	0.2705%	\$2,014,601
.Northampton County, Virginia	11,710	0.1372%	\$1,021,652
.Northumberland County, Virginia	12,095	0.1417%	\$1,055,242
.Nottoway County, Virginia	15,232	0.1785%	\$1,328,933
.Orange County, Virginia	37,051	0.4341%	\$3,232,557
.Page County, Virginia	23,902	0.2800%	\$2,085,357
.Patrick County, Virginia	17,608	0.2063%	\$1,536,230
.Pittsylvania County, Virginia	60,354	0.7071%	\$5,265,654
.Powhatan County, Virginia	29,652	0.3474%	\$2,587,023
.Prince Edward County, Virginia	22,802	0.2671%	\$1,989,387
.Prince George County, Virginia	38,353	0.4493%	\$3,346,151
.Prince William County, Virginia	470,335	5.5103%	\$41,034,915
.Pulaski County, Virginia	34,027	0.3987%	\$2,968,725
.Rappahannock County, Virginia	7,370	0.0863%	\$643,004
.Richmond County, Virginia	9,023	0.1057%	\$787,222
.Roanoke County, Virginia	94,186	1.1035%	\$8,217,365

.Rockbridge County, Virginia	22,573	0.2645%	\$1,969,407
.Rockingham County, Virginia	81,948	0.9601%	\$7,149,647
.Russell County, Virginia	26,586	0.3115%	\$2,319,526
.Scott County, Virginia	21,566	0.2527%	\$1,881,550
.Shenandoah County, Virginia	43,616	0.5110%	\$3,805,328
.Smyth County, Virginia	30,104	0.3527%	\$2,626,458
.Southampton County, Virginia	17,631	0.2066%	\$1,538,237
.Spotsylvania County, Virginia	136,215	1.5959%	\$11,884,234
.Stafford County, Virginia	152,882	1.7911%	\$13,338,365
.Surry County, Virginia	6,422	0.0752%	\$560,295
.Sussex County, Virginia	11,159	0.1307%	\$973,580
.Tazewell County, Virginia	40,595	0.4756%	\$3,541,757
.Warren County, Virginia	40,164	0.4706%	\$3,504,154
.Washington County, Virginia	53,740	0.6296%	\$4,688,608
.Westmoreland County, Virginia	18,015	0.2111%	\$1,571,739
.Wise County, Virginia	37,383	0.4380%	\$3,261,523
.Wythe County, Virginia	28,684	0.3361%	\$2,502,568
.York County, Virginia	68,280	0.8000%	\$5,957,167
.Alexandria city, Virginia	159,428	1.8678%	\$13,909,478
.Bristol city, Virginia	16,762	0.1964%	\$1,462,420
.Buena Vista city, Virginia	6,478	0.0759%	\$565,181
.Charlottesville city, Virginia	47,266	0.5538%	\$4,123,776
.Chesapeake city, Virginia	244,835	2.8684%	\$21,360,910
.Colonial Heights city, Virginia	17,370	0.2035%	\$1,515,466
.Covington city, Virginia	5,538	0.0649%	\$483,169
.Danville city, Virginia	40,044	0.4691%	\$3,493,685
.Emporia city, Virginia	5,346	0.0626%	\$466,418
.Fairfax city, Virginia	24,019	0.2814%	\$2,095,565
.Falls Church city, Virginia	14,617	0.1712%	\$1,275,277
.Franklin city, Virginia	7,967	0.0933%	\$695,090
.Fredericksburg city, Virginia	29,036	0.3402%	\$2,533,279
.Galax city, Virginia	6,347	0.0744%	\$553,751
.Hampton city, Virginia	134,510	1.5759%	\$11,735,479
.Harrisonburg city, Virginia	53,016	0.6211%	\$4,625,442
.Hopewell city, Virginia	22,529	0.2639%	\$1,965,568
.Lexington city, Virginia	7,446	0.0872%	\$649,635
.Lynchburg city, Virginia	82,168	0.9627%	\$7,168,841
.Manassas city, Virginia	41,085	0.4813%	\$3,584,508
.Manassas Park city, Virginia	17,478	0.2048%	\$1,524,888
.Martinsville city, Virginia	12,554	0.1471%	\$1,095,288
.Newport News city, Virginia	179,225	2.0998%	\$15,636,690
.Norfolk city, Virginia	242,742	2.8439%	\$21,178,304
.Norton city, Virginia	3,981	0.0466%	\$347,327
.Petersburg city, Virginia	31,346	0.3672%	\$2,734,818

.Poquoson city, Virginia	12,271	0.1438%	\$1,070,597
.Portsmouth city, Virginia	94,398	1.1059%	\$8,235,862
.Radford city, Virginia	18,249	0.2138%	\$1,592,155
.Richmond city, Virginia	230,436	2.6997%	\$20,104,653
.Roanoke city, Virginia	99,143	1.1615%	\$8,649,844
.Salem city, Virginia	25,301	0.2964%	\$2,207,415
.Staunton city, Virginia	24,932	0.2921%	\$2,175,221
.Suffolk city, Virginia	92,108	1.0791%	\$8,036,068
.Virginia Beach city, Virginia	449,974	5.2718%	\$39,258,497
.Waynesboro city, Virginia	22,630	0.2651%	\$1,974,380
.Williamsburg city, Virginia	14,954	0.1752%	\$1,304,679
.Winchester city, Virginia	28,078	0.3290%	\$2,449,697
Total Funds Distributed (excludes Fairfax County)			\$644,573,383
Source: U.S. Census Bureau, Population Division			
Release Date: March 2020			

¹ **Note:** Percentages are displayed as rounded numbers, however, the distributions are calculated using the full values.

Appendix B - Guidance From U.S. Treasury

Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government

officials responsible for spending Fund payments.

¹ See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in

- connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix C - Frequently Asked Questions

The content below was provided by the US Department of the Treasury.

Coronavirus Relief Fund Frequently Asked Questions April 22, 2020

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the “Fund”) that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May governments retain assets purchased with these funds?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of May 4, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to

the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax

requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government’s general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix D - Certification for Use of Coronavirus Relief Fund

Note: Provided for reference only - download a fillable .pdf copy of this form from the Secretary of Finance’s Website under “Recent News” at: <http://finance.virginia.gov/>

**CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
INSERT NAME OF LOCAL GOVERNMENT**

We the undersigned represent **insert name of local government** (the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to

invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

- 8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
- 9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
- 10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
- 11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

For counties only

- 12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: _____	By: _____	By: _____
Signature: _____	Signature: _____	Signature: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

**CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
CITY OF HOPEWELL, VIRGINIA**

We the undersigned represent **CITY OF HOPEWELL, VIRGINIA**
(the locality), and we certify that:

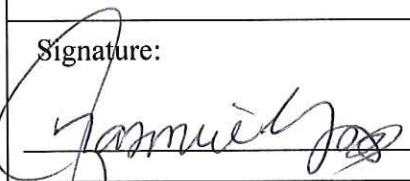


1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.

- 10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
- 11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

For counties only

- 12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: Jasmine E. Gore	By: John M. Altman, Jr.	By: Michael Terry
Signature: 	Signature: 	Signature: 
Title: Mayor	Title: City Manager	Title: Director of Finance
Date: 5-20-2020	Date: 5-20-2020	Date: 5.20.2020



CITY OF HOPEWELL CORONAVIRUS RELIEF FUND STRATEGIC PLAN

July 7, 2020

Strategic Goals

1. Support continued COVID-19 public health response through the procurement, distribution, and facilitation of protective measure education, personal protective equipment, COVID-19 testing, medical treatment, and contact tracing.
2. Support the continuation of essential City services by providing a safe workspace for City employees through the continued procurement of personal protective equipment, sanitation supplies, and technology.
3. Provide a safe environment for City services through the procurement and installation of equipment and building modifications that support social distancing, cleaner air, visitor screening, etc.
4. Fund financial relief programs that support vulnerable populations in the City who are adversely impacted both economically and health wise, by the COVID-19 pandemic and the resulting quarantine.
5. Fund grant programs that support businesses in the City who have been adversely affected by the economic effects of COVID-19 quarantine orders.
6. Fund federally mandated support of City employees impacted by COVID-19, through the provision of paid time off for quarantine and COVID-19 sick leave.
7. Support City response to COVID-19 through the continued re-assignment of employee time to COVID-19 activities as necessary to meet response goals.

Investment Areas

<p>Goal 1: Support continued COVID-19 public health response through the procurement, distribution, and facilitation of protective measure education, personal protective equipment, COVID-19 testing, medical treatment, and contact tracing.</p> <p>Investments to support goal one are in direct support of the public during the COVID-19 pandemic. Access to personal protective equipment, hand sanitizer, and basic educational materials are critical to stop the spread of the disease. Testing and contact tracing is also crucial in identifying problem areas and implementing quarantine to contain the spread. In support of these activities, example investments include; purchasing PPE, sanitizer, and print materials for direct distribution to the public.</p> <p>It includes logistical support equipment, contract costs for tests, and any other expenses associated with the support of testing sites throughout the City. Medical equipment and supplies for EMS, as well as any contact tracing support requested by Crater Health.</p>	<p>Investment Amount: \$200,000</p>
<p>Goal 2: Support the continuation of essential City services by providing a safe workspace for City employees through the continued procurement of personal protective equipment, sanitation supplies, and technology.</p> <p>Investments to support goal two are focused around providing a safe work environment to City employees during COVID-19, so that essential services can continue. This is not only a requirement by state and federal guidance, but also a best practice to protect our workforce from the effects of the pandemic. Sickness and even quarantine due to direct exposure have the potential to cause a significant impact on the City’s workforce, and therefore the ability to provide the essential functions needed by the community.</p> <p>Investment examples in this area include; all levels of personal protective equipment used by City employees. This ranges from the highest level required by the CDC for medics in the back of ambulances who are directly treating COVID-19 patients in confined spaces, to the basic face coverings used by office employees when social distancing is not feasible.</p> <p>This investment area also includes sanitization supplies and services, for use in routine cleaning of frequently touched surfaces in all City buildings, and technology that supports tele-work and online access to City resources and services.</p>	<p>Investment Amount: \$70,000</p>

<p>Goal 3: Provide a safe environment for City services through the procurement and installation of equipment and building modifications that support social distancing, cleaner air, visitor screening, etc.</p> <p>Investments for goal three contain improvements to public buildings in accordance with guidance from the CDC, VDH, DOLI, and best practices established around the country in response to COVID-19.</p> <p>Investment examples include the installation of “sneeze guards” at all public facing offices that require direct interaction between the public and City employees, as well as thermal scanners for all City employees and visitors.</p> <p>It also includes air-cleaning technology for all City building air-handling equipment to improve air quality and reduce the spread of the virus, as well as any other improvements to improve safe access to City Hall and other City buildings by employees and the general public.</p>	<p>Investment Amount: \$260,568</p>
<p>Goal 4: Fund financial relief programs that support vulnerable populations in the City who are adversely affected both economically and health wise, by the COVID-19 pandemic and the resulting quarantine.</p> <p>Investments used to support goal three focus on the negative impacts that COVID-19 and quarantine policies have had on the vulnerable populations of the City. Job loss and/or work time reduction has affected the ability of many families to make rent or mortgage payments, or even buy food. To try to address these needs, This investment area includes a rent and mortgage relief program to decrease the number of evictions in Hopewell, and therefore keep people in their homes.</p> <p>Further examples include support for non-congregate housing for the homeless, as well as support for feeding programs in the City. It also has a set-aside for non-congregate housing, which may be needed in response to any disasters such as a hurricane, which may require sheltering operations to support displaced individuals and families, while COVID-19 is still a concern.</p> <p>Finally funding includes a downtown free Wi-Fi project to increase access to educational and health resources need for those who have no internet access at home.</p>	<p>Investment Amount: \$715,000</p>

<p>Goal 5: Fund grant programs that support businesses in the City who have been adversely affected by the economic effects of COVID-19 quarantine orders.</p> <p>This investment area is intended to address the negative impact on local small businesses that were forced to close or reduce their capacity, due to the ongoing COVID-19 response. Losses incurred during this time have the potential to close a business permanently, thus negatively impacting the City’s economy, and ultimately the community as a whole.</p> <p>The primary investment in this area will create a local grant program to support those small businesses, which have experienced these losses, to support their re-opening. Any other support for local businesses will be covered in this area.</p>	<p>Investment Amount: \$500,000</p>
<p>Goal 6: Fund federally mandated support of City employees impacted by COVID-19, through the provision of paid time off for quarantine and COVID-19 sick leave.</p> <p>Federal mandates require that employers provide paid time off for employees who are required to quarantine due to COVID-19 exposure, or for employees who contract the virus and need to quarantine. This time cannot affect their normally accrued City PTO. This ongoing expense has already cost the City and will continue to do so through the entire course of the pandemic.</p> <p>Therefore, this investment will cover set-aside funds to support this cost for the duration of this pandemic.</p>	<p>Investment Amount: \$80,000</p>
<p>Goal 7: Support City response to COVID-19 through the continued re-assignment of employee time to COVID-19 activities as necessary to meet response goals.</p> <p>The response to COVID-19 has required that the City be flexible in the deployment of its employees to meet the demands of the response. CARES act funds allow for the funding of positions that are substantially changed from their normal duties, to duties associated with the response to COVID-19. A number of positions in the City have been assigned COVID-19 related tasks outside of their normal duties, including the Hopewell COVID-19 virtual call center, logistical activities with the procurement and distribution of supplies, as well as planning activities to name a few.</p> <p>This investment area will cover salaries and overtime for employees who fall into this category to reduce the budget impact of the City’s COVID-19 response activities.</p>	<p>Investment Amount: \$140,000</p>
<p style="text-align: right;">Total Investment:</p>	<p>\$1,965,568</p>

**A RESOLUTION
AMENDING THE FISCAL YEAR 2019-2020 OPERATING BUDGET
FOR CARES Act FUNDING RECEIVED IN RESPONSE TO COVID-19**

WHEREAS, the City Council of the City of Hopewell adopted its original budget on May 28, 2019 for FY20, and

WHEREAS, the coronavirus pandemic was an unanticipated event for which response funds were not included, and

WHEREAS, federal categorical aid has been made available to assist the City in fighting the spread of coronavirus and ensuring the safety of its citizenry, and

WHEREAS, the appropriate advertisements and public hearings, as required by Section 15.2-2507 of the Code of Virginia, have been conducted; and

WHEREAS, the proposed operational expenditures are expected to be completed over fiscal years 2020 and 2021;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hopewell hereby approves and adopts the Fiscal Year 2020 budget amendment, and appropriates all funds as set forth in the amendment below:

COVID-19 RESPONSE - FUND 011	Revenues	Expenditures
From Federal Government – CARES	\$ 1,965,568	\$ 1,965,568
From Federal Government – DOJ	\$ 34,117	\$ 34,117
From Federal Government – HHS	\$ 27,105	\$ 27,105
Total	\$ 2,026,790	\$ 2,026,790

BE IT FURTHER RESOLVED, as follows:

1. Estimates of revenues and appropriations are approved at the fund level.
2. Appropriations assigned for this special revenue funding will not lapse at the end of the fiscal year, but shall remain appropriated until the completion of the project or until the City Council, by appropriate resolution, changes or eliminates the appropriation.

PH-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: Hold a public hearing to consider citizen comments regarding the proposed Community Development Block Grant (CDBG) FY 2020-2021 Budget

ISSUE: The City of Hopewell has been notified that it will receive \$210,670 in CDBG funding for the FY 2020-2021. City Staff has reviewed all applications for funding submitted by various agencies and have developed a proposed CDBG budget for City Council’s consideration.

RECOMMENDATION: Hold a public hearing to consider citizen comments regarding the proposed FY 2020-2021 Community Development Block Grant (CDBG) Budget. Re-appropriate \$178,243.12 of unspent FY19’CDBG dollars. Approve and appropriate a total of \$388,913.12 for the FY2020-2021-2020 CDBG Budget, and authorize the City Manager to submit the 2020-2025 Consolidated Plan and 2020 Action Plan to the United States Department of Housing and Urban Development (HUD).

TIMING: City Council action is requested on July 14, 2020.

BACKGROUND: The City of Hopewell is a HUD entitlement community. Each year the City receives funding through the CDBG. Every five years the City must undergo a rigorous public input process to update the goals and priorities of the CDBG program. Each year a public hearing must be held by City Council to consider citizen comments regarding the proposed CDBG budget.

FISCAL IMPACT: None

STAFF: Tevya W. Griffin, Director of Development
Chris Ward, Senior Planner

SUMMARY:

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

ATTACHMENTS: Power Point presentation

SUMMARY:

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

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



The City of Hopewell, Virginia

Department of Development Community Development Block Grant Program

300 N. Main Street ● Hopewell Virginia 23860 ● (804) 541-2220 ● Fax: (804) 541-2310

Overview of the Community Development Block Grant Program

The City of Hopewell is a Community Development Block Grant (CDBG) Entitlement community. This means that each year the City receives an allocation from the United States Department of Housing and Urban (HUD) Development to 1) Benefit low and moderate income people, (2) Aid in the prevention or elimination of slum and blight, and to (3) Meet an urgent need (caused by an act of nature.)

The grant is divided into three categories:

- **Administration (20% caps):** Salary, housing/budget education, fair housing education, advertisements, staff training.
- **Public Service Programs (15% caps):** Rent/utility subsidies, children programs, programs for the elderly, prevention of child abuse, homeless shelter.
- **Infrastructure/Housing (Construction/Rehabilitation) Programs (65% or remaining):** Curb and gutter/sidewalk projects, home emergency repair, construction, historic restoration (residential/commercial), park/public facility projects, micro enterprise (job creation), and drainage projects.

Grant Allocation

CDBG funds are allocated based on a HUD formula. Below are the allocations over the past six (6) years.

Year	Allocation
2015	\$182,288
2016	180,729
2017	162,676
2018	177,848
2019	190,398
2020	210,670
Total FY15-FY20	\$1,104,609

CDBG Annual Program Goals

Every five (5) years the City completes a Consolidated Plan that outlines the objectives and goals for CDBG funds. The City completes a needs assessment using demographic analysis and input from citizens, non-profit service providers, and other stakeholders.

From 2015-2020 the City adopted the following goals.

- Rehabilitation of Housing
- Education, primarily adult and pre-school literacy
- Household Services including elderly and disabled
- Public Safety

The City is currently re-writing the 2020-2025 Consolidated Plan. The demographic information included in the Plan is automatically uploaded by HUD using Census data. To gain input from citizens, non-profit service providers and others the City held meetings and conducted a community survey to better understand community needs. The survey was available June 11, 2020 – July 1, 2020. There were a little over 100 survey results received. Survey results are provided in this packet.

Staff recommends using the current community survey results, results from the town hall meetings held last year, and current local events/crisis to shape the spending priorities of CDBG dollars over the next five years.

Staff recommends the following priorities for the next 5 years:

- Housing –Rehabilitation
- Employment Services/Job Training
- Homelessness Prevention
- Homeless Wrap -Around Services
- Homeless Facility
- Child abuse prevention
- Recreational Facilities
- COVID-19 – If needed, HUD has allowed the FY20’ allocation to be used on COVID-19 related activities

CDBG-CV (Community Development Block Grant- COVID-19) Funding

The City of Hopewell was notified on April 10, 2020 from the United States Department of Housing and Urban Development (HUD) that the City has received \$123,919 in Community Development Block Grant *funds to prevent, prepare for, and respond to the coronavirus.*

While this funding follows the traditional funding parameters of the CDBG program, HUD has expanded the use of these funds to assist low-to-moderate income individuals and families as it relates to COVID-19 specifically.

In mid-May the City received guidance from the United States Department of Housing and Urban Development on how the funds could be expended. Since that time Staff has spoken with several providers, departments, and community activist to determine the needs of our citizens as it relates to COVID-19 and that fit the criteria outlined by HUD. See attached guidance provided by HUD.

Staff has identified three uses for the CDBG-CV funding that would benefit the citizens of Hopewell directly. They are as follows:

- Housing for the homeless- Provide hotel/motel vouchers, rapid rehousing, and wrap around services. CDBG homeless funds will not have age and illness barriers as does the FEMA funding. Our goal is to help more people experiencing homelessness and housing vulnerability as a result of COVID-19.
- *Rent, mortgage, and utility payments – this will be a needed service especially since the moratorium on evictions has been lifted. Includes budget counseling. The program will be tailored to include landlord/tenant negotiation of payments. See attached guidelines.
- Gather data and develop non-project specific emergency infectious disease response. Data gathering, studies, analysis, and preparation of plans. Used to identify real time evictions, foreclosures, and other issues arising in the City directly associated with the COVID-19 pandemic

*City staff contacted three (3) non-profit payment assistance providers to conduct informational interviews about implementing a rent, mortgage, and utility payment assistance program in Hopewell. Two (2) providers responded and staff conducted informational phone call meetings with each one. An overview of each interview is provided below.

PROVIDER # 1 – ACTSRVA – May 18, 2020.

ACTSRVA is a faith-based provider of a payment assistance program in the Richmond area. Payment assistance is the only service they provide. Hopewell is not currently in ACTSRVA’s service area but they are willing to extend into Hopewell for this program. They have two (2) part-time case managers that assist applicants. ACTSRVA has not worked within the parameters of CDBG funding before.

PROVIDER #2 – COMMONWEALTH CATHOLIC CHARITIES – May 21, 2020.

Commonwealth Catholic Charities (CCC) is also a faith-based payment assistance provider and provides this service in the greater Richmond area including Petersburg. CCC offers numerous services to assist low income persons and families. They currently assist the City of Hopewell with the operation of the homeless shelter. They have two (2) full-time case managers that assist applicants. CCC has worked within the parameters of CDBG funding and is currently a sub-recipient of Hopewell CDBG entitlement funding.

PROVIDER #3 – HOME OF VA – Did not respond to request for informational phone call.

Both providers operate their programs in a similar manner:

- ✓ Applicant screening occurs remotely over the phone whenever possible. Email, text, fax and regular mail are also utilized to obtain the necessary documentation of need. In-person meetings are kept to a minimum at this time.

- ✓ Applicants meet the low-to-moderate income thresholds set by HUD and the CDBG program by a large majority.
- ✓ Homeowners and renters are eligible for assistance (mortgage, rent and utility).
- ✓ Payment assistance is made directly to the mortgage company, landlord, and utility – applicants do not receive direct payments.
- ✓ Financial literacy counseling is provided during the time of assistance with follow-up afterwards.
- ✓ CDBG funds for administration are sufficient for the implementation of this program in Hopewell and additional City funds are not required.

PROVIDER #4 - SAINT JOSEPH’S VILLA- June 30, 2020

After Governor’s Northam announced the Virginia Mortgage Rent and Relief Program, Staff contacted the non-profit charged with administering and distributing funds for the Tri-Cities, Saint Joseph’s Villa. We were told that they were inundated with calls prior to the programs launch. They advised Hopewell to utilize any other sources of funding for rent, mortgage and utility relief as the demand for the state funding would exceed the resource. Additionally, we were advised that at this time they did not have the capacity to offer any services in the City outside of the State relief program.

RECOMMENDATION

Both providers are qualified to partner with the City on the implementation of a payment assistance program utilizing CDBG-CV funding; however, there are differentiating factors between ACTSRVA and Commonwealth Catholic Charities:

Capacity – ACTS RVA employs two part-time case managers who are located in Richmond. CCC has two full-time case managers, one of which is located in Petersburg. ACTSRVA is the lead agency for the State’s Rental Assistance Program for Chesterfield County. The time they are able to provide to Hopewell residents will be limited. CCC is better positioned to handle the increased caseload of Hopewell applicants.

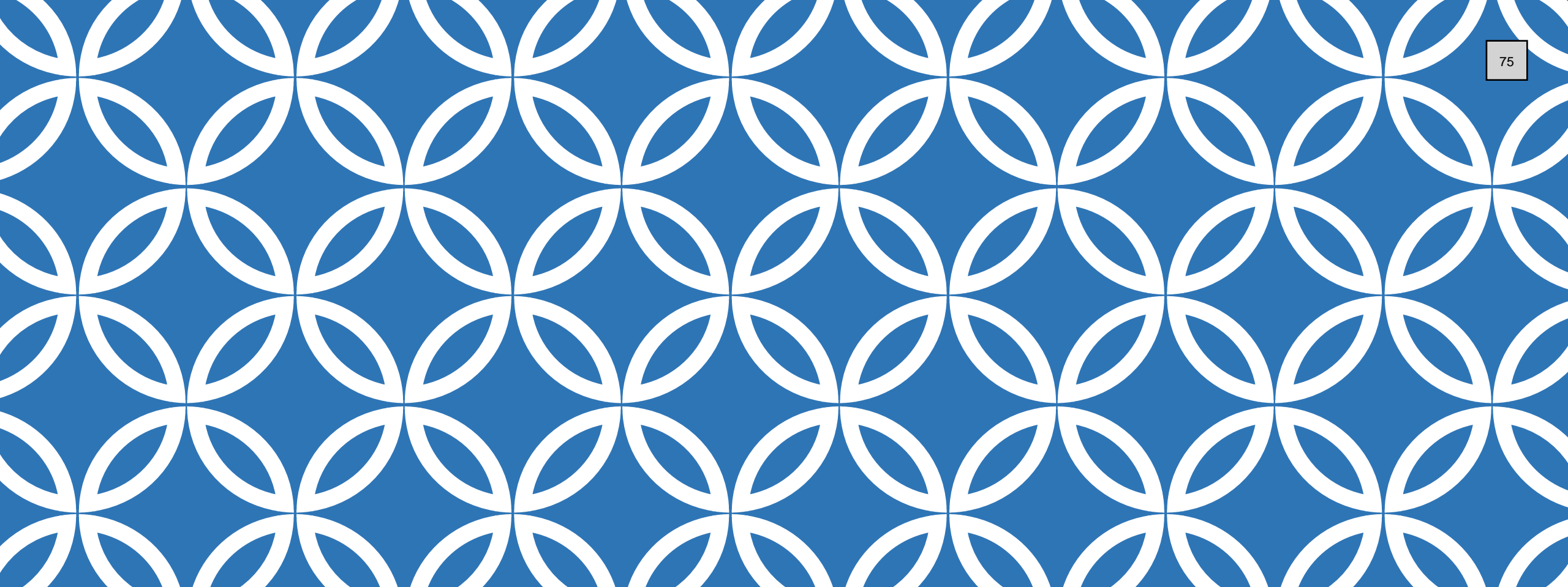
Familiarity with Hopewell and the CDBG Program – ACTSRVA has no experience working in Hopewell or with the CDBG program. CCC has been a recipient of Hopewell CDBG funding for several years and has provided services to Hopewell residents during that time.

For these reasons, we recommend that the City engage Commonwealth Catholic Charities to implement a payment assistance program in Hopewell utilizing CDBG-CV funding. CCC is willing to utilize an office in the Cold-Weather Shelter facility to service Hopewell citizens.

There is no way to estimate the funding need for the proposed public service projects. However, the following table provides the possible funding scenarios. The only fixed cost is that of the data gathering software, Building Blocks. Please see the attached information.

Project	CDBG-CV funding		
		Program Administration	Direct Services
Homeless Services	\$54,109.50	\$10,821.90	\$43,287.60
Housing Stabilization - Rent, Mortgage and	\$54,109.50	\$10,821.90	\$43,287.60

Utility Payments			
Data Gathering and Plan Preparation	\$15,700		
TOTAL	\$123,919		



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

Fiscal Year 2020-2021

MISSION OF HUD & PURPOSE OF CDBG PROGRAM

- HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.
- The City of Hopewell is a Community Development Block Grant (CDBG) Entitlement community. This means that each year the City receives an allocation from the United States Department of Housing and Urban (HUD) Development to 1) Benefit low and moderate income people, (2) Aid in the prevention or elimination of slum and blight, and to (3) Meet an urgent need (caused by an act of nature.)

GRANT PARAMETERS

The grant is divided into three categories:

- Administration (20% caps): Salary, housing/budget education, fair housing education, advertisements, staff training.
- Public Service Programs (15% caps): Rent/utility subsidies, children programs, programs for the elderly, prevention of child abuse, homeless shelter.
- Infrastructure/Housing (Construction/Rehabilitation) Programs (65% or remaining): Curb and gutter/sidewalk projects, home emergency repair, construction, historic restoration (residential/commercial), park/public facility projects, micro enterprise (job creation), and drainage projects.

CONSOLIDATED PLAN

Every five (5) years the City completes a Consolidated Plan that outlines the objectives and goals for CDBG funds. The City completes a needs assessment using demographic analysis and input from citizens, non-profit service providers, and other stakeholders.

From 2015-2020 the City adopted the following goals.

- Rehabilitation of Housing
- Education, primarily adult and pre-school literacy
- Household Services including elderly and disabled
- Public Safety

CONSOLIDATED PLAN

- The City is currently re-writing the 2020-2025 Consolidated Plan.
- The demographic information included in the Plan is automatically uploaded by HUD using Census data.
- To gain input from citizens, non-profit service providers and others the City held meetings with grant sub-recipients, and conducted a community survey to better understand community needs. The survey was available June 11, 2020 – July 1, 2020. There were 103 survey results received.

CONSOLIDATED PLAN – NEW GOALS

Staff recommends the following priorities for the next 5 years:

- Housing –Rehabilitation
- Employment Services/Job Training
- Homelessness Prevention
- Homeless Wrap -Around Services
- Homeless Facility
- Child abuse prevention
- Recreational Facilities

The recommendations are based on results from the community survey, results from the town hall meetings held last year, and current local events/crisis/issues

PAST AND CURRENT CDBG FUNDING

Year	Allocation
2015	\$182,288
2016	180,729
2017	162,676
2018	177,848
2019	190,398
2020	210,670
Total FY15-FY20	\$1,104,609

FY 2020-2021 PROPOSED BUDGET

Budget Item	Funding Recommended	Description
HUD Allocation	\$210,670	
*Public Service	\$98,536	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$42,134	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted,
Remaining Balance for Housing Rehabilitation	\$70,000	Rehabilitate Housing for Qualified Owner-Occupants

NOTE: The CDBG-CV funding waiver removing the 15% cap for public service projects can be applied to public service activities funded in FY20'

RE-APPROPRIATE UNSPENT FUNDS FROM FY19' TO FY20'

○Due to the COVID-19 pandemic several sub-recipients awarded CDBG funding during FY-19' were unable to operate leaving unexpended funds. There continues to be a need for the services in our community and to that end, there is a request to re-appropriate FY 19'unexpended grant funds to FY 20' to the following Sub-recipients:

CARES	\$4,079
Hopewell Prince George Healthy Families	4,079
Commonwealth Catholic Charities	4,079
Rebuilding Together Richmond	72,642.56
Project Homes	93,363.56
Total reprogrammed from FY19' for FY20' allocation	\$178,243.12

Council is asked to consider public comment regarding the re-appropriation of funds from FY19' of \$178,243.12 and the FY20' allocation of \$210,670 for a total of \$388,913.12.

2020-2021 CDBG BUDGET RECOMMENDATIONS



PUBLIC SERVICE FUNDS

(\$98,536)

Recommended Amount	Project	Organization	Description	Goal
\$10,000	Yellow Card Program	Hopewell Food Pantry (CD911)	Provides food on a monthly basis to seniors and disabled persons in Hopewell	Household Services
\$6,000	Home Visitation	Hopewell-Prince Georges County Health Families (CD905)	Provides funds for early intervention to reduce incidences of child abuse in “at-risk” households	Household Services
\$15,600	Domestic Violence Intervention	The James House (CD907)	Provides housing assistance and case management support for victims and families of violence.	Family Services

PUBLIC SERVICE FUNDS (\$98,536)

Recommended Amount	Project	Organization	Description	Goal
\$66,936	Rent, Mortgage and Utility Subsidies, Services for Homeless to include Rapid Rehousing, hotel vouchers, and wrap around services	Commonwealth Catholic Charities (CD924)	Provides funds to prevent homelessness and to rapidly re-house households that have become homeless	Household Services

HOUSING REHABILITATION FUNDS (\$70,000)

Recommended Amount	Project	Organization	Description	Goal
\$35,000	Housing Rehabilitation	Rebuilding Together of Richmond (CD920)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization
\$35,000	Emergency Housing Rehabilitation	PROJECT: Homes (CD919)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization

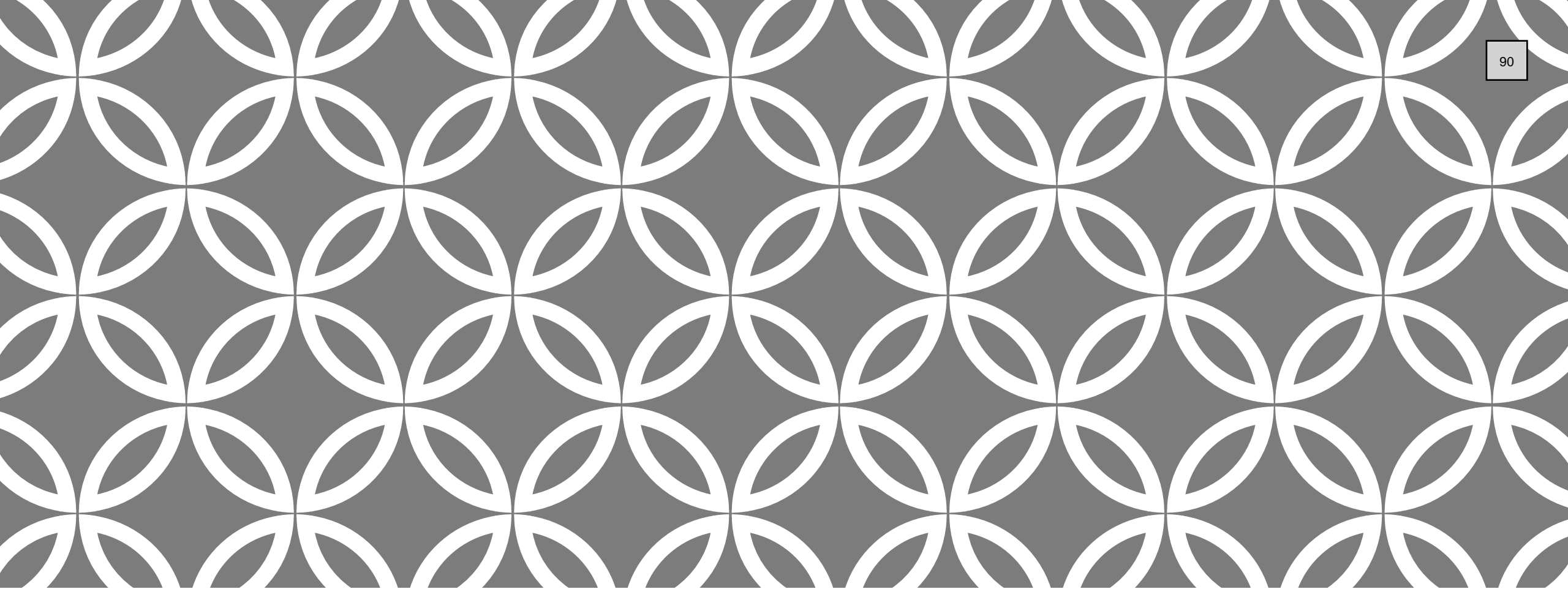
GENERAL ADMINISTRATIVE FUNDS

(\$42,134)

Recommended Amount	Project	Organization	Description	Goal
\$42,134	General Administration	City of Hopewell- Department of Development (CD901)	Provides funds to manage all aspects of grants management for HUD funds including budgeting, written agreements, reporting, compliance management and monitoring, advertising and fair housing.	Maintain effective government with optimal management and service practices, fully compliant with federal programs

RECOMMENDATIONS

1. Approve FY20 CDBG Budget of \$338,913.12 to include \$210,670 of FY20' funds and \$178,243.12 of unspent FY19' CDBG funds.
2. Approve 2020-2025 Consolidated Plan
3. Provide Council Authorization for City Manager to submit the 1st Year Action Plan to the Department of Housing and Urban Development



THANK YOU

Questions & Answers

CITY OF HOPEWELL COMMUNITY NEEDS SURVEY

TABULATION OF RESPONSES

Conducted online at Surveyplanet.com from June 11, 2020 through July 1, 2020.

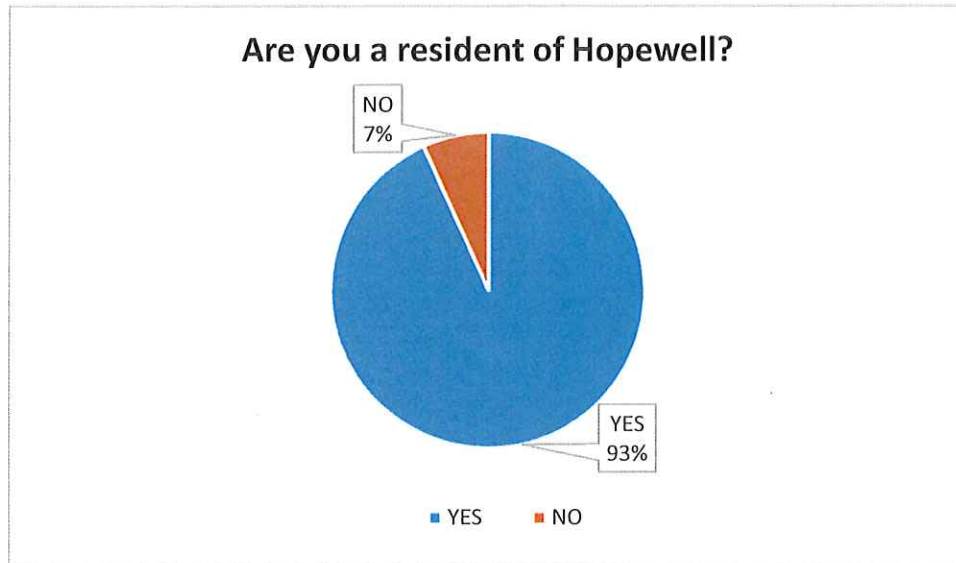
Survey Link distributed in the following ways:

- Placed on the City website main page.
- Posted on the City's social media account.
- Posted on the Fire Department's social media account.
- Posted on Recreation & Parks social media account and newsletter.
- Placed in the City Manager's weekly newsletter for two consecutive weeks.
- Emailed link to all City Directors and City Council members for further distribution.
- Emailed to numerous City Boards and Commissions for further distribution.

For more information, contact:

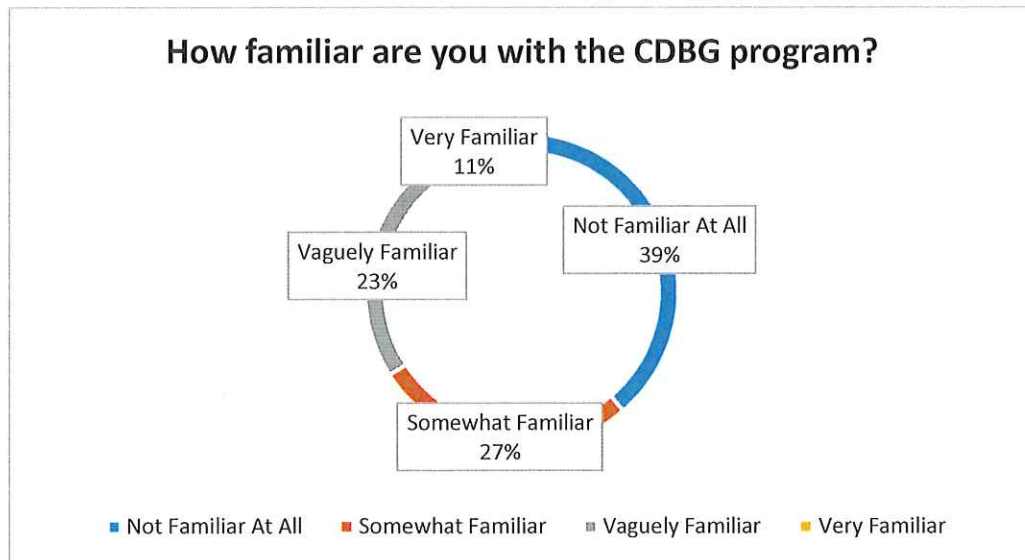
Chris Ward
Senior Planner
804.541.2221
cward@hopewellva.gov

QUESTION 1



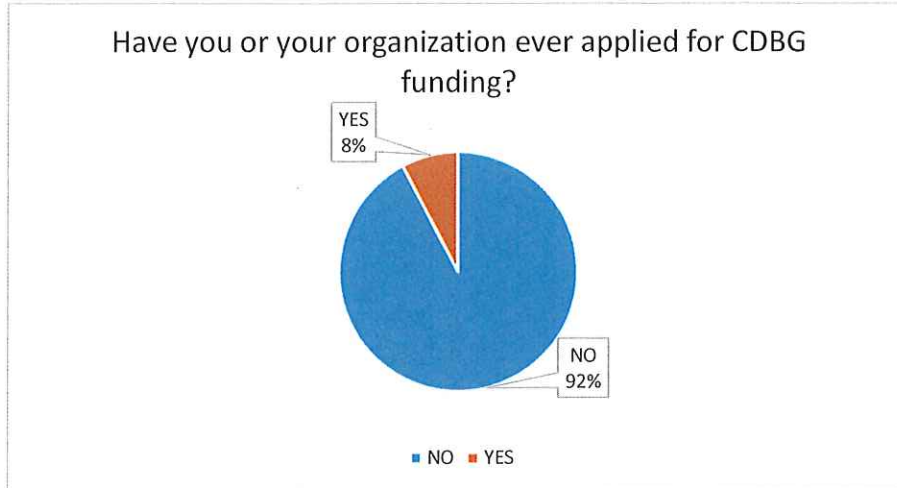
Rank	Answer	#	%
#1	YES	96	93%
#2	NO	7	7%
		103	100%

QUESTION 2



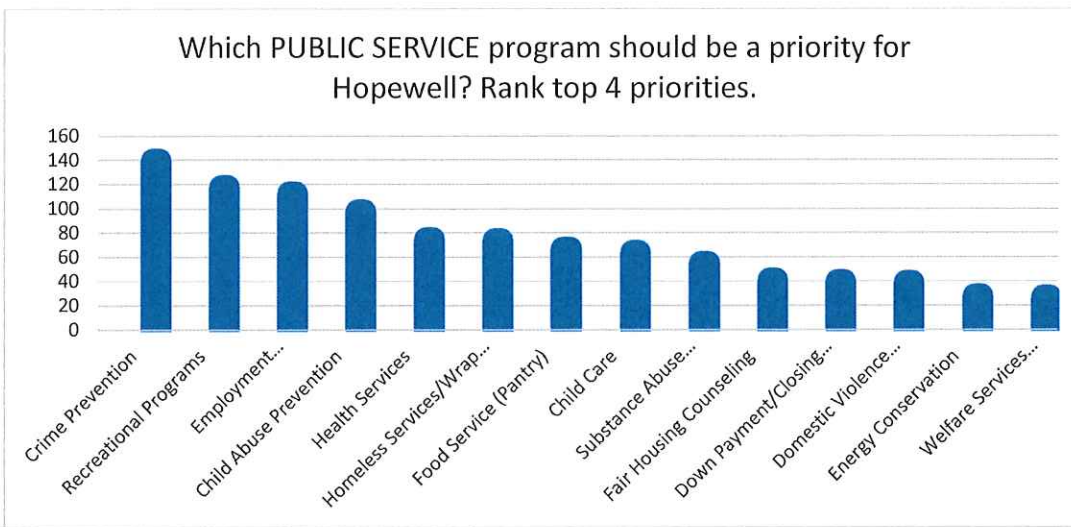
Rank	Answer	#	%
#1	Not Familiar At All	40	39%
#2	Somewhat Familiar	28	27%
#3	Vaguely Familiar	24	23%
#4	Very Familiar	11	11%
		103	100%

QUESTION 3



Rank	Answer	#	%
#1	NO	95	92%
#2	YES	8	8%
		103	100%

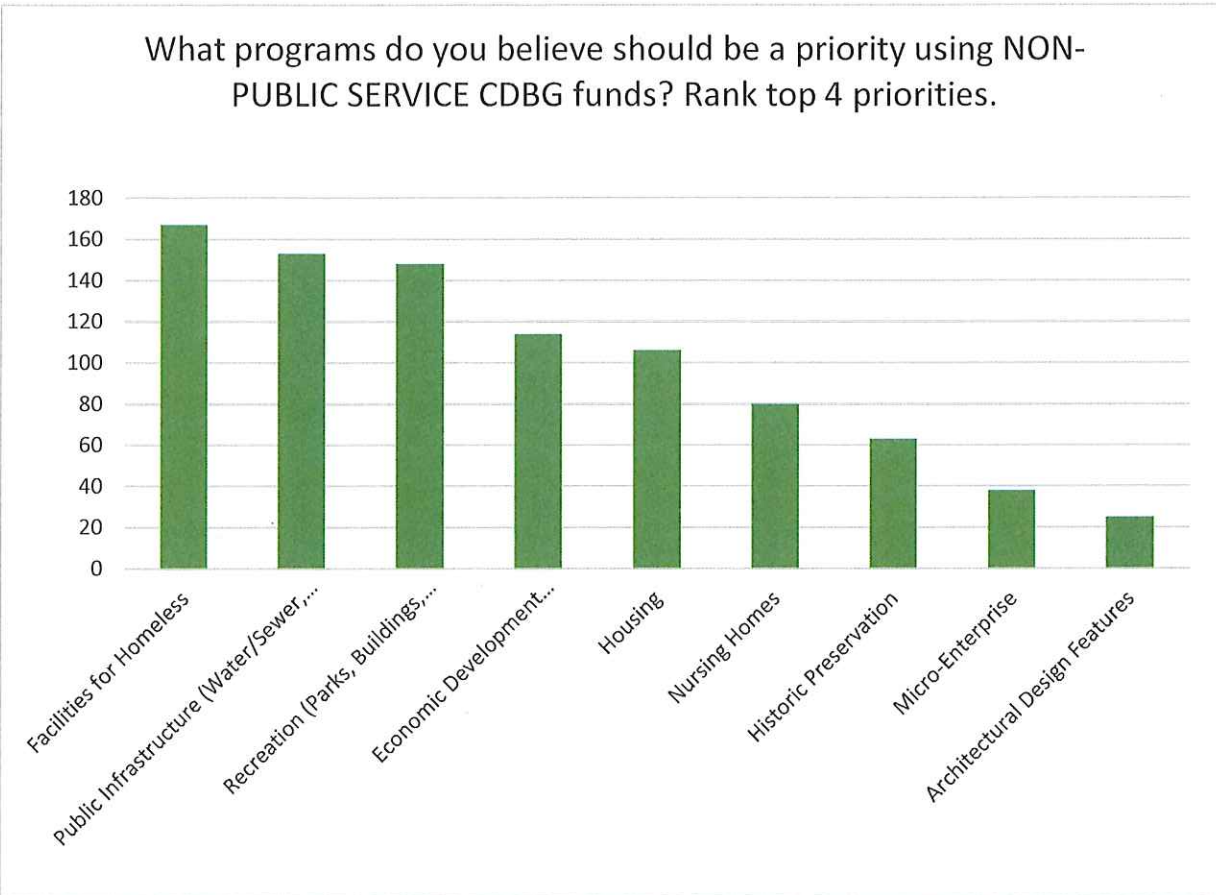
QUESTION 4



Rank	Answer	SCORE	AVG
#1	Crime Prevention	140	1.36
#2	Recreational Programs	118	1.20
#3	Employment Services/Job Training	113	1.10
#4	Child Abuse Prevention	98	0.98
#5	Health Services	75	0.76
#6	Homeless Services/Wrap Around Services	74	0.72
#7	Food Service (Pantry)	67	0.68
#8	Child Care	64	0.63
#9	Substance Abuse Services (Counseling/Treatment)	55	0.55
#10	Fair Housing Counseling	41	0.43
#11	Down Payment/Closing Cost Assistance	40	0.39
#12	Domestic Violence Prevention	39	0.39
#13	Energy Conservation	28	0.29
#14	Welfare Services (excluding income payments)	27	0.35

QUESTION 5

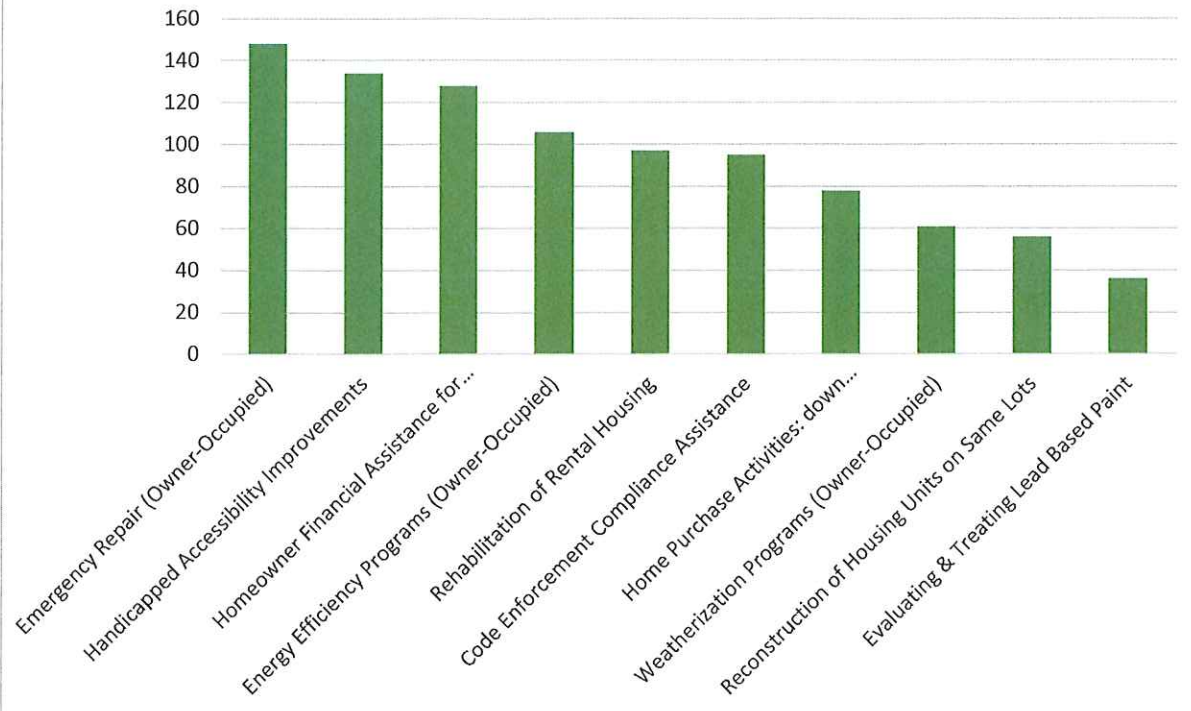
What programs do you believe should be a priority using NON-PUBLIC SERVICE CDBG funds? Rank top 4 priorities.



Rank	Answer	SCORE	AVG
#1	Facilities for Homeless	167	1.64
#2	Public Infrastructure (Water/Sewer, Streets, Drainage, C&G)	153	1.51
#3	Recreation (Parks, Buildings, Playgrounds)	148	1.49
#4	Economic Development (Acquisition/Reconstruction)	114	1.12
#5	Housing	106	1.04
#6	Nursing Homes	80	0.81
#7	Historic Preservation	63	0.62
#8	Micro-Enterprise	38	0.44
#9	Architectural Design Features	25	0.26

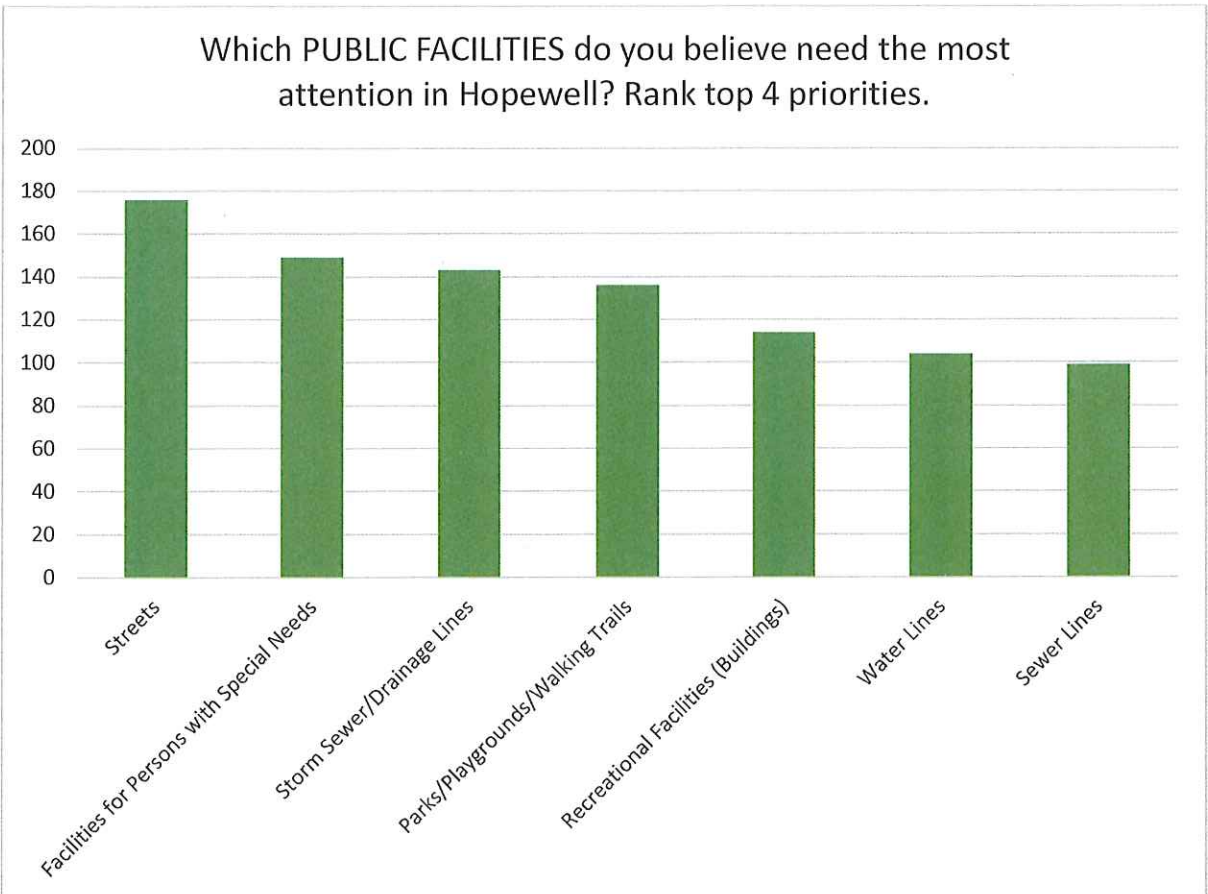
QUESTION 6

Of the HOUSING programs offered through the CDBG program, where should the City concentrate its efforts? Rank top 4 priorities.



Rank	Answer	SCORE	AVG
#1	Emergency Repair (Owner-Occupied)	148	1.53
#2	Handicapped Accessibility Improvements	134	1.31
#3	Homeowner Financial Assistance for Repairs/Rehab (Loans/Grants)	128	1.27
#4	Energy Efficiency Programs (Owner-Occupied)	106	1.04
#5	Rehabilitation of Rental Housing	97	0.95
#6	Code Enforcement Compliance Assistance	95	0.94
#7	Home Purchase Activities: down payment/closing cost assistance	78	0.77
#8	Weatherization Programs (Owner-Occupied)	61	0.65
#9	Reconstruction of Housing Units on Same Lots	56	0.57
#10	Evaluating & Treating Lead Based Paint	36	0.36

QUESTION 7



Rank	Answer	SCORE	AVG
#1	Streets	176	1.73
#2	Facilities for Persons with Special Needs	149	1.45
#3	Storm Sewer/Drainage Lines	143	1.40
#4	Parks/Playgrounds/Walking Trails	136	1.32
#5	Recreational Facilities (Buildings)	114	1.11
#6	Water Lines	104	1.07
#7	Sewer Lines	99	0.98

QUESTION 8

Of the following facilities used to help those experiencing homelessness, which do you think the City should support?



Rank	Answer	SCORE
#1	Homeless Shelter within the City - all year	43
#2	Regional Transitional Housing Facility located within the City	39
#3	Regional Transitional Housing Facility located outside the City	14
#4	Homeless Shelter located outside the City	6

QUESTION 9

The CDBG program allows localities to designate neighborhoods as a Revitalization Area in order to address economic development needs. The program is designed to promote innovative programs in economically disadvantaged areas of the community. The designated neighborhood must be primarily residential with some commercial use and must contain a high percentage of low-to-moderate income households. If the City were to designate a neighborhood revitalization area, which neighborhood/area do you believe should be identified first?

Date	Response
6/30/2020	City Point
6/30/2020	City Point
6/29/2020	Ward 6
6/28/2020	City Point Area
6/26/2020	Crime and give utilities grant for seniors
6/26/2020	Downtown and City Point
6/26/2020	This may be easier for some folks to do when looking at a map or having a list of neighborhoods as it puts the town in perspective.
6/26/2020	Davisville/blandcourt Colonial Corner by the restaurant Rosa's Pizza needs to be fixed up to name a few
6/26/2020	Downtown/City Point area
6/26/2020	5 forks area
6/26/2020	Too many to choose from.....
6/26/2020	Woodlawn Couthouse Road area. Nothing is ever done in this area except a new playground.
6/25/2020	City Point
6/25/2020	Hopewell's waterfront area needs it bad,especially near the city point baptist church.
6/25/2020	City point
6/25/2020	Davisville area
6/25/2020	Crescent Hills
6/25/2020	North b village
6/25/2020	Five forks
6/25/2020	Cameron Lansing
6/25/2020	piper square
6/25/2020	Stratford woods piper square
6/25/2020	Cavalier
6/25/2020	All wards
6/25/2020	Piper Square
6/25/2020	Any of the neighborhoods that the DuPont plant established as black only during their arrival and racial ordinances. I believe established around 1913 we are still living in racially divided neighborhoods and communities.
6/25/2020	Whichever areas seem to need the most help.
6/25/2020	Not sure
6/24/2020	City Point
6/23/2020	Davisville
6/21/2020	Kippax Street
6/18/2020	not sure
6/17/2020	A rural deprived area.

6/16/2020	It depends. If the City Managers and Mayor are touring the neighborhoods with the City of Hopewell they can see what areas could use improvement. No one area is better than the other. There are abandon homes that could potentially be used for transitional housing for individuals that are homeless or need of shelter.
6/16/2020	housing area across from plant route 10
6/16/2020	The trailer park on Oaklawn Blvd
6/15/2020	City Point
6/15/2020	City point road
6/14/2020	Davisville/bland court
6/13/2020	Dupont
6/13/2020	None
6/13/2020	Courthouse road area.
6/13/2020	I don't know which requires this most.
6/13/2020	Not sure
6/13/2020	Westwood park, also known as "Bogese". This park is in desperate need of repairs. Also, the neighborhood experiences some flooding because of poor drainage. The roads are also a problem, dodging large holes daily.
6/13/2020	The area around Harry E James Elementary or Woodlawn Learning Center.
6/12/2020	Hopewell's old C Village has a lot of needs. I'm thinking south of Route 10, east of 17th, north of Winston Churchill, including Davisville.
6/12/2020	I do not think it should be one neighborhood but throughout the city. There are different neighborhoods within the city that need to be revived. There are abandon homes and/or homes that our elderly live in that needs attention but they lack the finances to fix their homes. Let's rebuild the city not just one community. We have to build the shopping centers and the neighborhood so we can get people to come and visit.
6/12/2020	Piper square
6/12/2020	Downtown City Point
6/12/2020	Area around Dupont school
6/12/2020	Langston park area
6/12/2020	Why no choices?
6/12/2020	The safest
6/12/2020	Public housing
6/12/2020	I am not sure, but I think the neighborhoods closest to possible points of interest/tourism should be addressed first. We want to make the best impression as people enter our community. If we address one block every week, as simply as cleaning the trash, it would be very helpful. We have to be the example we want our community to follow
6/12/2020	Thomas Rolf Court
6/12/2020	I believe that you should begin in the lowest income communities. We should always give our resources to the mostly needy first.
6/12/2020	Thomas Rolfe Community
6/12/2020	City Point
6/12/2020	Davis Lane
6/12/2020	Five Forks area
6/12/2020	The shared border between wards 6&7 (from route 36 to the pg border)
6/12/2020	Years ago Langston housing was upgraded to new townhouses or apartment's . I believe Davisville and Piper Square are needing upgrade or repairs . I'm not sure if lot behind Piper Square and Hopewell Heights should be used for townhouses ?
6/12/2020	route 156 area

6/12/2020	Woodlawn area
6/12/2020	Highland Park
6/12/2020	Difficult to answer since there are so many of them in our city. The data from this office, public health and the police department should be utilized and based on criteria such as poverty rate, code needs, crime rate, public health or lack there of should be identified and targeted first.
6/12/2020	B Village
6/12/2020	B- Village

Answered

70

Unanswered

33

QUESTION 10

Thank you for completing the survey. Your input will assist the City of Hopewell with setting goals and objectives for the 2020-2025 Consolidated Plan. If there are any questions about the Consolidated Plan review process, please contact the Department of Development at (804) 541-2220. Additional comments may be provided below.

Date	Response
6/30/2020	CDBG assistance is particularly needed in an economic downturn like we are experiencing now.
6/26/2020	Need transportation to these meeting have it in walking distance or meet in cavalier square
6/26/2020	Funds should be moved to fully fund the Downtown Partnership. They have done more for this community in the last ten years then any other program I have seen. The revitalization of downtown has brought a lot of positive attention to this City and has increased the community pride. The Downtown Partnership should be commended for their efforts, not stripped of their funding. Keep moving the City Forwards!
6/26/2020	Thank you all for conducting this survey. I hope efforts are being made to get it out to the public.
6/26/2020	Bring back the Boys & Girls Club so these kids have somewhere safe to learn and play.
6/25/2020	Just keep the mayor's hands off the money!
6/25/2020	We need to arrest the panhandlers on street corners!
6/25/2020	Hopewell should be listed as a retirement city. We have a lot of veteran in this area.
6/25/2020	The city is not keeping up with landscaping, trash, homeless, or youth but they're really good about arguing
6/25/2020	Thank you for allowing me to be a part of this.
6/16/2020	What percentage of our taxes are going into economic development for the City of Hopewell? Hopewell is a great place to live and I have felt a sense of safety while living and raising my family here for the past 12 years. There should be programs for our youths to be involved in that can better prepare them in obtaining job skills and college. I do believe that in due time this City will be a great place for all residents living here.
6/16/2020	we are in need of another grocery store
6/16/2020	Thank you
6/15/2020	Bring back the Hopewell downtown partnership for entrepreneurs.
6/15/2020	Please ensure that there is social and racial equity in any work that YOU do even beyond grants. Also, keep people before profit in all decisions.
6/13/2020	Vagrancy in city, including the library and parks. The presence of law enforcement should be on every corner, and not cruising around. Jobs are available, and transportation is available. People should be working to pay for places to live and not given housing. Plenty of houses available for rent throughout the city, and people should pay equal rent, not subsidized. Most people taking food could work for it and not a expect a handout. Plenty of parks and rec activities already, and access to those should be funded by the individuals who participate. Some roads in the city do need repair, it seems the same ones always get the repair not others.
6/13/2020	Hopewell has great potential if the "leaders" could care about the community like Wayne Walton and not their glory.
6/13/2020	I would love to see funds used for our parks, roads, and our storm drainage systems.
6/12/2020	Hopewell streets are very rough in many places. We're grateful for the new sidewalks, curbs and gutters on Prince Henry Ave in City Point. Maplewood Ave in the Historic District is VERY rough, however. And Cawson between 6th Ave and Route 10 (Randolph Road) is also very rough. Thsnks for the survey!! Curt Holsopple
6/12/2020	The kids need a Boys & Girls club back

6/12/2020	Thank you for allowing residents to have a voice. I am thankful for the leaders and visionaries in Hopewell.
6/12/2020	The City needs to support after school programs that provide Math and Literacy instruction to low income students.
6/12/2020	I really would like to see some of the CDBG money used as it was originally allowed to assist in historic restoration and helping elderly citizens in rehabbing their homes.

Answered	Unanswered
23	80

CDBG FY2020-21 APPLICATIONS

APPLICANT	ORG TYPE	PROPOSED SERVICE AREA	REQUESTED CDBG AMOUNT	STAFF RECOMMENDATION	USAGE	PREV. SUBRECIPIENT?
1 Hopewell/Prince George Healthy Families	Non-Profit	City-wide	\$6,000	\$6,000	Staff	Yes
2 Hands Helping Hands and More, Inc.	Non-Profit	City-wide	\$493,500	\$0	All Aspects	No
3 Hopewell Food Pantry	Non-Profit	City-wide	\$5,000	\$10,000	Food Purchase	Yes
4 James House	Non-Profit	City-wide	\$9,000	\$15,600	Staff Salary	Yes
			\$513,500	\$31,600		
5 Project Homes	Non-Profit	City-wide	\$75,000	\$35,000	Staff, Materials, Rehab	Yes
6 Rebuilding Together	Non-Profit	City-wide	\$80,000	\$35,000	Staff, Materials, Rehab	Yes
			\$155,000	\$70,000		
			\$668,500	\$101,600		

FY2020 CDBG Allocation: **\$210,670**
 FY2020 ADMIN **\$42,134**

ADMIN 42,134.00 MAX (20%)
 PUBLIC SERVICE 31,600.00 MAX (15%)

REQUESTED

ADMIN	\$42,134
PUBLIC SERVICE	\$533,500
HOUSING REHAB	\$155,000
	-\$519,964 AMOUNT REMAINING

RECOMMENDED

ADMIN	\$42,134
PUBLIC SERVICE	\$31,600
HOUSING REHAB	\$70,000
	\$66,936 AMOUNT REMAINING

PH-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hold a public hearing to consider citizen comments regarding the proposed Community Development Block Grant – Coronavirus (CDBG-CV) funding

ISSUE: On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116136, was signed, providing \$5 billion for CDBG to rapidly respond to COVID-19 and the economic and housing impacts caused by this unprecedented crisis. The City of Hopewell will receive \$123,919 in Community Development Block Grant – Coronavirus (CDBG–CV) funding. This funding is to be used to prevent, prepare for, and response to COVID-19.

RECOMMENDATION: Hold a public hearing to consider citizen comments regarding the use of CDBG-CV funding.

TIMING: City Council action is requested on July 14, 2020.

BACKGROUND: While this funding follows the traditional funding parameters of the CDBG program, HUD has expanded the use of these funds to assist low-to-moderate income individuals and families affected by the COVID-19 pandemic. In mid-May the City received guidance from the United States Department of Housing and Urban Development on how the funds could be expended. Since that time Staff has spoken with several providers, departments, and community activist to determine the needs of our citizens as it relates to COVID-19 and that fit the criteria outlined by HUD. Staff has identified three uses for the CDBG-CV funding that would benefit the citizens of Hopewell directly.

FISCAL IMPACT: None

SUMMARY:

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

STAFF: Tevya W. Griffin, Director of Development
Chris Ward, Senior Planner

ATTACHMENTS: Power Point presentation

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 |

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

Fiscal Year 2020-2021

MISSION OF HUD & PURPOSE OF CDBG PROGRAM

- HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.
- The City of Hopewell is a Community Development Block Grant (CDBG) Entitlement community. This means that each year the City receives an allocation from the United States Department of Housing and Urban (HUD) Development to 1) Benefit low and moderate income people, (2) Aid in the prevention or elimination of slum and blight, and to (3) Meet an urgent need (caused by an act of nature.)

PURPOSE OF CDBG-CV FUNDING

- The City of Hopewell was notified on April 10, 2020 from the United States Department of Housing and Urban Development (HUD) that the City has received \$123,919 in Community Development Block Grant *funds to prevent, prepare for, and respond to the coronavirus.*
- In mid-May the City received guidance from the United States Department of Housing and Urban Development on how the funds could be expended. Since that time Staff has spoken with several providers, departments, and community activist to determine the needs of our citizens as it relates to COVID-19 and that fit the criteria outlined by HUD.

CDBG-CV GRANT PARAMETERS

Buildings and Improvements, Including Public Facilities

Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).

Rehabilitation of buildings and improvements (including interim assistance). See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).

Assistance to Businesses, including Special Economic Development Assistance

Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).

Provision of assistance to microenterprises. See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).

CDBG-CV GRANT PARAMETERS

Provision of New or Quantifiably Increased Public Services

Following enactment of the CARES Act¹, the public services cap has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts. See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).

Planning, Capacity Building, and Technical Assistance

Data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. See 24 CFR 570.205.

Public Comment Period- 5 days

CDBG-CV FUNDING RECOMMENDATIONS

Staff has identified three uses for the CDBG-CV funding that would benefit the citizens of Hopewell directly. They are as follows:

- Housing for the homeless- Provide hotel/motel vouchers, rapid rehousing, and wrap around services. CDBG homeless funds will not have age and illness barriers as does the FEMA funding used for the regional hotel voucher program. Our goal is to help more people experiencing homelessness and housing vulnerability as a result of COVID-19.
-
- *Rent, mortgage, and utility payments – this will be a needed service especially since the moratorium on evictions has been lifted. Includes budget counseling. The program will be tailored to include landlord/tenant negotiation of payments. See attached guidelines.
- Gather data and develop non-project specific emergency infectious disease response. Data gathering, studies, analysis, and preparation of plans. Used to identify real time evictions, foreclosures, and other issues arising in the City directly associated with the COVID-19 pandemic

CDBG-CV FUNDING

Proposed Agency	Project	CDBG-CV Funding	Program Administration	Direct Services
Commonwealth Catholic Charities	Homeless Services	\$54,109.50	\$10,821.90	\$43,287.60
Commonwealth Catholic Charities	Housing Stabilization -Rent, Mortgage and Utility Payments	\$54,109.50	\$10,821.90	\$43,287.60
Building Blocks	Data Gathering and Plan Preparation	\$15,700		
	TOTAL	\$123,919		

NON-PROFIT PAYMENT ASSISTANCE PROVIDERS

- City staff contacted three (3) non-profit payment assistance providers to conduct informational interviews about implementing a rent, mortgage, and utility payment assistance program in Hopewell. Two (2) providers responded and staff conducted informational phone call meetings with each one.
 - **PROVIDER # 1 – ACTSRVA – May 18, 2020**
 - **PROVIDER #2 – COMMONWEALTH CATHOLIC CHARITIES – May 21, 2020**
 - **PROVIDER #3 – HOME OF VA – No Response**
 - **PROVDIER #4- SAINT JOSEPH'S VILLA- June 30, 2020**
- **Recommend Commonwealth Catholic Charities as the provider of homelessness services and rent, mortgage and utility subsidies**

NON-PROFIT PAYMENT ASSISTANCE PROGRAM

- Applicant screening occurs remotely over the phone whenever possible. Email, text, fax and regular mail are also utilized to obtain the necessary documentation of need. In-person meetings are kept to a minimum at this time.
- Applicants meet the low-to-moderate income thresholds set by HUD and the CDBG program by a large majority.
- Homeowners and renters are eligible for assistance (mortgage, rent and utility).
- Payment assistance is made directly to the mortgage company, landlord, and utility – applicants do not receive direct payments.
- Financial literacy counseling is provided during the time of assistance with follow-up afterwards.
- CDBG funds for administration are sufficient for the implementation of this program in Hopewell and additional City funds are not required.

DATA GATHERING & PLAN GATHERING

BuildingBlocks Software- BuildingBlocks is a map-based application that connects and updates data held in different systems and formats across departments & agencies.

- Emergency Planning
- Emergency Response/Hazard Mitigation
- Fire Data/Public Safety
- Police Data/Public Safety
- Code Enforcement/Rehabilitation/Economic Development
- Planning and Housing
- MLS Listing
- Real Estate and Land Banks

RECOMMENDATIONS

1. Approve CDBG-CV funding of \$123,919



THANK YOU

Questions & Answers

**City of Hopewell, Virginia Community Development Block Grant Substantial Amendment:
CDBG-CV (Coronavirus) Funding Allocation**

Public Hearing Announcement

Introduction

In accordance with 24 CFR 91.505 of the United States Department of Housing and Urban Development (HUD), Consolidated Submissions for the Community Planning and Development Programs and the City of Hopewell Community Development Block Grant Program Citizen Participation Plan, a substantial amendment is being proposed for the PY 2019/FY 2020 Community Development Block Grant (CDBG).

Purpose

The purpose of this substantial amendment is to inform the citizens of the jurisdiction and metropolitan area of the planned use of these federal funds that have been allocated to the proposed programs and activities that were included in the adopted 2019-2020 Annual Action Plan. Upon being informed, citizens are encouraged to take the opportunity to comment on the amendment prior to any action taken by the City of Hopewell City Council.

Amendment

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116136, was signed, providing \$5 billion for CDBG to rapidly respond to COVID-19 and the economic and housing impacts caused by this unprecedented crisis. The City of Hopewell will receive \$123,919 in Community Development Block Grant – Coronavirus (CDBG–CV) funding.

The 2020-24 Consolidated Plan and PY20/FY21 Annual Action Plan (HUD and the City operate on different yearly schedules) have not been submitted and approved by HUD at this date and therefore cannot be amended to accommodate and allocate CDBG-CV funding. As such, HUD advised all grantees, including the City of Hopewell, that the easiest path to complete the process to accept CDBG-CV funding is to amend their previously reviewed and approved PY19/FY20 Annual Action Plan.

The Annual Action Plan was adopted on Tuesday, June 11, 2019. As approved by the City Council, the PY19/FY20 Action Plan budgeted \$253,268 in CDBG spending.

The U.S. Department of Housing and Urban Development (HUD) allocated an additional \$123,919 in CDBG-CV funds to the City of Hopewell for activities that will prepare, prevent and respond to the coronavirus.

The CARES Act eliminates the CDBG regulatory 15% cap on the amount of a jurisdiction’s grant (and any program income) obligated in a program year for “public services.” Public services include those for people experiencing homelessness or elderly people, and services related to

employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, and energy conservation.

This substantial amendment involves the use of the CDBG-CV funding allocated by HUD to Hopewell in FY 2020. City staff proposes to allocate the funding as follows:

- 1) \$15,700 to Building Blocks software for data gathering, studies, analysis, and preparation of non-project specific emergency infectious disease response plans;
- 2) \$108,219 to Commonwealth Catholic Charities (CCC) for their Rental, Mortgage, and Utility Assistance Program, and Homelessness Prevention and Stability Program;

Public Comment Period

The amendment will be considered by the Hopewell City Council at its July 14, 2020 meeting beginning at 7:30 p.m. City Council meetings are broadcast live at <https://hopewellva.gov/city-council-live/>

This will be a virtual (electronic) meeting pursuant to and in compliance with the Emergency Ordinance Authorizing and Providing for the Continuity of Hopewell City Government (Ordinance 2020-428) during the Covid-10 Pandemic, approved by Hopewell City Council on April 28, 2020.

The public may listen and/or observe the meeting in real time by registering with the Department of Development by calling (804) 541-2220 before 5:00 p.m. on Monday, July 13, 2020.

Prior to the meeting, the public may offer comment on the public hearing items or under citizen comments by leaving a voice message that will be read into the meeting minutes at (804) 541-2220. Please listen carefully to the prompts that will direct you to the comment voice mailbox. The public can email comments to Devdept@hopewellva.gov or mail a letter to 300 North Main Street, Suite 321, Hopewell, Virginia 23860.

These comments will be received by Melissa Perez Diggs, Executive Assistant. All verbal and written comments must be received by Monday, July 13, 2020 at 5:00 p.m., the day before the public hearing.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

April 2, 2020

The Honorable Jasmine Gore
Mayor of Hopewell
300 N Main Street
Hopewell, VA 23860-2721

Dear Mayor Gore:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction’s allocation is \$123,919.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

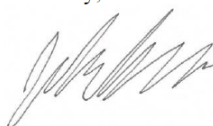
The Department is developing a notice that will further describes the CARES Act’s provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources to enable swift implementation of CDBG-CV grants. As these become available, they will be

posted on HUD’s website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,



John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development

Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response
REVISED April 6, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services	
<p>Following enactment of the CARES Act¹, the public services cap² has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p><i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i></p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.

Planning, Capacity Building, and Technical Assistance	
<p>States only: planning grants and planning only grants.</p> <p><i>See section 105(a)(12).</i></p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State’s 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p><i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i></p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State’s 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i></p>	Gather data and develop non-project specific emergency infectious disease response plans.

Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a “substantial amendment” in the grantee’s citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: CPDQuestionsAnswered@hud.gov
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

¹ On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.
² Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.



The City of Hopewell, Virginia

Department of Development Community Development Block Grant Program

300 N. Main Street ● Hopewell Virginia 23860 ● (804) 541-2220 ● Fax: (804) 541-2310

Overview of the Community Development Block Grant Program

The City of Hopewell is a Community Development Block Grant (CDBG) Entitlement community. This means that each year the City receives an allocation from the United States Department of Housing and Urban (HUD) Development to 1) Benefit low and moderate income people, (2) Aid in the prevention or elimination of slum and blight, and to (3) Meet an urgent need (caused by an act of nature.)

The grant is divided into three categories:

- **Administration (20% caps):** Salary, housing/budget education, fair housing education, advertisements, staff training.
- **Public Service Programs (15% caps):** Rent/utility subsidies, children programs, programs for the elderly, prevention of child abuse, homeless shelter.
- **Infrastructure/Housing (Construction/Rehabilitation) Programs (65% or remaining):** Curb and gutter/sidewalk projects, home emergency repair, construction, historic restoration (residential/commercial), park/public facility projects, micro enterprise (job creation), and drainage projects.

Grant Allocation

CDBG funds are allocated based on a HUD formula. Below are the allocations over the past six (6) years.

Year	Allocation
2015	\$182,288
2016	180,729
2017	162,676
2018	177,848
2019	190,398
2020	210,670
Total FY15-FY20	\$1,104,609

CDBG Annual Program Goals

Every five (5) years the City completes a Consolidated Plan that outlines the objectives and goals for CDBG funds. The City completes a needs assessment using demographic analysis and input from citizens, non-profit service providers, and other stakeholders.

From 2015-2020 the City adopted the following goals.

- Rehabilitation of Housing
- Education, primarily adult and pre-school literacy
- Household Services including elderly and disabled
- Public Safety

The City is currently re-writing the 2020-2025 Consolidated Plan. The demographic information included in the Plan is automatically uploaded by HUD using Census data. To gain input from citizens, non-profit service providers and others the City held meetings and conducted a community survey to better understand community needs. The survey was available June 11, 2020 – July 1, 2020. There were a little over 100 survey results received. Survey results are provided in this packet.

Staff recommends using the current community survey results, results from the town hall meetings held last year, and current local events/crisis to shape the spending priorities of CDBG dollars over the next five years.

Staff recommends the following priorities for the next 5 years:

- Housing –Rehabilitation
- Employment Services/Job Training
- Homelessness Prevention
- Homeless Wrap -Around Services
- Homeless Facility
- Child abuse prevention
- Recreational Facilities
- COVID-19 – If needed, HUD has allowed the FY20’ allocation to be used on COVID-19 related activities

CDBG-CV (Community Development Block Grant- COVID-19) Funding

The City of Hopewell was notified on April 10, 2020 from the United States Department of Housing and Urban Development (HUD) that the City has received \$123,919 in Community Development Block Grant *funds to prevent, prepare for, and respond to the coronavirus.*

While this funding follows the traditional funding parameters of the CDBG program, HUD has expanded the use of these funds to assist low-to-moderate income individuals and families as it relates to COVID-19 specifically.

In mid-May the City received guidance from the United States Department of Housing and Urban Development on how the funds could be expended. Since that time Staff has spoken with several providers, departments, and community activist to determine the needs of our citizens as it relates to COVID-19 and that fit the criteria outlined by HUD. See attached guidance provided by HUD.

Staff has identified three uses for the CDBG-CV funding that would benefit the citizens of Hopewell directly. They are as follows:

- Housing for the homeless- Provide hotel/motel vouchers, rapid rehousing, and wrap around services. CDBG homeless funds will not have age and illness barriers as does the FEMA funding. Our goal is to help more people experiencing homelessness and housing vulnerability as a result of COVID-19.
- *Rent, mortgage, and utility payments – this will be a needed service especially since the moratorium on evictions has been lifted. Includes budget counseling. The program will be tailored to include landlord/tenant negotiation of payments. See attached guidelines.
- Gather data and develop non-project specific emergency infectious disease response. Data gathering, studies, analysis, and preparation of plans. Used to identify real time evictions, foreclosures, and other issues arising in the City directly associated with the COVID-19 pandemic

*City staff contacted three (3) non-profit payment assistance providers to conduct informational interviews about implementing a rent, mortgage, and utility payment assistance program in Hopewell. Two (2) providers responded and staff conducted informational phone call meetings with each one. An overview of each interview is provided below.

PROVIDER # 1 – ACTSRVA – May 18, 2020.

ACTSRVA is a faith-based provider of a payment assistance program in the Richmond area. Payment assistance is the only service they provide. Hopewell is not currently in ACTSRVA’s service area but they are willing to extend into Hopewell for this program. They have two (2) part-time case managers that assist applicants. ACTSRVA has not worked within the parameters of CDBG funding before.

PROVIDER #2 – COMMONWEALTH CATHOLIC CHARITIES – May 21, 2020.

Commonwealth Catholic Charities (CCC) is also a faith-based payment assistance provider and provides this service in the greater Richmond area including Petersburg. CCC offers numerous services to assist low income persons and families. They currently assist the City of Hopewell with the operation of the homeless shelter. They have two (2) full-time case managers that assist applicants. CCC has worked within the parameters of CDBG funding and is currently a sub-recipient of Hopewell CDBG entitlement funding.

PROVIDER #3 – HOME OF VA – Did not respond to request for informational phone call.

Both providers operate their programs in a similar manner:

- ✓ Applicant screening occurs remotely over the phone whenever possible. Email, text, fax and regular mail are also utilized to obtain the necessary documentation of need. In-person meetings are kept to a minimum at this time.

- ✓ Applicants meet the low-to-moderate income thresholds set by HUD and the CDBG program by a large majority.
- ✓ Homeowners and renters are eligible for assistance (mortgage, rent and utility).
- ✓ Payment assistance is made directly to the mortgage company, landlord, and utility – applicants do not receive direct payments.
- ✓ Financial literacy counseling is provided during the time of assistance with follow-up afterwards.
- ✓ CDBG funds for administration are sufficient for the implementation of this program in Hopewell and additional City funds are not required.

PROVIDER #4 - SAINT JOSEPH’S VILLA- June 30, 2020

After Governor’s Northam announced the Virginia Mortgage Rent and Relief Program, Staff contacted the non-profit charged with administering and distributing funds for the Tri-Cities, Saint Joseph’s Villa. We were told that they were inundated with calls prior to the programs launch. They advised Hopewell to utilize any other sources of funding for rent, mortgage and utility relief as the demand for the state funding would exceed the resource. Additionally, we were advised that at this time they did not have the capacity to offer any services in the City outside of the State relief program.

RECOMMENDATION

Both providers are qualified to partner with the City on the implementation of a payment assistance program utilizing CDBG-CV funding; however, there are differentiating factors between ACTSRVA and Commonwealth Catholic Charities:

Capacity – ACTS RVA employs two part-time case managers who are located in Richmond. CCC has two full-time case managers, one of which is located in Petersburg. ACTSRVA is the lead agency for the State’s Rental Assistance Program for Chesterfield County. The time they are able to provide to Hopewell residents will be limited. CCC is better positioned to handle the increased caseload of Hopewell applicants.

Familiarity with Hopewell and the CDBG Program – ACTSRVA has no experience working in Hopewell or with the CDBG program. CCC has been a recipient of Hopewell CDBG funding for several years and has provided services to Hopewell residents during that time.

For these reasons, we recommend that the City engage Commonwealth Catholic Charities to implement a payment assistance program in Hopewell utilizing CDBG-CV funding. CCC is willing to utilize an office in the Cold-Weather Shelter facility to service Hopewell citizens.

There is no way to estimate the funding need for the proposed public service projects. However, the following table provides the possible funding scenarios. The only fixed cost is that of the data gathering software, Building Blocks. Please see the attached information.

Project	CDBG-CV funding		
		Program Administration	Direct Services
Homeless Services	\$54,109.50	\$10,821.90	\$43,287.60
Housing Stabilization - Rent, Mortgage and	\$54,109.50	\$10,821.90	\$43,287.60

Utility Payments			
Data Gathering and Plan Preparation	\$15,700		
TOTAL	\$123,919		

**REGULAR
BUSINESS**

R-1

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Colonial Corner (4100 Oaklawn Boulevard) Demolition Revisited

ISSUE: Provide an update to City Council regarding the demolition of Colonial Corner

RECOMMENDATION:

TIMING: June 9, 2020

BACKGROUND: City Council approved the removal of the Colonial Corner shopping center at their August 20, 2019 meeting.

ENCLOSED DOCUMENTS:**STAFF:**

Chief Donnie Hunter, Fire Department
 Robert Todd Hawkes, Building Official
 Tevya W. Griffin, Director, Department of Development

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			



SPOT BLIGHT UPDATE

**HOPEWELL CITY COUNCIL MEETING
JANUARY 28, 2020**

OAKLAWN BOULEVARD

- The asbestos report completed in August of 2016 shows small traces of asbestos in some units on vinyl floor tiles, black floor adhesive, and roof flashing sealant. All must be removed prior to demolition.
- Council approved the demolition of the building at owners expense in August 2019.

BID AMOUNTS

- After August 2019 Council meeting, Building Official solicited quotes for asbestos removal and removal of fire debris from building
- Lowest Bids for Burn of Building
 - Asbestos Removal - \$39,700
 - Debris Removal - \$60,000
 - TOTAL COST: \$ 99,700
- Lowest Bid for Demolition
 - Building Demolition - \$275,000
 - Asbestos Removal - \$39,700
 - TOTAL COST: \$ 314,700

NEGOTIATION

- October – November 2019 Staff contacted property owner to provide final quotes
- Meeting scheduled with property owner on December 3 – no show
- Director of Development and Building Official met with property owner – December 6
 - Owner informed Staff only able to pay a portion of cost up front (\$7,000)
 - Remainder (\$92,700) – request a payment plan
- December 17, 2019 – Meeting between City Staff, Administration, and City Attorney to discuss December 6th meeting and next steps
- City Manager and Director of Development met with property owner in February 2020. Property owner no longer agrees to pay for burning/demolition up front. Instead wants payment arrangement. Did not agree to terms of Council

NEXT STEPS

- Options
 - Burning of building no longer an option at this time due to weather conditions – hot, humid, little rain, too much risk in fire spread
 - No payment plan, City fund asbestos removal, demolition and debris removal up front, place lien on property for repayment. Must be paid at time taxes are due
 - Bill property owner- payment due in 30 days. If payment not made, place lien on the property. Payment required before taxes are paid.
 - Utilize legal options available

QUESTIONS & DISCUSSION



106 N Main Street
Hopewell, VA 23860

October 15, 2019

City Of Hopewell
300 N Main Street
Hopewell, VA 23860

Attn: Todd Hawkes

Re: Former Shopping Center (Revised)

Dear Todd,

This shall serve as Abateco Services, Inc's written proposal for the above referenced project.

Scope:

After careful review of our pricing dated August 28, 2019 we are able to offer the following revised proposal:

Abateco will remove approximately 19,540 sf of floor tile and mastic in various areas and the 1,600 linear feet of roof curbs. Abateco will be responsible for hiring the Third Party independent monitoring firm to provide clearance following abatement.

Abateco's revised price is \$ 39,700.00

Exclusions: Bond, site security, building security, utility disconnects and make safe.

All work to be performed in accordance with Federal, State, and Local requirements. If you have any questions or comments, please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read "Lewis E. Stevenson", is written over a horizontal line. The signature is fluid and cursive.

President

B & T Excavating

13701 Vance Drive
Chester, VA 23836

137

Estimate

Date	Estimate #
7/21/2019	366

Name / Address
City Of Hopewell

Project
Colonial Corner

Description	Qty	Rate	Total
Demo building after fire department has burned up, separate burned material from concrete and steel. Pile concrete in one pile and still in another. Hauling off of un burned material will be done by the load. his is an un know due to how much will still be on site,	1	60,000.00	60,000.00
Total			\$60,000.00

R-3

R-4

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
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Order of Business:

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- Reports of Council Committees

Action:

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

COUNCIL AGENDA ITEM TITLE: Small Business Recovery Program

ISSUE: Provide support to our small businesses in response to the COVID-19 pandemic.

RECOMMENDATION: Staff recommends approving the small business recovery program and the use of up to \$500,000 of the CARES Act recovery funding.

TIMING: Staff recommends City Council approval at the July 14, 2020 meeting

BACKGROUND: The City of Hopewell received \$1.9 million in CARES Act funding from the State Government to help with COVID-19 response and recovery. Other surrounding localities, including Colonial Heights, Dinwiddie, & Prince George are utilizing a portion of their CARES Act funding for the same type of small business assistance program. Dinwiddie was the first neighboring locality to distribute grant funding to their small businesses, and they distributed approximately \$140,000 to 40 businesses.

Many of our small businesses have faced many hardships, including loss of income due to the COVID-19 pandemic. We propose to use a portion (\$500,000) of our CARES Act recovery funding from the State Government to create a small business recovery program. This small business recovery program would include funding for a small business grant program for Hopewell businesses, surplus funding in the event we need to run a second round of grant funding, and funds for small business assistance.

The grant program would run through the Economic Development Authority. Businesses would use the grant funding for employee compensation, working capital, equipment inventory, rent and other business critical operating expenses. The grant amounts would vary by the size of the

SUMMARY:

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

business, based on the number of employees. Businesses with 1-5 employees could receive up to \$2,500 in grant funding, and businesses with 6-25 employees could receive up to \$4,000 in grant funding. We plan to release \$250,000 of funding the first round, with a surplus of \$185,000 being held in the event that we would have to run a second round of grants. More information about our proposed small business grant program is included in the attached memo.

The second portion of the small business recovery program would include business support for our small businesses. Staff would work with Retail Strategies, a consulting firm, to provide support to help our businesses recover from COVID-19, and plan in case something similar ever happens again. Retail Strategies would provide deliverables for our businesses, including: a marketing guide and how-to create an online presence, a content calendar template, a guide to optimize their Facebook page, and a webinar to discuss these resources with a Q&A session. Retail Strategies would also provide the city deliverables, including a customized marketing guide for outreach to targeted retail prospects, research for targeted retail prospects, and contacting a minimum of 30 targeted prospects on the city’s behalf.

ENCLOSED DOCUMENTS:

- Proposed City of Hopewell Small Business Grants Memo
- Retail Strategies Proposal

STAFF:

John M. Altman, Jr., City Manager
Charles Dane, Assistant City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

Hopewell's Small Business Recovery Program

Presented by Charles Dane, Assistant City Manager

Business Breakdown

Business Breakdown	
Brick & Mortar Businesses	
	# of Businesses
Closed	53
Reduced Operations	174
Open	106
	333
Home Businesses	
	# of Businesses
Closed	26
Reduced Operations	50
Open	39
	115



Sample Application



City of Hopewell's Small Business COVID-19 Recovery Grant Program Application

The purpose of this program is to assist Hopewell, Virginia small businesses who have been adversely impacted by the COVID-19 pandemic. Limited funds are available for this grant program and only qualified applicants will receive funds. All applicants must submit certain financial information as provided below and all applications must be deemed complete before the Economic Development Authority (EDA) can fund any grant. The factors for award are set forth below. All applicants must certify that the information provided is true and accurate.

Please note that grant funds for this program are not guaranteed and the EDA may choose to award as many or as few grants as it chooses, but in any event, the amount of the program is limited to \$250,000.

Business Information:
 Legal Business Name: _____
 DBA: _____
 Business Address: _____
 Business Phone: _____ Years of Operation in Hopewell: _____
 Business Email: _____
 Business Website: _____
 Federal Tax ID# (EIN): _____
 Description of Business: _____

Ownership Information: Please complete this section for each person who has 3% or more ownership interest in the business. Use additional sheets as necessary.

Name: _____
 Home Address: _____
 Home Phone: _____ Cell Phone: _____
 Email Address: _____
 Name: _____
 Home Address: _____
 Home Phone: _____ Cell Phone: _____
 Email Address: _____
 Name: _____
 Home Address: _____
 Home Phone: _____ Cell Phone: _____
 Email Address: _____

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

- Statement Narrative:** Please attach your answers to these questions to your application.
- Describe how your business operations have or will be adversely impacted by the COVID-19 pandemic as well as your plans for current or near term operations (during reduced COVID-19 business restrictions) in order to remain operational.
 - Identify how you plan to continue employment of all or certain employees and the type of positions begin retained in comparison to pre COVID-19 disruption.
 - Detail how you plan to use the grant funds to continue business operations.

- Application Checklist:** Please include the following documentation
- Copy of the payroll statement nearest March 17, 2020.
 - Copy of most recent payroll statement.
 - Copy of Hopewell Business License.

Grant Funding Breakdown:

- Total Allocation for Round 1: \$250,000
- Businesses with 1-5 Employees: Up to \$1,500
- Business with 6-25 Employees: Up to \$3,000

Proposed Grant Program			
	# of Businesses	Funding Amount	Total Incentive Amount
1-5 Employees	84	\$ 1,500	\$ 126,000
6-25 Employees	41	\$ 3,000	\$ 123,000
	125		\$ 249,000

**With the assumption that 75% of our brick & mortar businesses fall into the 1-5 employee category, if every business in the City applied and qualified for the grant program, funding would need to be \$624,000.*

- With a funding allocation of \$250,000 the City of Hopewell could provide funding to at least 83 businesses, but up to 166 businesses depending on business size.

Questions?

Proposed City of Hopewell Small Business Grants Memo

Background:

The City of Hopewell received \$1.9 million in CARES Act funding to help with COVID-19 response and recovery. We propose to use a portion of that funding to create a Small Business Grant Program for Hopewell businesses. Other localities, including Chesterfield, Dinwiddie, Hanover, Prince George, Colonial Heights and Emporia are utilizing a portion of their CARES Act funding for the same type of program.

Dinwiddie County received 41 applications, of which 38 were complete, so they plan to expend \$132,000 to fund 38 recipients. If possible, the City of Hopewell might want to consider earmarking \$250,000 - \$300,000 for this grant program to try to help as many of the city's small businesses as possible.

Grant Program:

The grant program would run through the Economic Development Authority, with funding coming from the city's allotment of CARES Act funding. Businesses would have to use the grant funding for employee compensation (including wages and benefits), working capital, equipment inventory, rent, and other business critical operating expenses.

Grant Eligibility:

- All Hopewell small businesses with 25 employees or less (national chain and/or nationally franchised locations are not eligible).
- Businesses must have been established and operational in Hopewell for at least 12 months.
- Businesses must possess a valid City of Hopewell business license.
- Businesses must demonstrate on their application how their business has been adversely impacted by the COVID-19 crisis. Your business must have had to close or been affected by either the state or local Government's COVID-19 guidelines and orders.
- If approved, grant funds will be distributed to the business for qualifying business costs that occur between March 17, 2020 and June 30, 2020. Businesses will have to show that they remained operational until June 30, 2021, or grant funding will have to be returned to the City of Hopewell.
- Grants will be awarded based on timely, complete applications. Applications will be numbered and tracked as they come in. Preference is given to those businesses that have made efforts to retain employees during the pandemic and remain operational (if allowed).
- Total grant funds available for award will not exceed_____.
- Grant amounts vary by size of business, based on number of employed (documented by payroll statements and federal employment records):
 - Businesses with 1-5 employees: up to \$2,500
 - Businesses with 6-25 employees: up to \$4,000
- Funds must be used for operational capital to assist the business in sustaining operations such as payroll, utilities, inventory, rent, and business mortgage. Grant funds will be provided on a reimbursement basis once the applicant has demonstrated that the expense has been paid.

Marketing of the Grant:

We plan to distribute information about the grant via social media, email, and a press release. We also plan to put the grant information on our Small Business Resources webpage, and in the City Manager’s Weekly Update. We also will ask City Council to announce the grant at any City Council meeting during the application time frame. We also plan to send the press release to the VA Gateway Region and the Crater Small Business Development Center for further publicity.

Sample Grant Application:

Application Checklist (Please include the following documentation):

- The previous two years of Federal Tax Returns (2018 & 2017 tax returns are accepted if you have not filed 2019 taxes), unless you have not been operational for two years, then your most recent filed Federal Tax Returns will suffice.
- Copy of most recent payroll statement.
- Copy of Hopewell Business License.

Business Information

- Legal Business Name
- DBA
- Business Address
- Business Phone
- Years of Operation in Hopewell
- Business Email
- Website
- Federal Tax ID# (EIN)
- Description of Business

Ownership Information: Complete this section for each person who has 3% or more ownership interest in the business. Use additional sheets as necessary.

- Name
- Home Address
- Home Phone
- Cell Phone
- Email Address

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

1. Has the business established & operational in Hopewell for at least the past 12 months (since May 1, 2019)?
2. Total number of employees prior to March 17, 2020:
3. Total number of employees currently:
4. Total number of employees you plan to keep moving forward:
5. Total number of employees either laid-off or furloughed as a result of COVID-19

Statement Narrative:

- Describe how your business operations have or will be adversely impacted by the COVID-19 pandemic as well as your plans for current or near term operations (during reduced COVID-19 business restrictions) in order to remain operational.
- Identify how you plan to continue employment of all or certain employees and the type of positions being retained in comparison to pre COVID-19 disruption.
- Detail how you plan to use the grant funds to continue business operations

Application Understanding: Each applicant must initial the following statements to indicate that they understand and agree to the following conditions and certifications:

- I acknowledge that this completed and signed application is only an application for the disaster assistance grant funds expressed herein.
- This application, even if favorably received does not constitute a commitment on the part of the EDA to extend grant funds.
- I agree to notify the EDA immediately in writing if any of the information contained in this application materially changes in any respect.
- I agree to hold harmless and indemnify the EDA, its board members, and associated City employees against any claims, charges, suits, damages or other similar liability and to further waive any claims against the EDA, its board members, and associated City employees whether now existing or arising in the future regarding any damages, losses, liability, costs or expenses (including reasonable attorney fees) incurred and arising from this application.
- I understand that by submitting this application the EDA is under no obligation to approve and/or extend an assistance grant.
- I certify that this application is not made by or for the financial benefit of any of the following persons or their immediate family members: any EDA board member, any officer or employee of the City of Hopewell (including, but not limited to, City Council and Planning Commission), or any constitutional officer of the City of Hopewell or any employee of a constitutional officer. I further certify that the award of an EDA COVID-19 grant to the applicant would not violate the Virginia State and Local Government Conflict of Interest Act.
- I understand that a false certification or false statement on this application will subject the signatory and applicant to repayment of the grants funds and other penalties under the law.



retail strategies

COVID-19 Recovery & Rebuild Partnership

Hopewell, VA

Strictly Private and Confidential

Pricing Valid for XX Days





RETAIL STRATEGIES

COVID-19 Recovery & Rebuild Partnership

Retail Strategies was founded to work with communities to support and attract businesses that increase the quality of life, bolster tax revenues, create jobs, and improve the underlying amenities that attract industry. Throughout our history we have helped communities recover from natural disasters and are ready to help your community recover and rebuild from the COVID-19 global pandemic.

In many communities as a result of COVID-19, there are vacant storefronts, lost jobs, and a decreased quality of life. As leaders begin to **reopen their communities**, elected officials and professional city staff will face many challenges and opportunities to revitalize their marketplace while **creating safe spaces** for commerce to take place.

The first challenge is to **support the marketplace** that is still open and operating. Through our partnership, we will provide a **Safe Spaces & Places strategic plan** for reimagining your public spaces (Downtown, retail nodes, interior core) in a safe and economically productive way, while applying revitalizing placemaking techniques to the built environment such as design and streetscape enhancements, tourism opportunities, policy measures that will help your businesses thrive, and catalyst strategies to help jump start your results. We'll also provide **extensive tools and resources** to place in the hands of your **small business owners**. This includes a live tutorial for getting your local small businesses online.

The second challenge is to **restore the marketplace** by **recruiting new businesses** that bolster the goods and services offered in the community and were lost due to COVID-19. This process will involve backfilling vacancies, assisting property owners, and making outreach to targeted businesses to secure interest and potential openings in your community.

In summary, our **COVID-19 Recovery & Rebuild Partnership** will

- assist communities understand, maximize, and backfill their real estate on both their commercial corridors and interior cores;
- reimagine and repurpose the built environment in their Downtown, retail nodes, or interior core spaces in a healthy, safe, economically successful, and design-friendly fashion;
- and support small businesses with direct training and resources for a more bricks-to-clicks retail approach.

RETAIL STRATEGIES

Our Process



discover

We are an investment for your community.

COVID-19 has caused business uncertainty, unemployment, and a change in everyday life. Our team helps your community re-open with confidence and uncovers new opportunities to support your existing businesses and recruit new ones.

Our activities pay a return in sales tax, added jobs, and businesses that enhance and add to the unique qualities of your community.



connect

We make sure your community's story is heard.

Communities are hurting, but their underlying unique stories and attributes remain. We assist community leaders to invite their community back to the marketplace, while dispatching strategies that maximize public safety and business success.

Aggressively taking your community's story and assets to expanding businesses, property owners, brokers, developers, and other industry players creates economic growth for your community.



advance

We multiply and enhance your staff.

We work as an extension of your staff, adding specific expertise, and amplifying your efforts and visibility many times over.

Being your partner and consistently providing feedback, answering questions, and solving complex problems positions your market for growth.

Our Partnership



Discover: Market Analysis

The partnership begins with market analysis. We take the deep dive into data, advanced analytics, and proprietary tools developed in-house to review your COVID-19 economic loss and uncover and define new potential in your community.

This data source consistently delivers the highest level of accuracy and allows our team to analyze and deliver over 3,365 individual variables (per geography) providing the deepest, most reliable, information possible to our Clients.

COVID-19 Mobility Reports

The reports chart movement trends over time by geography, across different categories of places such as retail and recreation, groceries and pharmacies, parks, transit stations, workplaces, and residential.

Trade Area Identification

By utilizing mobile data collection, data and analytics, and real estate acumen, our team will identify shopping patterns within your community that will answer key questions for businesses.

Mobile Data Collection

An industry leading report which utilizes cell phone data to identify the home and work location of consumers that visit a defined shopping area within the community.

Retailer Void Analysis

Identifying businesses that have entered similar communities but have not yet entered your market. This provides an initial list of realistic retail prospects that should be considering your market for expansion.

GAP Analysis

Examining the market supply and market demand within the trade area to uncover the categories of retail being desired by your community.

Consumer Expenditures

Drilling down into each retail segment to identify and understand what your consumers spending patterns are.

Psychographic Analysis

Defines the type of consumers in your market by breaking down consumers demographic characteristics, consumer preferences, consumer expenditures, and cultural ideals.

Peer Community Analysis

Identification and comparison of similar communities to measure your retail base and identify opportunities from a categorical perspective.

Peer Community Analysis

Identification and comparison of similar communities to measure your retail base and identify opportunities from a categorical perspective.



RETAIL STRATEGIES

Our Partnership



Discover: Real Estate Analysis

Real Estate is the key to every business expansion. Our team features over 150+ years of retail real estate experience and we utilize our collective experience to provide the most thorough, and creative, assessment of your community.

To accomplish this, our team of retail real estate professionals will assess your community and uncover your strategic and underutilized real estate assets.

The inventory of properties our team believes is viable for new development, redevelopment highest and best use or vacancies that need to be filled are logged and recorded in our custom software program to be used by your team during the recruitment process.

The information we gather is immediately put to work through making outreach to the property owners, developers, and brokers who represent these properties to learn their goals for the property and how Retail Strategies can assist them on behalf of the community leaders.





Our Partnership

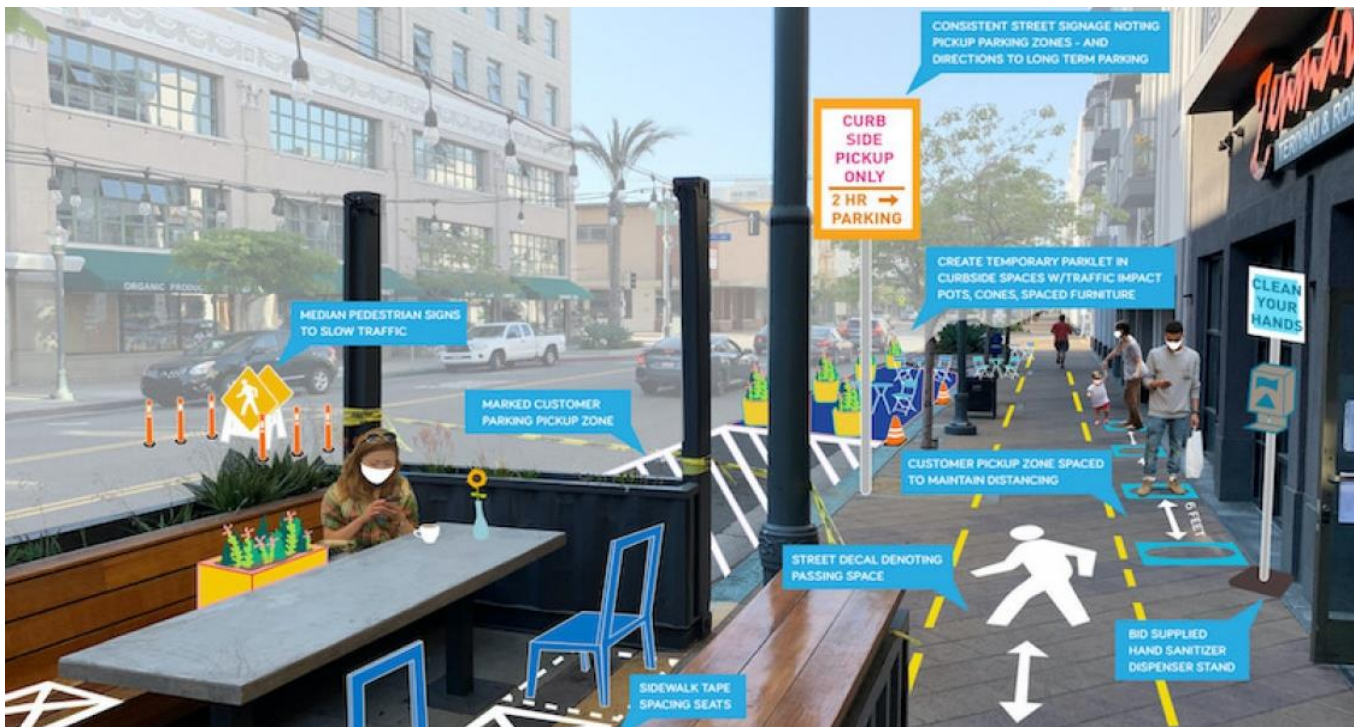


Connect: Safe Spaces & Places

Next, through independent analysis and stakeholder feedback, our team delivers an **asset-based strategic plan** that identifies strategies for reimagining the built environment of your Downtown, interior core, or retail nodes.

- Should you close your Main Street to vehicular traffic so that visitors can dine outside?
- How can you identify locations and appropriate signage for curbside pick-up and drive throughs?
- What **safety measures** can you implement to provide **confidence** to your consumers?

Through our Safe Spaces & Places deliverable, we provide a 3-5 year plan for safely revitalizing your place of local commerce, interior core, or retail nodes, considering design and streetscape enhancements, tourism opportunities, policy measures that will help your businesses thrive, and catalyst strategies to help jump start your results.





RETAIL STRATEGIES

Our Partnership



Connect: Small Business Support

Prior to COVID-19, almost 70% of small businesses didn't have an online presence. Through our partnership, our team will provide an arsenal of **tangible tools and resources for your community's small and locally owned businesses** designed to help them survive, then thrive in this changing dynamic. With tutorials and how-to guides, plus a live training to help your businesses begin or improve their online presence, this component of our partnership provides a pathway to success for the businesses that are the true heart and soul of your community's unique identify.

Small Business Support deliverables include:

- **Digital marketing guide** in PDF format for distribution to small businesses detailing industry trends about digital commerce, marketing strategies for jump starting sales, (especially during times when shoppers can't reach brick and mortar,) and a step-by-step tutorial on how to create an online presence for storeowners.
- **Template content calendar** deliverable in Excel format for distribution to small businesses providing a best practice example of how to chart out social messages, promotions, sales, and opportunities for shoppers.
- **Guide: Optimizing your Facebook Page** in PDF format for distribution to small businesses to help them understand top strategies and mistakes to avoid when it comes to their Facebook pages.
- **Webinar** for small business merchants detailing these resources, how to use them, and a real-time virtual tutorial with Q&A session.





RETAIL STRATEGIES

Our Partnership

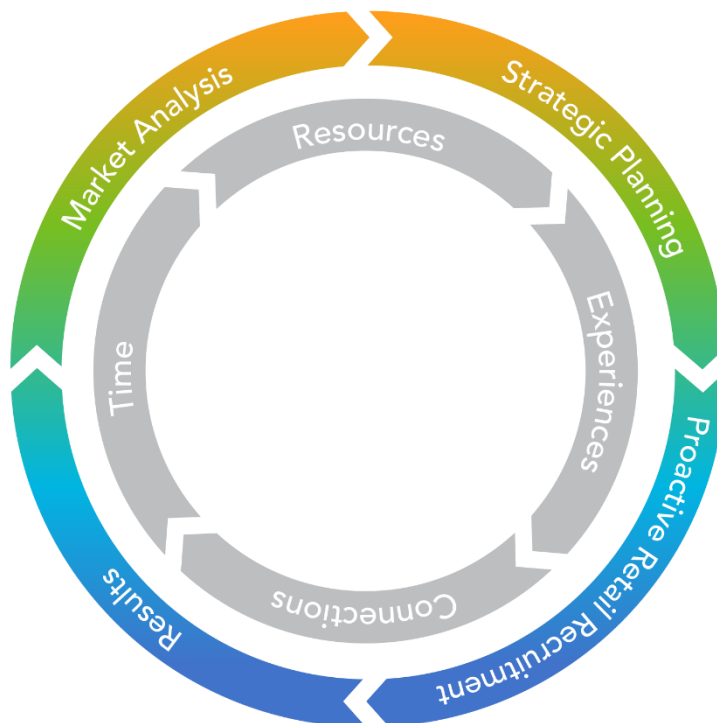


Advance: Business Recruitment

Business recruitment is not an event, it is a process. While your team at Retail Strategies will provide a thorough analysis and Strategy within the first 100 days of our partnership, we will constantly be running new data sets, assessing the changing real estate environment within the community, understanding and applying best practices related to Covid-19 and safety in commerce, researching new prospective businesses, assessing retailers changing expansion plans, etc.

Our Commitment to Success

Retail Strategies is constantly searching for new tools, hiring retail real estate professionals, and covering the Country with outreach to build the best network and service for our Clients. This relentless pursuit of success will position your community for growth today and in the future.





Our Partnership



Advance: Business Recruitment & Market Outreach

Covid-19 has created vacancies in communities, caused property values to fluctuate, and changed the way businesses operate. To recover, communities will need to make outreach to all local players and expanding businesses.

Real Estate Outreach

Our team will connect with property owners, brokers, and developers to assess the impact of Covid-19 on their site and identify how we can best provide assistance. Whether it is introduction to prospective businesses to assistance in creating curbside pickup – our team is here to work as an extension of your staff to make commerce in your town safe and seamless.

Business Outreach

Our team will make outreach to targeted expanding businesses to showcase the market, provide real estate location opportunities, and understand the new needs of their business to safely operate. Through this effort our team will secure interest in your market and provide information to community leaders on how Covid-19 has impacted their business needs.

Representation

Retail Strategies has our pulse on the conference landscape with ICSC and Retail Live. Whether the conference is held virtually or inperson, we will have a team ready to represent your community, showcase your marketplace, and share how you have evolved to meet the changing needs of consumers due to Covid-19.



RETAIL STRATEGIES

Our Partnership

DEDICATED COMMUNITY DEVELOPMENT & RETAIL REAL ESTATE PROFESSIONALS & STAFF

Retail Strategies maintains a 5:1 client to staff ratio. Of the 30+ professionals on staff, for our partnership, we will dedicate a team of 15+ Community Development and Retail Real Estate Professionals to support marketing, research, revitalization, real estate and executive oversight.

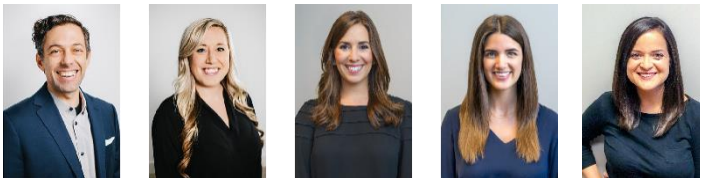
From the start of our partnership, your team will be performing all aspects to build your Small Business deliverables, Safe Spaces & Places Strategic Plan, and Retail Strategy and will execute the Retail Strategy on your behalf.

Most importantly, your team will be building a relationship with you so that we can leverage your local knowledge with our network of industry professionals.

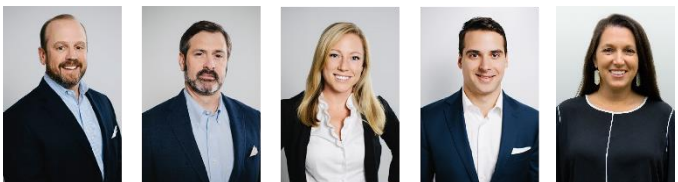
Primary Points of Contact



Research & Marketing



Executive Support





Our Partnership



Discover, Connect, & Advance: Community Input

Throughout the life of our partnership we will always be ready to listen to your feedback, suggestions, opinions, and requests. Our team takes intentional actions to ensure we are providing information and momentum toward the betterment of the community.

Covid-19 Safety & Communication

Information changes on a daily basis and our team is here to be a trusted source, and sounding board, for the challenges during and after this pandemic. Throughout the life of our partnership we will continue to push valuable information to you, adjust our actions to be inline with changing information and best practices, and be available to discuss hurdles when needed.

Retail Strategies has invested in communication platforms that allow seamless communication and tracking of our efforts. Our team is here to advance your efforts, create safe spaces for commerce, and assist your community in recovery from this pandemic.





RETAIL STRATEGIES

Scope of Services

MARKET ANALYSIS

- Identify current and previous market retail trade area using political boundaries, drive times and radii and custom boundary geographies
- Identify any difference between market trade area pre COVID-19 and post COVID-19 through Mobile Analytics
- Identify and Evaluate targeted commercial properties for development, re-development and higher and best use opportunities
- Identification of priority business categories for recruitment, entrepreneurship, franchise opportunities, and/or local expansion
- Customized Marketing Guide (four pages)
- Perform market and retail GAP analysis for trade area (i.e. leakage and surplus)
- Analyze community's growth potential through the peer analysis and GAP analysis
- Conduct retail peer market analysis
- Tapestry lifestyles – psychographic profile of trade area / market segmentation analysis
- Consumer Spending Pattern Reports
- Market Outlook Reports
- Aerial imagery of trade area(s)
- Provide updates on retail industry trends
- Custom on-demand demographic research – historical, current, and projected demographics – to include market trade areas by radius/drive time, and custom trade area

SMALL BUSINESS SUPPORT

- Digital marketing guide in PDF format for distribution to small businesses detailing industry trends about digital commerce, marketing strategies for jump starting sales, (especially during times when shoppers can't reach brick and mortar,) and a step-by-step tutorial on how to create an online presence for storeowners.
- Template content calendar deliverable in Excel format for distribution to small businesses providing a best practice example of how to chart out social messages, promotions, sales, and opportunities for shoppers.
- *Guide: Optimizing your Facebook Page* in PDF format for distribution to small businesses to help them understand top strategies and mistakes to avoid when it comes to their Facebook pages.
- Webinar for small business merchants detailing these resources, how to use them, and a real-time virtual tutorial with Q&A session.



RETAIL STRATEGIES

Scope of Services

SAFE SPACES & PLACES STRATEGIC PLAN

Community downtown, town center, or community gathering space will be evaluated, and a customized, strategic, asset-based and market driven plan will be provided for each community with transformation strategies defined and developed considering the following:

- Reimagining public spaces for shared safe spaces
- Identifying locations for shared outdoor dining spaces & pick-up lanes
- Public health measure installations (hand washing stations & hand sanitizer dispensers)
- Connectivity & Walkability
- Messaging & Branding
- Supporting Entrepreneurs
- Incentives & Financial Tools
- Zoning & Codes
- Identifying Partnerships
- Catalyst Projects
- Landscaping & Streetscapes
- Public Art
- Historic Preservation
- Special Events & Promotions
- Wayfinding Signage
- Transportation & Parking

BUSINESS OUTREACH & ENTREPRENEURSHIP SUPPORT

- Proactive outreach to targeted businesses to identify interest in your market.
- Identify targeted business expansion impact due to COVID-19.
- Contact with a minimum of 30 overall retailers, restaurants, brokers and/or developers for proactive outreach for your City.
- Updates on new activity will be provided to Client's designated primary point of contact via Basecamp, telephone, or email on a regular basis.
- Conference representation to represent City's opportunities and promote COVID-19 response (updates provided according to the yearly conference schedule)
- Active outreach to local brokers and land owners to assess COVID-19 impact and identify ways the City can assist in re-storing their vacancies.
- Active outreach to local brokers and land owners to provide data, real estate information, connections, and other support needed to assist in COVID-19 relief efforts

RETAIL STRATEGIES

Investment

Retail Strategies offers two investment options for our **COVID-19 Recovery & Rebuild Partnership** service:

A three-year contract that allows Retail Strategies to offer a discount to our service. The lead time on a real estate transaction is typically 18-36 months. We plant many seeds in year one that come to fruition in years two and three. To fully realize the benefits of the investment, three years is suggested to an option.

	Three Year Agreement
Total Contract Value	\$145,000
Year 1	\$65,000
Year 2	\$40,000
Year 3	\$40,000

*All phases and aspects of the partnership continue for multiple years. The implementation and support for all aspects of this proposal continue.

Project fees are due within 30 days of receipt of the invoice.

Should the Client request a special assignment, additional work, and/or additional travel needs not specifically referenced in the contract, we will prepare written authorization to be signed by the Client in advance of commencing any additional work.



retail strategies

retailstrategies.com | [205] 314-0386 | info@retailstrategies.com
2200 Magnolia Ave South, Suite 100 Birmingham, AL

R-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Office on Youth and Youth Commission Ordinance and Resolution

ISSUE: Request Council to review and take action on the proposed resolution and ordinance

RECOMMENDATION:

TIMING: July 14, 2020

BACKGROUND:

ENCLOSED DOCUMENTS:

- Resolution- Restructure Office on Youth
- Ordinance- Amending Youth Services Commission

STAFF:

Patience Bennett, Vice Mayor, Ward 7

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			

RESOLUTION NO. R2020 - _____

**A RESOLUTION APPROVING
THE DISSOLUTION OF THE YOUTH SERVICES COMMISSION
(Patron/P. Bennett)**

WHEREAS, the Hopewell City Council is empowered by Chapter IV, §4 of the Hopewell City Charter and §15.2-1411 of the Virginia Code (1950), as amended, to establish and appoint such advisory committees as the City Council deems necessary or desirable; and

WHEREAS, pursuant to this authority, the City Council created the Youth Services Commission; and

WHEREAS, since its inception, confusion has arisen as to the authority and effectiveness of the Youth Services Commission relative to the operations of the Office on Youth; and

WHEREAS, pursuant to §15.2-1107, the Council is empowered to establish, consolidate, abolish or change departments, offices, and commissions; and

WHEREAS, the City Council has determined that the general welfare of the City and the safety, health, peace, comfort and maintenance of City residents are better promoted by eliminating the integration of the Youth Services Commission’s work with the day-to-day operations of the Office on Youth; therefore

BE IT RESOLVED this _____ day of _____, 2020, that the Hopewell City Council hereby resolves and approves the following:

1. The amendment of Section 38 of the Hopewell City Code to provide for the restructuring of the Office on Youth and to provide for its mission and the general responsibility of its paid staff, and to eliminate the Youth Services Commission as a body and its direct actions on the day-to-day operations on the Office on Youth;

Witness this signature and seal

Jasmine E. Gore, Mayor
Hopewell City Council, Ward 4

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Camisha M. Brown, Interim City Clerk

DRAFT

ORDINANCE NO. _____

ORDINANCE REPEALING
CHAPTER 38, ARTICLE II, SECTIONS 38-16 and 38-17 OF THE HOPEWELL CITY
CODE
REGARDING YOUTH SERVICES COMMISSION

WHEREAS, pursuant to Va. Code Ann. §15.2-1427 and Chapter IV of the Hopewell City Charter, the Hopewell City Council, as the local governing body for the City of Hopewell, Virginia, is authorized to adopt, amend, or repeal an ordinance; now therefore

BE IT ORDAINED and enacted by the Council of the City of Hopewell, Virginia this ____ day of _____, 2020 that Section 38-16 and 38-17 of Hopewell City Code of Ordinances are hereby repealed and Chapter 38, Article II is re-ordained to read as follows:

~~Sec. 38-16 Establishment, composition, appointment, and terms of members.~~

~~(a) There shall be a youth services commission established, such commission to consist of fifteen (15) members appointed by city council. Each member shall be a resident of, or employed in, the city or shall be responsible for the provision of services to the youth of Hopewell.~~

~~(b) The youth services commission shall include in its membership, whenever possible, at least one (1) member each with experience in the fields of business, law, medicine, education, the juvenile justice system, and youth services; at least one (1) member of the Hopewell City Council; at least one (1) member below the age of eighteen (18) years; representatives of public and private agencies serving youth; and private citizens not employed by government or service agencies. A majority of the members of the commission shall be citizens who are not employed by government or service agencies and who are not elected government officials. Student members shall qualify as citizen members.~~

~~(c) The member(s) of city council serving on the commission shall serve a term(s) concurrent with his term(s) in office. Student members of the commission shall be appointed for one year terms. The commission members who are either representing public or private agencies serving youth or who are citizens not employed by government or service agencies shall be appointed by city council for three year staggered terms.~~

~~Of the members initially appointed when the commission is established, except for council members, five (5) shall be appointed for terms of three (3) years; five (5) for terms of two (2) years; and five (5) for terms of one (1) year. Student members shall fall in the latter category. All subsequent appointments, except to fill an unexpired term, shall be for a period of three (3) years, except as otherwise stated above.~~

~~(d) Eight (8) members of the commission present at a meeting shall constitute a quorum for conducting business for all purposes. The commission may adopt such other rules of procedure not inconsistent with this article as it may find necessary for the transaction of business.~~

~~(e) In case a vacancy occurs on the commission, city council shall appoint a person to replace the originally appointed member for the remainder of the term, when necessary to comply with subsection (a) above. Council, at its discretion, shall have the power and authority to remove any member(s) of the commission for misconduct or neglect of duty. The members shall serve without compensation for their services.~~

~~(f) The members of the commission, immediately upon their initial appointment, and in each June thereafter, shall meet, elect a chairman, and adopt rules of procedure.~~

Sec. 38-17. -- Duties and responsibilities.

It shall be the continuing duty of the youth services commission to:

- ~~(1) Assist community agencies and organizations in establishing and modifying programs and services to youth on the basis of an objective assessment of community needs and resources.~~
- ~~(2) Evaluate and monitor community programs and services to determine their impact on youth.~~
- ~~(3) Attempt to resolve agency policies and procedures that make it difficult for youths and their families to receive services.~~
- ~~(4) Advise the city manager on a continuing basis.~~
- ~~(5) Make a formal written report to city council at least annually concerning the activities, plans, and recommendations of the commission.~~
- ~~(6) Provide a public forum, where concerns about youth can be expressed.~~
- ~~(7) Encourage involvement of the community in the solution of problems concerning youth.~~
- ~~(8) Encourage any additions, deletions, or changes in laws, policies, and procedures that will improve community conditions for youth development.~~

Sec. 38-18. - Office on youth.

There shall be established an office on youth to implement the strategies to accomplish the goals and objectives as established and authorized by the ~~youth services commission~~ _____.

The principal administrative officer shall establish written administrative policies for the office on youth and shall ensure that these policies are carried out in conformity with the Code of Virginia and other applicable regulations and policies including, but not limited to:

- (1) Department of corrections;
- (2) Title VII of the 1964 Civil Rights Act;
- (3) State and local health and fire regulations;
- (4) Workmans compensation.

The office on youth shall have at least one paid staff member known as the director (coordinator) and possess an administrative capability including clerical and other supportive services.

Witness this signature and seal

Jasmine E. Gore, Mayor
Hopewell City Council, Ward 4

DRAFT

ATTEST

Camisha Brown, City Clerk

VOTING AYE:

VOTING NAY:ABSTAINING:

ABSENT:

DRAFT

R-7

R-8



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Healthy Hopewell – Ward 4 Covid-19 Kit Donation - Dupont

ISSUE: Due to Covid-19, many households are experiencing a loss of income. Many localities and elected officials are provided PPE to residents. As such, I have been working to get donations to supply the residents of Ward 4 PPE in addition to advocating for the City of Hopewell to participate in the Governor’s Health Equity Program to provide PPE to a majority, if not all City residents. DuPont Teijin Films would like to help by donating four cases (16 gallons) of sanitizer and (500) disposable masks

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

SUMMARY:

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

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

R-9



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Crater Workforce Investment Board Grant Recipient

ISSUE: The Chief Local Elected Officials (CLEO) from all localities within the Crater Workforce Investment Board serve on as the oversight for the board. Annually, the board decides which locality will serve as the grant recipient for the entire region. The Unemployment Office relocated from Hopewell/Prince George to Petersburg under the prior CLEO’s term. Additionally, the board was required to undergo a forensic audit mandated by the state. This information was not provided to the former City Council. The newly organized CLEO board had been responsive to make adjustments to address issues that existed previously. Some members served with the former CLEO Board and have spoken to the drastic changes to correct operations, efficiency and delivery of services. Moreover, I have participated in the revamp process as the CLEO Board hired additional staff has been hired, new contracts have been administered as well as an overhaul of policies and guidelines. The Grant recipient will be the employer of record but not fund the Crater Workforce Investment Board staff. Does the City of Hopewell wish to be considered as the grant recipient for the regional Workforce Development?

RECOMMENDATION: City Council vote to provide the Mayor, direction to report back to the CLEO Board.

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:****SUMMARY:**

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

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

•

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

R-10



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

City Council vote to establish an City Council Minutes Clean-Up to index, organize, sign upload online Agenda Packed and Minutes from 2017-2020.

RECOMMENDATION: When I became Mayor, January 2019, I informed City Council of the existing backlog of ordinance/resolution updates. During the City Council’s Strategic Plan and Council Advance Session, I asked City Council to determine the roles of the Mayor in order to provide clarity of supervision, duties and expectations. This was a follow up from the Council Memo sent to City Council and placed on City Council’s Meeting Agendas for discussion/action.

While serving as Vice Mayor, I supervised the City Clerk’s Office. This was due to the Mayor voluntarily stepping down from supervision due to tensions with the Clerk Office. During my tenure of supervision, I did not oversee tasks that directly impacted the role of the Mayor. This included:

- Assisting to prepare the Agenda
- Signing Minutes
- Signing Ordinances/Resolutions
- Managing TBRs to ensure that vacancies are addressed in Closed Session for Appointments
- Overseeing that the Clerk Office follows the procedures to upload the documents into Municode, uploading the minutes/agenda packets online, placing signed minutes into the “Red Book” and updating the City’s website with appointment vacancies

SUMMARY:

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

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

When I became Mayor, I begin to address the existing issues within the office and relayed to City Council to issues with completing the goals established. To date:

- City Council Meeting Agenda Packet and Minutes have been published online; however the list is incomplete
- Minutes from 2015-2016 have been signed; however, minutes from 2017-2018 have been partially completed. No minutes from 2019 have been signed or indexed.

Request City Council to determine how to proceed to remedy the situation previously requested. Issues within the Clerk’s Office promoted a majority of City Council to change supervision of the office; however, the issues shared with City Council by the Mayor were not evaluated and addressed.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

R-11



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

City Council vote to establish an Ordinance and Resolution Clean-Up to index, organize, sign upload in Municode ordinances from 2015-2020.

RECOMMENDATION: When I became Mayor, January 2019, I informed City Council of the existing backlog of ordinance/resolution updates. During the City Council’s Strategic Plan and Council Advance Session, I asked City Council to determine the roles of the Mayor in order to provide clarity of supervision, duties and expectations. This was a follow up from the Council Memo sent to City Council and placed on City Council’s Meeting Agendas for discussion/action.

While serving as Vice Mayor, I supervised the City Clerk’s Office. This was due to the Mayor voluntarily stepping down from supervision due to tensions with the Clerk Office. During my tenure of supervision, I did not oversee tasks that directly impacted the role of the Mayor. This included:

- Assisting to prepare the Agenda
- Signing Minutes
- Signing Ordinances/Resolutions
- Managing TBRs to ensure that vacancies are addressed in Closed Session for Appointments
- Overseeing that the Clerk Office follows the procedures to upload the documents into Municode, uploading the minutes/agenda packets online, placing signed minutes into the “Red Book” and updating the City’s website with appointment vacancies

SUMMARY:

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

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

When I became Mayor, I begin to address the existing issues within the office and relayed to City Council to issues with completing the goals established. To date:

- The incoming City Attorney completed a legal review
- Ordinances and resolutions presented to City Council under her tenure have been vetted by the City Attorney
- Ordinances and resolutions and now being uploaded into Municode by the City Attorney’s Office as of the last few months

The Mayor and City Clerk are being asked to process ordinances and/or resolutions from prior years to sign without clear information. The City needs to scrub prior actions to determine if ordinances are on file to address the fact that some legal actions have not been processed appropriately. All requests need to be funneled through the City Attorney’s Office for validity and legal authority prior to signing. Request City Council to determine how to proceed to remedy the situation previously requested. Issues within the Clerk’s Office promoted a majority of City Council to change supervision of the office; however, the issues shared with City Council by the Mayor were not evaluated and addressed.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

R-12



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

City of Hopewell Participation in Governor Northam’s Health Equity Pilot Program

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

- each agency and advisory board of the Virginia Health and Human Resources Secretariat;
 - the Office of the Secretary of the Commonwealth and related constituent advisory boards;
 - leadership from relevant state entities across the Commonwealth; as well as
 - representatives from private human service organizations, advocacy and stakeholder groups, community leaders, and diverse faith leaders
- in order to ensure health equity is central to every decision made throughout this crisis. The purpose of the HEWG is to apply a health equity lens to the Commonwealth of Virginia’s COVID-19 response by proactively and reactively:
- Identifying and prioritizing resources and decision points impacting marginalized and at-risk individuals and communities.
 - Supporting intentional inclusion of the needs of at-risk and marginalized individuals and communities within each working group related to preparedness, mitigation, response, and recovery

SUMMARY:

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

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

RECOMMENDATION: City Council determine which Healthy Equity option for staff to work with the state board to coordinate, selection of mobile testing, community webinar date and the purchase of bags.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

R-13



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to consider Creating a Covid-19 Specialist to assist development and roll out of City Covid-19 Relief

ISSUE: Due to Covid-19 several households are struggling to maintain and multiple resources have been established at the federal, state and regional level. The City of Hopewell is developing plans for how the City will disperse federal Covid-19 Relief aid. Since several are experiences gaps with workforce, housing, food, education, technology, etc. And the populations include the elderly, homeless, single-family and multi-family, the City should invest in one individual that can loop are resources into one POC. This POC will help ensure that there are no service gaps while assisting the City of Hopewell develop and implement Covid-19 resources. Additionally, this individual will be the fact when speaking with residents to assist them and be a source to identify additional need and how effective relief is. Several resources established at the federal and state level are hard to access and in some instances do not meet the actual need.

RECOMMENDATION: City Council approve hiring a contractor to work with Director Griffin to implement a the City’s objectives.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

SUMMARY:

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

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

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

R-14



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to set a Work Session review and amend the City's Emergency Operations Plan due to the state in July and for City Council to receive a draft of the Continuity Operations Plan requested to be developed due to Covid-19.

ISSUE: The City Council voted to approve the purchase of OpenFinance in 2019. The system was supposed to be implemented for the FY20 budget cycle. City Council was informed in November during a public meeting that purchasing was underway. During the Budget Work Sessions, City Council was notified that the process had not yet begun.

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

- City of Hopewell Emergency Operations Plan

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

SUMMARY:

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

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

R-1. REGULAR BUSINESS: – 2016 EMERGENCY OPERATIONS PLAN UPDATE

Every four years, the City updates its Emergency Operations Plan based on any changes to operations, staff, capabilities, etc. The Plan adopted in 2012 included significant changes to reflect a new operational structure in the Emergency Operations Center, and other programmatic updates. The 2016 revision is predominately a refresh and update of the 2012 plan. This revision gave the directors new to their positions since the 2012 adoption, an opportunity to review their portion of the plan and provide feedback and updates based on their department’s current operations.

Motion was made by Councilor Gore, seconded by Councilor Luman-Bailey to approve the 2016 Emergency Operations Plan as updated. Upon the roll call, the vote resulted:

- | | | |
|-------------------------|---|-----|
| Mayor Pelham | - | yes |
| Vice Mayor Luman-Bailey | - | yes |
| Councilor Zevgolis | - | yes |
| Councilor Gore | - | yes |
| Councilor Walton | - | yes |
| Councilor Shornak | - | yes |

I, Ronnieye Arrington, Acting City Clerk of the City of Hopewell, Virginia do hereby certify the foregoing is a true and correct copy of the minutes of Hopewell City Council at its meeting held August 23, 2016.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia this 27th day of September, 2016.



Ronnieye Arrington
Acting City Clerk

§ 44-146.19. Powers and duties of political subdivisions

A. Each political subdivision within the Commonwealth shall be within the jurisdiction of and served by the Department of Emergency Management and be responsible for local disaster mitigation, preparedness, response and recovery. Each political subdivision shall maintain in accordance with state disaster preparedness plans and programs an agency of emergency management which, except as otherwise provided under this chapter, has jurisdiction over and services the entire political subdivision.

B. Each political subdivision shall have a director of emergency management who, after the term of the person presently serving in this capacity has expired and in the absence of an executive order by the Governor, shall be the following:

1. In the case of a city, the mayor or city manager, who shall appoint a coordinator of emergency management with consent of council;
2. In the case of a county, a member of the board of supervisors selected by the board or the chief administrative officer for the county, who shall appoint a coordinator of emergency management with the consent of the governing body;
3. A coordinator of emergency management shall be appointed by the council of any town to ensure integration of its organization into the county emergency management organization;
4. In the case of the Towns of Chincoteague and West Point and of towns with a population in excess of 5,000 having an emergency management organization separate from that of the county, the mayor or town manager shall appoint a coordinator of emergency services with consent of council;
5. In Smyth County and in York County, the chief administrative officer for the county shall appoint a director of emergency management, with the consent of the governing body, who shall appoint a coordinator of emergency management with the consent of the governing body.

C. Whenever the Governor has declared a state of emergency, each political subdivision within the disaster area may, under the supervision and control of the Governor or his designated representative, control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster. In exercising the powers vested under this section, under the supervision and control of the Governor, the political subdivision may proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes, and appropriation and expenditure of public funds.

D. The director of each local organization for emergency management may, in collaboration with (i) other public and private agencies within the Commonwealth or (ii) other states or localities within other states, develop or cause to be developed mutual aid arrangements for reciprocal assistance in case of a disaster too great to be dealt with unassisted. Such arrangements shall be consistent with state plans and programs and it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements. Except where a mutual aid arrangement for reciprocal assistance exists between localities, no locality shall prohibit another locality from providing emergency medical services across local boundaries solely on the basis of financial considerations.

E. Each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies. Every four years, each local and interjurisdictional agency shall conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of an interjurisdictional agency, the plan shall be formally adopted by the governing body of each of the localities encompassed by the agency. Each political subdivision having a nuclear power station or other nuclear facility within 10 miles of its boundaries shall, if so directed by the Department of Emergency Management, prepare and keep current an appropriate emergency plan for its area for response to nuclear accidents at such station or facility.

F. All political subdivisions shall provide (i) an annually updated emergency management assessment and (ii) data related to emergency sheltering capabilities, including emergency shelter locations, evacuation zones, capacity by person, medical needs capacity, current wind rating, standards compliance, backup power, and lead agency for staffing, to the State Coordinator of Emergency Management on or before May 1 of each year.

G. By July 1, 2005, all localities with a population greater than 50,000 shall establish an alert and warning plan for the dissemination of adequate and timely warning to the public in the event of an emergency or threatened disaster. The governing body of the locality, in consultation with its local emergency management organization, shall amend its local emergency operations plan that may include rules for the operation of its alert and warning system, to include sirens, Emergency Alert System (EAS), NOAA Weather Radios, or other personal notification systems, amateur radio operators, or any combination thereof.

H. Localities that have established an agency of emergency management shall have authority to require the review of, and suggest amendments to, the emergency plans of nursing homes, assisted living facilities, adult day care centers, and child day care centers that are located within the locality.

1973, c. 260; 1974, c. 4; 1975, c. 11; 1978, c. 495; 1982, c. 5; 1990, cc. 404, 945; 1993, cc. 621, 671, 781; 2000, c. 309; 2003, c. 622; 2004, c. 302; 2005, cc. 6, 205; 2006, c. 138; 2007, cc. 97, 129, 138; 2009, cc. 222, 269; 2012, c. 418; 2018, c. 228; 2020, cc. 94, 1021.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

JEFFREY D. STERN, Ph.D.
State Coordinator



JOHN SCRIVANI
Deputy Coordinator – Disaster Services

CURTIS C. BROWN
Chief Deputy Coordinator/
Acting Deputy Coordinator – Mission Support

COMMONWEALTH of VIRGINIA
Department of Emergency Management

10501 Trade Court
North Chesterfield, Virginia 23236-3713
Tel: (804) 897-6500 TDD (804) 674-2417 FAX (804) 897-6506

January 18, 2019

MEMORANDUM

TO: The Honorable Ralph S. Northam, Governor
The Honorable Kirk Cox, Speaker of the House
The Honorable Todd C. Gilbert, House Majority Leader
The Honorable Eileen Filler-Corn, House Minority Leader
The Honorable Justin Fairfax, President of the Senate
The Honorable Thomas K. Norment, Senate Majority Leader
The Honorable Richard S. Saslaw, Senate Minority Leader
The Honorable Carlos Hopkins, Secretary of Veterans & Defense Affairs

VIA: Brian J. Moran, Secretary of Public Safety & Homeland Security

FROM: Jeffrey D. Stern, State Coordinator

SUBJECT: Report on the Commonwealth’s Status of Plans

In accordance with § 44-146.18(B)(3) of the *Code of Virginia*, I am pleased to submit the *2018 Report on the Commonwealth’s Status of Plans*.

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

Status of Plans 2018

§ 44-146.18(B)(3)

January 2019

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PREFACE

This report is provided in accordance with § 44-146.18(B)(3) of the *Code of Virginia*, which states:

The Department of Emergency Management shall in the administration of emergency services and disaster preparedness programs:

Submit to the Governor and to the General Assembly, no later than the first day of each regular session of the General Assembly, an annual executive summary and report on the status of emergency management response plans throughout the Commonwealth and other measures taken or recommended to prevent, respond to and recover from disasters, including acts of terrorism. This report shall be made available to the Division of Legislative Automated Systems for the processing of legislative documents and reports.

This report was developed in conjunction with state agency stakeholders, including the Department of Military Affairs, Virginia Department of Health, Virginia Department of Social Services, Virginia State Police and the Virginia Department of Conservation and Recreation.

EXECUTIVE SUMMARY

This report summarizes the actions taken during 2018 to improve disaster preparedness through the maintenance of state and local plans. The Virginia Department of Emergency Management (VDEM) is responsible for developing and coordinating state level plans, providing technical support to localities, state agencies and public institutions of higher education regarding disaster preparedness, and coordinating state resources requested by localities, other states, and U.S. territories.

In the past year, VDEM’s seven regional offices provided coordination and support to localities before, during, and after disaster operations. During non-disaster operations, regional staff participated in planning meetings and exercises, and provided technical support to both localities and institutions of higher education.

PLANNING EFFORTS



Local Emergency Operations Plans

Code of Virginia § 44-146.19(E) requires each political subdivision (cities, counties and five towns with independent emergency management programs) and interjurisdictional agencies to prepare and keep current a local or interjurisdictional emergency operations plan (EOP) for its area. Every four years, each local or interjurisdictional agency shall conduct a comprehensive review and revision of its EOP to ensure that the plan remains relevant; the revised plan shall be formally adopted by the locality's governing body. In order to verify the plan adoption by the local governing board, VDEM requests local jurisdictions to submit documentation, either a copy of the resolution from the local governing board or a copy of the minutes from the board meeting when the plan was adopted.

VDEM tracks plan currency on the four-year cycle and contacts the local governments when the EOPs are within a year of the due date to offer assistance with the plan revision process.

As indicated in the following tables, as of November 15, 2018, 135 of the 138 jurisdictions (97 %) have up-to-date EOPs. It is not uncommon for plans to go out of compliance for brief periods before being re-adopted. The overall percentage of compliant plans remains above 95%.

Table Legend:

-  Local jurisdiction's EOP is up-to-date and has been adopted by the local governing board.
-  Local jurisdiction's EOP has not been reviewed in the past four years and needs to be readopted by the local governing board.

VDEM Region 1	
Jurisdiction	Date EOP Adopted
Amelia County	10/21/2015
Brunswick County	05/20/2015
Charles City County	01/27/2015
Chesterfield County	08/24/2016
Colonial Heights City	12/12/2017
Dinwiddie County	05/19/2015
Emporia City	05/16/2017
Essex County	08/01/2016
Goochland County	04/04/2017
Greensville County	07/17/2017
Hanover County	06/10/2015
Henrico County	02/14/2017
Hopewell City	08/23/2016
King and Queen County	04/11/2016
King William County	10/24/2016
New Kent County	09/28/2016
Nottoway County	12/15/2016
Petersburg City	03/15/2015
Powhatan County	02/01/2016
Prince George County	01/13/2015
Richmond City	07/24/2017
Sussex County	08/18/2016

VDEM Region 2	
Jurisdiction	Date EOP Adopted
Caroline County	09/27/2016
Clarke County	12/07/2017
Culpeper County	04/17/2015
Fauquier County	11/08/2019
Frederick County	01/13/2016
Fredericksburg City	12/08/2015
Greene County	04/24/2018
King George County	05/17/2018
Louisa County	03/19/2018
Madison County	09/13/2016
Orange County	07/14/2015
Page County	03/06/2018
Rappahannock County	03/07/2016
Shenandoah County	04/24/2018
Spotsylvania County	04/25/2017
Warren County	11/08/2017
City of Winchester	03/18/2018

VDEM Region 3	
Jurisdiction	Date EOP Adopted
Albemarle County	12/04/2017
Amherst County	03/20/2018
Appomattox County	02/21/2017
Augusta County	09/14/2016
Buckingham County	05/08/2017
Campbell County	02/02/2016
Charlotte County	03/14/2017
Charlottesville City	12/06/2017
Cumberland County	11/14/2017
Farmville Town	11/08/2017
Fluvanna County	2/15/2017
Halifax County	01/08/2018
Harrisonburg City	10/24/2017
Lunenburg County	04/13/2017
Lynchburg City	01/26/2016
Mecklenburg County	10/10/2017
Nelson County	08/08/2017
Prince Edward County	03/29/2018
Rockingham County	10/25/2017
South Boston Town	03/26/2018
Staunton City	09/20/2016
Waynesboro City	09/26/2016

VDEM Region 4	
Jurisdiction	Date EOP Adopted
Bland County	11/24/2015
Bristol City	02/10/2015
Buchanan County	12/05/2017
Carroll County	08/14/2017
Dickenson County	07/25/2017
Galax City	10/21/2015
Giles County	10/19/2017
Grayson County	07/13/2017
Lee County	07/18/2017
Norton City	03/03/2015
Pulaski County	11/23/2015
Radford City	03/23/2015
Russell County	07/11/2016
Scott County	02/07/2018
Smyth County	04/14/2015
Tazewell County	01/20/2015
Washington County	10/27/2015
Wise County	05/24/2017

VDEM Region 5	
Jurisdiction	Date EOP Adopted
Wythe County	09/12/2016
Accomack County	06/20/2018
Chesapeake City	07/10/2018
Chincoteague Town	05/18/2017
Franklin City	11/09/2015
Gloucester County	10/03/2017
Hampton City	08/08/2018
Isle of Wight County	05/09/2016
James City County	12/08/2015
Lancaster County	03/09/2015
Mathews County	12/15/2015
Middlesex County	02/03/2015
Newport News City	10/27/2015
Norfolk City	03/27/2018
Northampton County	01/12/2016
Northumberland County	08/09/2018
Poquoson City	11/09/2015
Portsmouth City	01/27/2015
Richmond County	08/10/2017
Southampton County	11/23/2015
Suffolk City	08/19/2015
Surry County	06/02/2016
Virginia Beach City	09/20/2016
Westmoreland County	07/09/2018
Williamsburg City	03/10/2016
York County	10/04/2016

VDEM Region 6	
Jurisdiction	Date of Last EOP Adoption
Alleghany County	09/05/2017
Bath County	06/12/2018
Bedford County	01/24/2017
Botetourt County	04/25/2017
Buena Vista City	02/10/2015
Christiansburg Town	05/23/2017
Covington City	02/10/2015
Craig County	12/12/2016
Danville City	11/06/2014 ¹
Floyd County	02/13/2018
Franklin County	02/20/2018
Henry County	12/15/2015
Highland County	06/06/2017
Lexington City	10/10/2014 ²
Martinsville City	09/11/2018
Montgomery County	09/11/2017
Patrick County	09/24/2015
Pittsylvania County	02/17/2015
Roanoke City	03/07/2016
Roanoke County	11/10/2015
Rockbridge County	10/10/2014 ³
Salem City	02/08/2016
Vinton Town	05/15/2018

Out of Compliance Plans

1. Danville –Adoption anticipated in February 2019.
2. Lexington City - Adoption anticipated in February 2019.
3. Rockbridge County - Adoption anticipated in February 2019.

VDEM Region 7	
Jurisdiction	Date of Last EOP Adoption
Alexandria City	10/25/2016
Arlington County	05/24/2017
Fairfax City	07/27/2017
Fairfax County	07/27/2015
Falls Church City	02/08/2016
Loudoun County	07/15/2015
Manassas City	02/13/2017
Manassas Park City	01/17/2017
Prince William County	12/13/2016
Stafford County	09/05/2017

State Plans for Colleges and Agencies

Institutions of Higher Education Crisis and Emergency Management Plans (CEMP)



There are 40 public institutions of higher education (IHE) within the Commonwealth and all must meet the requirements of §23.1-804 of the *Code of Virginia*. These requirements include:

- The governing boards of each public IHE are to develop, adopt, and keep current a crisis and emergency management plan.
- Each public IHE is to conduct a comprehensive review and revision of its crisis and emergency management plan to ensure that the plan remains current. The revised plan shall be adopted formally by the governing board every four years and the adoption certified in writing to VDEM.
- The chief executive officer of each public institution of higher education to annually review the institution's crisis and emergency management plan, certify in writing to VDEM that review has been completed, and make recommendations to the institution for appropriate changes to the plan.
- Each public institution to annually conduct a test or exercise of the plan and certify in writing to VDEM that it was conducted. Activation of the crisis and emergency management plan and completion of an after-action report by the IHE in response to an actual event or incident satisfies the requirement to conduct such a test or exercise

Currently, 36 (90%) of state IHEs are compliant with these requirements. This is an improvement over 2017 when only 30 (75%) were compliant. This improvement can be attributed to the diligence of IHE emergency coordinators with increased support from VDEM regional staff. IHEs that have notified VDEM that they plan to bring the CEMPs into compliance in the near future are noted in the tables below.

The following chart provides an itemized list of requirements and compliance by the IHEs.

Table Legend:

-  Compliant with all sections of *Code of Virginia* §23.1-804 from 11/15/17-11/16/2018.
-  Noncompliant – One or more requirements have not been met.

Institution	Compliant as of 11/16/18	Executive Review	Exercise Complete	CEMP Adopted
VDEM Region 1				
J Sargeant Reynolds Community College	Y	Y	Y	Y
John Tyler Community College	Y	Y	Y	Y
Richard Bland College	Y	Y	Y	Y
Southside Virginia Community College	Y	Y	Y	Y
Virginia Commonwealth University	Y	Y	Y	Y
Virginia State University	Y	Y	Y	Y
VDEM Region 2				
Gemanna Community College	N	N	Y	N ¹
Lord Fairfax Community College	Y	Y	Y	Y
University of Mary Washington	N	Y	N	N ²
VDEM Region 3				
Blue Ridge Community College	Y	Y	Y	Y
Central Virginia Community College	Y	Y	Y	Y
James Madison University	Y	Y	Y	Y
Longwood University	Y	Y	Y	Y
Piedmont Virginia Community College	Y	Y	Y	Y
University of Virginia	Y	Y	Y	Y
VDEM Region 4				
Mountain Empire Community College	Y	Y	Y	Y
New River Community College	Y	Y	Y	Y
Radford University	Y	Y	Y	Y
Southwest Virginia Community College	Y	Y	Y	Y
University of Va. College at Wise	Y	Y	Y	Y
Virginia Highlands Community College	Y	Y	Y	Y
Wytheville Community College	Y	Y	Y	Y
VDEM Region 5				
Christopher Newport University	Y	Y	Y	Y
College of William and Mary	N	Y	Y	N ³
Eastern Shore Community College	Y	Y	Y	Y
Eastern Virginia Medical School	Y	Y	Y	Y
Norfolk State University	Y	Y	Y	Y
Thomas Nelson Community College	Y	Y	Y	Y
Old Dominion University	Y	Y	Y	Y
Paul D. Camp Community College	Y	Y	Y	Y
Rappahannock Community College	N	N	N	Y ⁴
Tidewater Community College	Y	Y	Y	Y
VDEM Region 6				
Dabney Lancaster Community College	Y	Y	Y	Y
Danville Community College	Y	Y	Y	Y
Patrick Henry Community College	Y	Y	Y	Y

Virginia Military Institute	Y	Y	Y	Y
Virginia Western Community College	Y	Y	Y	Y
Virginia Tech	Y	Y	Y	Y
VDEM Region 7				
George Mason University	Y	Y	Y	Y
Northern Virginia Community College	Y	Y	Y	Y

Out of Compliance Plans:

1. Germanna Community College.
2. University of Mary Washington.
3. College of William and Mary.
4. Rappahannock Community College.

State Agency and Public Institutions of Higher Education Continuity Plans

In 2018, 113 of the 115 state executive branch agencies and institutions of higher education submitted an updated continuity plan to VDEM, in accordance with Executive Order 41 (2011). VDEM staff worked with state agency and IHE emergency coordinators in 2018 and continues to support continuity plan reviews, activations, exercises, after-action reporting and provide technical assistance when needed. These agencies are documented in a separate report, entitled Status of State Continuity Plans.

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SENATE BILL NO. 1450

Offered January 9, 2019

Prefiled January 8, 2019

A BILL to amend the Code of Virginia by adding in Chapter 13.2 of Title 55 an article numbered 7, consisting of sections numbered 55-248.40:1 through 55-248.40:4, relating to the Eviction Diversion Pilot Program.

Patrons—Locke, Mason and McClellan

Referred to Committee on General Laws and Technology

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Chapter 13.2 of Title 55 an article numbered 7, consisting of sections numbered 55-248.40:1 through 55-248.40:4 as follows:

Article 7.

Eviction Diversion Pilot Program.

§ 55-248.40:1. Establishment of Eviction Diversion Pilot Program; purpose; goals.

A. There is hereby established the Eviction Diversion Pilot Program (the Program) within the existing structure of the general district courts for the cities of Danville, Hampton, Petersburg, and Richmond. The purpose of the Program shall be to encourage the development of consistent methods for resolving unlawful detainer actions and to reduce the number of evictions of low-income persons. Notwithstanding any other provision of law, no eviction diversion court or program shall be established except in conformance with this section.

B. The goals of the Program shall include (i) reducing the number of evictions of low-income persons from their residential dwelling units for the failure to pay small amounts of money under the rental agreement, in particular when such persons have experienced an event that adversely affected financial circumstances such as the loss of employment or a medical crisis in their immediate family; (ii) reducing displacement of families from their homes and the resulting adverse consequences to children who are no longer able to remain in the same public school after eviction; (iii) encouraging the development of uniform court forms that describe all eviction-related processes and facilitate the landlord's and tenant's entering into a reasonable payment plan that provides for the landlord to receive full rental payments as contracted for in the rental agreement and for the tenant to have the opportunity to make current such rental payments; and (iv) encouraging tenants to make rental payments in the manner as provided in the rental agreement.

§ 55-248.40:2. Eviction Diversion Pilot Program; administration.

A. Administrative oversight of the implementation of the Program shall be conducted by the Executive Secretary of the Supreme Court of Virginia (Executive Secretary). The Executive Secretary shall be responsible for providing (i) oversight for the distribution of state funds appropriated for eviction diversion programs in the general district courts; (ii) technical assistance to general district courts participating in the Program; (iii) training for judges who preside over general district courts participating in the Program; and (iv) training to the providers of administrative, case management, and other services to courts participating in the Program.

B. The Executive Secretary shall prepare uniform court forms for the payment agreement between the landlord and tenant required by subsection B of § 55-248.40:3 and the notice of the tenant's failure to make payments required by subsection D of § 55-248.40:3. Such forms shall be made available in the office of the general district court clerk for each court participating in the Program.

C. The Executive Secretary shall provide instructions to any general district court participating in the Program on the collection of data to be used to evaluate the most effective methods for using the resources available to the court system to address the increasing number of evictions and to reduce the eviction-related workload of the court system. The Executive Secretary shall provide this data upon request to the Virginia Housing Commission to assist in monitoring the evaluation of the effectiveness and efficiency of the Program.

§ 55-248.40:3. Eviction Diversion Pilot Program; process; court-ordered payment plan.

A. A tenant in an unlawful detainer case shall be eligible to participate in the Program if he:

- 1. Appears in court on the first docket call of the case and requests to have the case referred into the Program;
2. Pays to the landlord or into the court at least 25 percent of the amount due on the unlawful detainer as amended on the first docket call of the case;
3. Provides sworn testimony that he is employed and has sufficient funds to make the payments under

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59 *the court payment plan, or otherwise has sufficient funds to make such payments;*

60 *4. Provides sworn testimony explaining the reasons for being unable to make rental payments as*
61 *contracted for in the rental agreement;*

62 *5. Has not been late within the last 12 months in payment of rent as contracted for in the rental*
63 *agreement at the rate of either (i) more than two times in six months or (ii) more than three times in 12*
64 *months;*

65 *6. Has not exercised the right of redemption pursuant to § 55-248.34:1 within the last six months;*
66 *and*

67 *7. Has not participated in an eviction diversion program within the last 12 months.*

68 *B. The court shall direct an eligible tenant pursuant to subsection A and his landlord to participate*
69 *in the Program and to enter into a court-ordered payment plan. The court shall provide for a*
70 *continuance of the case on the docket of the general district court in which the unlawful detainer action*
71 *is filed to allow for full payment under the plan. The court-ordered payment plan shall be based on a*
72 *payment agreement entered into by the landlord and tenant and shall contain the following provisions:*

73 *1. All payments shall be (i) made to the landlord; (ii) paid by cashier's check, certified check, or*
74 *money order; and (iii) received by the landlord on or before the fifth day of each month included in the*
75 *plan;*

76 *2. The remaining payments of the amounts on the amended unlawful detainer after the first payments*
77 *made on the first docket call of the case shall be paid on the following schedule: (i) 25 percent due by*
78 *the fifth day of the month following the initial court hearing date, (ii) 25 percent due by the fifth day of*
79 *the second month following the initial court hearing date, and (iii) the final payment of 25 percent due*
80 *by the fifth day of the third month following the initial court hearing date; and*

81 *3. All rental payments shall continue to be made by the tenant to the landlord as contracted for in*
82 *the rental agreement within five days of the due date established by the rental agreement each month*
83 *during the course of the court-ordered payment plan.*

84 *C. If the tenant makes all payments in accordance with the court-ordered payment plan, the judge*
85 *shall dismiss the unlawful detainer as being satisfied.*

86 *D. If the tenant fails to make a payment under the court-ordered payment plan or to keep current*
87 *any monthly rental payments to the landlord as contracted for in the rental agreement within five days*
88 *of the due date established by the rental agreement, the landlord shall submit to the general district*
89 *court clerk a written notice that the tenant has failed to make payments in accordance with the plan. A*
90 *copy of such written notice shall be given to the tenant in accordance with § 55-248.6.*

91 *The court shall enter an order of possession without further hearings or proceedings, unless the*
92 *tenant files an affidavit with the court stating that the current rent has in fact been paid and that the*
93 *landlord has not properly acknowledged payment of such rent. A copy of such affidavit shall be given to*
94 *the landlord in accordance with § 55-248.6.*

95 *The landlord may seek a money judgement for final rent and damages pursuant to subsection B of §*
96 *8.01-128.*

97 *E. Nothing in this section shall be construed to limit (i) the landlord from filing an unlawful detainer*
98 *for a non-rent violation against the tenant while such tenant is participating in the Program or (ii) the*
99 *landlord and tenant from entering into a voluntary payment agreement outside the provisions of this*
100 *section.*

101 **§ 55-248.40:4. State Eviction Diversion Pilot Program Advisory Committee; duties.**

102 *A. The Virginia Housing Commission shall establish a State Eviction Diversion Pilot Program*
103 *Advisory Committee (Committee). The Committee shall consist of stakeholders appointed by the chair of*
104 *the Commission.*

105 *B. The Committee shall have the duty to (i) evaluate and recommend to the Commission standards*
106 *for the planning and implementation of a statewide eviction diversion program; (ii) assist the*
107 *Commission in the evaluation of the effectiveness and efficiency of the Program; and (iii) encourage and*
108 *enhance cooperation among participating agencies regarding the planning and implementation of the*
109 *Program.*

110 **2. That it is the intent of the General Assembly, recognizing the critical need in the**
111 **Commonwealth to reduce the number of evictions of low-income persons from residential dwelling**
112 **units, to establish an eviction diversion pilot program to develop data for use in evaluating the**
113 **benefits and costs associated with such a program.**

114 **3. That the provisions of the first enactment of this act shall become effective on July 1, 2020.**

115 **4. That the provisions of the first enactment of this act shall expire on July 1, 2023.**

116 **5. That the Virginia Housing Commission (Commission) shall develop a statewide evaluation model**
117 **and conduct ongoing evaluations of the effectiveness and efficiency of the eviction diversion pilot**
118 **program established by the first enactment of this act. To assist the Commission, the Office of the**
119 **Executive Secretary of the Virginia Supreme Court shall provide the data requested by the**
120 **Commission in electronic format, at such times as requested by the Commission. To further assist**

121 in evaluation of the eviction diversion pilot program, each participating general district court shall
122 submit evaluative reports to the Commission as requested.
123 6. That beginning on July 1, 2022, the Virginia Housing Commission shall evaluate data submitted
124 by the Office of the Executive Secretary of the Virginia Supreme Court and general district courts
125 participating in the eviction diversion pilot program. The Commission shall submit a report on its
126 findings on or before November 30, 2022, to the General Assembly and the Chairs of the Senate
127 Committees on Finance and Courts of Justice and the Chairs of the House Committees on
128 Appropriations, Finance, and Courts of Justice, including recommendations for legislation for the
129 2023 Session of the General Assembly.
130 7. That the provisions of this section shall not apply to any tenant who has exercised the right of
131 redemption pursuant to § 55-248.34:1 of the Code of Virginia at any time before July 1, 2020.

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R-15

R-16



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to support and fund technological improvements to modernize the online access for residents to complete city services. For example- Online forms, online payments, credit cards, Wi-Fi access, etc. in light of Covid-19.

ISSUE: Discussion

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

R-17



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

- Consent Agenda
- Public Hearing
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- Regular Business
- Reports of Council Committees

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request City Council to pass Cities are Essential Resolutions to support NLC’s mission to advocate for Congress to give Cities, Towns and Villages direct Federal Aid.

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

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

- NLC Resolutions

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

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

Roll Call

SUMMARY:

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

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

Letter Instructions

- This letter is to be used by **organizations and businesses** who wish to support NLC’s federal ask to Congress for direct relief to cities, towns and villages across the country.
- To use, please follow these simple steps:
 1. Download letter to your computer.
 2. Place letter on your organization’s letterhead and feel free to add a paragraph or language that is specific to your organization’s city, town or village.
 3. Please make sure to fill in the **BOLDED** sections below with your individual information.
 4. Send the letter directly to your Senator and Members of Congress.
 5. Letter should be emailed to the Member’s Chief of Staff.
 6. Please share a completed copy of the letter with NLC at advocacy@nlc.org
- Any questions can be directed to Stephanie Martinez-Ruckman at 202-626-3098 or martinez-ruckman@nlc.org.

Form Letter

May X, 2020

[Insert Senator/Rep address]

Dear Senator X:

As Congress considers additional federal assistance packages in the wake of the COVID-19 pandemic, it is critical that you include direct relief to cities, towns and villages.

Businesses and community organizations across our country depend on the economic strength and vitality of municipalities. Not only do our nation’s cities provide an anchor for local economic development, they also provide the essential services that businesses depend on to ensure we remain competitive, including access to clean water, public safety, reliable infrastructure and a strong workforce base. Without a lifeline to recover and restore local economic activity, cities, towns and villages will be forced to make cuts to essential services that will have a ripple effect across the public and private sectors.

For organizations such as **[fill in the name of coalition partner name]**, based in **[city, state]**, it is because of our strong community partnership that we can thrive. The strong leadership of our local elected officials, and the partnership they have provided to local businesses is critical to our success. If cities fail to thrive, we all fail to thrive.

We know that you understand the importance of this relationship in our great state of **[insert state]** and we hope that we can rely on your support for legislation that includes:

- \$500 billion over two years of federal aid for local governments
- Fair and direct funding allocations to each and every local government, with no exclusions based on population
- Equal funding overall for municipal governments and county governments
- Maximum flexibility for the eligible use of funds to address the budget consequences of the COVID-19 pandemic

Thank you for your leadership on this important issue.

Sincerely,

[name]
[title]
[organization]

RESOLUTION: [CITY NAME] IS ESSENTIAL: IN SUPPORT OF FAIR, DIRECT FEDERAL EMERGENCY SUPPORT TO REOPEN AND REBUILD LOCAL AMERICAN ECONOMIES

WHEREAS, America’s cities, towns and villages face unprecedented threats due to the ongoing COVID-19 pandemic emergency; and

WHEREAS, municipalities are essential to America’s economic recovery and without funding support for local governments, municipalities may go from being a critical part of the economic solution, to becoming a major obstacle to long-term stabilization and recovery; and

WHEREAS, America’s cities, towns and villages will experience budgetary shortfalls of up \$134 billion in fiscal year 2020 alone, and the negative effects of the pandemic emergency on local communities will continue long after this year; and

WHEREAS, three million critical municipal worker jobs are at risk, threatening cuts to basic community services, including 9-1-1 response, sanitation, and maintenance; and

WHEREAS, communities have taken extraordinary measures to protect health, safety, and the continuation of essential services throughout the emergency; and

WHEREAS, [CITY NAME] [DESCRIBE HOW CITY HAS BEEN IMPACTED BY OR RESPONDED TO THE EMERGENCY, OR MADE BUDGETARY SACRIFICES]

WHEREAS, America’s rural communities and small towns are struggling just as much as big cities and risk being left behind or wiped out entirely.

NOW, THEREFORE, BE IT RESOLVED that [CITY NAME] calls on Congress to allocate fair and direct federal support to all of America’s communities, regardless of population size; and

BE IT FURTHER RESOLVED that this funding must be flexible and address not only the additional expenses incurred by communities to respond to the pandemic emergency, but also the dramatic budgetary shortfalls resulting from pauses in commerce, tourism, other economic engines; and

BE IT FURTHER RESOLVED that local governments will ensure federal funds are immediately used to rebuild and reopen the national economy; and

BE IT FURTHER RESOLVED that funding will keep middle class workers employed and critical services operating; and

BE IT FURTHER RESOLVED THAT [CITY NAME] has been part of the emergency response and now calls on Congress to build a united national partnership for a safe, healthy, prosperous life.

R-18



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:**ISSUE:**

The City of Hopewell Charter states that all powers vested in the City is under City Council’s authority.

“The city shall have and may exercise all powers which are now or may hereafter be conferred upon or delegated to cities under the constitution and law of the commonwealth and all other powers pertinent to the conduct of the city government, the exercise of which is not expressly prohibited by the said constitution and laws and which in the opinion of the council are necessary and desirable to promote the general welfare of the city and the safety, health, peace, good order, comfort, maintenance and morals of its inhabitants, as fully and completely as though such powers were specifically enumerated in this charter, and no enumeration of particular powers herein shall be held to be exclusive but shall be held to be in addition to this general grant of power.”

As such, City Council must serve as the decision-maker and approve, disapprove and/or amend the agenda requests. If a request is approved, City Council needs to direct a member of staff to facilitate completing the request.

The following items have been submitted to City Council Meeting Agendas for members of City Council to take action. Several items have been submitted repeatedly on agendas, waiting to either be heard/discussed, followed-up on for a decision and or simply voted on.

I am requesting for all items to be voted on in order to receive determinates – this will remove them from future agendas unless the matter has been passed.

January 22, 2019

SUMMARY:

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

CCR1-1 Participatory Budgeting

January 22, 2019

CCR-2- Community Policing and Shooting Taskforce

February 12, 2019

IR- 2-Rental Inspection Program- Request that City Council hold a Work Session to revise the City Rental Inspection Program. Rental units are evaluated every four years. The entire City is not included in the rental inspection area, and Council will need to confirm breaking down the City into quadrants/staffing.

February 12, 2019

IR-2-Mayor Memo to City Council – Address issues and workflow of City Council, City staff and Council appointees. Request that City Council provide direction on all items listed in the memo via consensus or vote. Request that all items be included in City Council’s Rules of Procedure as an addendum (return item).

February 12, 2019

IR-7 -Community Policing and Shooting Taskforce- Request for City Council to consider creating a citizen board with key stakeholders to address gun violence within the community, and solicit state and federal resources. Consider using key persons to create a sub-committee to address community complaints.

February 12, 2019

CCR-4- Veteran Support- Request City Council to conduct a Work Session to review city resources to benefit Veterans. Resources include City discounts, setting up monthly satellite office hours for Veteran Benefits with the Virginia Department of Veteran Services, partnership with John Randolph Medical Center and the courts for a Veteran Court.

February 12, 2019

CCR-5- Vendor List and Procurement Policy- Approximately 2 years ago, I solicited City Council’s support for the “Start Up in A Day Challenge” with the Small Business Administration. The overall goal was to cut the red tape for new business creation and to support small/local businesses. I requested a review of the City’s purchasing records to identify how many local, small, minority, Veterans or women vendors/contractors were used. That request was never fulfilled. Request Council review procurement policy and vendor reports to identify wasteful spending due to not ordering in bulk or cost comparisons. Review data to determine what percentage of City contracts/vendors are: local, small, minority, Veterans or women.

March 5, 2019

IR-7-ClearGov is a budget app that assists cities with transparency and budgeting. I am asking Council to use a portion of its marketing budget to purchase this tool (return item)

March 26, 2019

SUMMARY:

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

IR-5 Request changes to Council Rules 406 and 203. Change Rule 406 to limit Council’s ability to make personal, impertinent, abusive or slanderous statements, or incite disorderly conduct. Change 203 to limit discussion to ensure that the Council meetings are more efficient.

April 9, 2019

IR-12 Access to MUNIS/Budget Reporting

April 23, 2019

IR-3 Rule 203 options – Stefan Calos to provide options regarding request to limit discussion to ensure that the Council meetings are more efficient

April 23, 2019

IR-4 Hopewell B-Corp creation - In 2018, I started the “Pillars” initiative in response to the Cities of Opportunity Grant award. Pillars calls on all “pillars of the community” to share what they provide as free or low cost resources to the City and its residents. The goal is to create a local database of services and resources to begin to fill in the gaps within the community. Request City Council to approve using a \$10,000 budget decrease from City Council’s budget to create a community incentive for business to become a “local” variation of BCorps and to demonstrate that they are “Pillars of the Community”. Money to be provided in the form of a grant to any local organization that provides free services, supports community events, provides goods, manpower, leave for employees to support community initiatives/Big Brother’s Big Sisters, etc. Request that Mayor work with City Manager to develop a policy and guidelines for submission in anticipation of the FY20 budget adoption. I will be investing a portion of the Ward 4 Improvement to create “Pillar” decals to provide to businesses that are members. The goal is honor and display the “Pillars in the Community” during the “I ♥ Hopewell” festival by conducting a Community Awards program. Invite City Council participation to join efforts to co-host Community Call to Action and Awards Program. (return item)

April 23, 2019

IR-4 Beacon Theater Sunday use - Last year, City Council supported adding an additional \$100,000 to the Beacon Theaters budget for community programs. Requesting Beacon Theater financial report to show expenditures from that amount and current plans for remaining community funding. Request City Council to approve FREE access to theater on Sundays after the Beacon Church service for community events. Request City Council develop an Ad-Hoc Committee to review submissions and recommended approval of programs to be offered at theater for the public. Request that the City Manager serve as the Chair of the Ad-Hoc since his role serves as the Chair of the Beacon Theater LLC. (return item)

April 23, 2019

IR-6 Pending List - Request City Manager and City Clerk meet to create list for the re-established pending list. City Council approved including the list in the City Council Agenda Packet. Since Feb, City Council has requested several Work Sessions and IR items. We need a list to visualize order of requests, action deadline and next steps. Request City Council approve list to be included in the next City Council Agenda Packet for initial approval and then to be updated by the City

SUMMARY:

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

manager’s Office and submitted to Clerk per agenda rules for inclusion in City Council’s Agenda Packet. (return item)

May 28, 2019

IR-3 Gore City Council Strategic Advance – Part I briefing – City Council will receive the notes from the Advance and next steps

May 28, 2019

IR-4 Gore Incident Reports – request that Council approve bi-weekly reports from Staff for City issues, incidents or concerns. Maintain timely notification of major incidents communicated to the City Manager, for him to relay immediately to Council. Ask to create a weekly incident log to relay other notable incidents of which Council should be made aware, but that do not rise to the level of instant notification.

June 9, 2019

IR-4 Gore - Request City Council hire an internal auditor to begin work immediately on consolidating and investigating Council on audit findings and to provide an overview of the liabilities posed by not addressing material weaknesses and poor audit findings. Present plan on how to provide internal control structures/measures for Council to provide efficient financial oversight and to place the City in a better management status for upcoming financial/program audits.

June 9, 2019

IR-5 Gore - Request City Council adopt a citywide policy that requires monthly reconciliation of all public accounts and the elimination of budget transfers between City Departments. Records must be supplied to City Council Finance Committee for review and then disseminated to all members of City Council. Request draft be submitted to City Council for review at July 9th Regular Meeting- at the start of the FY20 Fiscal year that begins on July 1st.

June 9, 2019

IR-7 Gore - Request all internal city policies existing policies and procedures over the billing, third-party booking, collections and accounting functions of the Sewer Service Fund, Solid Waste Fund, Storm Water Fund, social services department, and Beacon Theatre Fund. Request all internal city policies pertaining to all forms of reconciliations (credit card/account, etc.), repeated purchasing from same vendor/store (threshold/frequency) and requirements for supporting documents and/or purchase justifications. Deadline to submit to Council July 8th.

June 9, 2019

IR-8 Gore - State of the City Address- Select new date to conduct event now that Strategic Advance has concluded.

June 9, 2019

SUMMARY:

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

IR-9 Gore - Strategic Plan- Determine deadline for staff to have draft tasks, costs and time frame for items listed by Council in part II of the Strategic Plan Advance. Council will need to set a work session to review cost and time frame to determine level of priority and approval.

June 11, 2019

IR-1 Gore - Request that boards, commissions, committees of council report annually to Council.

June 11, 2019

IR-2 Gore - Local historic marker program

August 29, 2019

IR-3 Gore - State of the City Address- Select new date to conduct event now that Strategic Advance has concluded. (return item - April 2019)

August 29, 2019

IR-5 Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

September 10, 2020

IR-6 Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

September 24, 2019

IR-6 Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

September 24, 2019

IR-8 Tree City USA (new item)

October 2, 2019

SB-1 Verification of the City purchase of upgrades from Tyler for MUNIS, to include costs and implementation schedule. Additional requests include verifying external programs the City has, the purpose of the programs, and their costs.

October 2, 2019

SB-6 Review and approval of financial policies, resolutions, etc.

ISSUE: City Council reviewed the Resolution Adopting Hopewell City Policy Statements, the Resolution Reducing the Spending Limit to \$3,000 and the Budget Document at its August 20, 2019 meeting in Closed Session. Council is asked to review the documents again prior to adoption.

October 9, 2019

R-10 The current Efficiency Study and Technology Review was originally designed to include an element of staff engagement. The desire was to include members of staff by creating an innovation

SUMMARY:

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

competition for them to suggest problem-solving ideas to help the City operate better and improve customer service.

December 6, 2019
Creation and Appointment to, Community Enhancement Committee

December 6, 2019
Discussion of community engagement plan for crime and shootings

December 10, 2019
R-8 Neighborhood Watch Advisory Board

January 28, 2010
IR-12 Request for City Council to vote to direct the Youth Services Commission to research if Big Brothers Big Sisters will come back to the City of Hopewell. Additionally, for the Commission to contact the Hopewell Public Schools the Recreation and Parks Department to determine what gaps exist for after-school programming and public transportation options to facilities. The Youth Service Commission will contact back to City Council at the second meeting in February with a report and draft request for proposals (RFPs), if needed).

February 25, 2020
POLCO usage and Grant citizen questionnaire.

February 25, 2020
IR-3 Request for City Council to vote direct the City Manager to delegate to the GIS/Development Office to begin mapping City of Hopewell social determinate data for the Cities of Opportunities Pilot Program

February 25, 2020
IR-4 Request for City Council to vote to establish a rule that supports the new practice to limit City Councilors ability to place items on future agendas, conduct research with staff and seek legal guidance for potential legislative items.

February 25, 2020
IR-7 Request for City Council direct the City Manager review city owned space and rental properties to identify a location for the Office on Youth to offer programs. In addition, for the City Manager to provide an update as to the costs/needs to renovate Mallonee Gym to house the Office on Youth and the status of the \$250,000 previously allocated by City Council for renovation.

February 25, 2020
IR-9 Request for City Council direct the City Manager to delegate to staff to review non-developed city land to identify a location for a practice field for youth sports and free citizen usage.

SUMMARY:

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

February 25, 2020

IR-11 Request City Council to direct the City Manager to provide Council with the status of uncollected funds within the City of Hopewell

February 25, 2020

IR-12 Request for City Council to vote to direct the City Manager provide City Council with options to dissolve the Beacon Theater LLC. The prior City Council voted to support dissolving the LLC in order to create a Regional Performing Arts Center and/or improve community programs and access to the Beacon Theater. In the meantime, the City Council will support opening the Beacon Theater free on Sundays after the Beacon Church for groups to offer free services/programs to the public.

February 25, 2020

IR-15 Strategic Plan and Crime Meeting Transparency – Post Online Records for Public

March 31, 2020

IR-13 City Council Questions for COVID-19 and City Administration Planning

RECOMMENDATION:

TIMING: Immediate

BACKGROUND: Pending City Council Agenda Request dating back to 2019.

ENCLOSED DOCUMENTS:

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

R-19



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to review the third-party biller Data Integrators contract and evaluate if the City should bring sewer/trash billing services in-house.

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

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

- Data Integrators Contract

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

SUMMARY:

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

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

R-20



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to receive the CSA's policies and response to the State's Special Audit Directives in response to fraud

ISSUE: Discussion

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

R-21



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to review the Court Services and VJCCA Budget and review programs offered for juvenile delinquency; the state's annual report for the City of Hopewell's recidivism rate.

ISSUE: Discussion

RECOMMENDATION:

TIMING: Immediate

BACKGROUND: VJCCA Manual

http://www.djj.virginia.gov/pdf/community/VJCCCA_Manual_July_2014.pdf

ENCLOSED DOCUMENTS:

- VJCCCA Budget Screenshot

STAFF: Mayor Gore

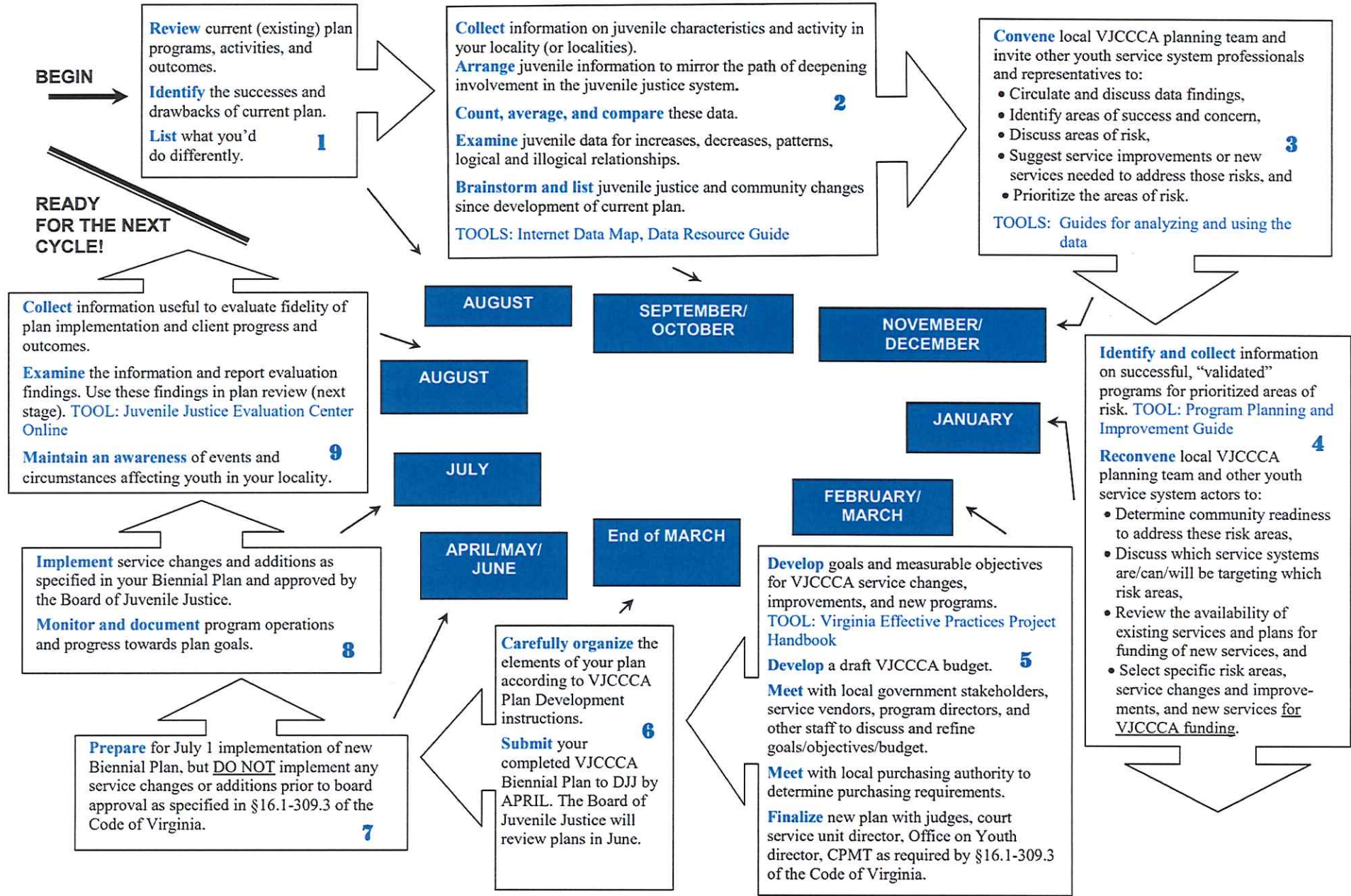
FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

Y	N		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			

VJCCCA PLANNING ACTIVITIES MODEL



R-22



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to consider holding a public hearing or Community Town Hall about the City's Policing Policies, establishing a community task force comprised of residents impacted by neighborhood gun violence, inclusion of mental health professionals to assist after shootings within neighborhoods and a citizen oversight board for complaints to increase engagement/transparency.

ISSUE: Request City Council discuss how they would like to proceed and give staff objectives to return back to City Council with recommendations for action.

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

SUMMARY:

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

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

R-23



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to direct the City Clerk to work with the IT Department to develop a system that posts vacancy information for City Boards, Commissions and Authorities

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

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

Roll Call

SUMMARY:

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

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

R-24



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

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

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

RECOMMENDATION: Post resident feedback, skeleton (Advance Notes), City Manager’s bullet point submission, City Manager’s table submission and what the City Manager submits at the Feb. 1st Meeting.

TIMING: Immediate

BACKGROUND: None

ENCLOSED DOCUMENTS:

- None

STAFF:

None

FOR IN MEETING USE ONLY

SUMMARY:

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

MOTION: _____

Roll Call

SUMMARY:

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

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

R-25



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to evaluate all departments that provide direct services to residents and share publicly how the funds are directly invested into the Community; I.E. Upcoming road payments, stormwater projects, community events & programs

ISSUE: Discussion

RECOMMENDATION:

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

R-26



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

City Council establish a Quarterly Joint School Board Meetings to discuss the Direction of the School Board, a plan for Woodlawn Learning Center and Covid-19

RECOMMENDATION: City Council normally meets with the School Board once or twice during the budget season; however, there is a need to meet routinely with the School Board for City Council to be aware of the direction of the School System.

Currently, gaps in communication exist and City Council is notified of school actions and/or alerts once the public has been notified. There have been longstanding requests to establish frequent meetings to build the relationship between City Council and the School Board as appointees of City Council. Moreover, School Board members also serve on the John Tyler Board as representatives of City Council.

Due to Covid-19 the public is contacting their City Council representatives to learn about the School Systems plans and response to Covid-19. City Council also needs to be briefed about the overall goals for the Hopewell School System, current graduation rates, SOL status, etc.

Additionally, City Council can discuss feedback from residents, share initiatives of interest and assist the School Board if needed.

Overall, the dynamic between both parties working to advance education within the City of Hopewell will be improved and a true partnership.

TIMING: Immediate

BACKGROUND:

SUMMARY:

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

ENCLOSED DOCUMENTS:

STAFF: Mayor Gore and Councilor Holloway

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

**REPORTS
OF
CITY
MANAGER**

**REPORTS
OF
CITY
ATTORNEY**

**REPORTS
OF
CITY CLERK**

**REPORTS
OF
CITY
COUNCIL**

COMMITTEES

- **INDIVIDUAL
COUNCILORS**
- **CITIZEN/COUNCILOR
REQUESTS**
- **PRESENTATIONS FROM
BOARDS &
COMMISSIONS**
- **OTHER COUNCIL
COMMUNICATIONS**

IR-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

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

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

RECOMMENDATION: City Council deny establishing any rule that limits City Councilors interaction with City Council’s Appointees (employees) about proposed legislation. City Council has hired professionals in their field of expertise. If he/she cannot assist without causing a high demand of strain on their workload- he/she can request to push the item back or simply request the matter be placed before City Council prior to proceeding. However, if he/she believes that providing assistance for routine/normal request and does not significantly affect his/her workflow – he/she may use discretion as professionals and assist their employer (City Councilors).

TIMING: Immediately

BACKGROUND:**SUMMARY:**

- | | | |
|--------------------------|--------------------------|------------------------------------|
| <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 |

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

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

IR-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

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

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

RECOMMENDATION: City Council direct the City Manager to accomplish the directive to be determined by City Council by a specific date.

TIMING: Immediately

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

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

Roll Call

SUMMARY:

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

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

IR-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE

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

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

RECOMMENDATION: City Council direct the City Manager to accomplish the directive by a specific date determined by City Council.

TIMING: Immediately

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

Roll Call

SUMMARY:

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

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

City of Hopewell

2019 Town Halls



Join City Council for a community discussion and planning session to shape the future of the City of Hopewell. Residents will have an opportunity to voice concerns, share ideas and participate hands on to revamp the City's Strategic Plan.

TOWN HALL #1

March 19, 2019

Carter G. Woodson Middle School
1000 Winston Churchill Drive
Hopewell, VA 23860
Located - Multi-purpose Room
6:00 p.m. - 8:00 p.m.

TOWN HALL #2

March 21, 2019

Hopewell High School
400 S Mesa Drive
Hopewell, VA 23860
Located - Cafeteria
6:00 p.m. - 8:00 p.m.

TOWN HALL #3

March 28, 2019

Hopewell Community Center
100 W City Point Road
Hopewell, VA 23860
Located - Gym
6:00 p.m. - 8:00 p.m.

City Council and staff will discuss the feedback and projects from all Town Halls during City Council's Advance. City Council will unveil the new City-Wide Strategic Plan at the inaugural

2019 State of the City Address.



VIEW THE NEW CITY WEBSITE
WWW.HOPEWELLVA.GOV



DOWNLOAD THE NEW CITY APP
*LOCATED IN MOBILE APP STORES



DOWNLOAD THE NEW CLICK2REPORT APP
*LOCATED IN MOBILE APP STORES



Mayor Gore



Vice Mayor Bennett



Councilor Randolph
Ward 1



Councilor Holloway
Ward 2



Councilor Partin
Ward 3



Councilor Denton
Ward 5



Councilor Pelham
Ward 6

Resident Connections

HOW TO STAY UPDATED

- Contact the City Clerk’s Office to sign up for the City’s Freedom of Information Act (FOIA) List to receive all city press releases and meeting notifications
- Visit the City’s website to view the Weekly City Manager News Briefs
- Visit hopewellva.gov to view the City’s online calendar for City and community events
- Visit hopewellva.gov to watch City Council Meeting recordings, Agenda Packets & Minutes

HOW TO STAY NOTIFIED

- Visit hopewellva.gov or call (804) 541-2288 to sign up for **CODE RED** emergency alerts
- Visit hopewellva.gov to sign up for **nixle** Public Safety alerts
- Visit hopewellva.gov to sign up for Notify Me text notifications for City alerts
- Download the *NEW* City of Hopewell App to have direct access to City Hall

HOW TO STAY CONNECTED

- Visit the hopewellva.gov to view the complete list of City Resources for residents
 - Prescription Discount Program
 - Real Estate Tax Abatement Program
 - DMV Select
 - Adopt-A-Neighbor Outreach Program
 - Trash Collection/Recycling Services
 - Citizens Academy
 - Smoke Detector Testing
 - Car Seat and Child/Parenting Resources
 - Online Tax Portal
 - Wellness Checks



Get Social – FOLLOW, LIKE & SHARE
@Hopewellva.gov & City Departments Online!

IR-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

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

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

RECOMMENDATION: City Council direct the City Manager to delegate to his staff accomplish the directive to be determined by City Council.

TIMING: Immediately

BACKGROUND: None

ENCLOSED DOCUMENTS:

- Town Hall Flyer

STAFF:

Jasmine E. Gore, Mayor

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

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

Roll Call

SUMMARY:

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

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

IR-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request for City Council to direct the City Manager provide City Council with the status of uncollected funds within the City of Hopewell prior to providing City Council with any recommendation to raise taxes or fees within the City for the upcoming budget cycle. In addition, final determination if the City and require all vendors the City has contracts with to have all of their taxes/fees paid in full prior to be eligible to do business with City; to include rental/real estate companies – require taxes/fees paid in full prior to receiving permits.

Request for City Council to direct the City Manager

ISSUE: The Mayor requested the following information on December 19, 2019 and was unable to obtain the data.

1. Wastwater (Water Renewal) uncollected bill amounts (write offs) (individual/business)
2. Data Integrators uncollected bill amounts (individual/business)
3. Uncollected taxes (real estate/personal property)
4. Trash uncollected bill amounts (write offs) (individual/business)
5. Audit reports/schedules with write-offs
6. Industry payments for Wastewater (Water Renewal) for the last 3 years
7. Total value of funding that could not be reconciled for the audit - City Funds/Accounts
8. Total value of funding that did not have backup docs/not approved - City Funds/Accounts
9. Status of money approached to support Wastewater Grant when DEQ required the City to have a reserve of funding approx.. of \$575,000. *new

Prior to the City Council supporting any recommendation to increase taxes or fees, we must know how much funds has not been collected as projected. Additionally, we must identify why

SUMMARY:

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

funds are not being collected such as contract amendments, staffing, etc. and address those issues immediately before placing the burden on residents to pay to fix errors.

RECOMMENDATION: City Council direct the City Manager to complete task by a specific date.

TIMING: Immediately

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

Chapter 20 - LICENSES¹¹

Footnotes:

--- (1) ---

Charter reference— Authority of city to raise revenue by annual licenses, Ch. II, § 2.

Cross reference— Dog licenses, § 6-46 et seq.; license for closing-out sales of certain goods, § 30-36 et seq.; license for fire, etc., sales, § 30-96 et seq.; taxation, Ch. 34.

State Law reference— Licenses generally, Code of Virginia, § 58.1-3700 et seq.; city license taxes, §§ 58.1-3702—58.1-3706.

ARTICLE I. - IN GENERAL

Sec. 20-1. - Definitions.

For the purposes of this chapter, unless otherwise required by the context:

Affiliated group means:

- (1) One (1) or more chains of corporations subject to inclusion connected through stock ownership with a common parent corporation which is a corporation subject to inclusion if:
 - a. Stock possessing at least eighty (80) percent of the voting power of all classes of stock and at least eighty (80) percent of each class of the nonvoting stock of each of the corporations subject to inclusion, except the common parent corporation, is owned directly by one (1) or more of the other corporations subject to inclusion; and
 - b. The common parent corporation directly owns stock possessing at least eighty (80) percent of the voting power of all classes of stock and at least eighty (80) percent of each class of the nonvoting stock of at least one (1) of the other corporations subject to inclusion. As used in this subdivision, the term "stock" does not include nonvoting stock which is limited and preferred as to dividends. The phrase "corporation subject to inclusion" means any corporation within the affiliated group irrespective of the state or country of its incorporation; and the term "receipts" includes gross receipts and gross income.
- (2) Two (2) or more corporations if five (5) or fewer persons who are individuals, estates or trusts own stock possessing:
 - a. At least eighty (80) percent of the total combined voting power of all classes of stock entitled to vote or at least eighty (80) percent of the total value of shares of all classes of the stock of each corporation; and
 - b. More than fifty (50) percent of the total combined voting power of all classes of stock entitled to vote or more than fifty (50) percent of the total value of shares of all classes of stock of each corporation, taking into account the stock ownership of each such person only to the extent such stock ownership is identical with respect to each such corporation.

When one (1) or more of the corporations subject to inclusion, including the common parent corporation, is a nonstock corporation, the term "stock" as used in this subdivision shall refer to the nonstock corporation membership or membership voting rights, as is appropriate to the context.

Assessment means a determination as to the proper rate of tax, the measure to which the tax rate is applied, and ultimately the amount of tax, including additional or omitted tax, that is due. An assessment shall include a written assessment made pursuant to notice by the assessing official or a self-assessment made by a taxpayer upon the filing of a return or otherwise not pursuant to notice. Assessments shall be deemed made by an assessing official when a written notice of assessment is delivered to the taxpayer

by the assessing official or an employee of the assessing official, or mailed to the taxpayer at his last known address. Self-assessments shall be deemed made when a return is filed, or if no return is required, when the tax is paid. A return filed or tax paid before the last day prescribed by ordinance for the filing or payment thereof shall be deemed to be filed or paid on the last day specified for the filing of a return or the payment of tax, as the case may be.

Assessor or assessing official means the commissioner of the revenue of the city.

Base year means the calendar year preceding the license year, except for contractors subject to the provisions of section 58.1-3715 of the Code of Virginia.

Business means a course of dealing which requires the time, attention and labor of the person so engaged for the purpose of earning a livelihood or profit. It implies a continuous and regular course of dealing, rather than an irregular or isolated transaction. A person may be engaged in more than one (1) business. The following acts shall create a rebuttable presumption that a person is engaged in a business: (i) advertising or otherwise holding oneself out to the public as being engaged in a particular business; or (ii) filing tax returns, schedules and documents that are required only of persons engaged in a trade or business.

Contractor shall have the meaning prescribed in section 58.1-3714 (B) of the Code of Virginia, as amended, whether such work is done or offered to be done by day labor, general contract or subcontract.

Definite place of business means an office or a location at which occurs a regular and continuous course of dealing for thirty (30) consecutive days or more. A definite place of business for a person engaged in business may include a location leased or otherwise obtained from another person on a temporary or seasonal basis and real property leased to another. A person's residence shall be deemed to be a definite place of business if there is no definite place of business maintained elsewhere and the person is not subject to licensure as a peddler or itinerant merchant.

Direct seller means any person who: (i) engages in the trade or business of selling or soliciting the sale of consumer products primarily in private residences and maintains no public location for the conduct of such business; and (ii) receives remuneration for such activities, with substantially all of such remuneration being directly related to sales or other sales-oriented services, rather than to the number of hours worked; and (iii) performs such activities pursuant to a written contract between such person and the person for whom the activities are performed and such contract provides that such person will not be treated as an employee with respect to such activities for federal tax purposes.

Financial services means the buying, selling, handling, managing, investing, and providing of advice regarding money, credit, securities, or other investments and shall include the service for compensation by a credit agency, an investment company, a broker or dealer in securities and commodities or a security or commodity exchange, unless such service is otherwise provided for in this chapter.

Broker means an agent of a buyer or a seller who buys or sells stocks, bonds, commodities, or services, usually on a commission basis.

Commodity means staples such as wool, cotton, etc. which are traded on a commodity exchange and on which there is trading in futures.

Dealer for purposes of this chapter means any person engaged in the business of buying and selling securities for his own account, but does not include a bank, or any person insofar as he buys or sells securities for his own account, either individually or in some fiduciary capacity, but not as part of a regular business.

Security for purposes of this chapter shall have the same meaning as in the Code of Virginia, Securities Act (§ 13.1-501 et seq.) or in similar laws of the United States regulating the sale of securities.

Those engaged in rendering financial services include, but without limitation, the following:

- Buying installment receivables
- Chattel mortgage financing

Consumer financing
Credit card services
Credit unions
Factors
Financing accounts receivable
Industrial loan companies
Installment financing
Inventory financing
Loan or mortgage brokers
Loan or mortgage companies
Safety deposit box companies
Security and commodity brokers and services
Stockbroker
Working capital financing

Gross receipts means the whole, entire, total receipts attributable to the licensed privilege, without deduction, except as may be limited by the provisions of Code of Virginia, chapter 37 of title 58.1.

Itinerant merchant means a person who engages in, does, or transacts any temporary or transient business and who, for the purpose of carrying on such business, occupies any location for a period of less than one (1) year.

License year means the calendar year for which a license is issued for the privilege of engaging in business.

Peddler means a person who carries from place to place any goods, wares or merchandise and sells or offers to sell or barter the same.

Peddler at wholesale means a person, firm or corporation who or which sells or offers to sell goods, wares or merchandise to licensed dealers, other than at a definite place of business operated by the seller, and at the time of such sale or exposure for sale delivers, or offers to deliver, the goods, wares or merchandise to the buyer. Any delivery made on the day of sale shall be construed as delivery at the time of sale.

Personal services means rendering for compensation any repair, personal, business or other services not specifically classified as "financial, real estate or professional service" under this chapter, or rendered in any other business or occupation not specifically classified in this chapter unless exempted from local license tax by Code of Virginia, title 58.1.

Professional services means services performed by architects, attorneys-at-law, certified public accountants, dentists, engineers, land surveyors, surgeons, veterinarians, and practitioners of the healing arts (the arts and sciences dealing with the prevention, diagnosis, treatment and cure or alleviation of human physical or mental ailments, conditions, diseases, pain or infirmities) and such occupations, and no others, as the Virginia Department of Taxation may list in the BPOL guidelines promulgated pursuant to Code of Virginia, § 58.1-3701. The department shall identify and list each occupation or vocation in which a professed knowledge of some department of science or learning, gained by a prolonged course of specialized instruction and study is used by its practical application to the affairs of others, either advising, guiding, or teaching them, and in serving their interests or welfare in the practice of an art or

science founded on it. The word "profession" implies attainments in professional knowledge as distinguished from mere skill, and the application of knowledge to uses for others rather than for personal profit.

Purchases means all goods, wares and merchandise received for sale at each definite place of business of a wholesale merchant. The term shall also include the cost of manufacture of all goods, wares and merchandise manufactured by any wholesaler or wholesale merchant and sold or offered for sale. A wholesaler or wholesale merchant may elect to report the gross receipts from the sale of manufactured goods, wares and merchandise if it cannot determine the cost of manufacture or chooses not to disclose the cost of manufacture.

Real estate services means rendering a service for compensation with respect to the purchase, sale, lease, rental, or appraisal of real property, unless the service is otherwise specifically provided for in this chapter, and such services include, but are not limited to, the following:

- Appraisers of real estate
- Escrow agents, real estate
- Fiduciaries, real estate
- Lessors of real property
- Real estate agents, brokers and managers
- Real estate selling agents
- Rental agents for real estate

Retailer or retail merchant means any person or merchant who sells goods, wares and merchandise for use or consumption by the purchaser or for any purpose other than resale by the purchaser, but does not include sales at wholesale to institutional, commercial and industrial users.

Services means things purchased by a customer which do not have physical characteristics, or which are not goods, wares, or merchandise.

Wholesaler or wholesale merchant shall mean any person or merchant who sells wares and merchandise for resale by the purchaser, including sales when the goods, wares and merchandise will be incorporated into goods and services for sale, and also includes sales to institutional, commercial and industrial users which because of the quantity, price, or other terms indicate that they are consistent with sales at wholesale.

(Ord. No. 96-33, § C, 11-12-96)

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title, repealed former § 20-1 which defined "gross receipts". Such section bore no history note. Provisions designated herein as § 20-1 were derived from Ord. No. 96-33, C.

Sec. 20-2. - Adoption of state law.

- (a) As to all questions in regard to the duty and conduct of the officers of the city in collecting and enforcing the taxes imposed under this chapter, and in regard to questions of construction and for definition of terms used in this chapter, and the rules and regulations applicable to putting same in operation, reference is hereby made to the provisions of title 58.1, Code of Virginia, for the assessment, levy and collection of taxes for the current year, or to so much thereof as is applicable to this chapter and is not inconsistent with it and the other ordinances of the city. For the conduct and guidance of the officers of the city and other parties affected by this chapter and for fixing their

powers, rights, duties and obligations, the provisions of title 58.1, Code of Virginia, so far as applicable, are hereby adopted without being specifically herein quoted.

- (b) The definition of the various businesses, occupations, trades or professions provided for in this chapter shall be and hereby are defined to be the same as the definitions given in Code of Virginia, title 58.1, unless otherwise defined herein, and all constructions of same by the state tax commissioner shall have equal force to this chapter.

(Code 1963, § 21-21; Ord. No. 96-31, 11-12-96)

Sec. 20-3. - Enforcement of chapter generally.

- (a) The city manager shall require the chief of police and every member of the police department of the city to enforce this chapter. It shall be the duty of the chief of police and of every member of the police department to check whether all new business or professional men commencing any business, employment or profession in the city have complied with the provisions of this chapter.
- (b) It shall be the duty of the commissioner of revenue to report every person, known to him, who shall commence to prosecute any licensable business, employment or profession without a license or who shall unlawfully fail for a longer period than one month to obtain a new license, to the city attorney, who shall cause warrants to be issued for such persons and shall prosecute them.

(Code 1963, §§ 21-19, 21-20)

Sec. 20-4. - Construction of chapter; interstate commerce; obstruction of public ways; nuisances.

- (a) Nothing in this chapter shall be construed as imposing a license tax on or otherwise regulating or restricting interstate commerce. Any business or portion thereof embraced in the term "interstate commerce" is not made subject to a license by this chapter.
- (b) Nothing in this chapter shall be construed as giving the right to any person to obstruct sidewalks, streets or other public places or to commit or maintain a nuisance.

(Code 1963, §§ 21-17, 21-18)

Sec. 20-4.5. - Overriding conflicting ordinances.

Except as may be otherwise provided by the laws of the Commonwealth of Virginia, and notwithstanding any other current ordinances or resolutions enacted by this council, whether or not compiled in the Code of this city, to the extent of any conflict, the provisions of this chapter shall be applicable to the levy, assessment, and collection of licenses required and taxes imposed on businesses, trades, professions and callings and upon the persons, firms and corporations engaged therein within the city.

(Ord. No. 96-33, § A, 11-12-96)

Editor's note— Ord. No. 96-33, § A, did not specify manner of codification, but has been designated by the editor as § 20-4.5.

Sec. 20-5. - Engaging in business without license; penalty.

- (a) Whenever a license is required by this chapter, and whenever this Code imposes a license fee or levies a license tax on a business, employment or profession, it shall be unlawful to engage in such

business, employment or profession without first obtaining the required license. Any person who engages in a business without obtaining a license required by this chapter, or after being refused such license, shall not be relieved of the tax imposed by this chapter.

- (b) If any person shall:
 - (1) Commence to prosecute any business, trade, occupation, employment or profession in the city without obtaining a license required by this chapter; or
 - (2) Continue a business, trade, occupation, employment or profession in the city after the expiration of a license previously issued under this chapter without obtaining a new license or a renewal of the expired license,

he shall be guilty of a Class 3 misdemeanor.

(Code 1963, § 21-1; Ord. No. 96-33, § B, 11-12-96)

Editor's note— Ord. No. 96-33, by title repealed § 20-5(a). Sec. B of such ordinance has been codified as § 20-5(a) by the editor.

Sec. 20-6. - License requirement.

- (a) Every person engaging in this city in any business, trade, profession, occupation or calling (collectively hereinafter "a business") as defined in this chapter, unless otherwise exempted by law, shall apply for a license for each such business if (i) the person has a definite place of business in this city; (ii) there is no definite place of business anywhere and the person resides in this city; or (iii) there is no definite place of business in this city but the person operates amusement machines or is classified as a peddler or itinerant merchant, carnival or circus as specified in Code of Virginia, §§ 58.1-3717, 3718, or 3728, respectively, or is a contractor subject to Code of Virginia, § 58.1-3715, or is a public service corporation subject to Code of Virginia, § 58.1-3731. A separate license shall be required for each definite place of business and for each business. A person engaged in two (2) or more businesses or professions carried on at the same place of business may elect to obtain one (1) license for all such businesses and professions if all of the following criteria are satisfied: (i) each business or profession is subject to licensure at the location and has satisfied any requirements imposed by state law or other provisions of the ordinances of this city; (ii) all of the businesses or professions are subject to the same tax rate, or, if subject to different tax rates, the licensee agrees to be taxed on all businesses and professions at the highest rate; and (iii) the taxpayer agrees to supply such information as the assessor may require concerning the nature of the several businesses and their gross receipts.
- (b) Reserved.
- (c) Reserved.
- (d) In computing the amount of license tax due, the commissioner of the revenue shall round all amounts to the nearest dollar; that is, all amounts of forty-nine cents (\$0.49) or less shall be rounded down and all amounts of fifty cents (\$0.50) or more shall be rounded up.

(Ord. No. 87-17, 6-23-87; Ord. No. 94-36, 11-2-94; Ord. No. 96-33, § D, 11-12-96)

Editor's note— Ord. No. 96-33, by title repealed § 20-6(a)—(c). Sec. D of such ordinance was designated by the editor as § 20-6(a). See also the editor's note following § 20-7.

Sec. 20-7. - Due dates; late payment penalties and interest.

- (a) Each person subject to a license tax under this chapter shall apply for a license prior to beginning business if he was not subject to licensure in this city on or before January 1 of the license year, or no later than March 1 of the current license year if he had been issued a license for the preceding license year. The application shall be on forms prescribed by the assessing official.
- (b) The tax shall be paid with the application in the case of any license not based on gross receipts. If the tax is measured by the gross receipts of the business, the tax shall be paid on or before March 31. Semiannual payments for license taxes shall be authorized pursuant to section 20-19.
- (c) The assessing official may grant an extension of time, not to exceed ninety (90) days, in which to file an application for a license, for reasonable cause. The extension may be conditioned upon the timely payment of a reasonable estimate of the appropriate tax, subject to adjustment to the correct tax at the end of the extension together with interest from the due date until the date paid and, if the estimate submitted with the extension is found to be unreasonable under the circumstances, a penalty of ten (10) percent of the portion paid after the due date.
- (d) A penalty of ten (10) percent of the tax may be imposed upon the failure to file an application or the failure to pay the tax by the appropriate due date. Only the late filing penalty shall be imposed by the assessing official if both the application and payment are late; however, both penalties may be assessed if the assessing official determines that the taxpayer has a history of noncompliance. In the case of an assessment of additional tax made by the assessing official, if the application and, if applicable, the return were made in good faith and the understatement of the tax was not due to any fraud or reckless or intentional disregard of the law by the taxpayer, there shall be no late payment penalty assessed with the additional tax. If any assessment of tax by the assessing official is not paid within thirty (30) days, the treasurer may impose a ten (10) percent late payment penalty. The penalties shall not be imposed, or if imposed, shall be abated by the official who assessed them, if the failure to file or pay was not the fault of the taxpayer. In order to demonstrate lack of fault, the taxpayer must show that he acted responsibly and that the failure was due to events beyond his control.

"Acted responsibly" means that: (i) the taxpayer exercised the level of reasonable care that a prudent person would exercise under the circumstances in determining the filing obligations for the business, and (ii) the taxpayer undertook significant steps to avoid or mitigate the failure, such as requesting appropriate extensions (where applicable), attempting to prevent a foreseeable impediment, acting to remove an impediment once it occurred, and promptly rectifying a failure once the impediment was removed or the failure discovered.

"Events beyond the taxpayer's control" include, but are not limited to, the unavailability of records due to fire or other casualty; the unavoidable absence (e.g., due to death or serious illness) of the person with the sole responsibility for tax compliance; or the taxpayer's reasonable reliance in good faith upon erroneous written information from the assessing official, who was aware of the relevant facts relating to the taxpayer's business when he provided the erroneous information.

- (e) Any person failing to make the application required by this section shall be guilty of a Class 4 misdemeanor.
- (f) It shall be the duty of the commissioner of the revenue to keep a record of all applications filed under this section.
- (g) Interest shall be charged on the late payment of the tax from the due date until the date paid without regard to fault or other reason for the late payment. Whenever an assessment of additional or omitted tax by the assessing official is found to be erroneous, all interest and penalty charged and collected on the amount of the assessment found to be erroneous shall be refunded together with interest on the refund from the date of payment or the due date, whichever is later. Interest shall be paid on the refund of any tax paid under this chapter from the date of payment or due date, whichever is later, whether attributable to an amended return or other reason. Interest on any refund shall be paid at the same rate charged under Code of Virginia, § 58.1-3916.

No interest shall accrue on an adjustment of estimated tax liability to actual liability at the conclusion of a base year. No interest shall be paid on a refund or charged on a late payment in event of such

adjustment, provided the refund or the late payment is made not more than thirty (30) days from (i) the date of the payment that created the refund, or (ii) the due date of the tax, whichever is later.

(Ord. No. 96-33, § E, 11-12-96)

Editor's note— At the request of the city, provisions formerly designated as § 20-6(d) and (e) were redesignated as § 20-7(e) and (f), and § 20-7(e) was redesignated as (g). See also the editor's note following § 20-10.

Sec. 20-8. - Situs of gross receipts.

(a) *General rule.* Whenever the tax imposed by this chapter is measured by gross receipts, the gross receipts included in the taxable measure shall be only those gross receipts attributed to the exercise of a privilege subject to licensure at a definite place of business within this city. In the case of activities conducted outside of a definite place of business, such as during a visit to a customer location, the gross receipts shall be attributed to the definite place of business from which such activities are initiated, directed, or controlled. The situs of gross receipts for different classifications of business shall be attributed to one (1) or more definite places of business or offices as follows:

- (1) The gross receipts of a contractor shall be attributed to the definite place of business at which his services are performed, or if his services are not performed at any definite place of business, then the definite place of business from which his services are directed or controlled, unless the contractor is subject to the provisions of Code of Virginia, § 58.1-3715.
- (2) The gross receipts of a retailer or wholesaler shall be attributed to the definite place of business at which sales solicitation activities occur, or if sales solicitation activities do not occur at any definite place of business, then the definite place of business from which sales solicitation activities are directed or controlled; however, a wholesaler or distribution house subject to a license tax measured by purchases shall determine the situs of its purchases by the definite place of business at which or from which deliveries of the purchased goods, wares and merchandise are made to customers. Any wholesaler who is subject to license tax in two or more localities and who is subject to multiple taxation because the localities use different measures, may apply to the department of taxation for a determination as to the proper measure of purchases and gross receipts subject to license tax in each locality.
- (3) The gross receipts of a business renting tangible personal property shall be attributed to the definite place of business from which the tangible personal property is rented or, if the property is not rented from any definite place of business, then the definite place of business at which the rental of such property is managed.
- (4) The gross receipts from the performance of services shall be attributed to the definite place of business at which the services are performed or, if not performed at any definite place of business, then the definite place of business from which the services are directed or controlled.

(b) *Apportionment.* If the licensee has more than one definite place of business and it is impractical or impossible to determine to which definite place of business gross receipts should be attributed under the general rule and the affected jurisdictions are unable to reach an apportionment agreement, except as to circumstances set forth in § 58.1-3709 of the Code of Virginia, the gross receipts of the business shall be apportioned between the definite places of businesses on the basis of payroll. Gross receipts shall not be apportioned to a definite place of business unless some activities under the applicable general rule occurred at, or were controlled from, such definite place of business. Gross receipts attributable to a definite place of business in another jurisdiction shall not be attributed to this city solely because the other jurisdiction does not impose a tax on the gross receipts attributable to the definite place of business in such other jurisdiction.

(c) *Agreements.* The assessor may enter into agreements with any other political subdivision of Virginia concerning the manner in which gross receipts shall be apportioned among definite places of

business. However, the sum of the gross receipts apportioned by the agreement shall not exceed the total gross receipts attributable to all of the definite places of business affected by the agreement. Upon being notified by a taxpayer that its method of attributing gross receipts is fundamentally inconsistent with the method of one (1) or more political subdivisions in which the taxpayer is licensed to engage in business and that the difference has resulted in, or is likely to result in, taxes on more than one hundred (100) percent of its gross receipts from all locations in the affected jurisdictions, the assessor shall make a good faith effort to reach an apportionment agreement with the other political subdivisions involved.

(Ord. No. 96-33, § F, 11-12-96)

Note— See the editor's note following § 20-10.

Sec. 20-9. - Limitations and extensions.

- (a) Where, before the expiration of the time prescribed for the assessment of any license tax imposed pursuant to this chapter, both the assessing official and the taxpayer have consented in writing to its assessment after such time, the tax may be assessed at any time prior to the expiration of the period agreed upon. The period so agreed upon may be extended by subsequent agreements in writing made before the expiration of the period previously agreed upon.
- (b) Notwithstanding Code of Virginia, § 58.1-3903, the assessing official shall assess the local license tax omitted because of fraud or failure to apply for a license for the current license year and the six (6) preceding license years.
- (c) The period for collecting any local license tax shall not expire prior to the period specified in Code of Virginia, § 58.1-3940, two (2) years after the date of assessment if the period for assessment has been extended pursuant to this subdivision of this chapter, two (2) years after the final determination of an appeal for which collection has been stayed pursuant to section 20-10(b) or (d) of this chapter, or two (2) years after the final decision in a court application pursuant to Code of Virginia, § 58.1-3984 or similar law for which collection has been stayed, whichever is later.

(Ord. No. 96-33, § G, 11-12-96)

Sec. 20-10. - Appeals and rulings.

- (a) Any person assessed with a local license tax as a result of an audit may apply within ninety (90) days from the date of such assessment to the assessor for a correction of the assessment. The application must be filed in good faith and sufficiently identify the taxpayer, audit period, remedy sought, each alleged error in the assessment, the grounds upon which the taxpayer relies, and any other facts relevant to the taxpayer's contention. The assessor may hold a conference with the taxpayer if requested by the taxpayer, or require submission of additional information and documents, a further audit, or other evidence deemed necessary for a proper and equitable determination of the application. The assessment shall be deemed prima facie correct. The assessor shall undertake a full review of the taxpayer's claims and issue a determination to the taxpayer setting forth its position. Every assessment pursuant to an audit shall be accompanied by a written explanation of the taxpayer's right to seek correction and the specific procedure to be followed in this city (e.g., the name and address to which an application should be directed).
- (b) Provided a timely and complete application is made, collection activity shall be suspended until a final determination is issued by the assessor, unless the assessor determines that collection would be jeopardized by delay or that the taxpayer has not responded to a request for relevant information after a reasonable time. Interest shall accrue in accordance with the provisions of section 20-7(g) of this chapter, but no further penalty shall be imposed while collection action is suspended. The term "jeopardized by delay" includes a finding that the application is frivolous, or that a taxpayer desires to

- (i) depart quickly from the locality, (ii) remove his property therefrom, (iii) conceal himself or his property therein, or (iv) do any other act tending to prejudice, or to render wholly or partially ineffectual, proceedings to collect the tax for the period in question.
- (c) Any person assessed with a local license tax as a result of an audit may apply within ninety (90) days of the determination by the assessing official on an application pursuant to subsection (a) of this section for a correction of such assessment. The tax commissioner shall issue a determination to the taxpayer within ninety (90) days of receipt of the taxpayer's application, unless the taxpayer and the assessing official are notified that a longer period will be required. The application shall be treated as an application pursuant to Code of Virginia, § 58.1-1821, and the tax commissioner may issue an order correcting such assessment pursuant to Code of Virginia, § 58.1-1822. Following such an order, either the taxpayer or the assessing official may apply to the appropriate circuit court pursuant to Code of Virginia, § 58.1-3984. However, the burden shall be on the party making the application to show that the ruling of the tax commissioner is erroneous. Neither the tax commissioner nor the department of taxation shall be made a party to an application to correct an assessment merely because the tax commissioner has ruled on it.
- (d) On receipt of a notice of intent to file an appeal to the tax commissioner under subsection (c) of this section, the assessing official shall further suspend collection activity until a final determination is issued by the tax commissioner, unless the assessor determines that collection would be jeopardized by delay or that the taxpayer has not responded to a request for relevant information after a reasonable time. Interest shall accrue in accordance with the provisions of subsection (g) of section 20-7, but no further penalty shall be imposed while collection action is suspended. The term "jeopardized by delay" shall have the same meaning as set forth in subsection (b) of this section.
- (e) Any taxpayer may request a written ruling regarding the application of the tax to a specific situation from the assessor. Any person requesting such a ruling must provide all the relevant facts for the situation and may present a rationale for the basis of an interpretation of the law most favorable to the taxpayer. Any misrepresentation or change in the applicable law or the factual situation as presented in the ruling request shall invalidate any such ruling issued. A written ruling may be revoked or amended prospectively if (i) there is a change in the law, a court decision, or the guidelines issued by the department of taxation upon which the ruling was based, or (ii) the assessor notifies the taxpayer of a change in the policy or interpretation upon which the ruling was based. However, any person who acts on a written ruling which later becomes invalid shall be deemed to have acted in good faith during the period in which such ruling was in effect.

(Ord. No. 96-33, § H, 11-12-96)

Editor's note— Ord. No. 96-33, by title repealed former §§ 20-7—20-10, state forms, penalty and interest for late payment of tax, advertising of business and separate license for each place and class of business. Secs. E—H of such ordinance have been designated as §§ 20-7—20-10, by the editor.

Sec. 20-11. - Failure to file statements.

If any person subject to the payment of a license tax required under this chapter shall fail or refuse to file the statements required by this chapter, he shall be guilty of a Class 3 misdemeanor.

(Code 1963, § 21-5)

Sec. 20-12. - False statements in affidavits.

If any person subject to the payment of a license tax required under this chapter shall make any false statement in the affidavit required by this chapter, he shall be guilty of a Class 3 misdemeanor.

(Code 1963, § 21-6)

Sec. 20-13. - Propounding interrogatories to applicant.

As one of the means of ascertaining the amount of any license tax, the commissioner of the revenue may propound interrogatories to each applicant under the provisions of this chapter and use such other evidence as he may procure. Such interrogatories shall be answered under oath. Any applicant refusing to answer such interrogatories under oath shall be guilty of a Class 4 misdemeanor.

(Code 1963, § 21-7)

Sec. 20-14. - Estimates to determine tax for beginners, etc.

- (a) For the purpose of ascertaining the license tax to be paid by any person beginning a new business, employment or profession, and whose license tax is based on gross receipts, gross sales, gross purchases, gross commissions, gross contracts or orders, the licensee shall estimate the basis for measuring the license tax between the date of issuance of the license and the thirty-first of December following.
- (b) The license tax of every person who was licensed at a definite place of business within the city for only a part of the next preceding license year shall be computed for the then current license year on the basis of an estimate of the amount of gross receipts, gross sales or gross purchases which the licensee will make throughout the then current license year, except that any commission merchant or wholesale merchandise broker shall be licensed on the basis of gross commissions of the next preceding license year or any parts thereof.
- (c) Every underestimate under this section shall be subject to correction by the commissioner of the revenue, whose duty it shall be to assess such licensee with such additional taxes as may be found to be due after the close of the license year on the basis of gross receipts, gross sales, gross purchases, gross commissions or gross contracts or orders. In case of overestimate, the commissioner of the revenue shall order a refund in the amount of the overpaid tax.

Sec. 20-14.5. - Exclusions and deductions from "gross receipts".

- (a) General rule. Gross receipts for license tax purposes shall not include any amount not derived from the exercise of the licensed privilege to engage in a business or profession in the ordinary course of business.
- (b) The following items shall be excluded from gross receipts:
 - (1) Amounts received and paid to the United States, the commonwealth or any county, city or town for the Virginia retail sales or use tax, for any local sales tax or any local excise tax on cigarettes, or for any federal or state excise taxes on motor fuels.
 - (2) Any amount representing the liquidation of a debt or conversion of another asset to the extent that the amount is attributable to a transaction previously taxed (e.g., the factoring of accounts receivable created by sales which have been included in taxable receipts even though the creation of such debt and factoring are a regular part of its business).
 - (3) Any amount representing returns and allowances granted by the business to its customer.
 - (4) Receipts which are the proceeds of a loan transaction in which the licensee is the obligor.
 - (5) Receipts representing the return of principal of a loan transaction in which the licensee is the creditor, or the return of principal or basis upon the sale of a capital asset.
 - (6) Rebates and discounts taken or received on account of purchases by the licensee. A rebate or other incentive offered to induce the recipient to purchase certain goods or services from a person other than the offeror, and which the recipient assigns to the licensee in consideration of

the sale of goods and services shall not be considered a rebate or discount to the licensee, but shall be included in the licensee's gross receipts together with any handling or other fees related to the incentive.

- (7) Withdrawals from inventory for purposes other than sale or distribution and for which no consideration is received and the occasional sale or exchange of assets other than inventory, whether or not a gain or loss is recognized for federal income tax purposes.
 - (8) Investment income not directly related to the privilege exercised by a business subject to licensure not classified as rendering financial services. This exclusion shall apply to interest on bank accounts of the business, and to interest, dividends and other income derived from the investment of its own funds in securities and other types of investments unrelated to the licensed privilege. This exclusion shall not apply to interest, late fees and similar income attributable to an installment sale or other transaction that occurred in the regular course of business.
 - (9) Any trade-in accepted by a motor vehicle dealer as part of the sale of a motor vehicle.
 - (10) License and admission taxes established under Code of Virginia, §§ 59.1-392 and 59.1-393, respectively, or pari-mutuel wagering pools as established under Code of Virginia, § 59.1-392.
 - (11) Amounts received by any real estate broker which arise from real estate sales transactions to the extent such amounts are paid to a real estate agent as a commission on any real estate sales transaction and the agent is subject to the business license tax on such receipts. The broker claiming the exclusion shall identify on its license application each agent to whom the excluded receipts have been paid, and the jurisdiction in the Commonwealth of Virginia to which the agent is subject to business license taxes.
- (c) The following shall be deducted from gross receipts or gross purchases that would otherwise be taxable:
- (1) Any amount paid for computer hardware and software that are sold to a United States federal or state government entity provided that such property was purchased within two (2) years of the sale to said entity by the original purchaser who shall have been contractually obligated at the time of purchase to resell such property to a state or federal government entity. This deduction shall not occur until the time of resale and shall apply to only the original cost of the property and not to its resale price, and the deduction shall not apply to any of the tangible personal property which was the subject of the original resale contract if it is not resold to a state or federal government entity in accordance with the original contract obligation.
 - (2) Any receipts attributable to business conducted in another state or foreign country in which the taxpayer is liable for an income or other tax based upon income.

(Ord. No. 96-33, § J, 11-12-96)

Editor's note— Sec. J of Ord. No. 96-33, was codified by the editor as § 20-14.5.

Sec. 20-15. - Allowances for freight and other deductible items in computing tax.

In computing license taxes on merchants and others under this chapter, an allowance for freight and other deductible items shall be made in all cases where the state tax code provides that the same shall be allowed in computing state license taxes on merchants and others, and such allowance shall be on the same basis as that provided by the state tax code for state license taxes. No such deductions shall be allowed, unless gross receipts or other basis is reported and deductions itemized.

Sec. 20-16. - Assessment of tax and issuance of license generally.

The commissioner of revenue shall assess each applicant for a license or other person of whom a license is required by this chapter with the license tax required by this chapter, and shall issue a license,

signed by the commissioner, to prosecute the business, employment, profession or thing to be done therein named, which license shall not be valid or effective unless and until the tax required shall be paid to the city treasurer, as collector of city taxes and levies, and such payment shall be shown on the license.

Sec. 20-17. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed § 20-17, assessment of additional tax.

Sec. 20-18. - Proration of license taxes.

No license tax based upon gross receipts shall be imposed upon any business, trade, profession, occupation or calling, or upon any person, firm or corporation for any fraction of a year during which such person, firm or corporation has permanently ceased to engage in such business, trade, profession, occupation or calling within the city. In the event a person, firm or corporation ceases to engage in a business, trade, profession or calling within the city during a year for which a license tax based on gross receipts has already been paid, the taxpayer shall be entitled, upon application, to a refund for that portion of the license tax already paid, prorated on a monthly basis so as to ensure that the licensed privilege is taxed only for that fraction of the year during which it is exercised within the city. Any refund due under this section shall be offset against any amount of past-due taxes owed by the same taxpayer. No flat fee or flat tax shall be subject to refund.

(Ord. No. 96-33, § L, 11-12-96)

Editor's note— Ord. No. 96-33, by title, repealed former § 20-18, Proration of tax, generally. Sec. L of such ordinance has been designated by the editor as § 20-18.

Sec. 20-19. - Semiannual payment of tax; retention of written license document; issuance of receipt; display of receipt; etc.

The requirements relative to the semiannual payment of license taxes shall be as follows:

- (1) The city treasurer shall accept semiannual payments from any person to whom a city license has been or may be issued by the commissioner of the revenue, where the total amount of the license tax in question aggregates five hundred dollars (\$500.00) or more. The provisions of this section shall not apply to any person who did not procure a city license for the entire immediately preceding year nor where an individual license is required for each person engaged in a business, occupation, or profession.
- (2) Such semiannual payments shall become due and payable on the first days of January and July of each year, and if not paid within thirty (30) days from such due date, the city treasurer shall collect a penalty of ten (10) percent on such sums and interest on said sum and penalty at the rate of ten (10) percent per annum, and the remaining unpaid installments shall immediately become due and payable and such delinquent person may immediately be prosecuted for failure to obtain a license to engage in business in the city as provided by law.
- (3) The city treasurer shall retain all licenses issued by the commissioner of the revenue for the current year until fully paid, together with all penalties, interest, and costs, and in lieu of delivery of such license to the licensee, the treasurer shall issue his receipts for each semiannual payment made to him, which such receipt shall be posted in a conspicuous place in the room or place where the business for which such license is issued is transacted.
- (4) This section shall not be construed as permission to issue semiannual licenses, but the foregoing provisions of this section are adopted as a convenient method of payment, and this

chapter shall not be construed to release any person from the unpaid installments for such license by the discontinuance of business or for any other reason.

(Code 1963, § 21-9; Ord. No. 81-12, 9-15-81; Ord. No. 87-17, 6-23-87)

Sec. 20-20. - Display of license or receipt for semiannual payment.

Every person required to pay a license tax under the provisions of this chapter shall keep the license in question or the receipt for semiannual payment issued under section 20-19 in a convenient place and, whenever requested to do so, shall exhibit such license or receipt to any member of the police department or any officer or his deputy, who is charged with the duty of enforcing the provisions of this Code and other ordinances of the city relative to revenue taxes, when so requested.

(Code 1963, § 21-12)

Sec. 20-21. - Transfer of license.

- (a) Licenses issued under this chapter shall be transferable, except where otherwise provided. In no case, however, shall any transfer of the license be legal or valid until notice in writing of such transfer has been given to the commissioner of revenue and until the transfer has been approved by such commissioner in writing on the license. Such notice shall state the time of the transfer and the place of the business and the name of the person to whom transferred.
- (b) No license otherwise transferable shall be transferred until the total amount of the annual license tax in question has been fully paid to the city treasurer. The commissioner of revenue shall not approve any assignment or the making of any transfer of a license until the provisions of this section have been fully complied with.
- (c) Only that part of a license based on gross receipts that is in excess of the gross receipts of the transferer for that part of the year during which the transferer has prosecuted business under such license shall be transferable. The person to whom such license is being transferred shall pay the additional estimated license tax to the end of the license year, or an amount sufficient to make the minimum cost of the license as provided in this chapter, whichever is the greater.
- (d) The commissioner of revenue shall keep a record of all license transfers.
- (e) The attempted assignment or attempted transfer of any license in violation of the provisions of this section shall be void, and, of no effect, and any such purported assignee or transferee may be prosecuted for engaging in such business without a license. In addition thereto he shall be liable to the city for the amount of the proper license tax together with penalties, interest and costs.
- (f) Any person transferring or attempting to transfer any license contrary to the provisions of this section shall be guilty of a Class 3 misdemeanor.

(Code 1963, §§ 21-13—21-15)

Sec. 20-22. - Term and expiration date of licenses.

All licenses granted under the provisions of this chapter shall be issued for a period of twelve (12) months beginning the first day of January and expiring on the thirty-first day of December, unless otherwise provided.

(Code 1963, § 21-8; Ord. No. 81-12, 9-15-81)

State Law reference— Similar provisions, Code of Virginia, § 58-247.

Sec. 20-23. - Tax not imposed contrary to federal or state law.

Nothing in this chapter contained shall be construed as imposing any license tax on any business, occupation or professional employment, or on any part thereof, on which the city is prohibited, by federal or state law, from imposing the same.

Sec. 20-24. - Licensee's records generally.

- (a) Every person liable for a license tax under this chapter which is based on actual or probable purchases or sales, actual or probable commissions, gross receipts from a business or profession or contracts or orders accepted, or which is graded in any other way, shall, where such tax is based on actual or probable purchases or sales, keep all invoices and a record of all purchases and from whom made, a record of all sales, and where otherwise based, keep a record of all commissions, gross receipts, and contracts or orders accepted, from whom received and with whom made, and the report of such purchases, sales, commissions, receipts, contracts or orders accepted, required to be made for the computation of the license tax, shall be taken from such invoices and records and general books of account.
- (b) All such invoices and record and general books of account shall be open to inspection and examination, on the premises of the business, employment or profession, by the director of finance, commissioner of revenue or any other officer of the city charged in any manner with the duty of assessing or collecting license taxes.
- (c) Any person who shall fail or refuse to keep the records required by this section shall be guilty of a Class 4 misdemeanor.

Sec. 20-24.1. - Recordkeeping and audits.

Every person who is assessable with a license tax shall keep sufficient records to enable the assessor to verify the correctness of the tax paid for the license years assessable and to enable the assessor to ascertain what is the correct amount of tax that was assessable for each of those years. All such records, books of accounts and other information shall be open to inspection and examination by the assessor in order to allow the assessor to establish whether a particular receipt is directly attributable to the taxable privilege exercised within this city. The assessor shall provide the taxpayer with the option to conduct the audit in the taxpayer's local business office, if the records are maintained there. In the event the records are maintained outside this city, copies of the appropriate books and records shall be sent to the assessor's office upon demand.

(Ord. No. 96-33, § I, 11-12-96)

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, did not specify manner of codification; hence, inclusion as § 20-24.1 was at the discretion of the editor.

Sec. 20-25. - Examination and audit of licensee's records.

- (a) Should any officer of the city charged in any manner with the duty of assessing or collecting license taxes have reason to believe, in any case, that the amount of actual or probable purchases or sales, or actual or probable commissions, or the gross or net receipts from any business or profession, or any other matters that may be pertinent to the assessment of such license tax, have been incorrectly reported or returned, such officer shall make a report thereof to the commissioner of revenue. Upon receipt of such report, or upon the commissioner's own motion, the commissioner of revenue is authorized and empowered to summon such person before him and require the production of any and all of such person's records, books and papers likely to throw any light upon the matter under investigation. The commissioner of revenue is also authorized and empowered to make or cause to be made such other and further investigations, examinations and audits of the records, books and

papers of such person as the commissioner shall deem proper, in order to accurately determine the proper return to be made by such person.

- (b) If, after an investigation, examination or audit pursuant to this section, it shall appear that purchases, sales, commissions, receipts or other matters pertinent to the assessment have been incorrectly reported or returned, the commissioner of revenue shall assess such person with the proper city license tax. If it shall appear that such purchases, sales, commissions, receipts or other matters pertinent to the assessment have been willfully incorrectly reported or returned, such person shall pay, in addition to such increased license tax assessed, a penalty of fifty (50) percent of such increased assessment. Any incorrect report or return shall be deemed prima facie willful.
- (c) Any person who shall fail to appear before the commissioner of revenue and produce such records, books and papers, when duly summoned, or who shall refuse to permit the commissioner of revenue to make or cause to be made such other and further investigation and audit of such books and papers, shall be deemed guilty of a Class 3 misdemeanor.

Sec. 20-26. - Authority of commissioner of revenue to require information concerning subcontracts.

The commissioner of revenue, in performing the duties of such office, shall have authority to require any person having a contractor's license in the city to furnish a list of subcontractors to whom any part of the original contract is sublet, and the amount of such subcontract. Any person refusing to furnish such information shall be guilty of a Class 4 misdemeanor and each day's failure to furnish such information shall constitute a separate offense.

Sec. 20-27. - Business license not to be issued until taxes paid.

No business license authorized to be issued under Code of Virginia, chapter 37, title 58.1, and Chapter 20 of the Hopewell City Code shall be issued unless all outstanding business license taxes, personal property taxes, and meals and lodging taxes owed by said business have been paid, and until satisfactory proof of payment of said taxes has been produced by the applicant for the business license.

(Ord. No. 93-25, 9-14-93)

Sec. 20-28. - Exemption/reduction of business and professional occupational license fees for new firms locating in the enterprise zone and existing firms relocating in the enterprise zone.

New firms locating in the enterprise zone qualify for the following exemption of business and professional occupational license fees:

Year of Operation	Percentage of Exemption
1st Year	100%
2nd Year	75%
3rd Year	50%
4th Year	25%
5th Year	0%

Existing firms relocating in the enterprise zone qualify for the following exemption of business and professional occupational license fees:

Year of Operation	Percentage of Exemption
1st Year	100%
2nd Year	75%
3rd Year	50%
4th Year	25%
5th Year	0%

([Ord. No. 2014-04](#), 3-11-14)

Secs. 20-29—20-39. - Reserved.

ARTICLE II. - LICENSE TAX SCHEDULE

Sec. 20-40. - License fee and tax.

Every person or business subject to licensure under this chapter shall be assessed and required to pay annually:

- (1) A fee for the issuance of such license in the amount of thirty dollars (\$30.00) for persons or businesses with gross receipts of (\$12,000.00) or less, except that first-time filers in the first year of business operation which anticipate gross receipts of (\$12,000.00) or less are excused from paying the fee; or
- (2) Except as may be otherwise provided in §§ 58.1-3712, 58.1-3712.1 and 58.1-3713 of the Code of Virginia, every such person or business with annual gross receipts of more than twelve thousand dollars (\$12,000.00) shall be assessed and required to pay annually a license tax on all the gross receipts of such persons includable as provided in this chapter at a rate set forth below for the class of enterprise listed:
 - a. For contracting and persons constructing for their own account for sale sixteen cents (\$0.16) per one hundred dollars (\$100.00) of gross receipts;
 - b. For retailers and short-term rental businesses as defined in Code of Virginia, 58.1-3510, twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts;
 - c. For financial, real estate and professional services, fifty-eight cents (\$0.58) per one hundred dollars (\$100.00) of gross receipts;

- d. For repair, personal and business services and all other businesses and occupations not specifically listed or excepted in this section or otherwise by law, thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of gross receipts;
- e. For wholesalers, twenty-five cents (\$0.25) per one hundred dollars (\$100.00) of purchases;
- f. For carnivals, circuses and speedways, five hundred dollars (\$500.00) for each performance held in this city;
- g. For fortunetellers, clairvoyants and practitioners of palmistry or phrenology, one thousand dollars (\$1,000.00) per year;
- h. For massage parlors, five hundred dollars (\$500.00) per year;
- i. For photographers as defined under Code of Virginia, § 58.1-3727, thirty dollars (\$30.00) per year;
- j. For permanent coliseums, arenas or auditoriums having a maximum capacity in excess of ten thousand (10,000) persons, open to the public, one thousand dollars (\$1,000.00) per year;
- k. For savings institutions and state-chartered credit unions, fifty dollars (\$50.00) per year;
- l. For direct sellers as defined in Code of Virginia, § 58.1-3719.1 with total annual sales in excess of four thousand dollars (\$4,000.00), twenty cents (\$0.20) per one hundred dollars (\$100.00) of total annual retail sales or twenty-five cents (\$0.25) per one hundred dollars (\$100.00) of total annual wholesale sales, whichever is applicable; and
- m. For commission merchants as defined under Code of Virginia, § 58.1-3733, thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of commission income.

(Ord. No. 96-33, § K, 11-12-96; Ord. No. 97-14, 9-13-97)

Editor's note— Ord. No. 96-33, provided by title for the repeal of § 20-40, Class I, contracting and persons contracting for their own account for sale, and § 20-41, Class II, retail merchants. Sec. K of such ordinance was designated by the editor as § 20-40.

Sec. 20-41. - Reserved.

Note— See the editor's note following § 20-40.

Sec. 20-42. - Alcoholic beverages.

- (a) The annual license tax on any person licensed by the state alcoholic beverage control commission to manufacture, bottle, or sell alcoholic beverages in the city shall be as follows:
 - (1) Manufacturers' licenses:
 - a. Distiller's license \$500.00
 - b. Winery license 250.00
 - c. Brewery license 250.00
 - (2) Bottlers' license 200.00
 - (3) Wholesalers' licenses:
 - a. Wholesale beer license 75.00
 - b. Wholesale wine distributor's license 50.00

c. Wholesale druggist's license 10.00

(4) Retailers' licenses:

- a. Beer on-premises 40.00
- b. Beer off-premises 40.00
- c. Beer on- and off-premises 45.00
- d. Wine and beer on-premises 45.00
- e. Wine and beer off-premises 45.00
- f. Wine and beer on- and off-premises 55.00
- g. Wine and beer on-premises and beer off-premises 50.00
- h. Wine and beer off-premises and beer on-premises 50.00
- i. Wine off-premises 40.00
- j. Banquet (for each banquet) 5.00

(5) Retailers of mixed beverage or liquor by the drink:

- a. Two hundred dollars (\$200.00) per annum for each restaurant with a seating capacity at tables for fifty (50) to one hundred (100) persons.
- b. Three hundred fifty dollars (\$350.00) per annum for each restaurant with a seating capacity at tables for more than one hundred (100) but not more than one hundred fifty (150) persons.
- c. Five hundred dollars (\$500.00) per annum for each restaurant with a seating capacity at tables for more than one hundred fifty (150) persons.
- d. Three hundred fifty dollars (\$350.00) per annum for a private, nonprofit club operating a restaurant located on the premises of such club.

- (b) The licenses referred to in subsection (a) above shall be as respectively defined by the act of the General Assembly of Virginia, known as "The Alcoholic Beverage Control Act" and the terms "alcoholic beverage," "beer," "club," "sell," "wine," and "wholesale druggist," wherever used in this section, shall have the meanings respectively prescribed to them by said act.
- (c) No license shall be issued under this section to any person, unless such person shall hold or shall secure simultaneously therewith the proper state license required by the Alcoholic Beverage Control Act, which state license shall be exhibited to the commissioner of revenue.
- (d) Retailers' licenses, enumerated in subsection (a)(4) above shall not be prorated.
- (e) All wine and beer licenses shall be issued for twelve-month periods beginning on July first of each calendar year and expiring on June thirtieth of the following calendar year.
- (f) No license, the tax for which is designated in this section shall be assigned or transferred, but such license may be amended to show a change in the place of business.

(Ord. No. 82-34, 12-21-82)

Cross reference— Sale of beer and wine on Sunday, § 25-5.

State Law reference— Alcoholic Beverage Control Act, Code of Virginia, § 4.1-100 et seq.; authority for above tax, §§ 4.1-205, 4.1-233.

Secs. 20-43—20-47. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed §§ 20-43—20-47, which pertained to specific types and kinds of licenses. Such sections were derived from Ord. No. 82-34, adopted Dec. 21, 1982. Current provisions relative to such subject matter are contained in § 20-40.

Sec. 20-48. - Coin-operated machines.

- (a) For the purposes of this section, an "operator" is defined as any person selling, leasing, renting, or otherwise furnishing or providing a coin-operated machine or device operated on the coin in the slot principle, which machine or device is located within the city, whether or not such operator has a fixed place of business within the city; provided, however, that the term "operator" shall not include a person owning less than three (3) coin machines and operating such machines on property owned or leased by such person.
- (b) Every operator operating ten (10) or more coin machines shall pay for the privilege an annual license tax of two hundred dollars (\$200.00). Every operator operating more than two (2) and less than ten (10) coin machines shall pay for the privilege an annual license tax of one hundred seventy-five dollars (\$175.00). Such tax shall not apply to operators of weighing machines, automatic baggage or parcel checking machines or receptacles, nor to operators of vending machines, which machines are so constructed as to do nothing but vend goods, wares, and merchandise, or postage stamps, or provide service only, nor to operators of viewing machines or photomat machines, nor operators of devices or machines affording rides to children, or for the delivery of newspapers. The license tax on an operator shall not be prorated, and an operator's license shall not be transferred.
- (c) In addition to the operator's license tax imposed by subsection (b) above, there shall be a gross receipts tax on the gross receipts actually received from coin machines or devices operated within this city, as follows:
 - (1) Gross receipts from machines vending merchandise or postage stamps shall be deemed gross receipts from retail sales and taxed at the rate of twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts.
 - (2) Gross receipts from coin-operated laundries shall be deemed gross receipts from a business service and taxed at the rate of thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of gross receipts.
 - (3) Gross receipts from all other machines operated on the coin in the slot principle shall be taxed at the rate of twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts.
- (d) Every operator shall furnish to the commissioner of revenue a complete list of all machines on location in the city and the address of each location on or before the thirty-first day of January of each year. Each machine shall have conspicuously located thereon a decal, sticker, or other adhesive label, no less than one by two (1 x 2) inches in size, clearly denoting the operator's name and address.
- (e) Any person providing any coin-operated machines or other devices and failing to procure a license under this section or otherwise violating this section shall be subject to a fine of not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for each offense and the machine or other device shall become forfeited to the city.
- (f) Gross receipts from coin-machines in a business not classified as an "operator" under paragraph (a) above shall be deemed gross receipts from retail sales and taxed at the rate of twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts.
- (g) Nothing contained in this section shall be construed as permitting any person to keep, maintain, exhibit, or operate any coin-operated machine or other device, the operation of which is prohibited by law.

(Ord. No. 82-34, 12-21-82; Ord. No. 88-2, 2-23-88; Ord. No. 96-32, 11-12-96)

Cross reference— Fraudulent use of coin-operated machines, § 25-28.

Sec. 20-49. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed § 20-49, fortune-tellers, clairvoyants, etc., derived from Ord. No. 82-34, adopted Dec. 21, 1982. Current provisions concerning such subject matter are included in § 20-40.

Sec. 20-50. - Liquidators—Stocks of goods purchased in bulk at court sales outside of city.

- (a) Any person who shall bring into this city from any place beyond its limits, a stock of goods or merchandise which has been purchased in bulk at any trustee, receiver, or bankrupt sale with the intention of selling the same at retail, either at public auction or privately, shall pay a specific license tax of one thousand dollars (\$1,000.00). Such license tax shall not be prorated and the license upon which such tax is paid shall not be transferable.
- (b) This section shall not be construed to apply to regularly licensed retail merchants of the city having an established place of business in the city for a period of six (6) months prior to such sales.

(Ord. No. 82-34, 12-21-82)

Cross reference— License for going-out-of-business, etc., sales, § 30-96 et seq.

Sec. 20-51. - Same—Secondhand motor vehicles, major appliances, etc.

- (a) Any person bringing into the city a stock of secondhand automobiles, motorcycles, refrigerators, or similar commodities for sale shall, in addition to the regular city merchant's license, pay a license tax of three hundred dollars (\$300.00) per calendar year. Such license tax shall not be prorated. The license for which such license tax is paid shall not be transferrable.
- (b) For the purpose of this section, the word "stock" shall mean two (2) or more such commodities at any one time.
- (c) This section shall not apply to a regularly established merchant who has operated a business in the city and paid all city and state license taxes for not less than six (6) months immediately preceding. The license for which the license tax is indicated in this section does not permit the sale of bankrupt stock.

(Ord. No. 82-34, 12-21-82)

Sec. 20-52. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, provided by title for the repeal of § 20-52, massage, etc., businesses, derived from Ord. No. 82-34, adopted Dec. 21, 1982. For current provisions concerning such subject matter, see § 20-40.

Sec. 20-53. - Merchandise exhibitions, etc.

The license tax for merchandise exhibitions, food shows, or automobile shows, for advertising purposes or for which an admission fee is charged, shall be one hundred dollars (\$100.00).

(Ord. No. 82-34, 12-21-82)

Sec. 20-54. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed § 20-54, merchants, wholesale, derived from Ord. No. 82-34, adopted Dec. 21, 1982. See § 20-40.

Sec. 20-55. - Museums, historical and educational exhibitions.

The license tax for museums, historical, and educational exhibitions shall be at the rate of five dollars (\$5.00) per day. Such museums, historical, and educational exhibitions shall be under such rules and regulations as may be prescribed by the city council and the license shall be revocable at the pleasure of the council.

(Ord. No. 82-34, 12-21-82)

Sec. 20-56. - Patent medicine salesmen.

Any person who shall sell any patent, proprietary, or domestic medicines, salves, liniments, or compounds of a like kind, or any spices, extracts, toilet articles, or other articles of a like kind, except a licensed merchant at his regular place of business, whether he be the manufacturer thereof or not, shall pay a license tax of one hundred dollars (\$100.00) per week for each person so engaged, which shall be the only license required of such person for such privilege.

(Ord. No. 82-34, 12-21-82)

Sec. 20-57. - Peddlers.

- (a) Except as otherwise provided, any peddler or itinerant merchant as defined in Code of Virginia, § 58.1-3717 shall pay an annual license tax of five hundred dollars (\$500.00), which may not be paid in semiannual payments, except that:
 - (1) The license tax on peddlers of seafood who buy the seafood they peddle directly from persons who catch or take the same shall be ten dollars (\$10.00).
 - (2) Any person who peddles coal, oil, or wood from wagons or other vehicles, in small quantities, to consumers shall pay a license tax of ten dollars (\$10.00) per year for each vehicle used in such business, which shall be in addition to any other license required by law. Such license shall be issued for a specified vehicle and shall be in the possession of the person in charge of such vehicle at all times when business is being transacted.
- (b)
 - (1) No city license shall be required of persons who sell or offer for sale in person or by their employees, ice, wood, charcoal, meats, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruits, or other family supplies of a perishable nature, or farm products grown or produced by them and not purchased by them for sale.
 - (2) The license tax on peddlers of meat, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruit, or other family supplies of a perishable nature not grown or produced by them shall be fifty dollars (\$50.00) for each vehicle used in such peddling in the city. Such license shall be issued for a separate vehicle and shall be in the possession of such person in charge of such vehicle at all times when business is being transacted.
- (c) Every person claiming to be exempted from having to secure a license required by subsection (a) of this section because of the provisions of subsection (b) of this section shall on or before January first

of each year, file with the commissioner of revenue, a certificate under oath, on a form to be prepared by the commissioner of revenue, in which shall be given the name and post office address of the person filing the certificate, the location of the land on which the family supplies of a perishable nature are produced, whether the person filing the certificate is owner thereof, or renter, and in the latter case, the name of the landlord or owner and the time from which and to which the lease is to run.

- (d) Upon receipt of a certificate, as provided for in subsection (c) above, and such other evidence under oath as may be sufficient to establish the fact that the person filing such certificate is entitled to an exemption under subsection (b) above, the commissioner of revenue shall furnish to such person a tag suitable to be displayed on his vehicle on which shall be printed, "City of Hopewell, Producer No. _____," together with the year for which issued. Such producer or grower shall display such tag conspicuously on his vehicle in a prominent position so that it can be easily read at all times while such producer is engaged in selling or offering for sale any family supplies mentioned within subsection (b) above, within this city.
- (e) The commissioner of revenue may administer the oaths required by subsections (c), (d), and (e) of this section.

(Ord. No. 82-34, 12-21-82; Ord. No. 83-9, 6-28-83; Ord. No. 84-28, 10-9-84; Ord. No. 88-21, 6-28-88)

Cross reference— Application of ordinance regulating solicitors to peddlers licensed under this chapter, § 32-1.

Sec. 20-58. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, repealed § 20-58, savings and loan associations, derived from Ord. No. 82-34, adopted Dec. 21, 1982. See § 20-40.

Sec. 20-59. - Telegraph, telephone, water, heat, light, or power companies.

- (a) Any company engaging in the business of furnishing telegraph or telephone service shall pay one-half of one percent of the gross receipts of such company accruing from business in the city for the fiscal year ending the thirty-first day of December immediately next preceding; provided, however, that charges for long distance telephone calls shall not be considered receipts of business in the city.
- (b) Any company engaging in the business of furnishing water, heat, light, or power, whether by means of electricity or gas, shall pay one-half of one percent of the gross receipts of such company accruing from business in the city for the fiscal year ending the thirty-first day of December immediately next preceding.
- (c) Each such company applying for a license under this chapter shall submit to the commissioner of revenue a statement of such receipts, which statement shall be verified by the commissioner on an examination of the books of such company, and a certificate as to its correctness shall be filed with the commissioner of revenue.

(Ord. No. 82-34, 12-21-82)

Cross reference— Tax on purchasers of utility services, § 34-96 et seq.

Sec. 20-60. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed § 20-60, exclusions from gross tax receipts for license tax purposes, derived from Ord. No. 82-34, adopted Dec. 21, 1982. For current provisions pertaining to such subject matter, the user's attention is directed to § 20-14.5.

Sec. 20-61. - Tattooing.

- (a) Every person, firm, or corporation engaged in the business of tattooing in the City of Hopewell shall pay a license tax of one thousand dollars (\$1,000.00) which license shall not be proratable.
- (b) No license shall be issued hereunder unless and until there is presented to the commissioner of the revenue a certificate from the director of public health and the chief of police permitting the operation of this business.

(Ord. No. 84-21, 8-14-84)

Cross reference— Tattoo parlors generally, § 9-41 et seq.

IR-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

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

ISSUE: he City needs to address the status of the Beacon Theater’s management and finances. In the past, the City provided the Beacon Theater with approximately \$100,000 to provide community programs. City Council has not established guidelines for that money and support. Since the Beacon Theater is open on Sundays for the Beacon Church, members of the public that want to offer community services can utilize the space – as opposed to pay the high rental fees.

The City Council needs to also discuss management of the theater to fully take advantage of the renovation and to provide cultural opportunities for the community. Currently concerts is the primary event type offered by the Beacon. The Theater can also be a space to routinely offer plays, dance, spoke word, classes etc. to the community.

RECOMMENDATION: City Council direct the City Manager to complete task by a specific date.

TIMING: Timing

BACKGROUND:

SUMMARY:

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

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

ENCLOSED DOCUMENTS:

- None

STAFF:

Mayor Jasmine E Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

IR-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:**City of Hopewell Finance Policies**

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

RECOMMENDATION: For Council to decide dollar thresholds for current policy, to give to the City Manager to address any oversights in work flow (e.g., paper submissions vs. electronic submissions).

TIMING: Immediately

BACKGROUND: None

ENCLOSED DOCUMENTS:

- October 16, 2019 minutes
- Small Purchase Local Comparisons
- Procurement Contract

STAFF:

Jasmine E. Gore, Mayor

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

Roll Call

SUMMARY:

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

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

DRAFT
October 16, 2019
Special Meeting

SPECIAL MEETING WORK SESSION

WS-1 Review and approval of financial policies, resolutions, etc. Contract

Motion: Councilor Partin moved to have the City Manager and the City Attorney work together to create a policy that reflects Hopewell’s needs, and to bring back a copy for action at the November 12 meeting (All three policies). Councilor Denton seconded the motion. Discussion ensued.

Substitute Motion: Councilor Randolph made a motion to make an amended motion. Upon the roll call, the vote resulted:

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

Motion failed 4-3

Council then voted on the original motion: to have the City Manager and the City Attorney to work together to create a policy that reflects Hopewell’s needs and to bring back a copy for action at our November meeting. (All three policies) Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 4-3

<p>VIRGINIA BEACH – CITY</p>	
<p>Sec. 2-224.4. - Same— Contracts for provision of goods and services.</p>	<p>https://library.municode.com/va/virginia_beach/codes/code_of_ordinances?nodeId=CO_CH2AD_ARTVIFI_DIV2.5PR_S2-224.4SAONPRGOSE</p>
<p>Solicitations for goods and services contracts of more than fifty thousand dollars (\$50,000.00) shall include at least three (3) SWAM-certified small businesses, including minority-owned businesses, service disabled veteran-owned businesses or woman-owned businesses that are included on the list maintained pursuant to section 2-224.1 and are in the business of supplying goods or services of the kind to be procured, unless the list of available SWAM-certified vendors contains less than three (3) such businesses. In addition, the purchasing agent shall forward such solicitations, upon request, to any minority organization or other interested party.</p>	
<p>Norfolk City</p>	
<p>Sec. 33.1-39. - Small purchases.</p>	<p>https://library.municode.com/va/norfolk/codes/code_of_ordinances?nodeId=COCI_CH33.1PR_ARTIVSOSECOFO_S33.1-39SMPU</p>
<p>Any procurement for goods and services other than professional services not exceeding one hundred thousand dollars (\$100,000.00) and any procurement for professional services not exceeding sixty thousand dollars (\$60,000.00) may be made in accordance with small purchase procedures which shall be specified in the rules and regulations promulgated to implement this provision; provided, however, that contract requirements shall not be artificially divided so as to constitute a small purchase under this provision; provided also that any procurement of goods or services under five thousand dollars (\$5,000.00) may be made directly under the decentralized purchasing system. To the extent practicable, no less than three (3) businesses shall be solicited. Names of businesses solicited for procurement under this section shall be recorded with dates and amounts and such entries shall be maintained as public records. For the purchase of goods in an amount not exceeding one hundred thousand dollars (\$100,000.00) or the procurement of services in an amount not exceeding twenty-five thousand dollars (\$25,000.00), the purchasing agent may issue a purchase order using a form prepared by the city attorney, without following the requirements set forth in section 2-7 of the City Code.</p>	
<p>City of Chesapeake</p>	
<p>Sec. 54-5. - Purchase orders totaling \$5,000.00 or more.</p>	<p>https://library.municode.com/va/chesapeake/codes/code_of_ordinances?nodeId=PTIICOOR_CH54PUPR_ARTIIIMEPRAD_S54-61ENPRME</p>
<p>(a)Approval of purchase orders totaling \$5,000.00 or more. The procurement administrator or designee shall approve a purchase order totaling \$5,000.00 or more if it is properly charged to the correct appropriation account, and if there exists an unencumbered appropriation sufficient to pay for all such materials, supplies, equipment, and other things. After approval of the purchase order within the city's accounting system, the procurement administrator's or designee's signature shall be applied, and the purchase order shall be dispatched to the vendor.</p>	
<p>(b)Disapproval of purchase orders totaling \$5,000.00 or more. If the procurement administrator or designee is of the opinion that a purchase order submitted for approval is not correct or is incomplete in any respect, the procurement administrator or designee shall return the purchase order to the department or agency head with a written memorandum stating the reasons for refusal to approve it.</p>	
<p>Sec. 54-35. - Approval of procurement administrator and department head required.</p>	<p>It shall be unlawful for any officer, employee or agent of the city to purchase any supplies, services or equipment or to incur any obligation on the part of the city without first having obtained the approval of the procurement administrator or designee and the head of the department or agency for which the supplies, services or equipment are to be used, except that the city manager may delegate authority for the purchase of supplies, services or equipment totaling \$4,999.99 or less to department directors or agency heads under such terms and conditions as the city manager may deem appropriate.</p>
<p>Procurements under \$100,000.00 in value.</p>	<p>Procurements under \$100,000.00 in value. The specific terms and requirements of this chapter shall not be applicable to the following contracts, provided, however, that the procurement administrator, or designee, under the direction of the city manager or designee shall promulgate policies and procedures for contracts of this size which shall provide for competition wherever practicable. Such policies and procedures shall be approved as to form by the city attorney or designee prior to implementation:(1)Goods or services other than</p>

professional services and non-transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$100,000.00; and(2)Transportation-related construction, if the aggregate or sum of all phases is not to exceed \$25,000.00; and(3)Single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000.00.(4)If small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.(5)All purchases under this subsection that are expected to exceed \$30,000.00 shall require the (a) written informal solicitation of a minimum of four bidders or offerors, and (b) posting of a public notice on the city's website, and may additionally be posted on electronic procurement websites, and any other appropriate websites as may be determined at the discretion of the procurement administrator of designee.

Newport News

Nothing Online?

Alexandria

Sec. 3-3-69 - Contracting for professional services by competitive negotiation. https://library.municode.com/va/alexandria/codes/code_of_ordinances?nodeId=PTIITHCOGEOR_TIT3FITAPR_CH3PUCOSE_ARTDCOFOMESOSE_DIV2CONE_S3-3-69COPRSECONE

Professional services shall be procured by competitive negotiation. The purchasing agent may establish purchase procedures, if adopted in writing, not requiring competitive negotiation for single or term contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; however, such small purchase procedures shall provide for competition wherever practicable.

The purchasing agent shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project and to explore alternative concepts of performance of the contract. In addition, offerors informed of any ranking criteria that will be used by the purchasing agent in addition to the review of professional competence of the offeror. The request for proposals shall not seek estimates of person hours or costs for services However, these discussions may encompass nonbinding estimates of total project costs, including, but not limited to, where appropriate design, construction, life cycle costs and nonbinding estimates of price for services. Proprietary information from competitive offerors shall not be disclosed to the public or to competitors. At the conclusion of the discussions and on the basis of evaluation factors published in the request for proposals and all information developed in the selection process to this point, the purchasing agent shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the city can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations shall be conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the request for proposal, the city may award contracts to more than one offeror. If, at the conclusion of the discussions, the purchasing agent determines in writing and in his sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. Once formally terminated, negotiations may not be reopened with any offeror.

(c)With respect to the procurement of legal services , the duties and responsibilities imposed upon the purchasing agent in subsection (b) above shall devolve upon the city attorney.

(d)A contract for architectural or professional engineering services relating to multiple construction projects may be awarded to a purchasing agent, provided (i) the projects require similar experience and expertise, (ii) the nature of the projects is clearly identified in the request for proposal, and (iii) the contract is limited to a term of one year or when the cumulative total project fees reach the maximum cost authorized in this subsection, whichever occurs first.

(1)Such contracts may be renewable for four additional one-year terms at the option of the purchasing agent. The fair and reasonable prices as negotiated shall be used in determining the cost of each project performed.

(2)The sum of all projects performed in a one-year contract term shall not exceed \$6 million.

(3)Competitive negotiations for such contracts may result in awards to more than one offeror provided (i) the request for proposal so states and (ii) the purchasing agent has established procedures for distributing multiple projects among the selected contractors during the contract term.

(4)The fee for any single project shall not exceed \$2.5 million.

(5)Any unused amounts from one contract term shall not be carried forward to any additional term.

(e)Multiphase professional services contracts satisfactory and advantageous to the completion of large, phased, or long-term projects may be negotiated and awarded based on a fair and reasonable price for the first phase only, when completion of the earlier phases is necessary to provide information critical to the negotiation of a fair and reasonable price for succeeding phases. Prior to the entering into of any such contract, the purchasing agent shall state the anticipated intended total scope of the project and determine in writing that the nature of the work is such that the best interests of the city require awarding the contract.

Hampton

Sec. 2-325. - Verification of funds; purchase orders. https://library.municode.com/va/hampton/codes/code_of_ordinances?nodeId=CO_CH2AD_ARTXIVPROF_DIV1GE_S2-325VEFUPUOR

The provisions of this section apply to all public procurements regardless of dollar amount. The fact that procurements below one thousand five hundred dollars (\$1,500.00) are exempt from competitive bids has no relation to this section nor does it create any exception.

Sec. 2-326. - Competitive bidding requirements. https://library.municode.com/va/hampton/codes/code_of_ordinances?nodeId=CO_CH2AD_ARTXIVPROF_DIV1GE_S2-326COBIRE

Except in specific situations as defined in this article, all purchase orders or contracts for public procurement shall be issued only after prices have been obtained in accordance with the applicable processes set forth in this section as follows:

(1)Advertised, competitive sealed bidding or competitive sealed proposals shall not be required for procurements below thirty thousand dollars (\$30,000.00). Instead, the following competitive procurement procedures shall apply:

a.For procurements not exceeding five thousand dollars (\$5,000.00) city departments shall solicit at least two (2) price quotes and at least one (1) quote shall be solicited from a minority-owned or woman-owned business enterprise, whenever feasible. Quotes may be obtained either orally or in writing.

b.For procurements between five thousand one dollars (\$5,001.00) and nine-thousand nine hundred ninety-nine dollars and ninety-nine cents (\$9,999.99) city departments shall solicit at least three (3) price quotes to include any price available pursuant to state or local government cooperative procurement, and where feasible, a quote from a local vendor and from a certified minority-owned or woman-owned business enterprise. Quotes may be obtained either orally or in writing

.c.For procurements between ten thousand dollars (\$10,000.00) and twenty-nine thousand nine hundred ninety-nine dollars and ninety-nine cents (\$29,999.99) the procurement office shall solicit at least four (4) written price quotes and at least two (2) of those quotes shall be solicited from certified minority-owned or woman-owned business enterprises.

(2)Formal, sealed bids or proposals shall be required for all procurements of thirty thousand dollars (\$30,000.00) and over and shall be administered by the procurement office of the department of finance. Advertisements for such bids or proposals shall be placed at least ten (10) days prior to the bid or proposal opening date in a newspaper having a general circulation in the city and shall state the place where vendors may examine any plans or specifications and receive bid or proposal forms, and the time and place where bids or proposals will be received and opened. The chief procurement officer or his designated representative is directed, in addition to the above-mentioned advertisement, to solicit bids or proposals from prospective vendors, including at least four (4) certified minority-owned or women-owned enterprises, by forwarding written notice to such prospective vendors.

All bids or proposals provided for in this subsection (2) shall be submitted sealed to the chief procurement officer or his designated representative at the place designated in the advertisement prior to the stated time for the opening. All such bids or proposals received shall be opened in public at the time and place stated in the advertisement.

(3)In solicitations for procurements of one hundred thousand dollars (\$100,000.00) and above, the chief procurement officer shall set individualized goals for participation of certified minority-owned business enterprises and women-owned business enterprises in accordance with the city's minority business program plan as approved and amended by city council from time to time upon the recommendation of the city manager.

(4)Where multiple quotes are obtained pursuant to any process set forth in this subsection, city departments and/or the procurement office, as applicable, shall award to the lowest "responsible" vendor as that term is defined by the Virginia Public Procurement Act, Virginia Code § 2.2-4300 et seq., as amended. The failure of any person or firm to receive notice of solicitation by letter or telephone shall not affect the validity of any procurement under this subsection. A written record of all the solicitations and the quotes or proposals received shall be made a part of the purchasing records, including documentation of all efforts required by this subsection to solicit quotes from minority- and women-owned businesses. The chief procurement officer shall issue policies setting forth the content and form of documentation necessary to satisfy the requirements of this subsection.

Portsmouth	
Sec. 12-220. - Same—Small purchases.	https://library.municode.com/va/portsmouth/codes/code_of_ordinances?nodeId=PTIICO_CH12FI_ARTVPUPR_DIV1GE_S12-185UNPU

(a)A contract may be made in accordance with small purchase procedures developed by the purchasing administrator if the aggregate or sum of all phases or terms is not expected to exceed \$100,000.00 in the case of goods and services (other than professional services) or non-transportation construction; \$25,000.00 in the case of

transportation-related construction; or \$60,000.00 in the case of a single or term contract for professional services; provided, however, that contract requirements shall not be artificially divided so as to constitute a small purchase under this section. Purchases under this section that are expected to exceed \$30,000.00 shall require the written informal solicitation of a minimum of four bidders or offerors. Awards shall be made to the business offering the lowest acceptable quotation. The name of the business submitting the quotation and the date and the amount of such quotation shall be recorded and maintained as a part of the contract file.(b)A single quotation or term contract may be accepted from any one source in contracts which do not exceed \$5,000.00.

Lynchburg city

Subject to such small purchase procedures as are established in the procurement manual adopted by the city manager pursuant to section 18.1-12, the city manager, or those to whom he delegates authority, may enter into single or term contracts for goods and services other than professional services if the aggregate or sum of all phases is not expected to exceed \$50,000.00. Such small purchase procedures shall provide for reasonable competition when practicable, including, without limitation, when such small purchases are for over \$10,000.00, use of three quotes when reasonably practicable.

Harrisonburg

(c) Employment Discrimination by Contractor Prohibited <https://www.harrisonburgva.gov/sites/default/files/Purchasing/files/Procurement%20Manual%20City%20of%20Harrisonburg%202-9-12.pdf>

Every contract of over \$10,000 shall include the provisions in one (1) and two (2) below:
(1) During the performance of this contract, the contractor agrees as follows:
(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
(c) Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
(2) The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

4-3-44 Small Purchases <https://www.harrisonburgva.gov/sites/default/files/Purchasing/files/Procurement%20Manual%20City%20of%20Harrisonburg%202-9-12.pdf>

4-3-44 Small Purchases The purchasing agent may, in his discretion, make any contracts for purchases of less than Thirty Thousand Dollars (\$30,000) without obtaining bids or quotations; provided, that such purchases are made on the basis of one of the following requirements: (a) That the cost of the items purchased be the lowest of the supplier's current price lists in the office of the purchasing agent. The purchasing agent shall attempt to obtain at least two current price lists from suppliers prior to making purchases under this provision. A price list obtained within twelve months of the purchase shall be considered current. (b) That it is known by the purchasing agent that all competitors have substantially the same price for the items to be purchased. (c) That the purchase of less than \$30,000 is a reorder of commodities purchased on a previous bid or part thereof obtained within twelve months prior to the proposed purchase. (d) That the contract or purchase is of nominal value as that term is defined herein. (e) That if a contract is to be awarded for professional services to a contractor who has performed professional services for the City prior to July 1, 1994 and in the discretion of the purchasing agent the best interest of the City will be served by the prior professional experience and expertise of such a contractor, a contract may be awarded for professional services to such a contractor without competitive negotiation or obtaining bids or quotations. (f) That in the opinion of the purchasing agent it is not practicable to obtain bids regarding the contracts or purchases. (g) Minority vendors/contractors as so registered with the State of Virginia. All other purchases shall be made in accordance with the provisions of this policy

Charlottesville	
Sec. 22-4. - Methods of procurement authorized.	https://library.municode.com/va/charlottesville/codes/code_of_ordinances?nodeId=CO_CH22CIPRGOSENVESO_ARTIINGE_S22-4MEPRAU

(f) The purchasing manager may establish written procedures, approved by the city manager, for single- or term-contracts for goods, services and professional services, if the aggregate or the sum of all amounts to be paid to the contractor during performance is not expected to exceed fifty thousand dollars (\$50,000.00) ("small purchase procedures"). Such small purchase procedures shall provide for competition wherever practicable.

(g) Upon a determination made in advance by the purchasing manager and set forth in writing that the purchase of goods, products or commodities from a public auction sale is in the best interests of the public, such items may be purchased at the auction, including online public auctions. The writing shall document the basis for this determination. However, bulk purchases of commodities used in road and highway construction and maintenance, and aggregates, shall not be made by online public auctions.

Danville	
Sec. 30-35. - Same—Small purchases.	https://library.municode.com/va/danville/codes/code_of_ordinances?nodeId=PTIICO_CH30PRCO_ARTIICOPR_DIV1GE_S30-35SAMAPU

(a) The purchase of goods, contractual services (excluding professional services), insurance and capital improvements estimated to be less than fifty thousand dollars (\$50,000.00) in value shall not be subject to the competitive bidding requirements of this article. Purchases under this subsection that are expected to exceed thirty thousand dollars (\$30,000.00) shall require the written informal solicitation of a minimum of four (4) bidders or offerors.

(b) For purchases of less than thirty thousand dollars (\$30,000.00), the City will endeavor to purchase such items on as competitive a basis as practical and the City Manager is authorized to establish the administrative controls considered necessary to govern such purchases. Written quotations from vendors shall be obtained where practical, although verbal quotations will be permitted, provided a written record of all such verbal quotations is made and filed with the records of the transaction.

(c) Professional services not expected to exceed thirty thousand dollars (\$30,000.00) in value shall not be subject to the competitive negotiation requirements of this article.

Blacksburg	
Section 16-200. - Methods of procurement.	https://library.municode.com/va/blacksburg/codes/code_of_ordinances?nodeId=CO_CH16PU_ARTIICOFO_S16-200MEPR

Any contracts with non-governmental contractors for the purchase or lease of goods, or for the purchase of services, insurance or construction shall be awarded after competitive sealed bidding or competitive negotiation, unless otherwise authorized by law.

(b)The purchasing agent may establish written small purchase procedures not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods or services other than professional services if the aggregate of all phases is not expected to exceed \$50,000.00; however, the small purchase procedures shall provide for competition wherever practicable. Purchases that are expected to exceed \$30,000.00 shall require the written informal solicitation of a minimum of four bidders.

Winchester	
Sec. 21-25. - Methods of procurement.	https://library.municode.com/va/winchester/codes/code_of_ordinances?nodeId=CD_CH21PU_ARTIVMEPRON_DIV1MEPR_S21-25MEPR

Field Purchase Order	\$1—\$4,999	No quotes needed	Department
Field Purchase Order	\$5,000—\$15,000	3 verbal quotes	Department

Purchase Order Professional Services	\$15,000.01—\$60,000	3 written quotes	Department
Purchase Order Goods & Non-Profess. Svcs.	\$15,000.01—\$100,000	3 written quotes	Department
Sealed Bid Process Goods & Non-Profess. Svcs.	\$100,000.01	Competitive Sealed Bid or Competitive Negotiation	Submit Specs to Purchasing

Salem

Sec. 8.1. - Public works or improvements; contracts for more than five thousand dollars. https://library.municode.com/va/salem/codes/code_of_ordinances?nodeId=PTICH_CH8FIPR_S8.1PUWOIMCOMOFITHDO

Any public work or improvement costing more than five thousand dollars shall be executed by contract, except where a specific work of [or] improvement is authorized by the city council and directed to be done by force account. Such work shall be based on detailed estimates submitted by the department authorized to execute such work or improvement, and approved by the city manager. All contracts for more than five thousand dollars shall be awarded to the lowest responsible bidder in such manner and under such bond as may be prescribed by ordinance and after the city manager shall have made due advertisement for such time as the city council may prescribe, by newspapers or posted notices. But the city manager shall have the power to reject any or all of the bids and advertise again, and all advertisements shall contain a reservation of this right.

Sec. 2-1. - Purchases in emergency cases; purchases exceeding \$500.00. https://library.municode.com/va/salem/codes/code_of_ordinances?nodeId=PTIICO_CH2AD_ARTIINGE_S2-1PUEMCAPUEX500.00

In an emergency requiring immediate action, the city manager may proceed to do the work by procuring the required labor and materials without the necessity of advertising. The purchasing agent may, in emergency cases, make purchases in any department of the city government not to exceed **\$500.00** without specific permission from the council. For any purchases in excess of this amount, an order of the council shall be required.

Fredericksburg

2-387 Small Purchases. <https://ecode360.com/28963518?highlight=purchase,small%20purchases&searchId=8515525835695858>

The City Manager may enter into contracts for the purchase of goods and nonprofessional services, insurance, and construction without following the requirements of this article for competitive sealed bids or competitive negotiation on single or term contracts where the aggregate or the sum of all phases is not expected to exceed \$100,000. The City Manager may enter into contracts for the purchase of professional services without following the requirements of this article for competitive sealed bids or competitive negotiation on single or term contracts where the aggregate or the sum of all phases is not expected to exceed **\$60,000**.

B. The City Manager shall, wherever practicable, seek competitive prices on small purchases pursuant to this section. For the purchase of goods in excess of **\$5,000**, the City Manager shall secure at least three estimates or proposals from different vendors. Written quotations from vendors shall be obtained, where practicable, although verbal quotations will be permitted, provided the City Manager cause a written record of all such verbal quotations to be made and filed with the records of the transaction.

Fairfax

Sec. 2-335. - Small purchases. https://library.municode.com/va/fairfax/codes/code_of_ordinances?nodeId=PTIICO_CH2AD_ARTVIFI_DIV3PRPR_S2-335SMPU

Any single or term contract not expected to exceed **\$60,000.00** in the aggregate may be made for goods and services other than professional services without competitive sealed bidding or competitive negotiation, in accordance with small purchase procedures administered by the director of finance. Notwithstanding the foregoing, contract

requirements shall not be artificially divided so as to constitute a small purchase under this section. Insofar as is practical, competition is to be encouraged even for small purchases made under this section, and where possible, no fewer than three businesses or individuals shall be solicited to submit quotations. These solicitation requirements do not apply for purchases under \$5,000.00.

Waynesboro city

Sec. 56-4. - Small purchases. https://library.municode.com/va/waynesboro/codes/code_of_ordinances?nodeId=PTIICO_CH56PR_S56-4SMPU

(a)The city may award single or term contracts for:(1)Professional services less than or equal to \$60,000.00;(2)Non-professional services less than or equal to \$100,000.00; and(3)Goods and non-transportation-related construction less than or equal to \$100,000.00 without competitive procurement by utilizing the following procedure: a identify at least three potential suppliers for the items being purchased.
(b)Obtain pricing. Verbal proposals are acceptable, as are advertisements and world-wide-web pages, so long as they are current. Award the contract to the supplier offering the lowest price, in the absence of an articulated reason to award it to someone else.

Bristol

Sec. 2-3. - Purchases generally. https://library.municode.com/va/bristol/codes/code_of_ordinances?nodeId=PTIICO_CH2AD_ARTIINGE_S2-3PUGE

Sec. 2-3. - Purchases generally.
SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD (DOCX) OF SECTIONEMAIL SECTION
The following regulations, pursuant to the Virginia Public Procurement Act (VPPA), are adopted and shall hereinafter be referred to as the small purchases procedure:
(1) Purchases made by the City of Bristol, Virginia, shall be in accordance with the Virginia Public Procurement Act.
(2) Purchases that do not exceed \$5,000.00 are exempt from the competitive practices and procedures specified in this section. However, it is requested that city departments obtain the best pricing possible.
(3) The procurement of goods or services that are expected to cost between \$5,000.01 and \$25,000.00 shall require a minimum of three written quotations.
(4) The procurement of goods or services that are expected to cost between \$25,000.01 and \$100,000.00 shall require a minimum of four written quotations.
(5) The procurement of goods or services that cost over \$100,000.00 shall require the solicitation of competitive sealed bids or proposals.
(6) Professional services that are expected to exceed \$60,000.00 shall require the solicitation of competitive sealed proposals.
(7) The city manager, in the case of an emergency that does not allow sufficient time to engage in normal procurement procedures, may authorize a contract or the purchase of goods or services on an emergency basis if it is determined to be in the city's best interest to do so.
(8) In all cases, the names of each person or business submitting quotations, the date and amount of each quotation shall be recorded and maintained as a public record. In instances where the minimum number of quotations required are not obtained or are not available, the reasons why shall be recorded and maintained as a public record. Specifications or request for proposals that are prepared for any solicitation for goods or services shall also be maintained as a public record.
(9) The use of separate purchase orders to avoid the above mentioned thresholds are prohibited. The above mentioned thresholds will relate to the aggregate purchase price for a specific purchase.

Colonial Heights

63-30 Small Purchases. <https://ecode360.com/9338754?highlight=purchase,purchased,purchasing,small%20purchase,small%20purchases&searchId=8516506461726001#9338754>

Single or term contracts not expected to exceed \$50,000 may be awarded without competitive sealed bids or competitive negotiation but shall be awarded on the basis of such competition as the Purchasing Agent, in his discretion, finds practicable. Such awards shall be based, except when the Purchasing Agent shall determine in writing that it is impracticable to do so, on three or more competitive bids, which may be informal but of which there shall be a written record.
B. In making determinations as to practicability, the Purchasing Agent shall consider whether or not:
(1) The cost of the items purchased is the lowest from the supplier current price lists in the Purchasing Office.
(2) All competitors have the same price for the items to be purchased.

(3) The purchase is a reorder of commodities purchased on a previous bid or part thereof obtained within six months prior to the proposed purchase.

(4) Only two competitive bids are reasonably available. In making said determinations, the Purchasing Agent shall also consider the cost of the purchasing process relative to the cost of items being purchased and shall not be limited necessarily to consideration of factors specifically stated herein.

C. No contract amount shall be artificially divided so as to constitute a small purchase under this section.

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PROCUREMENT POLICY AND PROCEDURES

PURPOSE

In recognition of the City of Hopewell’s need to make purchases and enter into small contracts in order to ensure operational efficiency and to deliver timely and critical services, the Hopewell City Council hereby adopts the following small purchase policy and procedures for the City, pursuant to the authority vested in it by Va. Code Ann. §2.2-4303(G). It is the dual purpose of this policy to promote, support, and encourage investment in the local economy when purchasing or contracting for goods and non-professional services pursuant to this policy whenever such can be achieved and there is an objectively rational basis to do so.

This policy shall operate to delegate the City’s power to contract without formal competition and without first seeking approval by City Council under specific terms and conditions. Any contract not expressly approved by City Council or otherwise falling within these expressed conditions shall be deemed void and unenforceable.

This small purchase policy should be read in conjunction with the Virginia Public Procurement Act Va. Code Ann. §2.2-4300, *et seq*, as amended, (“the Act”) and shall apply to all public purchasing regardless of source.

Pursuant to Va. Code Ann. §15.2-1100, *et seq.*, and Art. IV, §2 of the Hopewell City Charter, the City Council reserves to itself all authority to bind the City by contract, except as expressly provided herein. The provisions of the Act shall govern all other procurement by the City.

DEFINITIONS

Contract means all types of agreements (e.g., purchase, purchase order, contract, change order), regardless of what they may be called for the procurement of goods, services, insurance, or construction.

Emergency shall exist when a breakdown in essential service occurs or under any circumstances when supplies are needed for immediate use in work which may affect the safety, health or welfare of the public. Within 30 days of emergency, the City Manager or designee shall submit to City Council a written report detailing the nature of the emergency as well as full fiscal and budgetary impact of the emergency including, if necessary, the potential for a supplemental budget appropriation necessitated by the emergency.

VALIDITY OF CONTRACTS

No public contract exceeding the value of \$_____ shall be valid and enforceable against the City unless it is signed and approved as to form by the city attorney or designee, as well as signed and approved as to substance (terms of the deal) by the city manager or designee. In consultation with the city manager or designee, the city attorney may develop standard terms and conditions, forms, or other checklists for use with or in administration of public contracts.

UNAUTHORIZED CONTRACTS

Contracts may not be artificially divided so as to constitute a small purchase.

GENERAL PROVISIONS

Employees are responsible for soliciting quotes for purchases as outlined below. Purchase orders submitted without the required quotes or a satisfactory explanation as to why quotes were not obtained (i.e., sole source, emergency, approved vendor) shall not be approved.

Up to \$ One verbal quote is required.

\$ Three verbal quotes must be obtained. The quote summary must be attached to the invoice. Physical records regarding the dates, contacts, and quotes received shall be retained in the department’s file for auditing purposes.

\$ Three written quotes are required. The actual written quotes shall be retained in the department’s file for auditing purposes. Physical records regarding the dates, contacts, and quotes received shall be retained in the department’s file for auditing purposes.

\$ Three written quotes are required. Hard copies shall be attached to the purchase order.

\$ Must be competitively bid in accordance with the Act. City Council approval is required for all purchases in this category, except as provided for an emergency.

Items purchased more than once during a fiscal year (e.g. office supplies) do not need quotes every time a purchase is made. However, unless such purchases are made from an approved vendor list, competitive quotes for repeated purchases shall be sought at least once each year to ensure the vendors are competitive. Inasmuch as possible or feasible, employees should obtain goods and

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services through cooperative procurement with other local governments or units or by utilizing the Commonwealth of Virginia e-Marketplace.

SOLE SOURCE PROCUREMENT

Contracts for parts, supplies, or equipment that are available only from a single source shall be referred to as sole source purchases. Sole source purchase shall not be used for any type of service contracts. Sole source procurement may arise from the following instances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier;
2. A part for which there is not commercially available substitute, and which can be obtained only from the manufacturer;
3. An item where ‘compatibility’ is the overriding consideration, e.g., computer software or hardware.

Purchases satisfying one or more of these requirements shall not be subject to competitive bidding; however, purchases exceeding \$_____ shall still be presented to City Council for approval. For all purchases submitted to City Council as a sole source procurement shall be accompanied by a written request to waive bids which shall also set forth the reason(s) for the request.

EMERGENCY PURCHASES

Emergency shall be defined as set forth herein. Whenever, in the judgment of the City Manager, an emergency situation requires the make of any purchase in excess of _____ but less than \$_____ prior to the next regular meeting of the City Council, the City Manager may make such purchase without waiting for the formal approval of the specific purchase by City

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Council but shall make a report thereof to the City Council at the next regular meeting of the City Council. If the emergency purchase is over \$_____, approval of the City Council is required and request therefor shall be accompanied by a written request to approve the emergency purchase which shall also set forth the reason(s) for the request.

CHANGE ORDERS

Subsequent to entering into a contract, change orders may become necessary. The City Manager shall have the authority to approve all change orders up to \$_____. Any change order, singularly *or in the aggregate*, that exceeds \$_____ must be approved by the City Council.

RECONCILIATION REQUIRED

Each department that utilizes this small purchase policy during any given month shall be required to reconcile all purchases executed during that month. To comply with this requirement, each department must designate the person/position who will be tasked with responsibility of reconciling the transactions of the department, and be responsible for investigating, resolving, and reporting out to the Finance Department (copy to City Manager) discrepancies, should such occur. The person/position designated for reconciling the transaction shall *not* under any circumstances be the person/position who initiated or authorized the underlying purchase. This requirement shall not be waived.

For purchases over \$_____, reconciliation shall require that the expense of the purchase match up and is verified by all documentation required by this policy. Reconciliation should be completed monthly. Reconciliation reports required for any month shall be due to the Finance Department (copy to City Manager) by no later than the 15th day of the following month. Department reconciliation reports shall be retained by Finance Department in accordance with

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general accounting principles and with all applicable provisions of state and federal law. Under no circumstances shall a department reconciliation report be destroyed prior to the completion of the comprehensive annual financial audit the fiscal year that covers the month for which the reconciliation report was generated.

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