

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
Stefan M. Calos, City Attorney
Ronnie L. Arrington, City Clerk

Date: June 26, 2018

MUNICIPAL BUILDING

Closed Meeting: 6:00 p.m.

Work Session: 6:30 p.m.

Regular Meeting: 7:30 p.m.

OPEN MEETING

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

MOTION: To go into closed meeting for (1) discussion, consideration, and interview of specific appointees of city council (CPMT, Water Renewal, HRHA, CDBG); (2) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating or expanding its facilities in the community; (3) 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 the public body (EDA, electoral board); and (4) 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 § 2.2-3711 (A) (1), (5) (7), and (8), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

MOTION: To amend the order of the agenda to enable city council to vote on appointees prior to regular business, and to adopt the agenda as so amended.

Roll Call

MOTION: To appoint _____ to _____.

WORK SESSION

6:30 p.m. WS-1 Economic Development Authority

REGULAR MEETING

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

Prayer by Chaplain Tilda Holloway of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice Mayor Gore.

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:** 7-10-18 - HRHA

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

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

C-6 **Routine Grant Approval:**

C-7 **Public Hearing Announcement:** 7-10-18 - HRHA Rezoning; Rezoning of 905 West Broadway; Conditional Use Permit (2308 Lee Street)

C-8 **Information for Council Review:** Minutes: HRHA 4-9-18, 4-23-18, CPMT 5-31-18, ARLA 6-19-18; Agenda – CPMT 6-18-18

C-9 **Resolutions/Proclamations/Presentations:** Local Foods Local Places Grant, Evan Kaufman Director of Hopewell Downtown Partnership

C-10 **Additional Announcements:**

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)*

PH-1 Community Development Block Grant update

ISSUE: The City of Hopewell received \$180,739 as its FY2019 CDBG allocation. Administration has reviewed all FY2018 agencies’ applications for funding, and has developed a proposed CDBG spending plan for Council’s consideration. This public hearing is to gather citizen input.

RECOMMENDATION: Staff recommends that Council **resolve to approve and appropriate the proposed FY2019 CDBG budget and spending plan, and to authorize the City Manager to submit the action plan to the US Department of Housing and Urban Development (HUD).**

MOTION:_____

Roll Call

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.)*

Unfinished Business

UB-1 General Registrar Request for Appropriation

ISSUE: The General Registrar has hired an Assistant Registrar at a salary higher than was budgeted for that position. Pursuant to Virginia Code §24.2-111, City Council sets the rate of pay for the assistant registrar, so the Registrar’s Office is seeking an appropriation of \$9,758.44.

RECOMMENDATIONS: Staff recommends that Council **adhere to Virginia Code §24.2-111 and set whatever rate of pay it deems appropriate for the assistant registrar, and to make such appropriation as is required to meet the set rate.**

MOTION:_____

Roll Call

Regular Business

Reports of City Manager:

R-1 Request to subdivide 105 Winston Churchill Drive into three parcels

ISSUE: We have received a request from Timmons Group, on behalf of Hopewell Business Center LLC, to subdivide property in the City of Hopewell.

RECOMMENDATION: Staff recommends that Council **resolve to approve the request by Timmons Group, on behalf of Hopewell Business Center LLC, to subdivide parcel #048-0176 into three parcels.**

MOTION: _____

Roll Call

R-2 Request to apply for funding through the Virginia Recreational Trails Program

ISSUE: The Virginia Recreational Trails Program, administered by the Virginia Department of Conservation and Recreation, was established for the purposes of providing and maintaining recreational trails. The funding assistance is in the form of a reimbursement grant of up to \$400,000 depending on the trail type (single-use or multi-modal). The assistance would allow the City to complete a connection of the soon-to-be constructed Riverwalk Phase II from behind John Randolph Medical Center to the Hopewell City Marina.

RECOMMENDATION: Staff recommends that Council **resolve to approve for Staff to apply for the Virginia Recreational Trails Program in the amount of \$400,000.**

MOTION: _____

Roll Call

R-3 Request to appropriate \$25,000 to continue cutting grass, removing trash, demolition of buildings, etc.

ISSUE: Pursuant to Code of Virginia § 15.2-901 the City may provide for removal or disposal of trash, cutting of grass and weeds and ascribe a penalty. Due to an increase in the number of properties requiring grass cutting, trash removal, demolition, etc., staff has almost exhausted the amount already budgeted and is requesting an additional appropriation.

RECOMMENDATION: Staff recommends that Council **resolve to approve the appropriation of \$25,000 to Code Enforcement so it can continue to abate nuisances.**

MOTION: _____

Roll Call

R-4 Request to appropriate \$14,000 to cover Law Library expenses for FY 18 and 19

ISSUE: Pursuant to Code of Virginia § 42.1-70 *Assessment for law library as part of costs in civil actions; contributions from bar associations* the courts provide the City \$4 for each civil action filed for use in payment for the acquisition of law books, law periodicals and computer legal research services, etc. These funds are placed in a revenue fund, which fund is used to pay the fees related to the upkeep of the law library.

RECOMMENDATION: Staff recommends that Council **resolve to approve the appropriation of \$14,000 to pay the Law Library expenses for FY 18 and 19.**

MOTION: _____

Roll Call

Reports of the City Attorney: City council rules update

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

Citizen/Councilor Requests

- | | | |
|--------------|--------------|---|
| CCR-1 | Shornak | Request discussion on panhandling |
| CCR-2 | Shornak | Request discussion on anti-littering campaign |
| CCR-3 | Luman-Bailey | Request discussion on fiscally/socially responsible housing strategies and neighborhood stabilization |

Other Council Communications

MOTION: To go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city attorney); (2) 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 the public body (zoning appeals—circuit court, BZA); (3) 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 § 2.2-3711 (A) (1), (7) and (8), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

Adjournment

Work Session

Economic Development Authority

REGULAR MEETING

CONSENT AGENDA

**PERSONNEL
CHANGE
REPORT**

DATE: June 8, 2018
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – May 2018

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
BURTON, BRIAN	WATER RENEWAL	WW MAINT MECH	05/23/2018
CRAFT, WILLIAM	PUBLIC WORKS	BLDG MAINT MECH	05/29/2018
JONES, THOMAS	POLICE	POLICE OFFICER	05/09/2018
MCCARTHY, SANDREA	CIRCUIT COURT	CIR CT CHIEF DEP CLK	05/21/2018
STEPHENS, RUSSELL	INFO SYSTEMS	NETWORK ENG	05/14/2018
STOKES, YOLANDA	VOTER REGISTRATION	REGISTRAR	05/09/2018
THOMPSON, RICHARD	WATER RENEWAL	DEPUTY DIRECTOR	05/09/2018
WADE, RICHARD	SHERIFF	P/T SHERIFF DEPUTY	05/09/2018
WHITE, DARLENE	VOTER REGISTRATION	DEPUTY REGISTRAR	05/17/2018

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
ALLGOOD, JOSEPH	POLICE	POLICE OFFICER	05/28/2018
BANISTER-WILSON, CHRISTINE	RECREATION	P/T SPEC EVENTS ASST	05/03/2018
BLACKWELL, THOMAS	WATER RENEWAL	PROCESS ENG	05/29/2018
SHUMATE, MEGAN	POLICE	P/T ANIM CONT CUST	05/22/2018

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Renia Coles, HR Director
Debbie Pershing, Senior Executive Assistant
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director
Kim Hunter, Payroll
Concetta Manker, IT Director
Jay Rezin, IT
Dave Harless, Risk/Safety Coordinator
Carol Scarbrough, Parks & Recreation

PUBLIC HEARING ANNOUNCEMENTS

July 10, 2018

- * HRHA Rezoning**
- * Rezoning of 905 W Broadway**
- * Conditional Use Permi for 2308 Lee St**

**INFORMATION
FOR COUNCIL
REVIEW**

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

REGULAR MEETING OF April 9, 2018

*** 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, April 9, 2018 at 5:15 p.m.

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

Present: Sheila Flowers, Chairman
Johnny Jones, Commissioner
Sherman Cross, Commissioner – arrived at 5:21 p.m.
Rogers Henry, Commissioner
Ruth Johnson, Commissioner

Absent: Patrick Plourde, Vice-Chairman

Also Present: Madelyn Peay, Deputy Executive Director
Sherry Henderson, Executive Secretary
Michelle Coleman, Director of Finance and Administration

CONSENT AGENDA

C-1, C-2 & C-3: Upon motion made by Commissioner Jones and seconded by Commissioner Johnson with all Commissioners present responding, the Consent Agenda was approved with the deletion of C-2 Financial Statement Review as a report was not presented due to end of the year close outs of the financials.

Upon roll call, the vote resulted:

Chairman Flowers - Yes
Commissioner Jones - Yes
Commissioner Henry - Yes
Commissioner Johnson - Yes

4 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Request approval of Resolution No. 839, 2018 Annual Plan and 5 Year Plan (2018-2022).

Upon motion made by Commissioner Jones and seconded by Commissioner Henry with all Commissioners present responding, the Board of Commissioners approved Resolution No. 839, 2018 Annual Plan and 5 Year Plan (2018-2022).

Upon roll call, the vote resulted:

Chairman Flowers - Yes
Commissioner Jones - Yes
Commissioner Henry - Yes
Commissioner Johnson - Yes

4 Yes; Motion Passed

R-2 Request approval of Resolution No. 841, Cost of Living Adjustment to be effective on April 1, 2018.

Upon motion made by Commissioner Johnson and seconded by Commissioner Henry with all Commissioners present responding, the Board of Commissioners approved Resolution No. 841, Cost of Living Adjustment to be effective on April 1, 2018.

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Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Commissioner Jones - Yes
- Commissioner Henry - Yes
- Commissioner Cross - Yes
- Commissioner Johnson - Yes

5 Yes; Motion Passed

R-3 Request approval of Resolution No. 842, Personnel Manual Addition, Appendix I – Code of Conduct

Upon motion made by Commissioner Johnson and seconded by Commissioner Henry with all Commissioners present responding, the Board of Commissioners approved Resolution No. 842, Personnel Manual Addition, Appendix I – Code of Conduct.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Commissioner Jones - Yes
- Commissioner Henry - Yes
- Commissioner Cross - Yes
- Commissioner Johnson - Yes

5 Yes; Motion Passed

R-4 Request approval of Resolution No. 840, Operating Subsidy Budget for Fiscal Year April 1, 2018 through March 31, 2019.

Upon motion made by Commissioner Jones and seconded by Commissioner Cross with all Commissioners present responding, the Board of Commissioners approved Resolution No. 840, Operating Subsidy Budget for Fiscal Year April 1, 2018 through March 31, 2019.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Commissioner Jones - Yes
- Commissioner Henry - Yes
- Commissioner Cross - Yes
- Commissioner Johnson - Yes

5 Yes; Motion Passed

R-5 Other matters.

Mrs. Peay provided a copy of Common HUD Terms and Acronyms to the Board of Commissioners.

EXECUTIVE SESSION

E-1 The Board of Commissioners adjourned into Executive Session at 6:15 p.m. for the purpose of discussing personnel and other matters in accordance with 2.2-3711 (A) (1) (3) (4) (7) of the Code of Virginia as amended.

RETURN TO REGULAR SESSION

Upon return from Executive Session at 7:02 p.m., the following motion was made by Commissioner Jones and seconded by Commissioner Henry with all Commissioners present responding affirmatively:

WHEREAS, the Board of Commissioners has convened an executive session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act, and

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WHEREAS, Section 2.2-3711(B) of the Code of Virginia of 1950, as amended, requires a certification by the Board of Commissioners that such executive meeting was conducted in conformity with Virginia law:

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and only such public business as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board of Commissioners.

ADJOURNMENT

Upon motion made Commissioner Jones seconded by Commissioner Cross with all Commissioners present responding affirmatively, the meeting was adjourned at 7:05 p.m.



Sheila Flowers, Chairman



Madelyn Peay, Acting Secretary-Treasurer

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

SPECIAL MEETING OF APRIL 23, 2018

*** MINUTES ***

Minutes of Special Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, April 23, 2018 at 5:48 p.m.

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

- Present: Sheila Flowers, Chairman
Johnny Jones, Commissioner
Rogers Henry, Commissioner
Ruth Johnson, Commissioner
- Absent: Patrick Plourde, Vice-Chairman
Sherman Cross, Commissioner
- Also Present: Steven Benham Executive Director
Culle Leslie, Administrative Assistant

REGULAR AGENDA

R-1 Request approval of Resolution No. 843, approving a loan in the amount of \$225,000.00 with Local Initiatives Support Corporation (LISC) to purchase certain lots or parcels of land (Lots 1-4, Block 3; Lots 1-12, Block 5; Lots 1-12, Block 7; Lots 1-12, Block 10, Highland Park Subdivision.

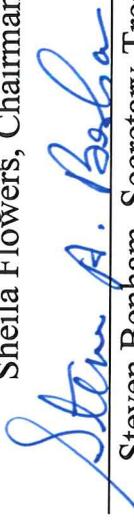
Upon motion made Commissioner Jones seconded by Commissioner Johnson with all Commissioners present responding, the Board of Commissioners approved Resolution No. 843, approving a loan in the amount of \$225,000.00 with Local Initiatives Support Corporation (LISC) to purchase certain lots or parcels of land (Lots 1-4, Block 3; Lots 1-12, Block 5; Lots 1-12, Block 7; Lots 1-12, Block 10, Highland Park Subdivision

ADJOURNMENT

Upon motion made Commissioner Johnson seconded by Commissioner Henry with all Commissioners present responding affirmatively, the meeting was adjourned at 5:58 p.m.



Sheila Flowers, Chairman



Steven Benham, Secretary-Treasurer



Hopewell Community Policy & Management Team
Minutes of the Meeting
May 31, 2018

Present: Sheila Bailey, Hopewell Schools; Diana Barnes, District 19; Janice Denton, City Council; Joan Gosier, Fiscal Agent; and Anthony Zevgolis, City Council
Absent: Woodrow Harris, Court Services; Shamia Majette, Health Department; and Raymond Spicer, Social Services Director
Others Present: Wanda Brown, CSA Manager; Joe Bizzell, Treasurer's Office; and Christene Teasley, CSA Senior Administrative Assistant

The meeting was called to order at 2:15 p.m.

- I. **Approval of Minutes** – A motion was made by Sheila Bailey and seconded by Joan Gosier to approve the April 16, 2018 Minutes, as submitted. The motion was passed unanimously.
- II. **Financial Report** – Joan Gosier reviewed the CSA Fiscal Agent Discussion Document and stated that the process is a team operation with purchasing/procurement, finance, FAPT, CPMT and fiscal agent all working together to make the process seamless. Ms. Gosier stated that, for reporting purposes, the last day of the month will be the cut-off date for financial reports provided at CPMT meetings. She provided members with July 1, 2017-May 22, 2018 program income and expenses, and total program expenses for selected vendors. Joan Gosier reported that the City's Finance Director is including in the budget a position for a full-time CSA fiscal agent. She stated that, in her opinion, a fiscal agent is not a full-time, \$70,000 position.

Janice Denton asked if all vendors were approved by the State. Diana Barnes replied that they are state approved and must have a current contract on file with CSA.

The May 2018 financial report was presented by Wanda Brown and it provided a brief snapshot of expenditures made during the month, which accounted for 9.4% (\$382,897.06) of total CSA expenditures. The second report reviewed by Ms. Brown indicated year-to-date charges that had been paid and encumbered by CSA. She explained that these figures reflected 79.6% (2,351,008.60) of the amount spent to date of the \$2,962,619.38 FY18 CSA budget. Ms. Brown reported that a request for supplemental funding had not been necessary thus far; however, the month of June is usually the catch-up month for paying late invoices, so a supplemental funding request to help cover these costs will probably be made. She stated that the State allows CSA until September 30th @ 11:59 p.m. to enter and pay FY2018 invoices.

III. Old Business

- A. Policy and Procedures** – Wanda Brown stated that she was about two weeks behind on her section of the policy due to a family emergency. She explained that she would be working on basic stuff and should have her section completed in the next two weeks. Diana Barnes reported that she plans to do the majority of work on her section during the summer. She stated that the ethics materials she received from Woody Harris had been forwarded to members for review. Ms. Brown also added that she was able to locate the old attachments.

IV. New Business

- A. Thomas Brothers** – Wanda Brown explained that the Department of Social Services has been utilizing the Thomas Brothers system. She stated that it would cost CSA \$2,000, but there would be no extra cost for CSA if she was allowed to use social service’s purchase order system. Ms. Brown emphasized how helpful and easier it would be for CSA. Diana Barnes asked Ms. Brown to contact Thomas Brothers to see if \$2,000 is a yearly cost and if there are additional costs for support maintenance. Anthony Zevgolits recommended making a request to the City Manager and Ray Spicer regarding utilization of the Thomas Brothers system by CSA.
- V. Closed Meeting** – Chairman Barnes declared at 3:05 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

Chairman Barnes declared at 3:35 p.m. to reconvene the open session.

Certification of Closed Meeting

Pursuant to §2.2-3712(D) of the Code of Virginia, the Community Policy and Management Team certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered. Sheila Bailey, Diana Barnes, Joe Bizzell, Wanda Brown, Janice Denton, and Anthony Zevgolits responding “yes.”

A. Approval of Purchase Order Requests

A motion was made by Sheila Bailey, and seconded by Anthony Zevgolits approving and authorizing all expenditures discussed in closed session in the amount of **\$117,150.30**. The motion was passed unanimously by CPMT voting members.

CMPT Minutes
May 31, 2018

VI. Items of Interest

Janice Denton asked if CPMT is now fully staff. Diana Barnes stated that the committee still needs a private provider representative and a parent representative. Joe Bizzell wanted to know if any steps have been made to fill these positions. Janice Denton asked if members wanted her to speak with the City Clerk to find out how and where these positions should be advertised. Diana Barnes asked Mrs. Denton to check with the City Clerk and present her findings at the next meeting.

Janice Denton and Anthony Zevgolis informed members that they had provided to Council for approval the name of the person to serve on CSA as the private provider representative. Mr. Zevgolis stated that Mrs. Denton made the motion and he seconded the motion to appoint the private provider representative. However, Council still wanted to interview the individual. Mr. Zevgolis and Mrs. Denton were not sure why this step was necessary. Diana Barnes stated that members of Council are welcomed to come to any CSA meeting. Ms. Barnes said that if any Council member feels that he/she can do a better job and wanted to serve as the Chair, she would hand it over to them.

VII. A motion was made by Anthony Zevgolis and seconded by Joe Bizzell to adjourn the meeting at 3:52 p.m.

The next meeting is scheduled for **June 18, 2018 at 2:00 p.m.**

Approval of the May 31, 2018 Minutes

Motion by:

Seconded by:

All members voting "yes"

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

June 19, 2018

Hopewell Library
4:00 p.m.

ARLS Board of Trustees - Minutes of May 15, 2018
Hopewell Library

The ARLS regular monthly meeting was called to order by Chairman Mrs. Libbie Drago on May 15, 2018 at 1:03 PM at the Hopewell Library.

Trustees present: Mrs. Lillian Boyd, Mrs. Fran Halupka, Ms. Carly Winfield, Mrs. Martha Sykes, Mrs. Libbie Drago, Mrs. Mary Benjamin, and Mr. William Thomas

Trustees absent: Mrs. Bertha Judge, Mrs. Ann Williams

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard, and Nicole Coleman

Approval of Agenda: Mrs. Lillian Boyd moved to approve the agenda. Mrs. Fran Halupka seconded the motion, and the motion passed unanimously.

Consent Agenda: After review of the documents, Mrs. Benjamin moved to approve the consent agenda. Mrs. Sykes seconded the motion and the motion passed unanimously.

- Mrs. Mary Benjamin made a motion to make the amendment suggested through Mrs. Williams's email that recommended that the verbiage on item R7 be changed from "children 8-12 must" to "children 8-12 may". Mrs. Lillian Boyd seconded the amendment. The motion passed unanimously.

Communications:

- A thank you note was sent to the Library Board of Trustees from Mrs. Jan Rowley. She expressed her thanks to the Board for its service and support of not only the volunteer program, but also for its support of the library and staff.

Citizen Comment: None.

Report of the Library Director:

R1. New Prince George Board Member --William Thomas. Mr. Thomas is taking the remainder of the term for Mrs. Doris Gallup and, if he so chooses, he can serve another term.

R2. Staff Update. There are currently two vacancies for library assistants, and a third is anticipated. There have been 29 applicants to fill the positions, so the hope is that all three will

be filled from this applicant pool. If not, the position will be re-advertised. New YS Manager started (Sarah Finch from Chesterfield) and hit the ground running.

The staff were polled on the annual staff appreciation dinner the consensus was to hold it at Rosa's Restaurant on June 19 at 6pm.

Mrs. Lillian Boyd motioned that all library branches close at 5pm, the BOT meeting be held at 4pm at Hopewell, and the staff appreciation dinner will be at Rosa's at 6pm. Mrs. Sykes seconded the motion. The motion passed unanimously.

R3. Hopewell Adult Area Project. ARLS working with JMJ Furniture Company to update furniture to adult area. The plan is to purchase new furniture, re-upholster, etc. The hope is to purchase and update this summer and have everything completed sometime this fall.

R4. Prince George Computer Lab Project. The library received a donation from a Prince George family in 2015 (\$50,000). The Adult Computer Lab at Prince George Library will be dedicated to this donor. This donation was used to upgrade computer and network equipment at Prince George Library and Carson Library. Mr. Manning plans to begin updating technology on a cycle at various branches.

R5. Audit. The audit findings will be reported at the Board's June meeting.

R6. Recommendation on scheduled locations for Board meetings in FY2019. At the previous Board meeting, Mrs. Judge recommended the Board narrow down meeting locations to Hopewell, Prince George, and Rohoic. The discussion continued at this meeting, and Mrs. Benjamin noted that she believes it is fair to rotate between those three locations. The Board's consensus for FY2019 is to rotate Board meetings between Hopewell Library, Prince George Library, and Rohoic Library. The order of rotation will be decided upon by Mrs. Judge when she takes over as Chair in July.

R7. Proposed meeting room policy. Board members received the proposed updates to the meeting room policy to review before the June meeting. The Board will vote on the adoption of the new policy at the June meeting..

Committee Reports:

- Personnel Committee -- Proposed Offices of Board FY2019
 - The Personnel Committee met in April, and they will be presenting the slate at the next Board meeting for the positions of Chair, Vice Chair, Secretary, and Treasurer.

New Business:

- Election of Board Officers--postponed to June meeting

Unfinished Business:

- Mrs. Fran Halupka encouraged the Board to take a moment to look at the doll exhibit in the lobby. Mr. Manning encouraged the Board to suggest people who have a unique collections that could be put on temporary display at library branches.

Announcements: The next ARLS Board of Trustees Meeting will be at the Hopewell Library on Tuesday, June 19, 2018 beginning at 4:00 PM.

Adjournment: 1:46 PM

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2017 - June 30, 2018

Fund#	Revenue 05/31/18	FY2018	Prev. Total	Monthly	Total	Percentage	Balance Due
		Proposed					
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$600,261	\$600,261	\$0	\$600,261	100.0%	\$0
103	Dinwiddie	\$273,595	\$205,197	\$68,399	\$273,596	100.0%	(\$1)
104	Prince George	\$592,224	\$444,168	\$148,056	\$592,224	100.0%	\$0
105	State Funds	\$380,000	\$290,204	\$96,735	\$386,939	101.8%	(\$6,939)
106	Fines/Fees/Lost	\$22,600	\$14,211	\$1,140	\$15,351	67.9%	\$7,249
107	Copying Receipts	\$20,121	\$18,093	\$2,176	\$20,269	100.7%	(\$148)
108	Endowment Funds	\$20,499	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$24,000	\$24,416	\$0	\$24,416	101.7%	(\$416)
110	Gifts/Donations	\$7,000	\$5,990	\$3,600	\$9,590	137.0%	(\$2,590)
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$20,048	\$1,952	\$22,000	91.7%	\$2,000
TOTALS		\$2,089,300	\$1,622,589	\$322,057	\$1,944,645	93.1%	\$144,655

Fund#	EXPENSES 05/31/18	FY18 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 05/31/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MIS Salaries & Wages	\$458,648	\$345,656	\$34,170	\$379,826	82.8%	\$78,823
201	Non-MIS Salary & Wages	\$576,368	\$470,206	\$47,139	\$517,345	89.8%	\$59,023
202	Benefits for Staff/Retirees	\$270,512	\$209,157	\$20,308	\$229,465	84.8%	\$41,047
Total Personnel		\$1,305,528	\$1,025,019	\$101,616	\$1,126,635	86.3%	\$178,893
Books & Materials							
300	Books	\$70,000	\$59,790	\$8,689	\$68,479	97.8%	\$1,521
301	Leased Materials	\$27,000	\$0	\$26,420	\$26,420	97.9%	\$580
302	Standing Order Books	\$36,000	\$26,238	\$1,472	\$27,710	77.0%	\$8,290
303	Print News & Periodicals	\$12,276	\$4,140	\$0	\$4,140	33.7%	\$8,136
304	Audiovisual Materials	\$25,000	\$20,647	\$1,507	\$22,154	88.6%	\$2,846
305	Electronic Materials	\$4,500	\$4,457	\$0	\$4,457	99.0%	\$43
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$500	\$500	\$0	\$500	100.0%	\$0
308	Restricted - Donation/Grant	\$1,250	\$580	(\$45)	\$535	42.8%	\$715
309	Family Resource Books	\$1,000	\$642	\$288	\$930	93.0%	\$70
310	Econtent	\$29,700	\$29,700	\$0	\$29,700	100.0%	\$0
Total Books & Materials		\$208,359	\$146,694	\$38,331	\$185,025	88.8%	\$23,334
Capital Expenditures							
400	Library Non-Computer Equip.	\$11,750	\$2,616	\$130	\$2,746	23.4%	\$9,004
401	Computer Hardware	\$12,000	\$24,634	\$2,986	\$27,620	230.2%	(\$15,620)
Total Capital Expenditures		\$23,750	\$27,250	\$3,116	\$30,366	127.9%	(\$6,616)
Contractual							
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$16,500	\$30,061	\$731	\$30,792	186.6%	(\$14,292)
502	Audit	\$20,000	\$12,261	\$2,185	\$14,446	72.2%	\$5,554
503	Cataloging MARC Records	\$3,605	\$1,781	\$179	\$1,960	54.4%	\$1,645
504	Unique Management	\$9,000	\$4,825	\$358	\$5,183	57.6%	\$3,817
505	Computer Support Service Calls	\$17,500	\$29,350	\$3,813	\$33,163	189.5%	(\$15,663)

506 Other Computer Software Serv.	\$10,000	\$2,709	\$271	\$2,980	29.8%	\$7,020
507 Telecomm Internet Line Charges	\$22,000	\$18,699	\$2,130	\$20,829	94.7%	\$1,171
508 Printing and Publications	\$9,500	\$9,927	\$0	\$9,927	104.5%	(\$427)
509 Security Guard Service	\$26,500	\$22,835	\$2,192	\$25,027	94.4%	\$1,473
Total Contractual	\$136,605	\$135,448	\$11,858	\$147,301	107.8%	(\$10,696)
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$7,050	\$558	\$7,608	152.2%	(\$2,608)
601 TLC Maintenance Contract	\$19,500	(\$1,643)	\$0	(\$1,643)	-8.4%	\$21,143
602 Facilities and Rent	\$76,650	\$63,000	\$6,300	\$69,300	90.4%	\$7,350
603 Supplies	\$32,000	\$15,621	\$2,906	\$18,527	57.9%	\$13,473
604 Travel / Workshops /Conf. Fees	\$8,500	\$9,160	\$508	\$9,668	113.7%	(\$1,168)
605 Training / Education	\$4,500	\$885	\$0	\$885	19.7%	\$3,615
606 Utilities	\$6,000	\$3,533	\$287	\$3,820	63.7%	\$2,180
607 Telephone (Voice)	\$13,000	\$11,615	\$1,230	\$12,845	98.8%	\$155
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$4,440	\$567	\$5,007	111.3%	(\$507)
610 Job & Contracting Advertising	\$2,500	\$1,951	\$193	\$2,144	85.8%	\$356
611 Promotional Advertising	\$2,000	\$824	\$0	\$824	41.2%	\$1,176
612 Organization/Association Dues	\$3,500	\$2,629	\$0	\$2,629	75.1%	\$871
613 Postage	\$4,500	\$3,411	\$909	\$4,320	96.0%	\$180
614 Janitorial	\$64,500	\$50,167	\$4,971	\$55,138	85.5%	\$9,362
615 Other Building Maintenance	\$12,500	\$9,230	\$517	\$9,747	78.0%	\$2,753
Total	\$272,087	\$181,873	\$18,946	\$200,819	73.8%	\$71,268
Facilities/Maint./Operations						
Programs/Activities/Other						
700 YS Summer Reading Program	\$6,500	\$463	\$1,432	\$1,895	29.2%	\$4,605
701 YS Programming & Supplies	\$4,191	\$1,351	\$718	\$2,069	49.4%	\$2,122
702 Adult Programming	\$2,600	\$3,849	\$223	\$4,072	156.6%	(\$1,472)
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$4,292	\$0	\$4,292	85.8%	\$708
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0

707 Hopewell Project	\$50,000	\$698	\$0	\$698	1.4%	\$49,302
708 Prince George Project	\$50,000	\$39,677	\$1,009	\$40,686	81.4%	\$9,314
707 Misc. Professional Serv. & Other	\$15,759	\$9,159	\$1,037	\$10,196	64.7%	\$5,563
Total Programs/Activ./Other	\$143,050	\$59,489	\$4,420	\$63,909	44.7%	\$79,141
GRAND TOTALS	\$2,089,379	\$1,575,768	\$178,288	\$1,754,056	84.0%	\$335,323



Hopewell Community Policy And Management Team Meeting

**June 18, 2018
2:00pm**

Agenda

- I. Approval of the May 31, 2018 Minutes
- II. Financial Report
- III. Old Business
 - A. Policy and Procedures
 - B. Thomas Brothers
- IV. New Business
- V. Closed Meeting
 - A. Case Review
 - B. Approval of Purchase Order Requests
- VI. Items of Interest
- VII. Next meeting is scheduled for July 16, 2018 @ 2:00 p.m.

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS

An official website of the United States government.

We've made some changes to EPA.gov. If the information you are looking for is not here, you may be able to find it on the EPA Web Archive or the January 19, 2017 Web Snapshot.

Close



News Releases from Headquarters › Office of the Administrator (AO) › Office of Policy (OP)

Trump Administration Announces Assistance to Support Community Revitalization through Local Food Enterprises

05/23/2018

Contact Information:

(press@epa.gov)

WASHINGTON – Today, in support of the Trump Administration’s [Executive Order on Promoting Agriculture and Rural Prosperity in America](#), the U.S. Environmental Protection Agency (EPA) joined other federal partners in announcing assistance to help 16 communities revitalize downtowns, boost the local economy, improve public health, and protect the environment through local food enterprises. The assistance is provided through Local Foods, Local Places (LFLP), a federal initiative that helps communities reinvest in their neighborhoods and improve quality of life as they develop the local food economy.

“America’s farmers and ranchers are some of the nation’s first environmentalists,” said EPA Administrator Scott Pruitt. **“We look forward to helping our community partners develop local food enterprises that support local farmers, improve public health, protect the environment, and grow local economies.”**

Through LFLP, partner communities work with a team of experts to identify local assets and opportunities that can support local food enterprises, and set goals for leveraging those resources in ways that spur revitalization. They then develop an implementation plan and help identify potential resources from the participating federal agencies to support implementation.

In 2018, LFLP is supported by EPA, the U.S. Department of Agriculture, U.S. Centers for Disease Control and Prevention, and the Delta Regional Authority. Since its launch in 2014, LFLP has helped 78 communities across the country develop local food enterprises—such as farmers markets, community gardens, and cooperative grocery stores—that improve environmental, economic, and

health outcomes.

The 16 communities receiving assistance today were selected from more than 75 applications. A summary of planned projects is provided below.

EPA is also releasing a new report to help other communities interested in growing their local food economy. *Lessons from Community Leaders on Using Local Foods to Revitalize Downtowns* summarizes experiences, successes, and challenges from LFLP partners who participated in a national LFLP Summit in Washington, D.C. in July 2017. An update on results from 2017 LFLP community projects is also now available.

2018 LFLP Community Projects:

Alabama

Restoration 154/Foundation 154 in Elba, Alabama, will plan a central farmers market to spur downtown revitalization and help mitigate the loss of people traveling through downtown after the opening of a highway bypass. The workshop will also help identify strategies to make the downtown square more environmentally friendly, a longstanding goal of the city.

Alaska

The Alaska Food Policy Council aims to create a highly visible, working urban farm in Anchorage, Alaska, that serves as a site for food production, a job training center, a sustainable farming innovation and demonstration hub, and a community center. The project will help address real and perceived contamination on the site from a former leaking underground storage tank and a nearby former dry cleaners identified by the city as a candidate for Brownfields cleanup funds.

Arizona

The city of Phoenix, Arizona, intends to develop a plan to improve access to healthy food in the South Central Light Rail Corridor, an economically distressed area. The plan will be folded into other initiatives in the area, including implementing a strategy for equitable transit-oriented development and restoring and improving access to the Rio Salado (Salt River).

Arkansas

In Helena, Arkansas, the Helena-West Helena/Philips County Port Authority will explore a potential farmers market and events space in a long-abandoned building near downtown where underground storage tanks have been removed. The Port Authority (the local economic development entity) has acquired the site and begun cleaning up contamination from its past use as a school bus repair facility.

The city of McCrory, Arkansas, plans to comprehensively address barriers to good nutrition and physical activity by strategically connecting and integrating multiple initiatives, including a new community/school garden; a new “healthy hub” that brings clinical screening services, nutrition education classes, cooking demonstrations, prescription assistance, and food pantry distribution under one roof; and a potential farmers market and culinary incubator.

Kentucky

Hindman Settlement School in Hindman, Kentucky, wants to strengthen the local farmers market and determine the next steps for several food-based initiatives, including a certified canning kitchen that can help address the loss of coal-based jobs and tax revenue by creating new opportunities for producers, food crafters, and entrepreneurs.

The Jefferson County Soil and Water Conservation District is seeking assistance to help coordinate multiple revitalization and food security initiatives in a densely populated, demographically diverse area of downtown Louisville, Kentucky. This area suffers from high poverty and unemployment, a growing urban heat island effect, the recent closure of its retail grocery stores, and a significant number of abandoned and vacant properties. Planning for a new cooperative grocery store will incorporate strategies to improve air, water, and soil quality while increasing tree cover for the public.

Maine

Engine, a nonprofit organization in Biddeford, Maine, is planning for the redevelopment of a vacant main street building, made possible through a Brownfields cleanup grant, to support continued revitalization of the historic Main Street and Mill District. The project will house food-related businesses and nonprofits and include an 8,000-square-foot green space and urban garden on the rooftop.

Mississippi

Working with the town of Duck Hill, Mississippi, and the Achieving Sustainability through Education and Economic Development Solutions Partnership, Action Communication and Education Reform is looking to use environmentally-friendly infrastructure to address longstanding stormwater and flooding problems as a necessary first step to enable revitalization efforts, including a 2.5-acre community garden and downtown farmers market.

New Mexico

In Farmington, New Mexico, the New Mexico State University Cooperative Extension, in collaboration with the city and community partners, will coordinate efforts to expand local food production, improve food access, and revitalize the historic downtown. Supporting local food enterprises would help the city reconnect with its historic roots as a farming community while expanding access to jobs and business opportunities, increasing diversified local food options, and protecting natural resources.

In Silver City, New Mexico, the Volunteer Center of Grant County will bring the community together to reduce food waste in the downtown districts and nearby neighborhoods, create more garden spaces, and strategize how to grow more local food while providing economic opportunity to those in need.

New York

The Seven Valleys Health Coalition, working with the City of Cortland and the Cortland Food Project committee, will develop a long-term strategy that ties growth and development of an equitable local food system into Brownfields revitalization and other ongoing planning efforts in the city.

Oklahoma

The Delaware Nation will focus on revitalization in Anadarko, Oklahoma, to create a community anchor for physical activities and healthy, local food. The project aims to establish a permanent farmers market, develop a walking and biking trail, and create a community garden that will help manage stormwater runoff, improve air and soil quality, and reduce waste through composting.

Pennsylvania

The Sustainable Economic Development Task Force of Indiana County wants to further diversify the local economy by creating a plan to help a new co-op in downtown Indiana, Pennsylvania, become an effective outlet for local producers. The co-op will provide access to healthy, locally produced foods for people at all income levels and improve the local economy by supporting county producers, especially those employing sustainable farming methods.

South Carolina

The Lowcountry Alliance for Model Communities in North Charleston, South Carolina, wants to redevelop a former Brownfields site into a park with walking and biking trails and an open-air market that would create economic opportunities for farmers and businesses.

Virginia

In support of its goal to become a more healthy, walkable, and bikeable community, the Hopewell Downtown Partnership in Hopewell, Virginia will explore creating a new kitchen incubator in a downtown building that could help develop new food entrepreneurs and catalyze new businesses to locate in vacant storefronts. A possible community garden on an adjacent lot will help educate residents and contribute to the area's revitalization.

For an update on 2017 LFLP projects: <https://www.epa.gov/smartgrowth/local-foods-local-places#2017>

To read the *LFLP Lessons from Community Leaders* report: <https://www.epa.gov/smartgrowth/2017-local-foods-local-places-summit>

For more information on LFLP: <http://www.epa.gov/smartgrowth/local-foods-local-places>

LAST UPDATED ON MAY 24, 2018

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Community Development Block Grant (CDBG) FY 2018-2019 Budget Public Hearing.

ISSUE: The City of Hopewell has been notified that it will receive \$177,848 in CDBG funding for the FY 2018-2019. City Staff has reviewed all applications for funding submitted by various agencies and have developed a proposed CDBG budget for City Council’s consideration. City Administration provided City Council with three priorities for the 2015-2020 Consolidated Plan. They are housing/homelessness, early childhood development, and elder care. Funding recommendations for the upcoming year are based on these goals. The 18-19 Annual Action Plan describes the projects that will be funded in the fourth year of the Consolidated Plan.

RECOMMENDATION: Hold a public hearing to consider citizen comments regarding the proposed FY 2018-2019 Community Development Block Grant (CDBG) Budget. Re-appropriate \$17,950.83 of CDBG unused funding into the FY 2018-2019 CDBG budget. Approve and appropriate a total of \$195,798.83 for the FY2018-2019 CDBG Budget, and authorize the City Manager to submit the 2018-2019 Action Plan to the United States Department of Housing and Urban Development (HUD).

TIMING: City Council action is requested on June 26, 2018.

BACKGROUND: The City of Hopewell is a HUD entitlement community. Each year the City receives funding through the CDBG. Every five years the City must undergo a rigorous public input process to update the goals and priorities of the CDBG program. This process was completed in 2014. Each year a public hearing must be held by City Council to consider citizen comments regarding the proposed CDBG budget.

FISCAL IMPACT: None

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 K. Wayne Walton, 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 J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine E. Gore, Ward #4			

ENCLOSED DOCUMENTS: Attachment 1: Presentation with revised recommended funding schedule

STAFF: Tevya W. Griffin, Director of Development
Bill Dore, Housing and Grants Coordinator

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolts, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine E. Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor K. Wayne Walton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7

Community Development Block Grant Funding

Fiscal Year 2018-2019

Mission of HUD

HUD's mission is to create strong, sustainable, inclusive communities
and
quality affordable homes for all

Strategic Goals of the City Council (Adopted September 2014) Pertaining to CDBG Funding

- ▶ City Beautification
 - ▶ Rehabilitation of Housing
 - ▶ Family Services including elderly and disabled
 - ▶ Education, primarily adult and pre-school literacy
 - ▶ Public Safety

Impact of Federal Budget Increases

- ▶ Increase in total funding of 8.5 percent or \$15,172
- ▶ Public Service Funds increased \$2,266 (capped at 15% of total allocation)
- ▶ Administrative funds increased \$3,035 (capped at 20% of total allocation)
- ▶ Other funds are applied based on remaining amounts

FY 2018-2019 Proposed Budget

Budget Item	Amount by Rule	Funding Recommended	Change	Comments
HUD Allocation	\$177,848	\$177,848	0.0%	No Comments
Public Service at 15%	\$26,677	\$26,677	0.0%	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$35,570	\$35,570	0.0%	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted, AFFH Requirement for next 5 Year Plan
Capacity Building	\$23,000	\$23,000	0.0%	Provides funds to aid organizations and schools in helping at-risk children in getting reading materials and mentoring for life-long learning assistance and help neighborhood revitalization



HOWEVER

Re-purposed Funds FY 2014-2015 and FY 2017-2018

- Re-appropriation of \$13,210.00 from past infrastructure projects.
- Re-appropriation of \$4,740.80 from Rebuilding Together Richmond (formerly Re-building Together Tri-Cities) 2017-18 project.
- Total amount of re-appropriation into the CDBG 2018-19 budget is \$17,950.83
- Total APPROPRIATION IS \$195,798.83 for FY 2018-2019

FY 2018-2019 Proposed Budget

Budget Item	Amount by Rule	Funding Recommended	Change	Comments
HUD Allocation	\$177,848	\$195,798.83	10.0%	No Comments
Public Service at 15%	\$26,677	\$26,677	0.0%	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$35,570	\$35,570	0.0%	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted. New FAIR HOUSING ANALYSIS TO BE COMPLETED OF 9 MONTHS
Capacity Building	\$23,000	\$36,475.33	58.6%	Provides funds to aid organizations and schools in helping at-risk children in getting reading materials and mentoring for life-long learning assistance.
Remaining Balance for Housing Rehabilitation	\$94,476	\$97,076.50	2.8%	Rehabilitate Housing for Qualified Owner-Occupants

2018-2019 Appropriation Recommendations



Public Service Funds (\$26,677)

Recommended Amount	Project	Organization	Description	Goal
\$4,825	Yellow Card Program	Hopewell Food Pantry (CD911)	Provides food on a monthly basis to seniors and disabled persons in Hopewell	Family Services
\$3,025	Respite Care Program - Elderly	Recs and Parks, City of Hopewell (CD909)	Provides funds for recreation, day care, education and cultural activities to the elderly and disabled	Family Services - Disabled and Elderly
\$4,825	Home Visitation	Hopewell-Prince Georges County Health Families (CD905)	Provides funds for early intervention to reduce incidences of child abuse in "at-risk" households	Family Services

Public Service Funds (\$26,677)

Recommended Amount	Project	Organization	Description	Goal
\$3,925 Based on input received during the June 12, 2018 City Council meeting, the recommended amount of funding increased by \$798.	Women's and Children's Shelters	CARES, Inc. (CD906)	Provides funds to provide emergency shelter for homeless women and children	Family Services
\$3,025	Domestic Violence Intervention	The James House (CD907)	Provides housing assistance and case management support for victims and families of violence.	Family Services
\$3,925	Family Resource Center	STORY (Formerly HRHA but now in a separate non-profit under HRHA umbrella (CD923)	Assists public housing residents in obtaining job skills as they work toward self-sufficiency	Family Services
\$3,127 Based on input received during the June 12, 2018 City Council meeting, the recommended amount of funding decreased by \$798.	Permanent Supportive Housing	COMMONWEALTH CATHOLIC CHARITIES (CD924)	Provides funds to prevent homelessness and to rapidly re-house households that have become homeless	Family Services

Capacity Building Funds (\$36,475.33)

Recommended Amount	Project	Organization	Description	Goal
\$19,355.16	Reading is Fun	Community Action Program - Reading (CD912)	Provides funds to aid organizations and schools in helping at-risk children in getting reading materials and mentoring for life-long learning assistance.	Improve literacy and decrease school drop-out rate. Helps in long-term neighborhood revitalization.
\$17,120.17	Literacy Capacity Building	SMART BEGINNINGS (CD902)	Provides funds to aid organizations and schools in helping at-risk children in getting reading materials and mentoring for life-long learning assistance.	Improve literacy and decrease school drop-out rate. Helps in long-term neighborhood revitalization.

Housing Rehabilitation Funds (\$97,076.50)

Recommended Amount	Project	Organization	Description	Goal
\$48,538.25	Housing Rehabilitation	Rebuilding Together of Richmond (CD920)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization
\$48,538.25	Emergency Housing Rehabilitation	PROJECT: Homes (CD919)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization

General Administrative Funds

(\$35,570)

Recommended Amount	Project	Organization	Description	Goal
\$35,570	General Administration	City of Hopewell- Department of Development (CD901)	Provides funds to manage all aspects of grants management for HUD funds including budgeting, written agreements, reporting, compliance management and monitoring, advertising and fair housing.	Maintain effective government with optimal management and service practices, fully compliant with federal programs

Recommendations

1. De-Obligate and Appropriate \$17,950.83 from previous years
2. Approve our Fourth-Year Annual Action Plan with the Appropriations as presented
3. Council Authorization for City Manager to submit the Fourth-Year Annual Action Plan to the Department of Housing and Urban Development

Department of Development

Tevya Griffin - Director

Thank You

**COMMUNICATIONS
FROM CITIZENS**

UNFINISHED BUSINESS



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
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- Reports of Council Committees

Action:

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

COUNCIL AGENDA ITEM TITLE: General Registrar Request for Appropriation

ISSUE: The General Registrar has hired an Assistant Registrar at a salary higher than the budgeted salary (\$33,741.56) for that position. Pursuant to Virginia Code §24.2-112, City Council sets the rate of pay for the Assistant Registrar. The General Registrar is requesting an appropriation of an additional \$9,758.44 for FY18 and FY19 to bring the position salary to \$43,500.

RECOMMENDATION: City Staff recommends City Council take appropriate action. Should Council approve the increase, Staff recommends that it be retroactive to the date of hire

TIMING:

BACKGROUND: The General Registrar has requested the increase in salary based on the individual’s “35 years of experience as a Registrar assistant in Petersburg, Virginia, the benefits and offers provided to other employees of this locality and the needs of the Voter Registration Office for the City of Hopewell at this time.” Virginia Code §24.2-112 states “(t)he compensation of any assistant registrar, other than those who agree to serve without pay, or any other employee of the general registrar shall be fixed and paid the by the local governing body and shall be the equivalent of or exceed the minimum hourly wage established by federal law in 29 U.S.C. §206 (a) (1), as amended.” The current salary of \$33,341.56 (\$16.22/hr), which exceeds the Federal minimum hourly wage (\$7.25/hr), was “fixed” by City Council during the FY18 budget process. There is a projected FY18 fund balance in the General Registrar’s Office full-time salary line item of \$7,304.58 available.

FISCAL IMPACT: The requested action will increase the reduce fund balance by \$9,758.44.

ENCLOSED DOCUMENTS: Memorandum dated May 29, 2018; Salary Survey of Assistant Registrars; Salary History of Registrar’s Office; Available Fund Balance Worksheet for General Registrar’s Office

STAFF: Yolanda W. Stokes, General Registrar

Council action form 1-3-17

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			

06-26-18

**Assistant and General Registrar Salaries
2010 - 2017**

	DATE	HOURLY RATE	ANNUAL SALARY
Assistant Registrar	7/1/2010	\$12.96	\$26,956.80
Assistant Registrar	12/14/2011	\$12.09	\$25,147.20
	7/1/2012	\$13.08	\$27,206.40
	8/1/2013	\$13.47	\$28,017.60
	7/1/2014	\$13.74	\$28,579.20
	7/1/2015	\$13.74	\$28,579.20
	7/1/2016	\$14.23	\$29,598.40
	7/1/2017	\$15.90	\$33,079.90
	8/1/2017	\$16.22	\$33,741.55
General Registrar	7/1/2010	\$21.81	\$45,364.80
	7/1/2011	\$21.81	\$45,364.80
	7/1/2012	\$23.59	\$49,067.20
	8/1/2013	\$24.30	\$50,544.00
	7/1/2014	\$24.79	\$51,563.20
	7/1/2015	\$24.79	\$51,563.20
	7/1/2016	\$25.28	\$52,582.40
	7/1/2017	\$25.53	\$53,108.22
	8/1/2017	\$26.04	\$54,170.48

NOTE: There was a change in personnel in the Assistant Registrar position between 7/1/2010 and 12/14/2011

Voter Registrar

FY 18 Budget	\$	192,735.57
Less:		
Actuals as of 6/19/18		174,472.94
Payroll through end of fiscal year		<u>10,958.05</u>
Available balance	\$	7,304.58

Assistant Registrar - Salary Survey

	Salary Range (\$)	# of Assistant Registrars
Colonial Heights	29,100 - 49,961	1
Danville	36,186.55	1
Dinwiddie	28,704	0*
Emporia	24,024	2**
Lynchburg	46,342	1
Newport News	65,437	1
Norfolk	No Reponse	
Petersburg	No Reponse	
Richmond	44,646 - 73,336	1
Suffolk	38,407 - 60,298	2
Surry		0

NOTE:

* - 1 part-time Program Support Technican

** - positions are Part-Time

13.8	28,704
11.55	24,024
22.28	46,342

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: Approve and file a request to subdivide one parcel into three parcels located at 105 Winston Churchill Drive, also identified as Sub-Parcel # 048-0176

ISSUE: The City has received a request from Timmons Group on behalf of Hopewell Business Center LLC to subdivide property in the City of Hopewell.

RECOMMENDATION: The City Administration recommends approval of the request to subdivide Sub-Parcel #048-0176 into three lots.

TIMING: City Council action is requested on June 26, 2018.

BACKGROUND: The purpose of this plat is to subdivide one parcel into three parcels for economic development purposes. The plat meets all Subdivision and Zoning Ordinance requirements.

FISCAL IMPACT: Increase tax revenue through real estate, and machinery and tool tax

ENCLOSED DOCUMENTS: Attachment 1: Staff Report
Attachment 2: Aerial Location Map
Attachment 3: Proposed Subdivision Plat

STAFF: Tevya W. Griffin, Department of Development, Director

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 K. Wayne Walton, 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 J. Zevgolis, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vie Mayor Jasmine E. Gore, Ward #4 | | | |



**Applicant: Timmons Group on behalf of Hopewell
Business Center LLC
105 Winston Churchill Drive
23.17 ACRES POLYESTER PLANT
SUBDIVISION: INDUSTRIAL AREA**

Staff Report prepared for the
Planning Commission Regular Meeting June 21, 2018 and the City Council
Regular Meeting June 26, 2018

This report is prepared by the City of Hopewell Department of Development Staff to provide information to the Planning Commission and the City Council to assist them in making an informed decision on this matter.

I. MEETING INFORMATION:

Planning Commission	June 21, 2018	Pending
City Council	June 26, 2018	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning: N/A
 Existing Zoning: M-2 , Intensive Industrial District
 Parcel Size: Total Acreage: approximately 23.17 acres
 Owner: Hopewell Business Center LLC
 13151 N ENON CHURCH ROAD
 CHESTER VA23836
 Registered Agent: Carrie E. Coyner
 Location of Property: 105 Winston Churchill Drive
 Election Ward: Ward 2
 Land Use Plan Recommendation: Industrial
 Strategic Plan Goal: Industrial
 Map Location(s): Tax ID Sub-Parcel # 048-0176
 Zoning of Surrounding Property: North: M-2
 South: M-2
 East: M-2
 West: M-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from The Timmons Group on behalf of Hopewell Business Center LLC to subdivide a 23.17 acre parcel of land into three (3)

lots. The property is currently zoned Intensive Industrial District (M-2), and is located on Winston Churchill Drive. The purpose of the request is to allow for the creation of three sites for industrial business development.

IV. SUBJECT PROPERTY:

The legal description of the subject property is 22.432 acres Polyester Plan, Industrial Area Subdivision. It is improved with five buildings; three metal warehouses, one brick and one metal and cinder block. The property is assessed at \$1,009,300. There is rail access on the property provided by Seaboard Coastline and Norfolk and Western Railroad.

V. ZONING/STAFF ANALYSIS

The applicant is requesting the Planning Commission and City Council approve a request to subdivide the subject parcel into three lots with the following dimensions:

- Lot 1: 5.136 acres
- Lot 2: 8.109 acres
- Lot 3: 9.187

There is no minimum acreage or lot width requirement in the M-2 zoning district.

Sub-Parcel numbers will be assigned to each property prior to the recordation of the plat by the Real Estate Assessor.

VI. APPLICABLE CITY REGULATIONS

The provision of the Subdivision Ordinance that are germane to this subdivision request include the following:

Article 6, Preparation, Approval and Recording of Subdivision Plats, Section 6-10, Approval of Preliminary Plat:

"The City shall refer the preliminary plat to the Planning Commission and to the City Council for Council's information. The Planning Commission shall discuss the preliminary plat with the subdivider in order to determine whether or not the preliminary plat generally conforms to the requirements of the Subdivision Ordinance, Zoning ordinance and any other applicable City plans or ordinances. Within sixty (60) days of the preliminary plat submission to the Planning Commission, the subdivider shall be advised in writing by formal letter of approval, approval with conditions or disapproval of the preliminary plat."

Article 6, Preparation, Approval and Recording of Subdivision Plats, Section 6-14, Approval of Final Plat:

“The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this ordinance, and has made satisfactory arrangements for performance bond, cash or cash bond to cover the cost of necessary improvements, in lieu of construction, to the satisfaction of Council. Approval of final plat shall be written on the face of the plat by the Council.”

III. COMPREHENSIVE PLAN ANALYSIS

Land Use Plan Recommendation:

The 2028 Comprehensive Land Use Plan/Map recommends this area for Industrial use. This request is consistent with this designation.

VII. STAFF RECOMMENDATION:

The subdivision meets the requirements of the Subdivision and Zoning Ordinance. Staff therefore recommends approval of the subdivision request submitted by Timmons Group on behalf of Hopewell Business Center LLC to subdivide 22.432 acres into three lots; Lot 1 at 5.136 acres, Lot 2 at 8.109 acres, and Lot 3 at 9.187 acres.

VIII. PLANNING COMMISSION RESOLUTION:

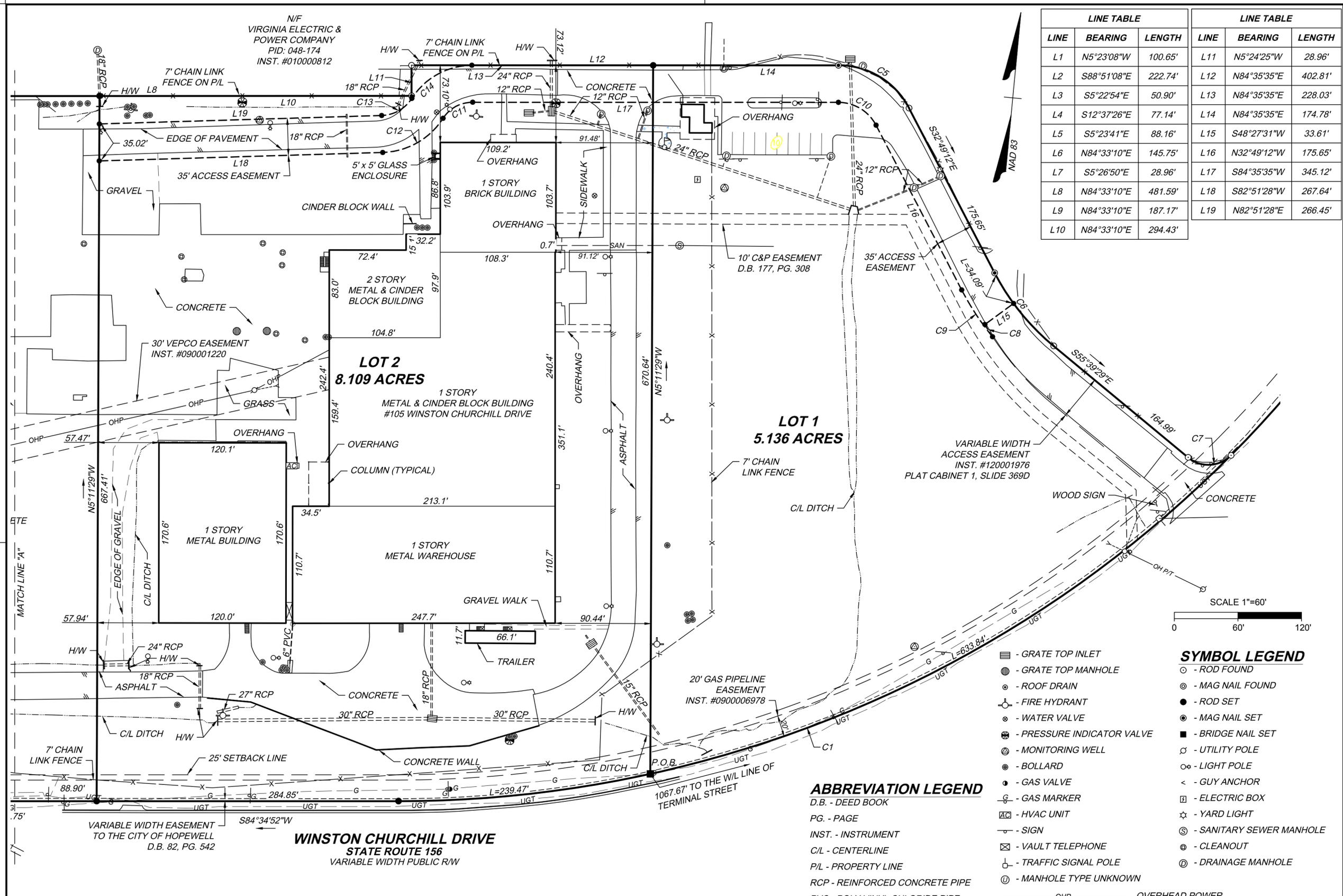
In accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, the Planning Commission, recommends with a vote of ___ to ___ to ***approve/table/deny*** the request submitted by Timmons Group on behalf of Hopewell Business Center LLC to subdivide 22.342 acres of land located at 105 Winston Churchill Drive, also identified as Sub-Parcel # 048-0176 to allow for the creation of three sites for industrial business development.

IX. CITY COUNCIL RESOLUTION:

In accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, the Hopewell City Council, votes ___ to ___ to ***approve/table/deny*** the request submitted by Timmons Group on behalf of Hopewell Business Center LLC to subdivide 22.342 acres of land located at 105 Winston Churchill Drive, also identified as Sub-Parcel # 048-0176 to allow for the creation of three sites for industrial business development.

Attachments:

1. Application
2. Subdivision Plat – Revised June 19, 2018

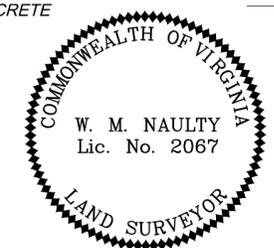


LINE TABLE			LINE TABLE		
LINE	BEARING	LENGTH	LINE	BEARING	LENGTH
L1	N5°23'08"W	100.65'	L11	N5°24'25"W	28.96'
L2	S88°51'08"E	222.74'	L12	N84°35'35"E	402.81'
L3	S5°22'54"E	50.90'	L13	N84°35'35"E	228.03'
L4	S12°37'26"E	77.14'	L14	N84°35'35"E	174.78'
L5	S5°23'41"E	88.16'	L15	S48°27'31"W	33.61'
L6	N84°33'10"E	145.75'	L16	N32°49'12"W	175.65'
L7	S5°26'50"E	28.96'	L17	S84°35'35"W	345.12'
L8	N84°33'10"E	481.59'	L18	S82°51'28"W	267.64'
L9	N84°33'10"E	187.17'	L19	N82°51'28"E	266.45'
L10	N84°33'10"E	294.43'			

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	1105.92'	633.84'	325.89'	32°50'17"	N55°45'20"E	625.20'
C2	374.78'	382.19'	209.58'	58°25'44"	S38°47'46"E	365.85'
C3	460.50'	107.12'	53.81'	13°19'43"	N12°02'45"W	106.88'
C4	567.00'	71.67'	35.88'	7°14'32"	S9°00'10"E	71.62'
C5	75.00'	81.93'	45.59'	62°35'24"	N64°06'54"W	77.92'
C6	224.00'	89.29'	45.25'	22°50'20"	S44°14'19"E	88.70'
C7	30.00'	44.45'	27.43'	84°53'06"	N81°53'54"E	40.49'

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C8	290.00'	13.64'	6.82'	2°41'39"	S37°11'19"E	13.64'
C9	259.00'	53.02'	26.60'	11°43'43"	S38°41'00"E	52.93'
C10	40.00'	43.70'	24.32'	62°35'24"	N64°06'54"W	41.56'
C11	32.80'	33.19'	18.17'	57°58'56"	S56°02'21"W	31.79'
C12	70.00'	68.09'	37.01'	55°44'03"	N54°59'27"E	65.44'
C13	35.00'	34.06'	18.52'	55°45'29"	N54°58'44"E	32.73'
C14	67.80'	67.52'	36.86'	57°03'38"	S55°37'48"W	64.77'

- ABBREVIATION LEGEND**
- D.B. - DEED BOOK
 - PG. - PAGE
 - INST. - INSTRUMENT
 - C/L - CENTERLINE
 - P/L - PROPERTY LINE
 - RCP - REINFORCED CONCRETE PIPE
 - PVC - POLY VINYL CHLORIDE PIPE
 - S.F. - SQUARE FOOT
 - H/W - HEADWALL
 - CONC. - CONCRETE
- SYMBOL LEGEND**
- - ROD FOUND
 - ⊙ - MAG NAIL FOUND
 - - ROD SET
 - ⊙ - MAG NAIL SET
 - - BRIDGE NAIL SET
 - ⊕ - UTILITY POLE
 - ⊗ - LIGHT POLE
 - < - GUY ANCHOR
 - - ELECTRIC BOX
 - ☆ - YARD LIGHT
 - ⊙ - SANITARY SEWER MANHOLE
 - ⊙ - CLEANOUT
 - ⊙ - DRAINAGE MANHOLE
 - OHP — - OVERHEAD POWER
 - OH P/T — - OVERHEAD POWER & TELEPHONE
 - UGT — - PAINT TELEPHONE
 - G — - PAINT GAS



HOPEWELL BUSINESS CENTER
HOPEWELL, VIRGINIA

DATE: May 15, 2018	SCALE: 1"=60'
SHEET 2 OF 2	J.N.: 41497-903
DRAWN BY: J. Livingston	CHECK BY: W.M. Naulty
REVISED: June 19, 2018	

THIS DRAWING PREPARED AT THE
TIMMONS OFFICE
 4701 Owens Way, Suite 900 | Prince George, VA 23875
 TEL 804.541.6600 FAX 804.458.1511 www.timmons.com

TIMMONS GROUP
 Site Development | Residential | Infrastructure | Technology

Aerial Map of 105 Winston Churchill Drive



Property line Boundary of 105 Winston Churchill Drive

Source: City of Hopewell qPublic.net

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 apply for funding through the Virginia Recreational Trails Program**BACKGROUND:**

The Virginia Recreational Trails Program was established for the purposes of providing and maintaining recreational trails and is administered by the Virginia Department of Conservation and Recreation. The funding assistance would allow the City to complete a connection of the soon to be constructed Riverwalk from behind John Randolph Medical Center to the Hopewell City Marina.

ISSUE:

The funding assistance is in the form of a reimbursement grant up to \$300,000 -\$400,000 dependent on the trail type (single-use or multi-modal).

RECOMMENDATION:

Staff recommends approval to apply for the Virginia Recreational Trails Program.

FISCAL IMPACT:

The match requirement is 20% of the total project cost. The City intends to use funds allocated for the Riverwalk and Gateway projects to satisfy match requirements. The total project cost is estimated to be \$400,000.

ENCLOSED DOCUMENTS:

None

STAFF:

Charles E. Dane, Assistant City Manager
Jake Elder, Economic Development Specialist

Council action form 11-21-2017

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"/>	Councilor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

05-08- 2018

June 20, 2018

MEMO

RE: Recreational Trails Program Grant

The Honorable City Council,

The information below is from the Virginia Recreational Trails Program Manual:

“The Recreational Trails Program (RTP) is an 80-20, matching reimbursement program established for the purposes of providing and maintaining recreational trails. It is funded through the Federal Highway Administration (FHWA), which establishes a program for allocating funds to the States for recreational trails. The agency responsible for administering the program in Virginia is the Department of Conservation and Recreation (DCR).

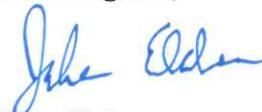
Funding may be provided to city governments, county governments or other government entities but must consider guidance from the Virginia Recreational Trails Program Advisory Committee. Non-profits when partnered with a governmental body are also eligible to compete for funding.

Program requirements mandate that 30% of the trail program funds be used for motorized recreational trail uses, 30% for non-motorized recreational trails and 40% for trails with the greatest number of compatible recreational purposes and/or those that provide for innovative recreational trail corridor sharing (multiple-use trails).

The RTP is a reimbursement program, meaning that the applicant should be capable of financing the project while requesting periodic reimbursements. All project applications must have a 20% (minimum) applicant match in total cost.”

The City is requesting permission to apply for this grant program to construct the second phase of the Riverwalk completing the connection from City Park to the Hopewell City Marina as shown on the attached map. The City plans to use previously allocated funds to the Riverwalk and Gateway projects to fulfill the match requirement. Please contact Jake Elder, Economic Development Specialist at (804) 541-6008 or jelder@hopewellva.gov with any questions regarding this grant program.

Best Regards,



Jake Elder

Economic Development Specialist



City of Hopewell

300 North Main Street
Hopewell, VA 23860

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: Re-appropriate funds from the general fund recovered through payments for trash and debris and grass cutting violations to the Department of Development Chapter 18 Violations account

ISSUE: As of May 25, 2018, the Department of Development has depleted Chapter 18 funds for cutting tall grass and removing trash and debris. The Department is requesting that recovered fees collected from July 1, 2017 – present be re-appropriated to cover current costs.

RECOMMENDATION: City Administration recommends the City Council approve the re-appropriation of \$25,000 to Chapter 18 Violations (071 71811087 509910 D0002)

TIMING: City Administration is requesting approval of this request on June 26, 2018

BACKGROUND: Attached to this Action Form is a spreadsheet that outlines the collection amounts for trash and debris, the vacant building registry, and demolition.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: Account Balance Sheet

STAFF: Tevya W. Griffin, Director of the Department of Development

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 K. Wayne Walton, 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 J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine E. Gore, Ward #4			

Department of Development Billing and Collections

July 1, 2017- present

	BILLED	PAID	OWED
VACANT BUILD REGISTRY	10,900.00	2,450.00	8,450.00
TRASH AND DEBRI/ GRASS	42,625.00	18,416.98	24,208.02
DEMOLITION	20,000.00	5,475.00	14,525.00
TOTALS:	73,525.00	26,341.98	47,183.02
24 PROPERTIES HAVE REGISTERED	2,400.00		

R-4

Sec. 2-10. - Law library established; court cost assessment; library committee.

- (a) *Library established.* Under the provisions of Code of Virginia (1950), § 42.1-70, as amended, there is hereby established a law library in room 261 of the Courts Facility Building, 100 East Broadway, which law library shall be open for the use of the public.
- (b) *Assessment of court costs.* To provide for the acquisition of law books and law periodicals, and to provide for the maintenance of such library, beginning July 1, 2009, there is hereby assessed a sum of four dollars (\$4.00) as part of the costs incident to each civil action filed in the district court and the circuit court of the City of Hopewell. The assessment provided for herein shall be in addition to all other costs prescribed by law, but shall not apply to any action in which the Commonwealth of Virginia or any political subdivision thereof or the federal government is a party and in which the costs are assessed against the Commonwealth, political subdivision thereof, or federal government. The assessment shall be collected by the clerk of the court in which the action is filed, and remitted to the treasurer of the city, to be held by such treasurer subject to disbursements by the law library committee, hereinafter created.
- (c) *Law library committee.* A committee to be called the law library committee is hereby created to be composed of a member of council appointed by the mayor, the city attorney, the commonwealth attorney, the judge in residence of the general district court, and a member appointed by the Hopewell Bar Association, to oversee the operation of said library and to report to city council quarterly during the first year and annually by June 30 of each year thereafter.

An attested copy of this section shall be sent to the clerks of the Hopewell District and Circuit Courts by the clerk of the city.

(Ord. No. 83-20, 12-13-83; Ord. No. 92-22, 6-23-92; Ord. No. 95-33, 9-26-95; Ord. No. 95-38, 11-15-95; Ord. No. 2009-07, 6-9-09)

Editor's note— Ord. No. 83-20, adopted Dec. 13, 1983, did not specify manner of codification; hence, inclusion herein as § 2-10 has been at the discretion of the editor.

§ 42.1-70. Assessment for law library as part of costs in civil actions; contributions from bar associations

Any county, city or town may, through its governing body, assess, as part of the costs incident to each civil action filed in the courts located within its boundaries, a sum not in excess of four dollars.

The imposition of such assessment shall be by ordinance of the governing body, which ordinance may provide for different sums in circuit courts and district courts, and the assessment shall be collected by the clerk of the court in which the action is filed, and remitted to the treasurer of such county, city or town and held by such treasurer subject to disbursements by the governing body for the acquisition of (i) law books, law periodicals and computer legal research services, computer terminals for offsite placement to maximize access to the law library by the public, and (ii) equipment for the establishment, use and maintenance of a law library which shall be open for the use of the public at hours convenient to the public. In addition to the acquisition of law books, law periodicals and computer legal research services and equipment, the disbursements may include compensation to be paid to librarians and other necessary staff for the maintenance of such library and acquisition of suitable quarters for such library. The compensation of such librarians and the necessary staff and the cost of suitable quarters for such library shall be fixed by the governing body and paid out of the fund created by the imposition of such assessment of cost. Such libraries, pursuant to rules of the Supreme Court and at costs to such libraries, may have access to computer research services of the State Law Library. Disbursements may be made to purchase or lease computer terminals for the purpose of retaining such research services. The assessment provided for herein shall be in addition to all other costs prescribed by law, but shall not apply to any action in which the Commonwealth or any political subdivision thereof or the federal government is a party and in which the costs are assessed against the Commonwealth, political subdivision thereof, or federal government. The governing body is authorized to accept contributions to the fund from any bar association.

Any such library established in the County of Wythe shall be located only in a town which is the seat of the county government.

Code 1950, § 42-19.4; 1964, c. 439; 1964, Ex. Sess., c. 26; 1966, c. 225; 1970, c. 606; 1972, c. 343; 1977, c. 397; 1981, c. 48; 1982, c. 607; 1983, cc. 309, 355; 1984, c. 16; 1985, c. 381; 1988, c. 571; 2009, c. [617](#).

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

**REPORTS
OF THE
CITY
ATTORNEY**

Current . . .

**RULES OF CITY COUNCIL
THE CHAIR – POWERS AND DUTIES**

101. **Robert's Rules of Order** – Robert's Rules of Order shall govern questions of order and procedure in cases not provided for in these rules. The City Attorney shall be parliamentarian and his ruling, when requested by the presiding officer, shall be final and binding.

Proposed changes (redlined) . . .

RULES OF HOPEWELL CITY COUNCIL RULES OF PROCEDURE

THE CHAIR – POWERS AND DUTIES

These rules are authorized by the Hopewell Charter, Chapter IV, Section 4

CONDUCT OF MEETINGS—

ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY

101. **Robert's Rules of Order—; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert's Rules of Order* shall govern questions of order and procedure in cases not provided for in these rules prevails (Charter IV.4). The City Attorney shall be city attorney is parliamentarian and his, whose ruling, when requested by or through the presiding officer, shall be final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chairman (see Rule 103) is the presiding officer.

Proposed changes (clean) . . .

HOPEWELL CITY COUNCIL RULES OF PROCEDURE

These rules are authorized by the Hopewell Charter, Chapter IV, Section 4

CONDUCT OF MEETINGS—

ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY

101. **Robert's Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert's Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the

vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chairman (see Rule 103) is the presiding officer.

Current . . .

105. **Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be by roll call by the Clerk, followed by immediate statement of result. All other votes may be taken by “ayes” and “nays,” or by roll call, at the discretion of the Chair. It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.

Proposed changes (redlined) . . .

105. ~~**Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be by roll call by the Clerk, followed by immediate statement of result. All other votes may be taken by “ayes” and “nays,” or by~~ **Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call by the Clerk, followed by immediate statement of result. All other votes may be taken by “ayes” and “nays,” or by (Charter IV.8), unless the presiding officer requests a roll call, at the discretion of the Chair. It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.

Proposed changes (clean) . . .

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call.

**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

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

**CLOSED
MEETING**

ADJOURN