

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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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. Zevgolits, Councilor, Ward #3

Janice Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager

Charles Dane, Assistant City Manager

Stefan M. Calos, City Attorney

Ronniece L. Arrington, City Clerk

Date: February 27, 2018

MUNICIPAL BUILDING

TIME: Closed Meeting 6:30 p.m.

Regular Meeting 7:30 p.m.

RECONVENE OPEN MEETING

CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): *Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the February 13, 2018 closed-meeting motion?*

Roll Call

OPEN MEETING

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

CLOSED MEETING

MOTION: To go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city attorney); (2) discussion of appointment of specific appointees of city council (District 19 Community Services Board, HRHA); (3) discussion of specific appointees of city council (city clerk); (4) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (EEOC, CSA, cemetery, fire department, police department); and (5) 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 (Beacon), in accordance with Virginia Code § 2.2-3711 (A) (1) [three items], (7), and (8), respectively.

Roll Call

RECONVENE OPEN MEETING

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

Roll Call

MOTION: To amend/adopt agenda

Roll Call

REGULAR MEETING

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

Prayer by Chaplain Deidre Bryant of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Shornak.

Consent Agenda

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

C-1 **Minutes:**

C-2 **Pending List:**

C-3 **Routine Approval of Work Sessions:** March 1, 2018 – Joint Work Session between City Council and the School Board

C-4 **Personnel Change Report & Financial Report:** Financial Report

C-5 **Ordinances on Second & Final Reading:**

C-6 **Routine Grant Approval:**

C-7 **Public Hearing Announcement:** March 27, 2018 - Joint Public Hearing between Planning Commission and Council

C-8 **Information for Council Review:** February 7, 2018 Recreation Commission Minutes

C-9 **Resolutions/Proclamations/Presentations:**

C-10 **Additional Announcements:** March 12, 2018 - Public meeting on Comprehensive Plan; Hopewell Water Renewal Nitrogen Reduction Project and HDR design engineers received the American Council of Engineering Companies of Virginia Grand Award for innovation. The project will advance to the organization's national competition in April; April 10, 2018 - Council approval of Comprehensive Plan.

Public Hearings

CITY CLERK: *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **five minutes**. No person shall be permitted to address Council a second time until all others have been heard, and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to 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.)

NONE

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 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.)*

Regular Business

Reports of Boards and Commissions:

R-1 Annual Report of Recreation Commission - No action required by Council

Reports of City Manager:

R-2 Recreation and Parks appropriation of \$15,970 from auction

ISSUE: Recreation and Parks Department is requesting the appropriation of surplus property auction revenue in the amount of \$15,970

RECOMMENDATION: Staff recommends that Council **approve the appropriation of \$15,970 in auction proceeds to the Recreation and Parks Department to be used towards operating expenses related to maintenance and recreational programming.**

MOTION: _____

Roll Call

R-3 Re-appropriation of Capitol Project Funding for the Arlington Park Renovation Project

ISSUE: The Department of Recreation and Parks is requesting the re-appropriation of \$20,000 in capital improvement funding originally appropriated to replace the picnic shelter at Atwater Park. The Department requests the funds be re-appropriated to the Park Improvement capital account to assist with the completion of the Arlington Park Renovation Project.

RECOMMENDATION: Staff recommends that Council **approve that the \$20,000 currently assigned to Atwater Park be re-appropriated to the Park Improvement capital account to assist with the completion of the Arlington Park Renovation Project.**

MOTION: _____

Roll Call

R-4 Treasurer request to extend penalty and interest for late payment of taxes to March 1, 2018

ISSUE: Hopewell Personal Property Taxes were due on February 15, 2018. Due to a computer malfunction the morning of February 14, 2018, neither the Treasurer nor the Commissioner of Revenue were able to research accounts or successfully handle customer payments. Because of this computer issue, the Treasurer's office seeks to delay adding the 10% penalty or \$10.00 (whichever is greater) until February 28, 2018. Any penalty and interest on delinquent unpaid balances would be added effective March 1, 2018.

RECOMMENDATION: Staff recommends that City Council **approve the Treasurer's request to extend the penalty and interest for late payment of taxes to March 1, 2018.**

MOTION: _____

Roll Call

Reports of the City Attorney:

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

Citizen/Councilor Requests

Presentations from Boards & Commissions

Keep Hopewell Beautiful Presentation

Other Council Communications

Adjournment

REGULAR MEETING

CONSENT AGENDA

**INFORMATION
FOR COUNCIL
REVIEW**



Recreation and Parks

100 W. City Point Road
Hopewell, VA 23860

(804) 541-2353
(804) 541-2464 (fax)

www.hopewellva.gov

RECREATION COMMISSION MINUTES

Wednesday, February 7, 2018
Hopewell Community Center

Present: Anthony Sylvester, Faithea Foster, Janelle Taylor
Absent: Terence Doctor, Laura Sutton, Gregory Cuffey, Jr.
Staff: Aaron Reidmiller & Arlethia Dearing
Guests: None

WELCOME, PLEDGE, AND INTRODUCTIONS

The meeting was called to order by the Chair, Anthony Sylvester and the Pledge of Allegiance was recited. No guests were present for introductions.

APPROVAL OF MINUTES

Commission members reviewed the minutes of the November 8, 2017 meeting. A motion to approve the minutes as written was made by Anthony Sylvester and seconded by Janelle Taylor. The motion was approved unanimously.

OLD BUSINESS-REPORTS OF STAFF

Special Events

Recreation and Parks Director, Aaron Reidmiller, reported that the large holiday events offered by the Department were very successful. The opening of the Wonder City Ice Skating Rink was well-attended and over 400 skaters visited the rink in the month of December. The Holiday Boat Parade was extremely well-attended due to unusually warm temperatures. The Light Up the Night event featured over 70 parade units and a very large crowd for the tree lighting, concerts, and activities downtown. The Department received significant positive feedback on all of the events.

Fitness Programs

Mr. Reidmiller explained that the Hopewell Community Center would be offering several new fitness classes in the coming weeks including CIZE it Up and Country Heat, both focusing on cardio-based dance routines. The classes will be led by contractual instructors.

Facilities-Community Center Roof

Mr. Reidmiller shared with Commission members that the Hopewell Community Center roofing project was almost complete. A large section of the roof in the middle of the building was replaced as the second phase of the total roofing project. The project also included the removal and replacement of the east wall of the pool area.

Arlington Park Public Meeting

The Department will host a public meeting for the Arlington Park Renovation Project on Tuesday, February 20, at 6:00 p.m. at the Sunlight Elks Lodge. The meeting will provide detailed information on the proposed improvements and allow for citizens to provide feedback.

John Randolph Foundation Grant

Mr. Reidmiller shared that the Department had received a \$20,000 grant from the John Randolph Foundation in support of summer camp programs. This is the third year that the Foundation has provided \$20,000 or more to the department in support of youth activities.

NEW BUSINESS

Appointment of Chair and Vice Chair

Anthony Sylvester suggested that the appointment be tabled until all members of the Commission were present to participate in the vote. The item was tabled until the March 14 meeting of the Commission.

Review and Approval of Bylaws

Chair, Anthony Sylvester, asked members to review the bylaws and submit any suggested edits to Mr. Reidmiller prior to the March 14 meeting of the Commission.

Discussion of Meeting Schedule

Chair, Anthony Sylvester, suggested tabling the meeting schedule discussion until all members of the Commission are present for discussion.

Expansion of Crystal Lake Park

Mr. Reidmiller gave a brief presentation on the first phase of the Crystal Lake Park expansion project. The project would include an administrative boundary line adjustment that would extend the boundary line of Crystal Lake Park west to include all baseball fields at Mathis Park and the wooded tract that is located between the Hopewell High School practice field and the large field at Mathis Park. Currently, Mathis Park is considered school property and is part of the parcel that includes Hopewell High School and Patrick Copeland Elementary School. The expansion would correct the issue with Mathis Park and would expand the park by approximately 20 acres. A second phase of the expansion is possible on the north side of River Road. Mr. Reidmiller explained that the majority of this property is privately owned and would have to be acquired or a right-of-way would have to be developed for recreational use. An opportunity exists to connect Crystal Lake Park with the Appomattox River with a trail or greenway that would follow Cabin Creek Park.

Dog Parks in Hopewell

Mr. Reidmiller shared that there had been community input that a dog park or parks are needed in the city. The city could potentially add off-leash dog park areas at existing recreational properties across the city. Mr. Reidmiller explained that dog parks are relatively low-cost to establish but create additional maintenance duties and can be detrimental to the environment if stormwater is not managed properly. Mr. Reidmiller explained that the city would need to evaluate liability before moving forward with the installation of a dog park, but added that many neighboring localities have established public dog parks.

Capital Projects Budget-Fiscal Year 2019

Mr. Reidmiller shared that the department would be requesting the following funding for capital improvements in fiscal year 2019:

- King's Court Playground Renovation \$65,000
- Woodlawn Park Renovation \$160,000
- Software Replacement \$22,000
- Crystal Lake Park Expansion \$35,000
- Maintenance Equipment \$15,000
- Vehicle Replacement (2) \$50,000

\$345,000

Mr. Reidmiller shared with Commission members the department's 10-year capital improvement plan estimates.

*Proposed funding in support of a fitness court has been removed until community support can be better determined.

Annual Report Presentation

Mr. Reidmiller provided an overview of the 2017 Recreation and Parks Annual Report. The report shows the department's achievements and successes throughout the calendar year. The Commission will present the Annual Report to Hopewell City Council at the February 27, 2018 meeting.

Adjournment

Chair, Anthony Sylvester, called for a motion to adjourn. A motion was made by Faithea Foster and seconded by Janelle Taylor. The meeting was adjourned.

The Recreation Commission's next meeting is scheduled for Wednesday, March 14, at 6:00 p.m. at the Hopewell Community Center.

FINANCIAL REPORT

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
02.27.2018

Implementation Plan

- **External Reporting**
 - **CAFR (FY16, FY17, FY18)**
 - **Closing, Reporting and Audit Workflow**
 - **Other (New – FY16, FY17, FY18)**
 - **APA, DEQ, Single Audit, FAC (FY15)**

- **Budget Development FY19**

- **Internal Reporting (reporting for the period of 01.03.2018 – 02.27.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
02.27.2018**

- **External Reporting**
 - **CAFR (FY16, FY17, FY18)**
 - **Closing, Reporting and Audit Workflow**
 - **Other (New – FY16, FY17, FY18)**
 - **APA, DEQ, Single Audit, FAC (FY15)**

City of Hopewell, VA February 27, 2018				
External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements: for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%	
Communicate Implementation Plan: to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- Inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
FY 2016 Implementation Plan Activities				
	Date Start	Date Due	% Completion Status	Comment(s)
<u>FY 2016 Audit & CAFR Preparation</u>	01.03.18	03.31.18	50%	Overall estimated % of completion as of 2.27.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc				Task work in process
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task work in process (see % completion status of the City CRAW implementation plan)
<u>FY 2016 Audit</u>	04.01.18	04.30.18		
FY 2016 CAFR Audited & Issued				
FY 2016 APA Report(s) Issued				
FY 2016 Single Audit Issued				

FY 2017				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
<u>FY 2017 Audit & CAFR Preparation</u>	04.01.18	07.31.18		
<u>FY 2017 Audit</u>	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued				
FY 2017 APA Report(s) Issued				
FY 2017 Single Audit Issued				
FY 2018				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
<u>FY 2018 Audit & CAFR Preparation</u>	08.01.18	10.31.18		
<u>FY 2018 Audit</u>	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued				
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				

City of Hopewell, VA February 27, 2018				
Other FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements	12.01.17	12.31.17	100%	
Anticipated and Prep for:				
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting	01.03.18	03.31.18	60%	Overall estimated % of completion as of 2.27.18
Not Anticipated:				
State Compensation Board Reimbursement -- SCB (Dec 2017 & Jan 2018)			100%	Actual completion date 02.13.18
Department of Criminal Justice System -- DCJS (FY18 2nd Quarter)			100%	Actual completion date 02.15.18
Healthy Families Grant (FY18 2nd Quarter)			100%	Actual completion date 02.15.18
Community Based Child Abuse Program (CBCAP) Grant (FY18 2nd Quarter)			50%	Task work in process
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
VDOT/Weldon Cooper Center 2017 Highway Finance Survey (Due 03.15.18)				
VDOT/Weldon Cooper Center 2016 Highway Finance Survey (Due 03.15.17)				Inquiry of City submission in process
APA 01.31.18 requirement to submit the reason(s) for the City's non submission of the FY17 comparative transmittal on 11.30.17			100%	Actual completion date 01.30.18
FOIA Request (City Attorney & City Clerk Confidential)			50%	Task work in process
Healthy Families Grant Compliance Monitoring Site Visit (Postpone FY16 & FY17 ---Required to occur by 03.31.18)				
Rating Agency Monitoring Call (02.23.18)				
Residential Sewer Rates Cost of Service Study				

City of Hopewell, VA				
February 27, 2018				
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 (12.31.18)
Single Audit Report FAC Reporting	01.03.18	01.31.18	25%	CBH advised that the FY15 report is under review. Verification of financial schedules are still required. Completion & issuance date for the single audit has been reset for 03.31.18 . Also, the corresponding FAC Reporting is reset for 04.15.18 .

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
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02.27.2018**

- **Budget Development FY19**

<p align="center">City of Hopewell, VA February 27, 2018 Budget Development FY 2018 - 2019</p>				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2018 - 2019 Budget Development:	12.01.17	12.31.17	100%	
Annual Operating Capital Project Capital Improvement Plan (CIP)				
<u>Draft Proposed City Budget Calendar for FY 2018 - 2019</u> (Received input from Key Stake Holders)	01.03.18	01.31.18	100%	Actual completion date 02.21.18
City Manager				Lapse in achieving due date:
City Attorney				City closings -- Inclement weather, holidays.
City Administration & Staff				Calendar availability of stake holders & essential participants (prescheduled commitments).
School Administration & Staff				
City Council				
School Board				
				The City received notification from APA regarding the required submission due date of 01.31.18 pertaining to the reason for non submission of the FY17 comparative transmittal on 11.30.17. (Note: On 01.31.18 APA confirmed receiving the City response.)
				Transition, orientation and prioritization joint discussion with the new City and the former Interim City Manager.
<u>Communicate Draft to Stake Holders:</u>	02.15.18	02.23.18	100%	
<u>Finalize City Budget Calendar for FY 2018 - 2019</u>	02.23.18	02.28.18	50%	Task work in process
<u>Implement City Budget Calendar for FY 2018 - 2019</u>	03.01.18	05.31.18		

**City of Hopewell, VA
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- **Internal Reporting (reporting for the period of 01.03.2018 – 02.27.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

PUBLIC HEARINGS

There are no public hearings

**COMMUNICATIONS
FROM CITIZENS**

REGULAR BUSINESS

**REPORTS
OF BOARDS
AND
COMMISSIONS**

R-1

Annual Report

January 1-December 31, 2017



CITY OF HOPEWELL
RECREATION AND PARKS



Mission

The City of Hopewell Department of Recreation and Parks offers a variety of recreational opportunities designed to improve the overall health and wellbeing of the community. Through dedicated services and resource management, the department provides a healthy, friendly, and safe recreational environment for the citizens of Hopewell.



2017 Goals

▶ **Programming**

Improve the overall quality and diversity of programs offered by the department

▶ **Facilities**

Improve the overall quality and maintenance practices used for parks, playgrounds, the Hopewell Community Center, and specialty sites

▶ **Marketing**

Improve the department's visibility within the community and programming exposure through a variety of outlets

▶ **Partnerships**

Maintain existing partnerships and establish a variety of new partnerships throughout the community and region



Aquatic Programs

Activity	Participants
Swim Lessons	133
Water Aerobics	4,568
Military Training	1,138
Learn to Swim Program	274
Day Care Group Participants	634
Boy/Girl Scout Participants	107
Special Olympics	26
Lifeguard Training	22



Aquatic Highlights



Competitive Swimming

- ▶ Official host site of the Virginia Association for Competitive Swimming (78 unique swimmers practicing five days a week)



Facility Improvement

- ▶ Pool deck resurfaced
- ▶ Filtration system rebuilt
- ▶ Pool heater replaced

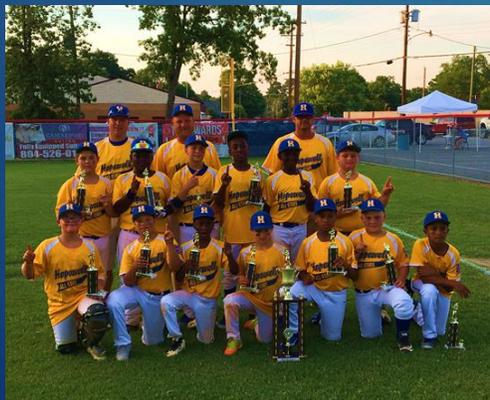
Lifeguards

- ▶ Seven rescue assists performed by Community Center lifeguards (no incidents resulted in further medical treatment)



Athletic Programs

	Players	Coaches	Volunteer Hours
Basketball	118	13	312
Spring Soccer	235	23	414
Baseball	199	14	728
Softball	64	5	260
Fall Soccer	177	17	306
Totals	908	77	2,164



Athletic Highlights

- ▶ Dixie Minors Baseball win Dixie District Tournament, Hopewell Optimist Tournament, and finish eighth in Dixie State Tournament
- ▶ Girls softball all-stars offered for the first time in program history
- ▶ Three of five sports show increased participation when compared to 2016 totals



- ▶ U15 soccer division created in Fall 2017
- ▶ Overall improved staffing and organization of athletic leagues
- ▶ Inter-locality competition successful with Prince George and Colonial Heights
- ▶ Softball All-Stars receive Dixie District sportsmanship award



Older Adults

Activity Type	Number of Programs
Healthy Eating, Active Living (Fitness and wellness)	27
Trips and Tours	14
Learning and Lecture	11
Arts and Specialty Crafts	17
Events (Social activities)	7
Total Programs Offered	76



Older Adult Highlights

- ▶ **Respite Care Program:** Older adult program for individuals with physical or cognitive disabilities. Designed to provide respite for caregivers and allow participants to socialize in a healthy and safe environment.

1,716 total visits

- ▶ **Senior Transportation:** Transportation services provided for older adults within Hopewell City limits for medical appointments, grocery shopping, banking, and other necessary destinations.

3,429 total trips

- ▶ **Silver Sneakers Memberships:** Membership to the Hopewell Community Center is provided by health insurance providers.

3,207 total visits



Special Events

Event Name	Estimated Attendance
Hoppin' Happenings	850
Rockin' on the River	4,500
Fireworks on the Appomattox	5,000
Hopewell Haunts at Crystal Lake	1,200
City Point 5K and Kids Fun Run	1,500
Holiday Boat Parade	1,100
Light Up the Night	3,800
Total attendance	17,950

Other events:

- ▶ Wonder City Craft Beer Festival
- ▶ Neighborhood Block Parties
- ▶ Police Station Groundbreaking
- ▶ Outdoor Movies
- ▶ HHS State Championship Ceremony
- ▶ Optimist Club Invitational Baseball Tournament



Special Events Highlights



City Park Improvement Project
Groundbreaking Ceremony

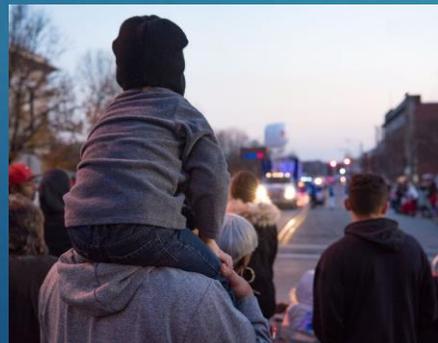


City Park Improvement Project
Grand Opening



Wonder City Ice Rink Grand Opening
December 2017: 456 skating passes sold





SPECIAL EVENTS

Parks and Facilities

Picnic Pavilion Rentals	157
Tournament Field Rentals	12
Trash Receptacles Emptied	11,232
Baseball/Softball Fields Prepared	240
Soccer Fields Prepared	60

Community Projects

- ▶ Woodlawn Park Volunteer Workday
- ▶ Arlington Park Volunteer Workday
- ▶ Old City Point Waterfront Park Volunteer Workday



Parks and Facilities

Project Management

- ▶ Pool deck resurfacing
- ▶ Community Center main parking paving
- ▶ Community Center pool heater replacement
- ▶ City Park Improvement Project
- ▶ Community Center HVAC replacement
- ▶ Marina and Community Center security system replacement
- ▶ City-wide park tree trimming and removal
- ▶ Mathis Park Scoreboard Installation



Parks and Facilities

Event Support

- ▶ Optimist Club Shrimp Feast
- ▶ Neighborhood Block Parties
- ▶ Rotary Club Roast
- ▶ Praise in the Park
- ▶ Hoppin' Happenings
- ▶ Rockin' on the River Concert Series
- ▶ Wonder City Craft Beer Festival
- ▶ Fireworks on the Appomattox
- ▶ Hopewell Haunts
- ▶ State Championship Celebration
- ▶ City Point 5K and Kids Fun Run
- ▶ Holiday Boat Parade
- ▶ Light Up the Night
- ▶ Outdoor Movie Nights
- ▶ Wonder City Ice Rink Construction





City Park Improvement Project

Department Staff

- ▶ Completed all site work and excavation
- ▶ Constructed and installed all signage
- ▶ Constructed all fencing
- ▶ Completed all landscaping with assistance from American Water volunteers
- ▶ Installed all natural stone and boulders
- ▶ Managed stormwater erosion and sediment control guidelines
- ▶ Project assistance received from Public Works and Hopewell Fire Department



Hopewell Community Center

Membership Pass Check-Ins	37,159
Free Time Check-Ins	4,892
Facility Reservations	2,299
Resident Memberships	1,279
Non-resident Memberships	218
Fitness Warrior Passes	120

Notable Events

- ▶ Hopewell Employee Luncheon
- ▶ HHS Senior Class Picnic
- ▶ Junior Women's Club Craft Show
- ▶ Office on Youth Parents Night Out



Hopewell Community Center

Community Support

- ▶ PETA Mobile Spay and Neuter Clinic
 - ▶ 35 visits, 545 surgeries performed
- ▶ American Red Cross Blood Drives
 - ▶ 5 blood drives resulting in 64 units of blood (192 lives saved)
- ▶ Summer Feeding Program Site
 - ▶ 1,408 breakfasts served
 - ▶ 1,901 lunches served
- ▶ Basketball Church
 - ▶ 300 registered participants
 - ▶ 15 adult mentors
 - ▶ 8 youth mentors



Summer Programs and Camps

Camp Participants (ages 3-13)	232
Summer Free Time Visits (ages 12-17)	1,837



John
Randolph
Foundation

Summer camp programs are made possible with funding from the John Randolph Foundation and assistance from countless community partners.



Communication

Facebook @hopewellrecandparks

- ▶ Reach: 26,584
- ▶ Impressions: 239,988
- ▶ Campaigns: 84

Electronic Newsletters

- ▶ 1,658 subscribers

Activity Guide-Digital Reach

- ▶ 8,438 views online

Activity Guide-Physical Distribution

- ▶ 12,000 hard copies distributed at public buildings and to



Customer Feedback

Crystal Lake Park

 **Whitney Cota**
Local Guide · 40 reviews · 249 photos

★★★★★ 4 months ago

Beautiful park, very clean, plenty of parking, walking trails, family friendly and handicap accessible, this is THE park to visit if you are in this area. Note: The "lake" is a pond with fountain.



 Like  Share

Wonder City Ice Skating Rink

 **Will McComber** reviewed Hopewell Recreation and Parks — 5+
December 18, 2017 · 

Had a birthday party at the Wonder City Ice Rink. Staff was very accommodating. Staff and facility are a real compliment to the city. Keep it up!!!

 Like  Comment  Share 

Hopewell Community Center

 **Holly Edens**
8 weeks ago

★★★★★ Great place to swim laps and have a sauna. Always clean and friendly staff.

 REPLY

Fireworks on the Appomattox

  Amber Ferrell, Christina A. Lawson and 133 others

1 Share 39 Comments

 **Mztee Lighty Lynch** Awesome show!!!
 1
Like · Reply · Message · 31w

 **Darlene Walker** You all did a great job. Thank you
 1
Like · Reply · Message · 31w

 **Hope Marie** Very nice event!
 2
Like · Reply · Message · 31w

 **Tiffanie Jones** This was very nice and we enjoyed it thanks
 1
Like · Reply · Message · 31w

 **Elizabeth Thompson McCormack** It was wonderful! Thank you.
 1
Like · Reply · Message · 31w

 **Sheena Johnson** Enjoy the band and the fireworks!
 1
Like · Reply · Message · 31w

 **Crystal Clark** Great job
  2
Like · Reply · Message · 31w · Edited

 **Julie Clements Martin** Thank you it was a great show
 1
Like · Reply · Message · 31w

 **Patricia Green** Nice fireworks !
 1
Like · Reply · Message · 31w

2017 Top Headlines

- ▶ “Riverside Park revival cleans up watershed, too”
- ▶ “Wonder City Ice Skating opens Friday”
- ▶ “City gets funding for Riverwalk signs”
- ▶ “Hopewell City Park celebrates grand opening”
- ▶ “Hopewell dedicates Mathis Park scoreboards”
- ▶ “Hopewell, Chesterfield County named as Playful Cities”
- ▶ “Hopewell breaks ground on City Park improvements”



Grants and Contributions

Grant	Amount
Building Better Communities	\$150,000
CDAAA Transportation	\$43,330
Virginia Environmental Endowment	\$20,000
John Randolph Foundation	\$20,000
Local Government Challenge Grant	\$4,500
Aetna	\$1,000
Capital One	Sports Equipment
American Legion Post 146	Playground Improvement
Chesapeake Bay Foundation	Pet Waste Stations



*John Randolph Foundation awarded in 2016. Funds used to support summer programs in 2016 and 2017

Partners

Community Partners

- ▶ Hopewell Public Schools
- ▶ John Randolph Foundation
- ▶ Hopewell Optimist Club
- ▶ Hopewell Rotary Club
- ▶ Fish Tales II
- ▶ Hopewell Ruritans
- ▶ Richmond Sports Backers
- ▶ Greater Richmond Fit4Kids
- ▶ SwimRVA
- ▶ Lamb Center for Arts and Healing
- ▶ Dereski Landscaping
- ▶ Old Dominion Fireworks
- ▶ Vulcan Materials
- ▶ FOLAR
- ▶ Hopewell Downtown Partnership
- ▶ Hopewell-Prince George Chamber of Commerce
- ▶ Chesapeake Bay Foundation-Virginia/Maryland

City Department Contributions

- ▶ Public Works
- ▶ Police
- ▶ Fire
- ▶ Planning and Development
- ▶ Hopewell Sheriff's Office



Information

Hopewell Recreation and Parks

(804) 541-2353

customerservice@hopewellva.gov

www.hopewellva.gov/recreation-and-parks

Hopewell Community Center

100 W. City Point Road

Hopewell, VA 23860



Dave Parrish Photography



**REPORTS
OF THE
CITY
MANAGER**

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request to appropriate Surplus Property Auction revenue to the Department of Recreation and Parks

ISSUE: The Department of Recreation and Parks conducted the Surplus Property Auction on January 27, 2018 earning \$15,970. Traditionally, revenue generated by the sale of surplus property is appropriated to the Department of Recreation and Parks to offset regular operating expenditures and to assist with capital improvement projects.

RECOMMENDATION: The City Administration recommends that revenue generated from the sale of surplus property be appropriated to the Department of Recreation and Parks in the amount of \$15,970 in support of regular operating expenses and capital improvement projects.

TIMING: City Council action is requested on Tuesday, February 27, 2018.

BACKGROUND: None.

FISCAL IMPACT: Appropriation of the auction revenue to the Department of Recreation and Parks will assist with offsetting regular operating expenses of the department.

ENCLOSED DOCUMENTS: None.

STAFF: Aaron Reidmiller, Director, Recreation and Parks

SUMMARY: The Department is requesting the appropriation of \$15,970 of unassigned revenue generated by the sale of surplus property to assist with regular operating expenses.

- | Y | N | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor, Brenda S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Christina J. Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |

- | Y | N | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine E. Gore, Ward #4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Wayne Walton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie Shornak, Ward #7 |

BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2018

WHEREAS, at the February 27, 2018 Hopewell City Council meeting, a FY 2018 budget amendment was introduced to increase the appropriation by \$15,970 to the Department of Recreation and Parks to assist with regular operating expenses and capital improvements. The increase in appropriation is funded from the sale of surplus property

WHEREAS, revenue generated from the sale has traditionally been used to offset the expenditures of programming and facility needs of the Department of Recreation and Parks,

BE IT RESOLVED, that the Hopewell City Council approves an increase in appropriation for the Department of Recreation and Parks in the amount of \$15,970; to be funded from surplus property.

Recreation Fund 035:

Resources:

35101600 479901 Miscellaneous Revenue	\$15,970
---	----------

Appropriations:

35711171 506013 Center-Education/Recreation Supplies.....	\$15,970
---	----------

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request to re-appropriate capital project funding for the Arlington Park Renovation Project

ISSUE: The Department of Recreation and Parks is requesting the re-appropriation of \$20,000 in capital improvement funding originally appropriated to replace the picnic shelter at Atwater Park. The Department requests the funds be re-appropriated to the Department’s Park Improvement capital account to assist with the completion of the Arlington Park Renovation Project. The Atwater Park picnic shelter will be completed as a part of a full park renovation in a future fiscal year.

RECOMMENDATION: The City Administration recommends that capital improvement funds in the amount of \$20,000 be re-appropriated to the Department’s Park Improvement account to assist with the completion of the Arlington Park Renovation Project.

TIMING: City Council action is requested on Tuesday, February 27, 2018.

BACKGROUND: The Atwater Park picnic shelter replacement was originally requested as a stand-alone project but further evaluation suggests that the project should be completed as part of a full park renovation that would also include the replacement of playground equipment, restroom improvements, parking improvements, and establishment of new walking/fitness trails.

FISCAL IMPACT: The funds have already been appropriated to the Department of Recreation and Parks. No new funding is being requested.

ENCLOSED DOCUMENTS: None.

STAFF: Aaron Reidmiller, Director, Recreation and Parks

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Mayor, Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina J. Luman-Bailey, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolts, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Wayne Walton, Ward #5
		Councilor Jackie Shornak, Ward #7

SUMMARY: The Department is requesting the appropriation of \$15,970 of unassigned revenue generated by the sale of surplus property to assist with regular operating expenses.

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Mayor, Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina J. Luman-Bailey, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Wayne Walton, Ward #5
		Councilor Jackie Shornak, Ward #7

BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2018

WHEREAS, at the February 27, 2018 Hopewell City Council meeting, a Fiscal Year 2018 budget amendment was introduced to re-appropriate \$20,000 from the Atwater Park Picnic Shelter capital improvement account to the Park Improvement capital improvement account to assist with the completion of the Arlington Park Renovation Project, and

WHEREAS, sufficient funds exist in the Atwater Park Picnic Shelter capital improvement account and the Atwater Park Picnic shelter will be replaced in a future fiscal year as part of a full park renovation, according to the Department's ten-year capital improvement plan,

BE IT RESOLVED by the Hopewell City Council that the following designated funds and accounts be and are hereby appropriated and transferred within the Department of Recreation and Parks' capital improvement funding to complete the Arlington Park Renovation Project in Fiscal Year 2018.

Recreation Capital Fund - 071:

Resources:

71711176 508212 RC 026 Atwater Park Picnic Shelter..... \$20,000

Appropriations:

71711176 508111 RC 061 Park Improvements.....
\$20,000

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Personal Property Tax Penalty Extension**RECOMMENDATION: N/A****TIMING: N/A****BACKGROUND:**

Hopewell Personal Property Taxes were due on February 15, 2018. Computers went down in the middle of processing the personal property tax payments. Staff for both Treasurer and Commissioner of Revenue were unable to look up accounts and successfully handle customer payments. Due to this computer malfunction that was discovered on the morning of 2/14/18, the Treasurer’s office has delayed adding the 10% penalty or \$10.00 whichever is greater until 2/28/18. Therefore, the last day to pay without penalty will be delayed from 2/15/18 to 2/28/18. Penalty and interest will both be added effective March 1, 2018 on any delinquent unpaid balances as previously communicated on mailed tax bills and newspaper notice.

City Code Ordinance:

Sec. 34-42. - Penalty for nonpayment.

In the event any tax covered under this article is not paid on or before the date it is due and payable, there shall be added a penalty of ten (10) percent of the tax past due, or the sum of ten dollars (\$10.00), whichever shall be greater; provided, however, that the penalty shall in no case exceed the amount of tax due.

(Code 1963, § 36-11; Ord. No. 80-18, 10-28-80; Ord. No. 86-20, 7-8-86; Ord. No. 2001-20, 9-25-2001) Virginia State Code: 58.1-3916. Counties, cities and towns may provide dates for filing returns, set penalties, interest, etc. “Penalty and interest for failure to file a return or to pay a tax shall not be imposed if such failure was not the fault of the taxpayer...”

ACTION REQUESTED: NONE REQUIRED????**FISCAL IMPACT: Minimal, but negative, impact due to loss of revenue****STAFF:** Joan E. Gosier, City Treasurer

Council Action Form 2017

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. 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 S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Tony Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4			

**Insert
Date of
Meeting**

**REPORTS
OF THE
CITY
ATTORNEY**

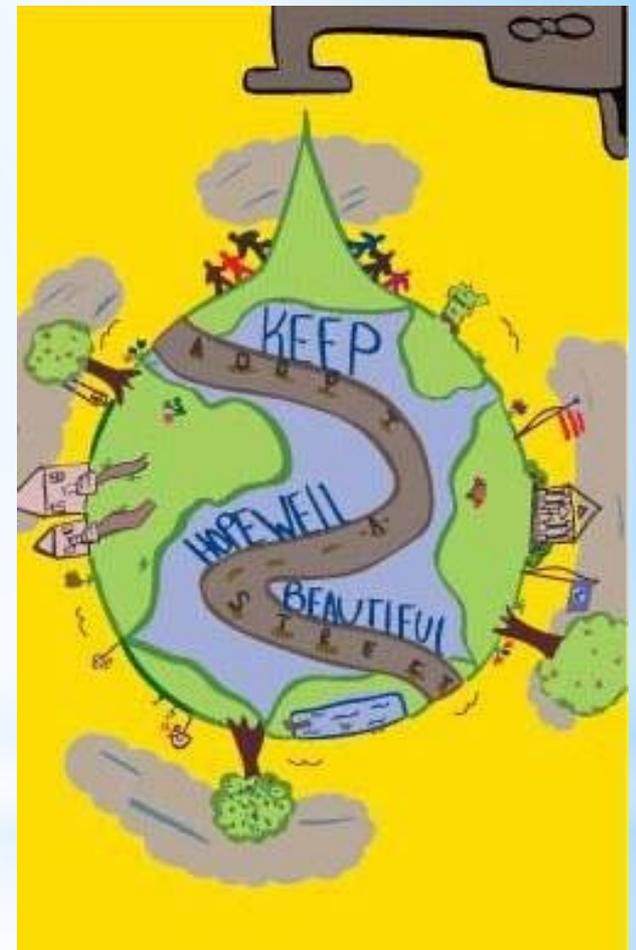
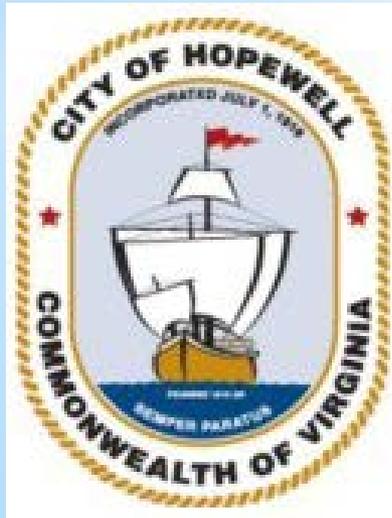
**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**

**REPORTS
OF BOARDS
AND
COMMISSIONS**

Keep Hopewell Beautiful



2017 Review of Success

Johnny Partin

Keep Hopewell Beautiful, Chairman



MISSION

It is the mission of the Keep Hopewell Beautiful (KHB) committee to keep Hopewell beautiful and promote a cleaner more beautiful community.

1. City Clean Ups
2. Beautification Projects
3. Education



Record of Success

Clean Ups

- * Street Cleanups
- * Neighborhood Cleanups
- * Park Cleanups
- * Ravine Cleanups
- * River Cleanups



Record of Success

Beautification Projects

- Woodlawn Playground Park Improvements
- Trimming and Pruning of the Crape Myrtles on N. 21st Ave
- DuPont Elementary School Flower Garden
- ROUTE 36 LOVE Sign Improvements



Record of Success

Education Initiatives

- Recycling Presentations to the elementary schools
- Student Art Contest
- **NEW!** Keep Hopewell Beautiful Scholarship
 - \$200



Record of Success

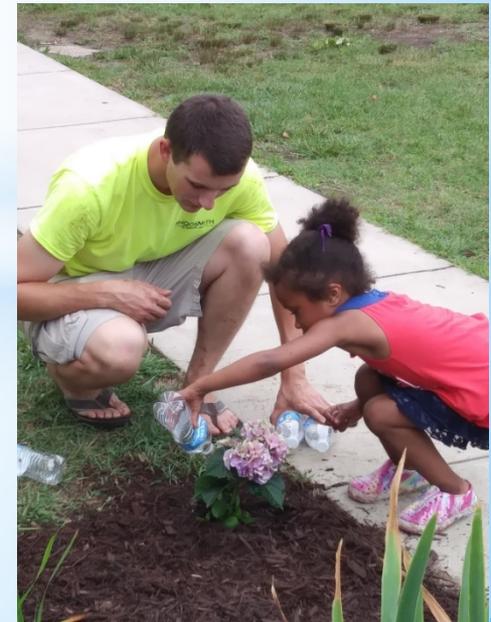
Ward Project Break Down

	Total Projects
Ward 1	7
Ward 2	8
Ward 3	5
Ward 4	0
Ward 5	1
Ward 6	1
Ward 7	7
Multiple Wards	3
TOTAL Projects	32



2017 Community Impact

- * Budgeted \$2,000+ a year for the recycling program at HCPS
- * Student Art Contest
- * Trimmed/Pruned Nearly 100 Trees
- * Raked the Leaves of 2 City Parks and 4 residential homes
- * Planted 3 trees
- * Planted 336 flowers and shrubs
- * 4 Adopt-a-Street Clean Ups
- * 6 Ravine Clean Ups
- * Picked Up 6,500+lbs of trash
- * Donated 618.25 Volunteer Service Hours



2018 GOALS

- * Continue our push to cleaning up neighborhoods
- * Award our first KHB Scholarship
- * Expand our existing projects
- * New Beautification Projects





QUESTIONS

ADJOURN