



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

PHONE: 541-2408
FAX: 541-2248

e-mail: info@hopewellva.gov
www.hopewellva.gov

CITY COUNCIL

Jackie M. Shornak, Mayor, Ward #7
Jasmine E. Gore, Vice Mayor, Ward #4
Christina J. Luman-Bailey, Councilor, Ward #1
Arlene Holloway, Councilor, Ward #2
Anthony J. Zevgolis, Councilor, Ward #3
Janice Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

Mark A. Haley, City Manager
Stefan M. Calos, City Attorney
Ronnieye Arrington, City Clerk

Date: May 2, 2017

MUNICIPAL BUILDING

TIME: 6:30 p.m. – Closed Meeting
7:30 p.m. – Work Session
& Special Meeting

OPEN MEETING

6:30 p.m. Call to order, roll call, and welcome to visitors

MOTION: To go into closed meeting for discussion of performance of (1) specific appointees of city council (city manager, city attorney, boards, commissions, and committees), and public officers (city councilors), and (2) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code sections 2.2-3711 (A) (1) and (7), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): WERE ONLY PUBLIC BUSINESS MATTERS (I) LAWFULLY EXEMPTED FROM OPEN-MEETING REQUIREMENTS AND (II) IDENTIFIED IN THE CLOSED-MEETING MOTION DISCUSSED IN CLOSED MEETING?

Roll Call

WORK SESSION

WS City manager's proposed budget

SPECIAL MEETING

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

Prayer by Rev. Dr. Sylvia Tucker, Director of John Randolph Medical Center Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Janice Denton.

MOTION: To amend/adopt agenda.

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:** None
- C-2 **Pending List:** None
- C-3 **Routine Approval of Work Sessions:** None
- C-4 **Personnel Change Report & Financial Report:** None
- C-5 **Ordinances on Second & Final Reading:** None
- C-6 **Routine Grant Approval:** None
- C-7 **Public Hearing Announcement:** May 9, 2017 – Request to vacate portion of Plant Street; request to amend Zoning Ordinance regarding freestanding signs, and to define micro-cidery, micro-distillery, micro-winery, wine bar, and winery/restaurant
- C-8 **Additional Announcement:** May 9, 2017 – Approval of capital projects and city manager’s recommendation for CIP; May 23, 2017 – Adoption of FY 2018 city budget, on second reading
- C-9 **Information for Council Review:** None
- C-10 **Resolutions/Proclamations/Presentations:** Update on city debt service by Davenport & Company Senior Vice President James E. Sanderson, Jr.

Public Hearings

*Each person addressing the Council shall step to the microphone, give name and address and limit comments to **five (5) minutes** or less. No person shall be permitted to address Council a second time until all others have been heard once and no one shall speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body and not to any member thereof. No person other than the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the Mayor. No question shall be asked a Council member (including Administration) except through the presiding officer. (Rule 405)*

- PH-1 To receive comments regarding the Fiscal Year 2018 city budget.

MOTION: To approve on first of two readings the Fiscal Year 2018 city budget.

Roll Call

PH-2 To receive comments regarding the Fiscal Year 2018 school division budget.

MOTION: To adopt the Fiscal Year 2018 school division budget.

Roll Call

Special Business

Reports of City Manager:

SB-1 Approve Grant Funding Appropriation

ISSUE: The Emergency Management Office of Fire & Rescue applied for, and was successfully granted, \$50,200 for Foam Operations and Rescue Task Force protection equipment and supplies through the competitive State Homeland Security Grant Program process, and is seeking council appropriation for the spending down of these funds (no match required).

RECOMMENDATIONS: Staff recommends appropriation.

MOTION: To appropriate \$50,200 to Hopewell Fire & Rescue for the spending down of grant funds.

Roll Call

SB-2 Approval of Tax Rate for 2018

ISSUE: A tax rate needs to be established before tax bills can be sent and before the school division's budget can be approved.

RECOMMENDATION: Approval of tax rate of \$1.17.

MOTION: To approve a tax rate of \$_____ on first and only reading.

Roll Call

Other Council Communications

Adjournment

CITY OF HOPEWELL
NOTICE OF PUBLIC HEARING

The City Council of the City of Hopewell will hold a public hearing on May 2, 2017 at 7:30 p.m. in the Council Chambers, Municipal Building, 300 N. Main Street, Hopewell, Virginia, to receive public comments regarding the fiscal year 2018 Hopewell school division budget, and the fiscal year 2018 Hopewell city budget.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

PUBLIC NOTICE

Hopewell City Council will conduct a public hearing at a meeting on Tuesday, May 9, 2017, at 7:30 p.m. in City Council Chambers of the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, for the purpose of receiving comments regarding the following:

1. Request from Pinter Properties LLC to vacate a portion of Plant Street adjacent to Sub-Parcel 048-0272, in accordance with the Virginia Code § 15.2-2006.
2. Request to amend Article XVIII, Section F. 10, Freestanding Signs, of the Hopewell Zoning Ordinance, in accordance with Virginia Code § 15.2-2285, to allow the Director of Development to administratively approve freestanding signs that do not exceed the allowable height by more than 40 percent.
3. Request to amend the following Articles of the Hopewell Zoning Ordinance, in accordance with Virginia Code § 15.2-2285: I, Definitions; IX, Downtown Central Business District (B-1); X, Limited Commercial District (B-2); XI, Highway Commercial District (B-3); XI-A, Corridor Development District (B-4); XII, Limited Industrial District (M-1); and XIII, Intense Industrial District (M-2), to define Micro-cidery, Micro-distillery, Micro-winery, Wine Bar, and Winery/Restaurant, and to allow by right and by Conditional Use Permit.

Information regarding the above-referenced matters may be examined at the Department of Development, Room 321, Municipal Building, Hopewell, Virginia during normal business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday. Information can also be obtained by telephone at (804) 541-2220.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



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: Approve Grant Funding Appropriation

ISSUE: The Emergency Management Office of Fire and Rescue applied for, and was successfully funded in the amount of \$50,200 for Foam Operations and Rescue Task Force protection equipment and supplies through the competitive State Homeland Security Grant Program process. We are now seeking council appropriation for the spending down of these funds (no match required).

RECOMMENDATION: Staff recommends Council appropriate \$50,200 to Hopewell Fire & Rescue for the spending down of these grant funds.

TIMING: City Council action is requested on May 2nd.

BACKGROUND: In 2016 \$2.6M in State Homeland Security Grant Program funds was made available through a competitive grant process statewide. This process included the development and submittal of project proposal submissions to the Virginia Department of Emergency Management (VDEM). These proposals were then peer reviewed, scored, and ranked by VDEM. In total, 115 proposals were submitted for a total of \$11.2M in total requests statewide. Based on the \$2.6M in funding available, 69 projects were funded including these two Hopewell projects that have been combined into one for ease of project administration.

FISCAL IMPACT: The City will gain \$50,200 in emergency response equipment funding. There is no match required for this grant. .

ENCLOSED DOCUMENTS: 2016 SHSGP grant agreement.

STAFF: Donald Hunter, Fire Chief
Benjamin Ruppert, Coordinator of Emergency Management

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina Luman-Bailey, 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 Anthony Zevgolis, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |



Virginia Department of Emergency Management
 10501 Trade Court
 North Chesterfield, VA 23236

GRANT AGREEMENT

Page 1 of 3

1. SUBRECIPIENT NAME AND ADDRESS: Hopewell City 300 N. Main Street, Room 218 Hopewell, VA 23860	4. SUBAWARD DATE: March 14, 2017
2. SUBRECIPIENT DUNS Number: 01-0060101 SUBRECIPIENT EIN: 54-6001354	5. PROJECT PERIOD: FROM 09/01/2016 TO 03/31/2018 BUDGET PERIOD: FROM 09/01/2016 TO 03/31/2018 6. TOTAL AMOUNT OF THIS SUBAWARD \$50,200.00 7. FEDERAL AMOUNT OF THIS SUBAWARD \$50,200.00 8. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT \$ 0.00 9. INDIRECT COST RATE (If applicable): N/A
3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management SUBAWARD NAME: FY 2016 State Homeland Security Program (SHSP) CFDA: 97.067 – Homeland Security Grant Program (HSGP) U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)	
10. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS The above subaward is approved subject to the FY 2016 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions as set forth on the attached pages.	
11. APPROPRIATION AUTHORITY FOR GRANT The project is supported under the <i>Department of Homeland Security Appropriations Act, 2016 (Public Law No. 114-113)</i> .	
12. METHOD OF PAYMENT Commonwealth of Virginia Cardinal Accounting System	
AGENCY APPROVAL	SUBRECIPIENT ACCEPTANCE
13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL Jeffrey D. Stern Ph.D. State Coordinator	14. TYPED NAME AND TITLE OF AUTHORIZED SUBRECIPIENT OFFICIAL Mark A. Haley City Manager
15. SIGNATURE OF APPROVING VDEM OFFICIAL 	16. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL  DATE 3-16-2017



Virginia Department of
Emergency Management
10501 Trade Court
North Chesterfield, VA 23236


GRANT AGREEMENT

Page 2 of 3

Subaward Name: **FY 2016 State Homeland Security Program (SHSP)** Subaward Date: March 14, 2017

SPECIAL CONDITIONS

1. The Subrecipient shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#), and adopted by DHS at [2 CFR Part 3002](#) and the Department of Homeland Security FY 2016 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity ([NOFO](#)).
2. The Subrecipient agrees to permit the pass-through entity and auditors to have access to its records and financial statements as necessary for the pass-through entity to meet the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 CFR Part 200](#).
3. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
4. The Subrecipient shall comply with the indirect costs provisions of [2 CFR§ 200.414](#). With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), subrecipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this subaward.
5. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, the Subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.
6. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **must** participate in the FEMA Environmental Planning and Historic Preservation (EHP) review process. Subrecipients must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify FEMA and the State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
7. The Subrecipient agrees that federal funds under this award will be used to supplement, not supplant, state or local funds for emergency preparedness.

 <p>Virginia Department of Emergency Management 10501 Trade Court North Chesterfield, VA 23236</p>	<p>GRANT AGREEMENT</p>	<p>Page 3 of 3</p>
<p>Subaward Name: FY 2016 State Homeland Security Program (SHSP) Subaward Date: March 14, 2017</p>		
<p>8. The Subrecipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."</p>		
<p>9. The Subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."</p>		
<p>10. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.</p>		
<p>11. The Subrecipient must submit a Quarterly Progress Report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Reports are due within fifteen (15) days following the end of the quarter. A Final Progress Report is due thirty (30) days after the end date of the performance period. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure and prevent future awards to the Subrecipient.</p>		
<p>12. National Incident Management System (NIMS) Implementation Compliance</p> <p>In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the Subrecipient has made sufficient progress to disburse funds.</p>		
<p>13. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The Subrecipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at www.vaemergency.gov under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.</p>		
<p>14. The Subrecipient agrees that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, <u>preapproval</u> is required by the state and FEMA through the SAA office.</p> <p>Please reference 2 CFR 200.403, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (http://www.dhs.gov/files/programs/qc_1200693579776.shtm).</p>		

**CITY OF HOPEWELL
FY 2018 BUDGET OPTIONS**

FY 2018 Budget Options

ITEM	FY17 Budget	FY18 Projection	Increase over FY17 Budget	Currently included in Dept Projection	Not in the Projection	4 Cents + Meals Tax Increase	2 Cents + Meals Tax Increase	0 Cent + Meals Tax Increase
Out of Balance Amount Before Changes					375,000.00	375,000.00	375,000.00	375,000.00
Schools Additional Funding Request					515,179.00	515,179.00	515,179.00	515,179.00
Class and Compensation Study Phase 1					162,650.00	162,650.00	162,650.00	162,650.00
Retiree Health Care Modifications				100,000.00		(100,000.00)	(100,000.00)	(100,000.00)
Health Care Expenses					148,700.00	148,700.00	148,700.00	148,700.00
Public Safety retirement Multiplier					150,000.00	150,000.00	150,000.00	150,000.00
Employee COLA					192,900.00	192,900.00	192,900.00	192,900.00
Office On Youth Programs	120,000.00	275,015.00	155,015.00	120,000.00			(30,000.00)	(60,000.00)
Voter Registraation New Voting Machines	192,735.57	342,735.57	150,000.00	150,000.00				
Commonwealth Attorney Salary Adjustments	567,944.94	704,603.94	136,659.00	136,659.00		(136,659.00)	(136,659.00)	(136,659.00)
Clerk of Circuit Court Salary Adjustments	426,061.21	457,994.41	31,933.20	31,933.00		(31,933.00)	(31,933.00)	(31,933.00)
Finance 1 Position	700,679.40	788,766.50	88,087.10	90,000.00				
Human Resources Admin Support (Part Time)	412,296.57	439,267.57	26,971.00	25,000.00				(25,000.00)
Real Estate Assessor 2 Positions	277,973.00	530,585.00	252,612.00	123,515.00		(55,000.00)	(55,000.00)	(55,000.00)
Fire Department 6-EMT/Firefighters			-	25,000.00				
Fire Department Assistant Chief			-	88,000.00				(88,000.00)
DPW Concrete Foreman			-	45,000.00		(45,000.00)	(45,000.00)	(45,000.00)
DPW Bldg Maint Tech			-	35,000.00				
Police Department 2_Downtown Officers	7,402,388.71	7,768,085.65	365,696.94	110,000.00				(110,000.00)
CM/OOY Admin Support			-	38,500.00		(38,500.00)	(38,500.00)	(38,500.00)
Development Rental Inspector					47,000.00	47,000.00	47,000.00	47,000.00
CM Grant Writer					48,000.00			
DPW Engineering Analyst					75,000.00			
CM's Reductions to Dept Capital						(741,000.00)	(741,000.00)	(741,000.00)
CM's Reductions To Department Budgets						(100,000.00)	(105,000.00)	(110,000.00)
Borrow of \$10,500,000						-	-	-
Beacon Theater					250,000.00	250,000.00	250,000.00	250,000.00
Adjustment to The City Attorney Budget					45,000.00	45,000.00	45,000.00	45,000.00
Unclaimed Human Remains Fund					15,000.00	15,000.00	15,000.00	15,000.00
City Park Entrance Improvement Phase III and IV					550,000.00	550,000.00	350,000.00	350,000.00
Constitutional Officer Supplement For Staff					75,000.00	75,000.00	75,000.00	75,000.00
Mallonee Renovation ***					500,000.00			
Contract For Grant Funding Pursuit					30,000.00	30,000.00	30,000.00	30,000.00
Tax Liability Transfer					40,000.00	40,000.00	40,000.00	40,000.00
Riverwalk Completion					100,000.00	100,000.00	100,000.00	100,000.00
Hopewell Downtown Partnership Funding					75,000.00	75,000.00	75,000.00	75,000.00
Sub Total				1,118,607.00	3,394,429.00	1,523,337.00	1,288,337.00	1,030,337.00
Add General Fund Expenses						51,736,703.00	51,736,703.00	51,736,703.00
Total Projected General Fund Expenses						53,260,040.00	53,025,040.00	52,767,040.00
Less General Fund Revenues						52,567,277.00	52,567,277.00	52,567,277.00
Unfunded Balance before Proposed Tax Rate				-	-	(692,763.00)	(457,763.00)	(199,763.00)
Proposed Tax Revenue						720,000.00	460,000.00	200,000.00

CITY OF HOPEWELL
FY 2018 BUDGET OPTIONS

FY 2018 Budget Options

ITEM	FY17 Budget	FY18 Projection	Increase over FY17 Budget	Currently included in Dept Projection	Not in the Projection	4 Cents + Meals Tax Increase	2 Cents + Meals Tax Increase	0 Cent + Meals Tax Increase
Unfunded Balance - Excess (Deficit)	-	-	-	-	-	27,237.00	2,237.00	237.00