

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

CITY COUNCIL

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

AGENDA

(804) 541-2408

www.hopewellva.gov
info@hopewellva.gov
cityclerk@hopewellva.gov

John M. Altman, Jr., City Manager
Cynthia E. Hudson, Acting City Attorney
Mollie P. Bess, City Clerk

January 11, 2022

REGULAR MEETING

Closed Meeting - 6:00 p.m.
Regular Meeting – 7:30 p.m.

OPEN MEETING

6:00 p.m. Call to order, roll call, and welcome to visitors

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section §2.2-3711 (A)(1) for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (School Board, City Clerk) and for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

CLOSED MEETING

RECONVENE OPEN MEETING

Roll Call

CERTIFICATION

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

Roll Call

REGULAR MEETING

Call to order, roll call, and welcome to visitors

Prayer by Rev. Danny Tucker, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice Mayor Partin

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

CONSENT AGENDA

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

C-1 Minutes:

C-2 Pending List:

C-3 Information for Council Review: HRHA Minutes 11/8/2021

C-4 Personnel Change Report: Personnel Change Report – December 2021

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

C-9 Resolutions, Proclamations: Resolution Adopting an Emergency & Inclement Weather Operations and Safety Policy

SUGGESTED MOTION: To amend/adopt consent agenda

Roll Call

INFORMATION/PRESENTATIONS

City Council Calendar – Mayor Bennett

Broadband Coverage & Munis for Schools Update – Dr. Concetta Manker

Financial Report – Michael Terry

PUBLIC HEARING

UNFINISHED BUSINESS

COMMUNICATIONS FROM CITIZENS

CITY CLERK: *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in*

Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)

Reports of Boards and Commissions:

REGULAR BUSINESS

Reports of City Manager:

R-1 – Rental Inspection Program

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees

COUNCILORS REQUEST

CR-1 – Finance Policy (Gore)

MOTION:

Roll Call

CR-2 – City Energy and Conservation Program (Partin)

MOTION:

Roll Call

CR-3 – Research Establishment of Hopewell/Prince George Stormwater Comm. (Partin)

MOTION:

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

CLOSED MEETING

CONSENT AGENDA

RESOLUTION

**RESOLUTION ADOPTING
AN EMERGENCY AND INCLEMENT WEATHER
OPERATIONS AND SAFETY POLICY**

WHEREAS, the occurrence of adverse weather or other emergency conditions may impact the ability of City Council to safely attend Council meetings, and

WHEREAS, such conditions also may impact the regular operations of City Council, and

WHEREAS, City Council has considered the need to adopt guidelines to respond to inclement weather and other emergency conditions, and

WHEREAS, believing it necessary to provide appropriate direction for response in such instances,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL, VIRGINIA:

1. City Council hereby adopts an Emergency and Inclement Weather Operation and Safety Policy as follows: that should the Mayor, or in her absence or incapacity, the Vice-Mayor determines that adverse weather or other emergency conditions make it hazardous to attend a regularly-scheduled meeting of the City Council, then the regularly-scheduled meeting shall be continued to the following Tuesday, if possible. If the adverse weather or emergency is such that continuing to the next Tuesday is not feasible, or if Council is unable to meet on that date, then the Mayor shall select another date with concurrence of the majority Council.
2. City Council reserves the right to alter or amend this policy as deemed necessary.
3. This Resolution shall become effective upon the date of adoption as established below.

ADOPTED by the City Council of the City of Hopewell, Virginia, as an open public meeting this _____ day of January, 2022

INFORMATION
FOR
COUNCIL REVIEW

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
350 East Poythress Street
Hopewell, VA 23860

REGULAR MEETING OF November 8, 2021

*** MINUTES ***

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, November 8, 2021 at 6:00 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

Present: Sheila Flowers, Chairman
John Tunstall, Vice-Chairman
Ruth Johnson, Commissioner
Shamika Lewis, Commissioner – arrived at 6:03 p.m.
Susan Temple, Commissioner

Absent: Anthony Bennett, Jr., Commissioner

Also Present: Steven Benham, Chief Executive Officer
Madelyn Peay, Chief Operating Officer
Sherry Henderson, Executive Secretary
Tarvaris McCoy, Chief Development Officer
Kameko Coleman, Administrative Assistant
Harriet Reynolds, Delphine Carnes Law Group, LLC
John Badman, McGuire Woods

CONSENT AGENDA

C-1 Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Tunstall, with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Temple	- Yes

4 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

R-1 Summary Report Discussion.

Mr. Benham presented the Summary report to the Board of Commissioners.

R-2 Discussion of Pending List

Mr. Benham discussed the pending list with the Board of Commissioners. The following will be completed for the pending list:

1. Item number 54 will remain as a pending item.
2. Item number 55 will remain as a pending item.
3. Item number 56 will remain as a pending item.

R-3 Request approval of Resolution No. 901, Authorizing and Approving the Issuance of Revenue Bonds for the Benefit of Env-Hopewell Heights, LP in an amount not to exceed \$11,000,000 and the execution of related documents.

Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Tunstall, with all Commissioners present responding, approved Resolution No. 901, Authorizing and Approving the Issuance of Revenue Bonds for the Benefit of Env-Hopewell Heights, LP in an amount not to exceed \$11,000,000 and the execution of related documents.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Tunstall - Yes
- Commissioner Johnson - Yes
- Commissioner Lewis - Yes
- Commissioner Temple - Yes

5 Yes; Motion Passed

R-4 Request approval of Resolution No. 896, Contract renewal with The Real McCoy Companies, LLC.

Upon motion made by Vice-Chairman Tunstall and seconded by Commissioner Johnson, with all Commissioners present responding, approved Resolution No. 896, Contract renewal with The Real McCoy Companies, LLC.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Tunstall - Yes
- Commissioner Johnson - Yes
- Commissioner Lewis - Yes
- Commissioner Temple - Yes

5 Yes; Motion Passed

R-5 Request approval of Resolution No. 897, revising the HRHA Dwelling Lease, Page 10, Section 3 - Security Deposit.

Upon motion made by Vice-Chairman Tunstall and seconded by Commissioner Temple, with all Commissioners present responding, approved Resolution No. 897, revising the HRHA Dwelling Lease, Page 10, Section 3 - Security Deposit.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Tunstall - Yes
- Commissioner Johnson - Yes
- Commissioner Lewis - Yes
- Commissioner Temple - Yes

5 Yes; Motion Passed

R-6 Request approval of Resolution No. 898, Administrative Plan update to add a chapter that covers how the new Emergency Housing Vouchers are administered under the Housing Choice Voucher Program.

Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Tunstall, with all Commissioners present responding, approved Resolution No. 898, Administrative Plan update to add a chapter that covers how the new Emergency Housing Vouchers are administered under the Housing Choice Voucher Program.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Tunstall - Yes
- Commissioner Johnson - Yes
- Commissioner Lewis - Yes
- Commissioner Temple - Yes

5 Yes; Motion Passed

R-7 Request approval of Resolution No. 899, revising the Personnel Manual to reflect the Senior Property Manager managing the Affordable Housing Department.

Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Tunstall, with all Commissioners present responding, approved Resolution No. 899, revising the Personnel Manual to reflect the Senior Property Manager managing the Affordable Housing Department.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Temple	- Yes

5 Yes; Motion Passed

- R-8 Request approval of Resolution No. 900, approve the Chief Executive Officer to be authorized to award up to \$18,302 (annual affect) in wage increases as merit raises as allowed by the current personnel policy.

Upon motion made by Vice-Chairman Tunstall and seconded by Commissioner Johnson, with all Commissioners present responding, approved Resolution No. 900, approve the Chief Executive Officer to be authorized to award up to \$18,302 (annual affect) in wage increases as merit raises as allowed by the current personnel policy.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Temple	- Yes

5 Yes; Motion Passed

- R-9 Request approval of Resolution No. 902, approve the acquisition of land adjacent to the Main Office.

Upon motion made by Commissioner Johnson and seconded by Commissioner Temple, with all Commissioners present responding, approved Resolution No. 902, approve the acquisition of land adjacent to the Main Office.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Temple	- Yes

5 Yes; Motion Passed

- R-10 Request approval of Resolution No. 903, approve loan from Local Initiatives Support Corporation in the amount of \$664,000 for the property located at (Rendezvous, LLC) 801 Cedar Avenue, Hopewell, VA 23860.

Upon motion made by Vice-Chairman Tunstall and seconded by Commissioner Temple, with all Commissioners present responding, approved Resolution No. 903, approve loan from Local Initiatives Support Corporation in the amount of \$664,000 for the property located at (Rendezvous, LLC) 801 Cedar Avenue, Hopewell, VA 23860.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Temple	- Yes

5 Yes; Motion Passed

R-11 Request approval of Resolution No. 904, approve the Housing Choice Voucher Program (HCVP) Administrative Plan updates.

Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Tunstall, with all Commissioners present responding, approved Resolution No. 904, approve the Housing Choice Voucher Program (HCVP) Administrative Plan updates.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Tunstall - Yes
- Commissioner Johnson - Yes
- Commissioner Lewis - Yes
- Commissioner Temple - Yes

5 Yes; Motion Passed

R-12 Other Matters

Mr. Benham presented the Board of Commissioners with: 1. Schedule a work session for December 6, 2021; and 2. Discussion on vaccine requirements for employees.

R-13 Commissioner Comments (and recommendations for next meeting).

Commissioner Johnson – Department of Health will hold a vaccine clinic at Hopewell High School on Tuesday, November 16, 2021 from 5-7 p.m. It is open to the public. There will be an annual Thanksgiving dinner held at the Elks Lodge on Thursday, November 25, 2021 from 11 a.m. to 2 p.m.

Commissioner Lewis – Will we have holidays activities or CARES funds for the residents? Mr. McCoy – I will report to the Empowerment Team and get back to the Board of Commissioners.

ADJOURNMENT

Upon motion made Vice-Chairman Tunstall seconded by Commissioner Johnson with all Commissioners present responding affirmatively, the meeting was adjourned at 7:13 p.m.

Sheila Flowers

Sheila V. Flowers, Chairman

Steven A. Benham, Jr.

Steven A. Benham, Secretary-Treasurer

PERSONNEL REPORT

DATE: January 5, 2022
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report – December 2021

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
CLIFFORD TAYLOR	POLICE	POLICE OFFICER NON CAR DEV	12/01/2021
LATONYA FELTON	INFO TECH	ERP MUNIS ADMINISTRATOR	12/01/2021
RYAN HAYBERG	POLICE	POLICE OFFICER NON CAR DEV	12/01/2021
CHRISTIAN CATO	FIRE	PT ALS / FIREFIGHTER	12/01/2021
JERRETT BROWN	PUBLIC WORKS	PW MAINT SPEC	12/01/2021
VERONICA CLEMENTS	CIRCUIT COURT CLERK	CIR CRT CLK D III	12/06/2021
ROBERT MOORE	PWS GARAGE	AUTO MECHANIC	12/15/2021
JOSEPH LEMIEUX, JR	POLICE	ANIM CONTROL OFF	12/15/2021
MICHAEL CRISAFULLI	POLICE	POLICE OFFICER NON CAR DEV	12/15/2021
CORRY YOUNG	POLICE	POLICE OFFICER NON CAR DEV	12/15/2021
LISA MOORE	PUBLIC WORKS	ACCOUNTING TECHNICIAN	12/15/2021
MELODY PIND	COMM OF REVENUE	COR DEPUTY II	12/15/2021

SUSPENSIONS: 0 (Other information excluded under Va. Code § 2.2-3705.1(1) as Personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
LISA ACORD	TREASURER	PT GEN CLK	12/03/2021
AMANDA MCCONNELL	SHERIFF	SHERIFF DEPUTY FT	12/04/2021
MELISSA BORRO	SOCIAL SERVICES	FAMSERVSPEC II	12/07/2021
ANDREA ELLIS	SOCIAL SERVICES	HUMAN SER AST III	12/13/2021
LILLIAN WHITLOCK	RECREATION	PT ATHLET SITE ASST	12/13/2021
RICHARD BULEZA	POLICE	POLICE OFFICER NON CAR DEV	12/14/2021
KAMRAN AFZAL	POLICE	POLICE CHIEF	12/17/2021
VICKIE AKREMI	FINANCE	RE APPRAISER	12/28/2021
DENISE WEBB	SOCIAL SERVICES	BEN PROG SPC II	12/31/2021
DIANE COOK	STORMWATER	XSW QUAL ANALY	12/31/2021
STEPHEN KEPHART	SHERIFF	CITY SHERIFF	12/31/2021
JOAN GOSIER	TREASURER	TREASURER	12/31/2021

CC: March Altman, City Manager
 Debbie Pershing, Administrative Services Manager
 Elizabeth McGaha, Accounting Tech
 Michael Terry, Finance Director
 Concetta Manker, IT Director
 Jay Rezin, IT
 Arlethia Dearing, Customer Service Mgr.
 Kim Hunter, Payroll
 Dipo Muritala, Assistant Finance Director

INFORMATION/ PRESENTATION



HOPEWELL CITY COUNCIL MEETING SCHEDULE 2022

AGENDA MEETING	10:00 AM - FIRM DEADLINE TO ADD ITEMS/SUPPORTING DOCUMENTATION	COUNCIL MEETING
N/A	N/A	
January 5, 2021	January 6, 2021	January 12, 2022
February 2, 2022	February 3, 2022	February 8, 2022
March 2, 2022	March 3, 2022	March 8, 2022
April 5, 2022	April 6, 2022	April 12, 2022
May 3, 2022	May 4, 2022	May 10, 2022
June 7, 2022	June 8, 2022	June 14, 2022
July 5, 2022	July 6, 2022	July 12, 2022
August 2, 2022	August 3, 2022	August 9, 2022
September 7, 2022	September 8, 2022	September 14, 2022
October 4, 2022	October 5, 2022	October 11, 2022
November 1, 2022	November 2, 2022	November 8, 2022
December 6, 2022	December 7, 2022	December 13, 2022

Regular City Council meetings are held at 7:30 p.m. on the 2nd Tuesday of each month, unless otherwise posted. Meetings are held in the City Council Chambers, Municipal Building, 300 N. Main Street, Hopewell, VA 23860.

VML Conference October 2-5, 2021



HOPEWELL CITY COUNCIL MEETING SCHEDULE 2022

AGENDA MEETING	DEADLINE TO ADD ITEMS/SUPPORTING DOCUMENTATION	COUNCIL MEETING
January 4, 2022	January 5, 2022	January 11, 2022
January 18, 2022	January 19, 2022	January 25, 2022
February 1, 2022	February 2, 2022	February 8, 2022
February 15, 2022	February 16, 2022	February 22, 2022
March 1, 2022	March 2, 2022	March 8, 2022
March 15, 2022	March 16, 2022	March 22, 2022
April 5, 2022	April 6, 2022	April 12, 2022
April 19, 2022	April 20, 2022	April 26, 2022
May 3, 2022	May 4, 2022	May 10, 2022
May 17, 2022	May 18, 2022	May 24, 2022
June 7, 2022	June 8, 2022	June 14, 2022
June 21, 2022	June 22, 2022	June 28, 2022
July 5, 2022	July 6, 2022	July 12, 2022
July 19, 2022	July 20, 2022	July 26, 2022
August 2, 2022	August 3, 2022	August 9, 2022
August 16, 2022	August 17, 2022	August 23, 2022
September 6, 2022	September 7, 2022	September 13, 2022
September 20, 2022	September 21, 2022	September 27, 2022
October 4, 2022	October 5, 2022	October 11, 2022
October 18, 2022	October 19, 2022	October 25, 2022
November 1, 2022	November 2, 2022	November 8, 2022
November 15, 2022	November 16, 2022	November 22, 2022
December 6, 2022	December 7, 2022	December 13, 2022
December 20, 2022	December 21, 2022	December 27, 2022

Regular City Council meetings are held at 7:30 p.m. on the 2nd and 4th Tuesdays of each month, unless otherwise posted. Meetings are held in the City Council Chambers, Municipal Building, 300 N. Main Street, Hopewell, VA 23860.



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:

Broadband Coverage Update

ISSUE: To provide an update via state grant guidelines to the Broadband Authority regarding the status of project

RECOMMENDATION: No action needed

TIMING: The state of Virginia extended all grant and CARES Act spending projects and funding to December 31, 2021. The City will have broadband presence in each location by the imposed deadline.

BACKGROUND: The City of Hopewell received \$3.9M dollars in grant funds to Provide Hopewell City County whom is also the acting Broadband Authority an update on the grant received by the state of Virginia to provide Broadband services to underserved communities

ENCLOSED DOCUMENTS:

- PowerPoint Presentation

STAFF:

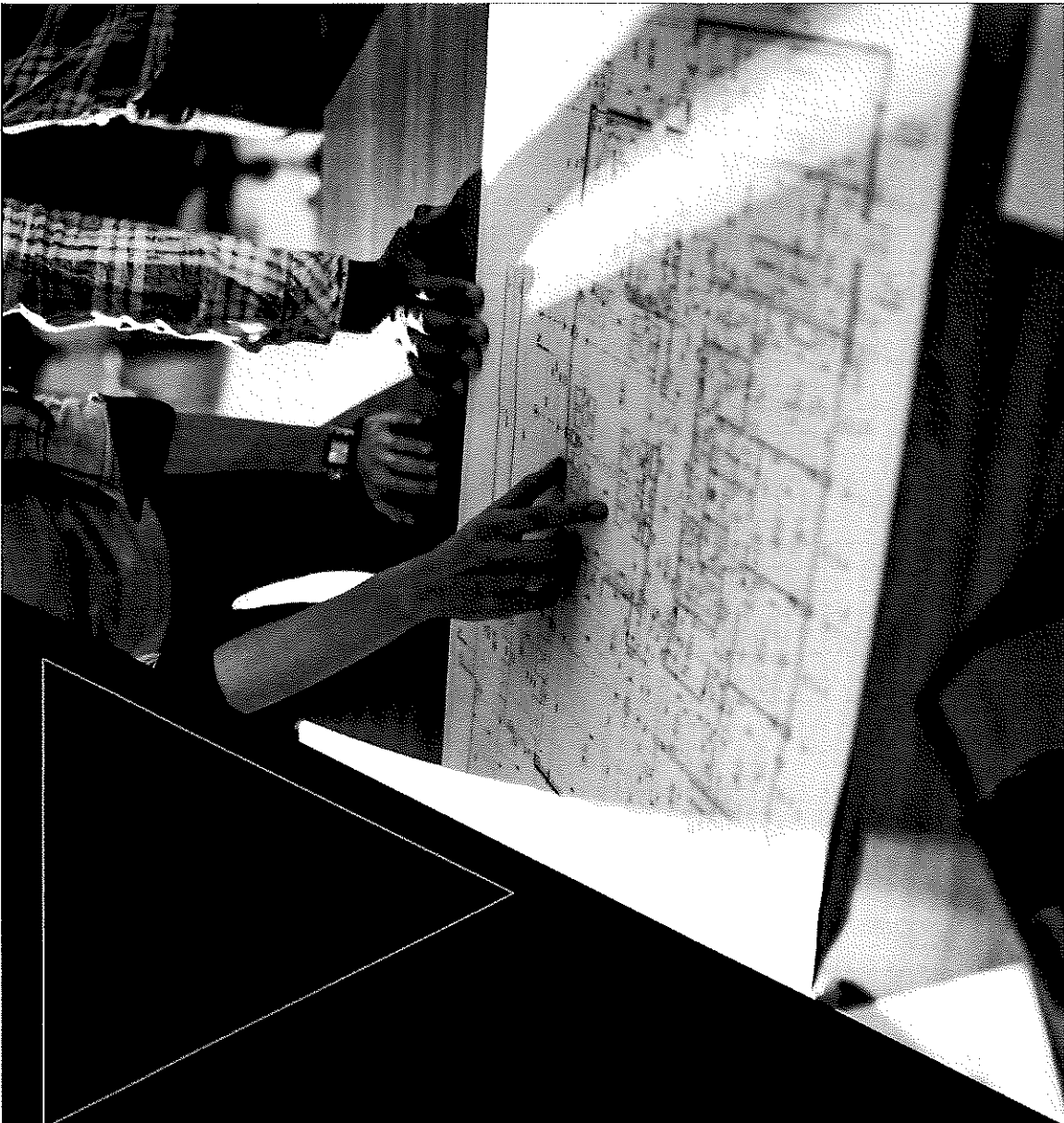
Dr. Concetta Manker

FOR IN MEETING USE ONLY

MOTION: _____

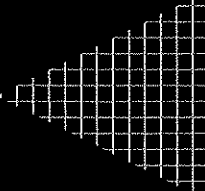
SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| 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 | | | |



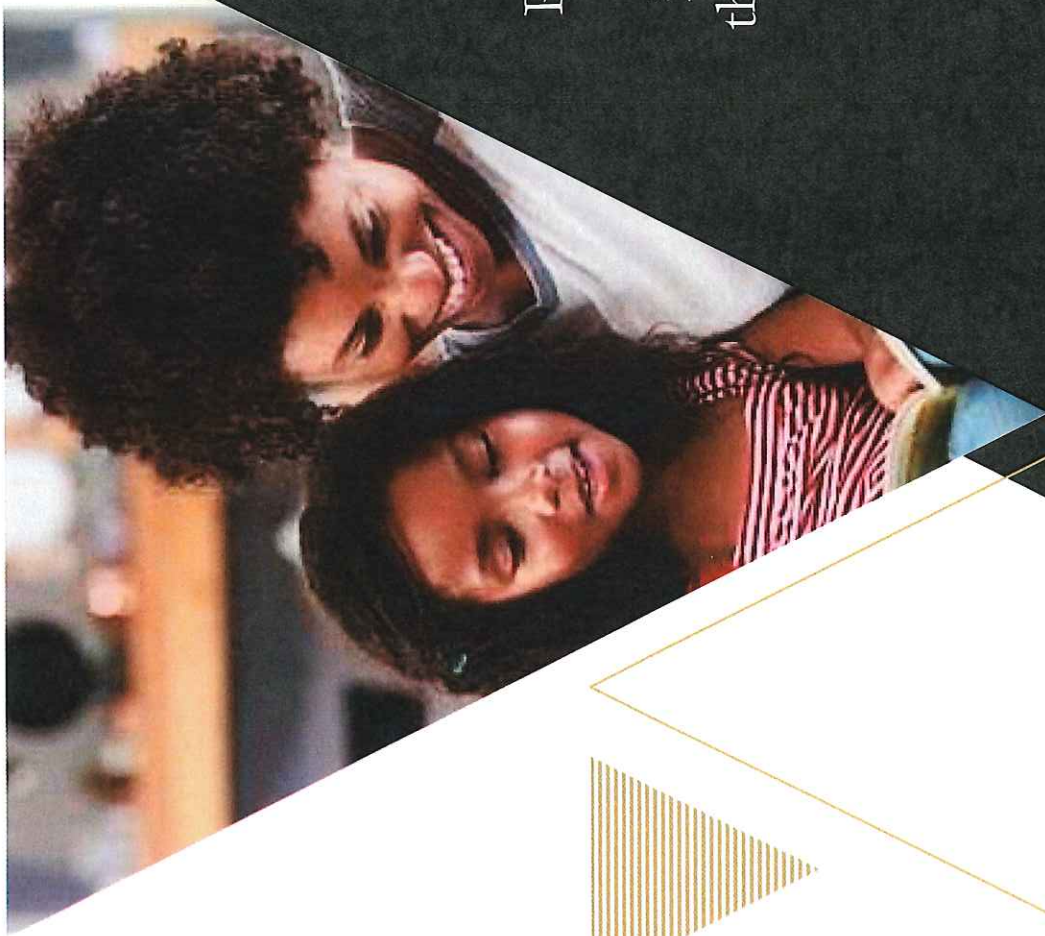
Broadband for Hopewell Communities

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Communities
Broadband
Initiative
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Objective

Provide communities with reliable, safe and secure internet service to bridge the digital divide gap within our communities.

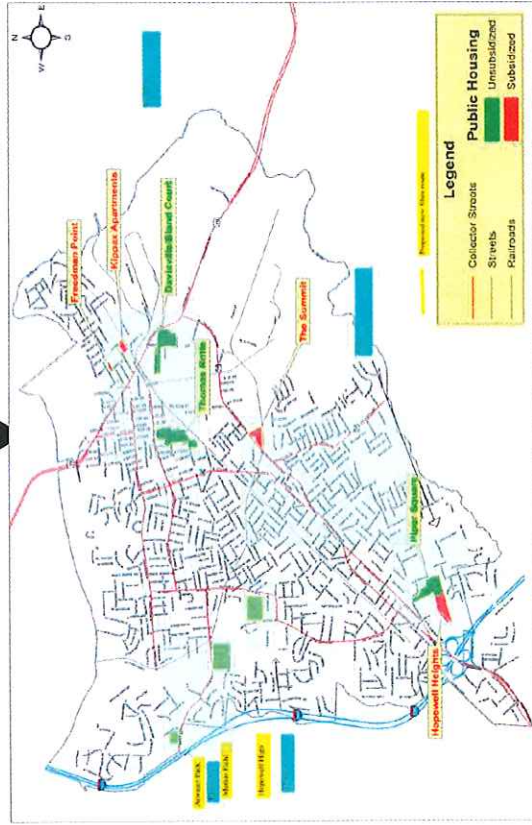


WiFi Communities

- Freedman Point
- Kippax Place Apartments
- Davisville Bland Court
- Thomas Rolfe Court
- Summit Apartments
- Piper Square Apartments



City's Fiber Route



Davisville Bland Court

DESIGN



COVERAGE



Thomas Rolfe Court

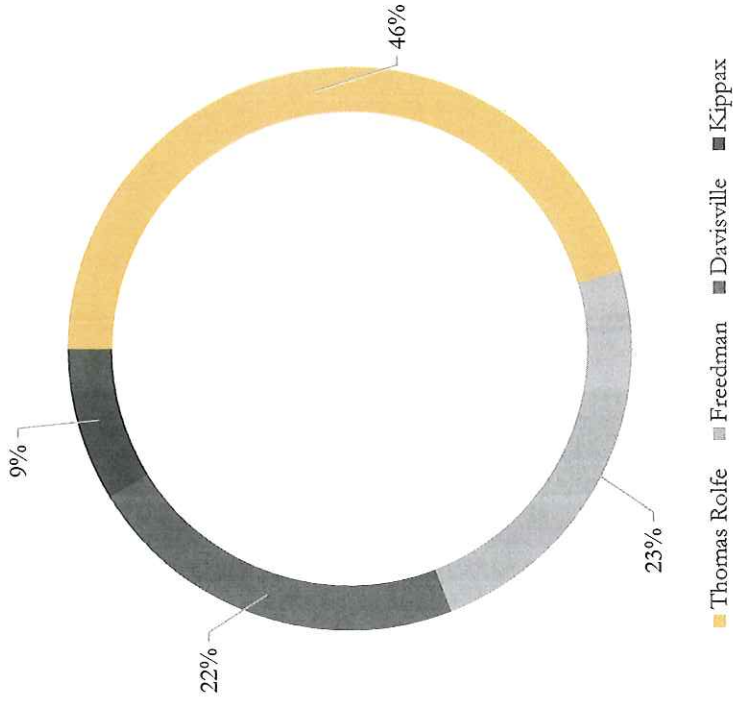
DESIGN



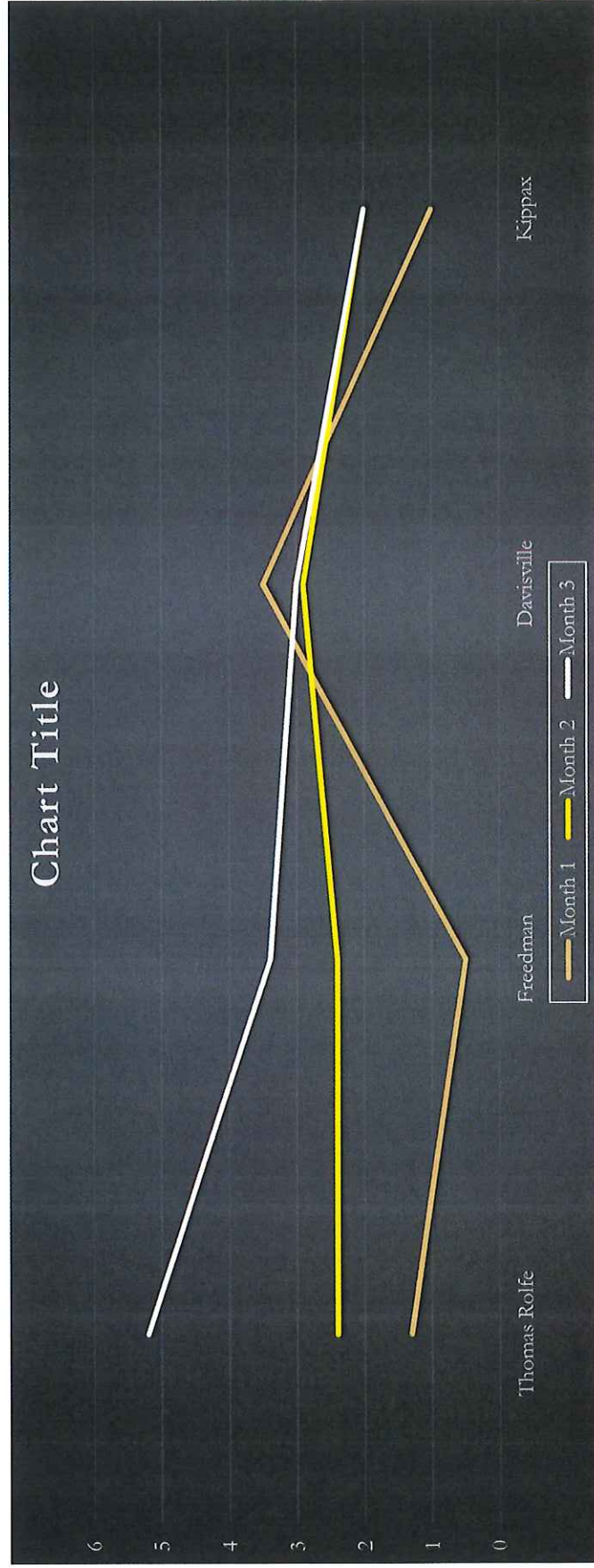
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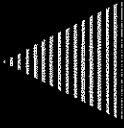


Current Broadband Usage



Wifi Activity





Articles

➤ City of Hopewell Story Map

<https://storymaps.arcgis.com/stories/1163599f9cfc46299efb8b6eadd311f>

➤ TPx City of Hopewell Broadband

<https://www.tp-x.com/wp-content/uploads/2021/07/City-of-Hopewell-Case-Study.pdf>

➤ Governing.com

<https://www.governing.com/nw/stimulus-funds-help-virginia-vermont-build-broadband-equity>



SCAN ME

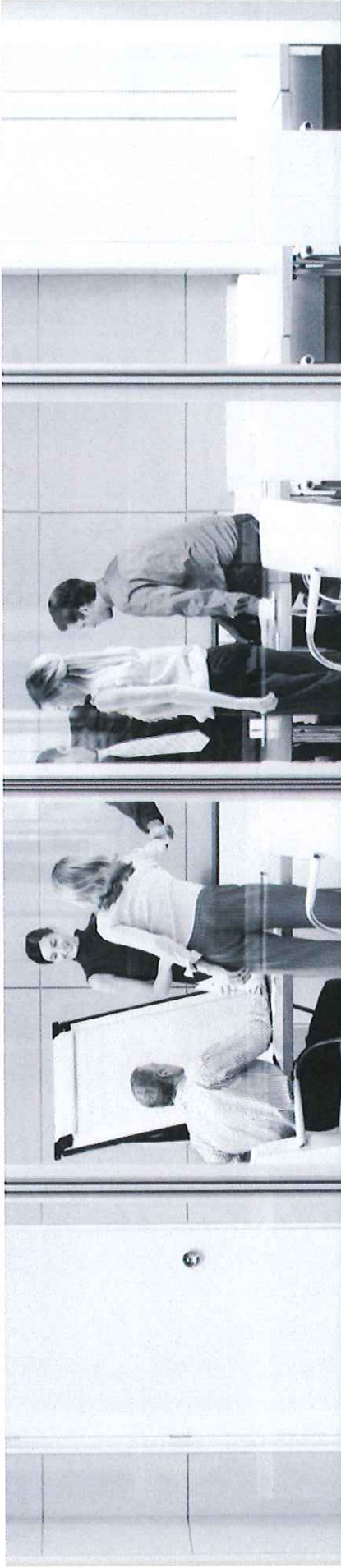
Awards

SMART 50 AWARD



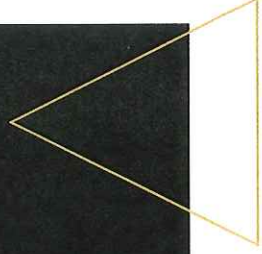
COMPTIA/PTI





Special Thanks

- TPx Communication: Architecture and design and management of services
- JT Williams Communications: Fiber delivery throughout the city and installation of equipment.
- TDSUSA: Information Technology Vetting Agency
- City of Hopewell Engineering Department





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:

Munis For Schools Update

ISSUE: Provide city council with an update of the meeting with schools for Munis.

RECOMMENDATION: The city will assist with the implementation of Munis.

TIMING: 12- 18 month implementation process

- 12 months for Financial Database implementation
- 6 months for HR Database implementation

BACKGROUND:

Oct 15th, Staff meet with Schools to review deployment options, costs and resources needed for the project. Schools requested references within Virginia that they could reach out too.

Nov 5th, Staff meet with Tyler to discuss timeline, and resources. We also reviewed the options and asked follow-up questions from the internal meeting on Oct 15th.

Dec 3rd, Staff meet with Tyler and Schools to discuss SaaS option for deployment

Dec 10th, Munis Financial ERP and SIS Demo

Dec 13th Staff received contract for Munis for Schools

ENCLOSED DOCUMENTS:**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

•
STAFF:

Dr. Concetta Manker

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

FINANCIAL REPORT

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 12.31.2021

Implementation Plan

- **External Reporting**
 - **Closing, Reporting and Audit Workflow**
 - **AFR (FY16, FY17, FY18, FY19)**
 - **APA (FY16, FY17, FY18, FY19)**
 - **Single Audit (FY16, FY17, FY18, FY19)**
 - **Other (FY16, FY17, FY18, FY19, FY20, FY21)**
 - **APA, DEQ, Single Audit, FAC (FY15)**
 - **Significant Issues Impacting Completion - AFR FY18**
 - **Report Issued Under Separate Cover 06.26.20**

- **Budget Development FY20 Close-out**
- **Budget Development FY21 Close-out**
- **Budget Development FY22 Close-out**
- **Budget Development FY23**

- **Internal Reporting**
 - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
 - **Reporting for the period of 12.31.2018 – 12.31.2021 will be limited in scope due to priority action given to External Reporting, Budget Development FY21 Close-out, Implementation Plan Close-out and Budget Development FY23 Implementation Plan**

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 12.31.2021

Implementation Plan

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

City of Hopewell, Virginia Closing, Reporting and Audit Workflow (CRAW)				Date Start	Date Due	% Completion Status	Comment(s)
Project Planning				12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2016				01.03.18	04.30.18	100%	Overall estimated % of completion as of 09.30.18
Phase:							
Annual Comprehensive Financial Report (ACFR)							
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						100%	Task Completed 01.12.21
				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:							
Annual Comprehensive Financial Report (ACFR)							
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						100%	Task Completed 8.16.21
				Date Start	Date Due	% Completion Status	Comment(s)
Project Planning				12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2018				05.01.18	08.31.18	100%	Overall estimated % of completion as of 11.30.20
Phase:							
Annual Comprehensive Financial Report (ACFR)							
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 10.22.21
Single Audit Report						80%	Task work in process 12.31.21 Single Audit FY18: Updated Summary Status Statement Attached
ACFR FY18 Significant Issues Impacting Completion - Issued Under Separate Cover 6.26.20							
				Date Start	Date Due	% Completion Status	Comment(s)
Project Planning - Addendum							
Fiscal Year Ended June 30, 2019				04.01.20	09.30.20	26%	Overall estimated % of completion as of 12.31.21
Phase:							
Annual Comprehensive Financial Report (ACFR)							
Cash reconciliations						20%	
Beginning general ledger balance reconciliation						75%	Task work in process 12.31.21
Year end closing process						47%	Task work in process 12.31.21
Fund Balance classifications						0%	
Pension (GASB 68)						35%	Task work in process 12.31.21
Other postemployment benefits (GASB 45)						35%	Task work in process 12.31.21
Government Wide Reconciliations						0%	
Financial Statement Preparation						15%	Task work in process 12.31.21
Auditor of Public Accounts (APA) Report						0%	
Single Audit Report						0%	ACFR FY19 Updated Summary Status Statement Attached

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

Single Audit 2018:

- **Auditor finalizing the 2018 Single Audit with Schools, DRAFT projected to be available 01.07.2022.**

ACFR 2019:

- **City Issued a Request for Proposal (RFP) for Financial Audit Services to be provided to the City by an audit firm for FY2019, FY2020, FY2021 and FY2022. In the interim, while awaiting the selection and hiring of an audit firm to perform the aforementioned audits, staff (City and Schools) is proceeding to execute the known and expected client tasks in preparation for the FY2019 audit.**

City of Hopewell, VA				
July 01, 2021 to December 31, 2021				
Other				
FY16, FY17, FY18, FY19, FY20, FY21				
	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%	Actual completion date 01.31.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Perform Assessment & Planning Requirements for 2020:	12.01.20	12.31.20	100%	Actual completion date 12.31.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2020:	01.01.21	02.15.21	100%	Actual completion date 01.31.21
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Perform Assessment & Planning Requirements for 2021:	12.01.21	12.31.21	100%	Actual completion date 12.31.21
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2021:	01.01.22	02.15.22	0%	
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting				
State Compensation Board Reimbursement – SCB (July 2021 - December 2021)	07.01.21	06.30.22	100%	Task completed
Department of Criminal Justice System -- DCJS (FY 2020-2021 Quarterly Reporting)	07.01.20	06.30.21	100%	Task completed
Department of Criminal Justice System -- DCJS	10.23.20	12.10.20		
Victim Witness Program Review:			100%	Task completed 01.20.21
Virtual Enhanced Program & Financial Desk Review			100%	Task completed 11.23.21
Closeout Letter issued by DCJS confirming the City's successful document submission related to the December 10, 2020 site visit.				
Coronavirus Relief Fund (CRF) Va. Department of Accounts Report				
Submission Compliance (Locality CRF Reporting):				
*1st Round (March 1 - June 30, 2020)	8.31.20	9.8.20	100%	Task completed - 9.8.20
*2nd Round (July 1 - September 30, 2020)	9.17.20	10.5.20	100%	Task completed - 10.5.20
Subrecipient Monitoring - CRF Survey Compliance	10.29.20	11.9.20	100%	Task completed - 11.5.20
*3rd Round (October 1 - December 30, 2020)	10.01.20	1.5.21	100%	Task completed - 1.5.21
Final Reporting Compliance as of December 31, 2021	12.31.21	1.5.22	50%	Task work in process 12.31.21
Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)				
Finance Staff (Finance Director, Financial & Budget Reporting Analyst, General Ledger Accountant) performed or participated in the following:				
Receiving and recordation of receipt (City) funding allocation	6.1.21	7.31.21	100%	Task completed - 7.31.21
Virtual Training Governmental Fiscal Officer (GFOA):				
CSLFRF Compliance & Reporting Guidance Part 1	8.9.21	8.9.21	100%	Task completed - 8.9.21
CSLFRF Compliance & Reporting Guidance Part 2	8.10.21	8.10.21	100%	Task completed - 8.10.21
US Treasury Evidence and Evaluation Webinar	8.11.21	8.11.21	100%	Task completed - 8.11.21
Introduction to ARPA for Water Bill Assistance & Projects	8.12.21	8.12.21	100%	Task completed - 8.12.21
Qualifying & obtaining US Treasury Portal security access required for "Interim Reporting August 31, 2021 Mandate"	8.16.21	8.30.21	100%	Task completed - 8.30.21
Submission of Mandated August 31, 2021 Interim Report	8.18.21	8.31.21	100%	Task completed - 8.31.21
Continued Next Page				

City of Hopewell, VA				
July 01, 2021 to December 31, 2021				
Other				
FY16, FY17, FY18, FY19, FY20, FY21				
Continued From Previous Page				
	Date	Date	% Completion	
	Start	Due	Status	Comment(s)
Federal Automated System Implementations:				
1. Justice Grant System (JustGrants)	7.30.20	10.15.20	100%	Task completed - 10.15.20
2. Department of Treasury's Automated Standard Application for Payment (ASAP)	7.30.20	10.15.20	100%	Task completed - 11.30.20
Debt Service Payments:				
Due to December holidays and transition within the Treasurer's Office; Finance in consultation with the City's financial advisors, Davenport LLC and bond counsel determined it would be in the best interest of the City to take all necessary steps to ensure fulfillment of our covenant responsibility regarding timely January 2022 debt service payments.	12.14.21	01.18.22	100%	Task completed - 12.28.21
Debt service payments were completed by Treasurer as requested by Finance.				
MUNIS 2019.1 Upgrade				
Finance Department - Core Tester Participant	4.19.21	5.13.21	100%	Task completed
Finance Department - Financial New Features Training				
Finance Department - HCM (Human Resources & Payroll) New Features Training				
Rating Agency requests:				
Coordinated with Davenport (City's financial advisor) to provide fiscal/budgetary information	7.15.21	8.31.21	100%	Task completed - 8.31.21
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
Residential Sewer Rates Cost of Service Study			0%	Task on hold pending ACFR project completion

City of Hopewell, VA July 01, 2021 to December 31, 2021				
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		
<u>APA Reports</u>				
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
07.01.2021 to 12.31.2021**

- **Budget Development FY20 Close-out**
- **Budget Development FY21 Close-out**
- **Budget Development FY22 Close-out**
- **Budget Development FY23**

City of Hopewell, VA				
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				
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
Draft Proposed City Budget Calendar for FY 2020 - 2021	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
Finalize City Budget Calendar for FY 2020 - 2021	02.24.20	02.28.20	100%	Task completion 04.23.20
Implement City Budget Calendar for FY 2020 - 2021	03.02.20	05.29.20	100%	Task completion 06.25.20
Prepare the approved FY21 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.20	06.19.20	100%	Task completion 06.30.20
Review & verify the loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)	06.22.20	06.25.20	100%	Task completion 06.30.20
Confirm & verify City departments having access to their loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)	06.26.20	06.29.20	100%	Task completion 07.01.20
Finance Department preparing DRAFT FY 2020-2021 Financial Plan (i.e. City budgetary document)	07.15.20	09.30.20	100%	Task completion 10.15.20 Finalized City budgetary document posted on City web site.

City of Hopewell, VA				
July 01, 2021 to November 30, 2021				
Budget Development				
FY 2021 - 2022				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2021 - 2022 Budget Development:				
Annual Operating (See attached City Manager's 11.16.20 email)	11.16.20	12.31.20	100%	Task completed 12.31.20
Capital Project	12.16.20	01.29.21	100%	Task completed 1.29.21
Capital Improvement Plan (CIP)	12.16.20	01.29.21	100%	Task completed 1.29.21
Draft Proposed City Budget Calendar for FY 2021 - 2022	01.15.21	01.29.21	100%	Task completed 1.29.21
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders;	01.29.21	02.22.21	100%	Task completed 2.22.21
Finalize City Budget Calendar for FY 2021 - 2022	02.23.21	02.26.21	100%	Task completed 2.26.21
Implement City Budget Calendar for FY 2021 - 2022	03.01.21	05.28.21	100%	Task completed 6.8.21
Prepare the approved FY22 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.21	06.18.21	100%	Task completed 6.18.21
Review & verify the loaded approved FY22 City Budget to the City's accounting administrative system (MUNIS)	06.21.21	06.25.21	100%	Task completed 6.24.21
Confirm & verify City departments having access to their loaded approved FY22 City Budget to the City's accounting administrative system (MUNIS)	06.28.21	06.30.21	100%	Task completed 6.30.21
Finance Department preparing DRAFT FY 2021-2022 Financial Plan (i.e. City budgetary document)	07.15.21	09.30.21	100%	Task completed 9.30.21

City of Hopewell, VA				
July 01, 2021 to December 31, 2021				
Budget Development				
FY 2022 - 2023				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2022 - 2023 Budget Development:				
Annual Operating (See attached City Manager's 11.30.21 email)	11.30.21	12.31.21		Task completed 12.31.21
Capital Project	01.10.22	02.04.22		
Capital Improvement Plan (CIP)	01.10.22	02.04.22		
Draft Proposed City Budget Calendar for FY 2022 - 2023				
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders;	01.31.22	02.21.22		
Finalize City Budget Calendar for FY 2022 - 2023	02.22.22	02.28.22		
Implement City Budget Calendar for FY 2022 - 2023	03.02.22	05.27.22		
Prepare the approved FY23 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.22	06.17.22		
Review & verify the loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.21.22	06.24.22		
Confirm & verify City departments having access to their loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.24.22	06.29.22		
Finance Department preparing DRAFT FY 2022-2023 Financial Plan (i.e. City budgetary document)	07.15.22	09.30.22		

Michael Terry

From: John M. Altman
Sent: Tuesday, November 30, 2021 10:17 PM
To: City Manager's Staff; CONSTITUT. OFFICERS; Mollie Bess; Benjamin Ruppert
Cc: Debbie Pershing
Subject: FY 2023 Budget Requests
Attachments: FY23 Implementation Plan.pdf

Importance: High

Follow Up Flag: Follow up

Flag Status: Flagged

Good evening all,

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 2022-2023 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 2023 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 FY19 ACFR. I apologize for the redundancy, but we need to begin the process of preparing the FY23 Operating Budget. All FY 2023 Budget submissions must be returned to me with a copy to Ms. Pershing no later than the close of business Friday, December 31, 2021.

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

Thank you,



March Altman

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

(804) 541-2243
(804) 541-2248 fax
maltman@hopewellva.gov

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

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

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City Manager's

FY 2022-2023

Operating Budget Implementation Plan

FY 2022-2023 (FY 2023) Operating and Capital Budget Implementation Plan Phases 1

thru 5 are as follows:

- 1. Alpha FY 2023 Budget**
- 2. Preliminary FY 2023 Budget**
- 3. Draft FY 2023 Budget**
- 4. Proposed FY 2023 Budget**
- 5. Adopted FY 2023 Budget**

Phase Description:

Alpha FY 2023 Budget

Constitutional Officers and Department Directors are to provide an Initial budget request for FY 2023 based on the baseline budget equal to the amount of the department adopted budget for FY 2022. Expenditures exceeding the baseline require an explanation and justification in the department's submission.

Preliminary FY 2023 Budget

Upon the completion and submission of the Alpha FY 2023 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 2023 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 2023 based on the baseline budget equal to the amount of the department adopted budget for FY 2022. Expenditures exceeding the baseline require an explanation and justification in the department's submission.

Proposed FY 2023 Budget

Information submitted by Departments as requested under the Draft FY 2023 Phase will be compiled by the Finance Department and forwarded to the City Manager. The City Manager will review and frame a FY 2023 proposed budget for City Council's consideration.

Adopted FY 2023 Budget

Concluding the City Manager's presentation of the Proposed FY 2023 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 2023 Budget. The adoption of the FY 2023 Budget by City Council will be the confirmation of the agreement that the FY 2023 Budget provides adequate funding which will enable the City Departments to fulfill their mission in rendering of service to the citizens of Hopewell, Virginia

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 12.31.2021

- **Internal Reporting**
 - Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
 - Reporting for the period of 12.31.2018 – 12.31.2021 will be limited in scope due to priority action given to External Reporting, Budget Development FY21 Close-out, Implementation Plan Close-out and Budget Development FY23 Implementation Plan

REGULAR BUSINESS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Rental Inspection Program Update

ISSUE: City Council requested an update on the rental inspection program and strategies to improve.

RECOMMENDATION: Staff recommends City Council consider recommendations to improve and amend the ordinance.

TIMING: Consider revisions at the January 11, 2022 meeting. Determine next steps.

BACKGROUND: The rental inspection program was codified in 2005. The program has been implemented but lacks enforcement teeth to be influential. In March 2017 at the request of City Council, Staff provided ideas to improve and expand the program. It was decided by City Council to halt any updates until the CAFER's were complete since additional staff would be needed. A full time rental inspector was funding beginning July 2021. This position was filled in September 2021. Staff now requests revisions to the Rental Inspection Ordinance.

ENCLOSED DOCUMENTS:

- Current rental inspection program ordinance
- Program facts and proposed revisions to program

STAFF:

Tevya W. Griffin, Director, Department of Development

SUMMARY:

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

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

Robert Todd Hawks, Building Official

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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



**IMPROVING THE CITY'S
RENTAL INSPECTION
PROGRAM**

PURPOSE OF THE RENTAL INSPECTION PROGRAM

- To maintain safe, decent and sanitary living conditions for tenants and neighboring residents (Code of VA)
- Reduce/Prevent blight
- Stabilize neighborhoods
- To build resident pride in their neighborhoods
- To improve the impression of the City to outside visitors, and potential future residents
- To foster community and economic development
- Help achieve goals in City's Strategic Plan, Comprehensive Plan, and Housing Plan

HISTORY OF THE CITY'S PROGRAM

- September 13, 2005 – City Council adopts Ordinance 2005-12, established the boundaries of the rental inspection district as the “City Point” area.
- August 11, 2009 – City Council adopts Ordinance 2009-11 amending §19-182, Rental inspection district boundaries, of the City Code to add ‘B’ and NW ‘B’ Village areas.

LIMITATIONS

- City does not charge a fee for failure to schedule an inspection, for the initial inspection, and periodic inspections.
- There is no consequence for willful failure to pay \$50 civil penalty. It is not added to the tax bill, a lien is not placed on property for failure to pay
- An exemption from inspection is given for units that are rented by family members.
- There is no process to verify familial status

LIMITATIONS

- Only two districts have been designated in the City
- No tiered compliance (Certificate of Compliance, Temporary Certificate of Compliance, Rejection)
- There are currently no individual residential dwellings in the program.
- Program is understaffed and therefore unsustainable
- Due to staffing limitations, follow-up inspections are not conducted

SOLUTIONS

HIRE ADEQUATE STAFF TO THOROUGHLY ADMINISTER THE PROGRAM

- Full Time Rental Inspector + Part Time Administrator – for every 2 districts
- 100 individual dwellings outside of district constitutes 1 (one) district

ENSURE FEES ARE COLLECTED

- If fees for any initial inspection and/or re-inspections are not paid within standard 30 days, a lien is placed on the property that must be paid prior to payment of taxes.

IMPLEMENT REASONABLE FEE STRUCTURE

- Initial Inspection \$50.00
- If after Re-inspection, **minor violations** have not been remedied a charge of \$100 per dwelling unit for each re-inspection until the violation is corrected.
- If after Re-inspection, **major violations** have not been remedied within the specified time period a notice of violation will be mailed. Owners will be subject to a penalty of a minimum of \$500 and up to \$2,500
- The VA Statewide Building Code allows a locality to fine an owner who fails to comply with a notice of violation within the specified time period, not more than \$2,500. Each day the violation(s) continues is considered a separate offense. This fine is given by a judge after a conviction in court. State Code Section 36-106

MINOR AND MAJOR VIOLATIONS

Minor Violations

- Fire Safety
- Lack of poor condition of sanitary facilities
- Absence of adequate heating systems or equipment
- Items that affect the safe operation of electrical and mechanical systems
- Structural integrity of the building and/or the ability of the building envelope to keep out the weather

Major Violations

- Any violation that is considered an immediate life safety hazard and requires the removal of persons from the unit per the Building Official.
- The authority to deem a violation minor or major is given to the Building Official per the State Code.

IMPLEMENT TIERED COMPLIANCE

- **Certificate of Compliance**
 - Good for 4 years
 - A Certificate of Compliance can be revoked, if violations are found within the 4 year grace period.
- **Temporary Certificate of Compliance**
 - Good for one year.
 - Allowed for minor violations not life and safety issues
- **Rejection (major issues, uninhabitable, life and safety issues)**

NEW TENANT REPORTING REQUIREMENTS

- Landlords must inform Building Official/City if renting to new tenants
- New tenant begins a new rental inspection process
- Initial inspection conducted prior to new tenant move in.
- If Building Official/ City informed inspection fee waived (\$50)
- Failure to inform Building Official results in \$500 penalty, collected by City, not judge

CREATE ADDITIONAL DISTRICTS
AND/OR ADD INDIVIDUAL
DWELLING UNITS

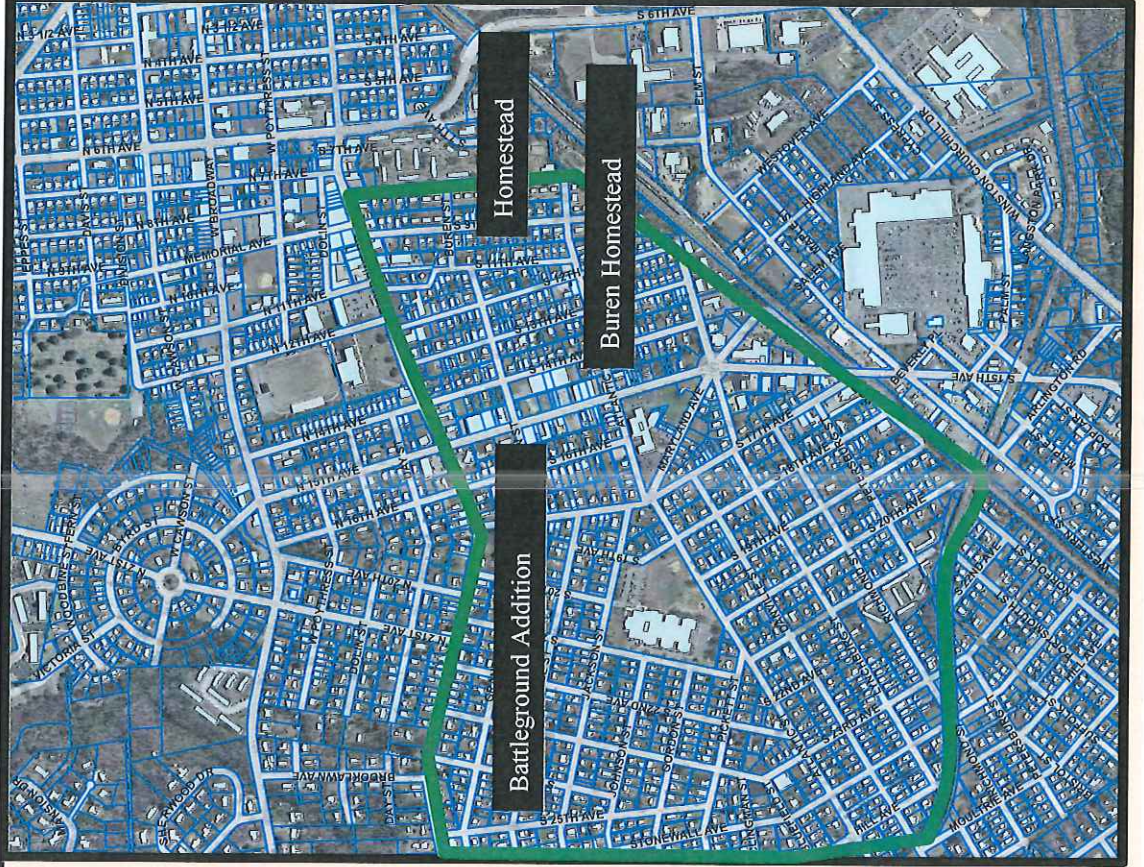
KEY CONSIDERATIONS

- Age of Housing
- Percentage of rental dwellings
- Repeated Building Code Violations
- Signs of neighborhood blight
- Individual dwelling units- must have separate findings for each dwelling unit by the City

PROPOSED ADDITIONAL AREAS TO CONSIDER



PROPOSED ADDITIONAL AREAS TO CONSIDER



NEXT STEPS

- Council endorse proposed revisions to Rental Inspection Ordinance/Program
- Staff provide ordinance to City Attorney for review
- Public comment period
- Hold public hearing

QUESTIONS & ANSWERS

NEXT PAGE

COUNCILOR REQUESTS

CR-1

PROCUREMENT POLICY AND PROCEDURES

SMALL PURCHASE 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 this Small Purchase Policy and Procedures for the City ("the Small Purchase Policy"), 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 Small Purchase Policy shall operate to delegate the City's power to contract without formal competition and without first seeking the formal approval by of City Council under these 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. The provisions of the Act shall govern all other procurement by the City.

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.

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 (not including professional services), insurance, or construction, in aggregate (all phases) and without regard to whether such contract is single or term.

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. Attachments made by electronic means are acceptable.

\$ _____ 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 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 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 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.

CITY MANAGER

The City Council hereby designates the City Manager to execute all contracts on behalf of the City, unless Council, as a part of its contract approval process, expresses otherwise.

The City Manager shall be authorized to incur any obligation on behalf of the City that falls within the maximum amount authorized for small purchases under the Act event though such amount might be greater than the maximum amount permitted under this Small Purchase Policy.
The City Manager shall not, however, be authorized to designate the City's contracting power for any contract that exceed the maximum amount permitted under this Small Purchase Policy.

The City Manager's power to incur obligation on behalf of the City shall not extend to any contract that must be competitively bid or negotiated as required by the Act, and/or any contract that requires the expressed approval by the City Council.

LIMITATION ON DELEGATION OF AUTHORITY

Nothing contained in this Small Purchase Policy shall be construed to grant any person permission or authority to incur any obligation on behalf of the City which will result in exceeding (in whole or part) the amount of appropriations then available for that purpose.

NO CHANGES WITHOUT CITY COUNCIL'S APPROVAL

No change or modification to this policy shall be effective unless by approval of the City Council.

DRAFT

**RESOLUTION ESTABLISHING
GUIDELINES FOR BUDGET DOCUMENTS**

WHEREAS, pursuant Art. IV, § 2 of the Hopewell City Charter all of the powers of the City of Hopewell ("City") are vested in and to be exercised by the Hopewell City Council unless expressly conferred on another position of government; and

WHEREAS, in accordance with state law, the City of Hopewell must adopt a budget each year by no later than July 1; and

WHEREAS, notwithstanding the fact that pursuant to Art. V, §4 of the Hopewell City Charter, the City Manager has the responsibility of preparing and submitting the budget to the City Council for adoption, and administering it thereafter, the information contained in the budget is as determined by the City Council, except as otherwise required by general law. (Art XVII, §2); and

~~WHEREAS, one of the most recent audit performed and completed on the City's financial records found that, among other deficiencies, year-end expenditures exceeded the final appropriated budget for one City fund; and~~

~~WHEREAS, coupled with all of the other noted material weaknesses, the City's outside auditors recommended that the City more closely monitors expenditures to ensure that no money is paid out until the governing body has made an appropriation for it, in compliance with Va. Code §15.2-2506; and~~

WHEREAS, the City does not have comprehensive stand-alone policies and procedures relative to the preparation and administration of the budgets submitted to and approved by the City Council; and the City Council has determined that the existence of such policies and procedures would aid the City in prudently managing and expending the citizens' resources, and maintaining

~~avoiding the errors and omissions that led or contributed to the negative findings reported as part and parcel of recent audit reports relative to the City's sound financial processes to improve the City's financial condition and bond rating.~~

~~Now therefore Pursuant to its authority under Art. VII, §7 Virginia Constitution, Art. XVII, § 2 of the Hopewell City Charter, and Va. Code Ann. §§15.2-1106 and 15.2-2500 et seq. the City Council acts and therefore~~

BE IT RESOLVED on this _____ day of _____, 2019, _____ the Hopewell City Council hereby establishes the following policies and procedures for the budget(s) submitted to the City Council by the City Manager, and which shall take effect immediately upon approval by the City Council:

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1. ~~With due regard to Va. Code §22.1-93 requiring City Council's approval of Hopewell Public Schools budget by May 15,~~ the City Manager shall submit the annual budget to the City Council no less than 90 days prior to the end of the fiscal year.

2. To ensure the timely submission of the annual budget to the City Council, City departments shall be required to submit their annual budget estimates to the City Manager by no later than ~~December 1~~. Any non-City department or agency seeking an appropriation of funds in any budget year shall present information, in whatsoever form deemed advisable by the City Council, in justification and support of its request. Said requirement shall not be waived due to prior appropriation(s) received from the City by said non-City department or agency.

3. After a public hearing on the budget, prior to adoption thereof, the City Council may insert new items of expenditure or may increase, decrease, or strike out an item of expenditure recommended by the City Manager's budget, except that no item or expenditure related to debt

service or required by general law or the instructions/restrictions related to a grant award shall be reduced or stricken.

3.4. In no event shall City Council adopt a budget in which the total amount of expenditures exceeds the estimated receipts of the City, unless at the same time the City Council adopts measures for providing additional revenue in the ensuing fiscal year sufficient to make up this difference. Notwithstanding the foregoing, City Council shall not alter the estimates of receipts contained in budget except to correct omissions or mathematical errors unless such alteration has been made after a public hearing on such alteration, which shall be held not less than ___ days after notice of the hearing has been published in a newspaper having general circulation in the City of Hopewell.

4.5. ~~As the power to appropriate funds has been vested in the local governing body,~~ The City Council hereby reserves to itself all power to appropriate funds received by the City of Hopewell, regardless of its source. No budget submitted to the City Council shall contain any statement or reference that authorizes the City Manager or Finance Director or any other City Staff to appropriate funds (whatever the source). Any appropriation made contrary to and in violation of this provision shall be deemed void as a matter of law. Any appropriation knowingly made in violation of this provision may result in disciplinary action, up to and including termination from City employment.

5.6. No payment shall be made and nor any expense incurred except in accordance with an appropriation duly made by the City Council unless the City Manager shall first certify that there is sufficient unexpended and unencumbered balance in an appropriated category, and that the payment of such expenses is not expected to cause the appropriated department budget to be exceeded. Any expenditure or obligation authorized or incurred in violation of these provisions

shall be deemed void as a matter of law. Any payment or expense knowingly made or incurred, as the case may be, in violation of this provision may result in disciplinary action, up to and including termination from City employment.

6.7. An appropriation for a capital expenditure shall carry forward to the following fiscal year(s) until the City Council changes or eliminates the appropriation. The project or purpose for a capital appropriation shall be deemed abandoned if three years pass from the initial appropriation without any disbursement or encumbrance of the appropriation. Every unexpended or unencumbered appropriation, except an appropriation designated for a capital expenditure, shall lapse at the close of the fiscal year and shall be returned to the City's general operating fund.

7.8. Appropriations tied to or resulting from a grant award shall first be restricted based on the instructions or requirements of the grant/grantor. To ensure that the City's expenses are aligned with the priorities of the City, whether imposed by general law or as established by the City Council, no grant requiring any matching funds shall be applied for by any City staff without the expressed prior approval of the City Council.

9. A transfer shall mean the movement of all or a portion of an existing appropriation between one budget item (i.e., budget line) to another budget item within a single department or agency. The City Manager may/shall have one-time transfer authority up to \$ 25,000 between appropriated budget items for any one department, provided that the budget item from which the transfer is being made is unencumbered and so long as the total budget appropriated for that department will not be exceeded. Nothing contained herein shall be construed to give the City Manager the expressed or implicit authority to transfer funds between City departments without the expressed approval of City Council, as such shall be construed as an appropriation to

the recipient department and must be effected in accordance with the applicable provision(s) of law.

8.10. If at any time during the fiscal year it appears probable to the City Manager that the revenue or fund balances available will be insufficient to finance the expenditures without for which appropriations have been authorized, the City Manager shall report to the City Council without delay, indicating the estimated amount of the deficit and recommending any remedial action relative to the actions that should be taken.

9.11. To the extent that any ~~At~~ prior grants of authority expressly delegated by the City Council to the City Manager or Finance Director is ~~in that are~~ conflict with these provisions, these provisions shall supersede and shall govern ~~are hereby withdrawn.~~

~~10.12.~~ These policies may be amended, from time to time, until comprehensive policies and procedures are established.

~~11.13.~~ These provisions shall be effective immediately upon approval/adoption by the Hopewell City Council.

CR-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:

City Energy and Conservation Program

ISSUE: To have the City Manager research and bring back recommendations on how to make city buildings more energy efficient and to development a program that reduces utility usage.

RECOMMENDATION: To authorize the city manager to research and present some recommendations to city council in 3 months.

TIMING: As soon as possible

BACKGROUND: For 10 years the Hopewell City Public Schools implement an energy and conservation program led by Tim Dunn that resulted in nearly \$6 million in savings with reducing their energy consumption and reducing their utility usage. In an ongoing effort to reduce city operating costs, this may prove to be a beneficial idea on saving money and improving our environmental footprint.

ENCLOSED DOCUMENTS:

- None

STAFF:

March Altman, City Manager

FOR IN MEETING USE ONLY**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 |

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 | |
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| <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 |

CR-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:

Exploring and Researching the Establishment of a Hopewell/Prince George Stormwater Commission

ISSUE: Virginia is experiencing increased numbers of rainstorms. The rainstorms are also increasing in intensity resulting in increased flooding and pollution to our waterways.

RECOMMENDATION: To charge the City Manager with exploring and researching the possibility of establishing a joint Hopewell and Prince George Stormwater Commission and bring back recommendations no later than 3 months.

TIMING: As soon as possible

BACKGROUND: Prince George County borders Hopewell and drainage from the county enters into Hopewell's stormwater system and share smaller water ways like Bailey's Creek, Cattail Creek, Cabin Creek, Bull Hill Creek, Mathis Stream, etc. The request is for the City Manager to research this idea and its feasibility for Hopewell and Prince George to team up to address these environmental, infrastructure, and quality of life issues for both city and county residents.

ENCLOSED DOCUMENTS:

- None

STAFF:

March Altman, City Manager

FOR IN MEETING USE ONLY**SUMMARY:**

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

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

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 |
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| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 |

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| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |

ADJOURNMENT