

# 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. Zevgolis, 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  
Ronnieye L. Arrington, City Clerk

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Date: September 11, 2018

MUNICIPAL BUILDING

Closed Meeting: 6:00 p.m.

Work Session: 7:00 p.m.

Regular Meeting: 7:30 p.m.

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### OPEN MEETING

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

**PROPOSED MOTION:** To go into closed meeting for (1) discussion and consideration of specific appointees of city council (City Attorney, Board of Equalization, Downtown Design Review Committee, Hopewell Redevelopment and Housing Authority, and Recreation Commission); (2) Discussion and consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the city would be adversely affected (Copeland Site and Luck's Building); (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 city council (police, cemetery, and stormwater); 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 (EDA), 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

**MOTION:** To amend the order of the agenda to enable city council to vote on appointees prior to regular business, to move the HRHA work session to Unfinished Business and make it an action item, and to adopt the agenda as so amended.

Roll Call

**PROPOSED MOTION:** To appoint \_\_\_\_\_ to \_\_\_\_\_

Roll Call

**WORK SESSION**

**7:00 p.m.** WS-1 Hopewell Redevelopment and Housing Authority Request to amend the Hopewell Zoning Map to rezone property located at Cedar, Cypress and Westover Streets in the Highland Park subdivision from Residential, High Density (R-3) and Highway Commercial (B-3) to Residential Apartment (R-4)

**REGULAR MEETING**

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

Prayer by Rev. Judy Bailey of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Zevgolis.

**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:** April 24, 2018; May 1, 2018; May 8, 2018; May 22, 2018; June 5, 2018; June 21, 2018; July 10, 2018; July 31, 2018; August 8, 2018; August 14, 2018; August 28, 2018

**C-2** **Pending List:**

**C-3** **Routine Approval of Work Sessions:**

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

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

**C-6** **Routine Grant Approval:**

**C-7** **Public Hearing Announcement:**

**C-8** **Information for Council Review:** Minutes: CPMT 7-16-18; DDRC 10-04-17, 11-1-17, 3-7-18, 4-4-18, 8-8-18,

**C-9** **Resolutions/Proclamations/Presentations:** presentation by Southeast Diabetes Faith Initiative (SDFI); and presentation by District 19 Community Services Board

**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 Rezoning Request - Western Street**

**ISSUE:** To vacate an undeveloped right of way identified as Western Street, located adjacent to sub-parcel #095-0245 (Western), #095-0220 (4013 Old Woodlawn Avenue), and #095-0225 (4017 Western Street).

**RECOMMENDATION:** Staff recommends that Council **postpone this public hearing pending an agreement between the property owners.**

**MOTION:** \_\_\_\_\_

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**Roll Call**

**PH-2 Conditional Use Permit - City Point Road**

**ISSUE:** Conditional Use Permit to build a duplex on Lot 1R, also identified as sub-parcel #014-0056 (Corner of Wagner Avenue and City Point Road), Block 5 in the Battleground Annex, located in the Medium Residential Zoning District (R-2) on the corner of City Point Road and Wagner Avenue.

**RECOMMENDATION:** Planning Commission recommends that Council deny this request.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**PH-3 Conditional Use Permit - Mesa Drive**

**ISSUE:** Conditional Use Permit to build a duplex on Lot 2R, also identified as sub-parcel #014-0057 in the Battleground Annex, located in the Medium Residential Zoning District (R-2) at the corner of Mesa Drive and City Point Road.

**RECOMMENDATION:** Planning Commission recommends that Council deny this request.

**MOTION:** \_\_\_\_\_

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**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.)*

**Regular Business**

**Reports of City Manager:**

**R-1 Appropriate Collected E-Ticketing Funds**

**ISSUE:** Chapter 2, Article 1, Sec. 2-14 *Assessment for electronic summons system* of the Hopewell City code imposes a \$5 assessment of the costs in each criminal and traffic case in the district and circuit courts of the City of Hopewell in which the defendant is charged with violation of any statute or ordinance. Currently, \$38,000 have been collected. Pursuant to Ordinance 2017-0808-1, these funds are held by the Treasurer subject to disbursements by City Council. The Sheriff's Office requests appropriation of the \$38,000 currently held by the Treasurer and for E-Ticketing to be included as a line item in next year's budget.

**RECOMMENDATION:** Staff recommends that Council **resolve to approve the appropriation of the \$38,000 currently being held by the Treasurer to the Sheriff's Office, and for E-Ticketing to be added as a line item in next year's budget.**

**MOTION:** \_\_\_\_\_

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**Roll Call**

**R-2 Request for City Council to approve the following agreements between VDOT and the City:**

- A. Authorize a budget transfer in the amount of \$759,663.00 and establish a Capital Projects Expense Account and Revenue Account to administer this reimbursement program. The program allows a maximum 80% federal reimbursement of eligible project costs and requires a minimum 20% local match contribution.
- B. Approve entering into a signed standard project administration agreement for the paving surface treatment of Route 10 (E Randolph Road) eastbound and westbound lanes from Winston Churchill Drive to Hummel Ross Road. The subject project was identified to meet the requirements of the Primary Extension/State of Good Repair Paving Program.
- C. Authorize the appropriation of Virginia Department of Transportation (VDOT) revenue sharing program reimbursements to the City's Capital Improvements Program (CIP) projects for various street, sidewalk and drainage improvements.

**ISSUE:** VDOT has several grants and projects requiring City Council's approval and requiring that the City, through its city manager, sign the required agreements.

**RECOMMENDATIONS:** Staff recommends that Council **approve projects R-2 A, B, and C, and to authorize the city manager to sign all appropriate documents related thereto.**

**MOTION:** \_\_\_\_\_

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**Roll Call**

**R-3 Efficiency Technology Study**

**ISSUE:** City Council approved an appropriation to compete an Efficiency & Technology Review Study in the FY19 Budget. The allocation mirrored the draft proposal from Performance Management Group (PMG). City Council needs to begin the process of confirming the vendor, scope of work and procurement process to conduct the study.

**RECOMMENDATION:** Staff recommends that Council **agree by consensus to the scope of work to allow City Administration to provide procurement options for City Council review and approval.**

**MOTION:** \_\_\_\_\_

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**Roll Call**

**Reports of the City Attorney:** City Council rules

**Reports of the City Clerk:** Boards, Committees, Commissions & Authorities:

<b>Name of Board, Committee, etc.</b>	<b>Vacancies</b>	<b>TBR's</b>
Ashford Civic Plaza Commission	9	2
Board of Building Code and Fire Prevention Code Appeals	5	1
Board of Zoning Appeals	3	1
Board of Equalization	4	1
District 19 Community Services Board	1	0
Dock Commission	5	1
Downtown Design Review Committee	1	2
Historic Preservation Committee	11	0
HRHA	1	1
Keep Hopewell Beautiful	5	0
Youth Services Commission	5	4
Recreation Commission	3	1
Social Services Advisory Board	5	0
Social Services Advisory Board	5	0
Transportation Safety Board	3	0
Technology Fund Committee	1	0

**Reports of City Council:**

**Committees**

**Individual Councilors**

**Citizen/Councilor Requests**

**Other Council Communications**

**Adjournment**

# **Work Session**

# **REGULAR MEETING**

# **CONSENT AGENDA**

# MINUTES

**April 24, 2018  
Regular Meeting**

**MINUTES OF THE MEETING OF CITY COUNCIL HELD APRIL 24, 2018**

A meeting of Hopewell City Council, was held Tuesday, April 24, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Arlene Holloway, Councilor  
Janice Denton, Councilor  
Anthony Zevgolits, Councilor  
Brenda S. Pelham, Councilor  
Christina Luman-Bailey, Councilor

John Altman, City Manager  
Stefan Calos, City Attorney  
Ronnieye Arrington, City Clerk  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:35 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolits	-	absent (arrived at 6:45 p.m.)
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

At 6:37 p.m. motion was made by Councilor Denton and seconded by Councilor Pelham to go into Closed Meeting for (1) discussion, consideration, and interviews of prospective candidates for employment (city attorney); (2) discussion of performance of specific employee of council (city clerk); (3) discussion of appointment of specific appointees of city council (HRHA, CVWMA); (4) discussion of performance of specific appointees of city council (EDA); (5) discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (water renewal, cemetery, storm water); and (6) 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) [four items], (3), and (8), respectively. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolits	-	absent (arrived at 6:45 p.m.)
Councilor Denton	-	yes
Councilor Pelham	-	yes

**Motion passed 6-0**

**April 24, 2018  
Regular Meeting**

**ROLL CALL**

Mayor Shornak requested a roll call as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	not on dais

**AMEND/ADOPT AGENDA**

Motion was made by Councilor Zevgolis to adopt the agenda. This motion was seconded by Vice-Mayor Gore. Councilor Luman-Bailey then made a motion to amend the agenda and to move Architectural Review Board (R-2) presentation to before Public Hearings. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Shornak called the meeting to order at 7:53 p.m., and thanked all for attending. The prayer was led by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

**CONSENT AGENDA**

A motion was made by Vice Mayor Gore to approve the Consent Agenda. The motion was seconded by Councilor Luman-Bailey.

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report:**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**

**April 24, 2018  
Regular Meeting**

- C-7 Public Hearing Announcement:** Budget: May 22, 2018
- C-8 Information for Council Review:** Minutes: ARLS April 2018; Electoral Board – 3-28-18, 4-12-18; Certification of Special Meeting 4-23-18; Hopewell Water Renewal 1-16-18
- C-9 Resolutions/Proclamations/Presentations:** Proclamations: Police Week; Kids to Parks Day
- C-10 Additional Announcements:** Award from James River Associates

Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**R-2 Architectural Review Board Presentation-** Tevya Griffin, Director, Department of Development introduced Ms. Mary Calos, Chairperson for the Architectural Review Board. Ms. Calos thanked council for allowing the board to serve and introduced the other members of the board. The other members included Ms. Rita Joyner, ARB Vice-Chair, Ms. Edith Holsopple, Ms. Kathleen Vincent and Mr. Joseph Bailey, who were all in attendance at the meeting. Ms. Calos also thanked Chris Ward, City Planner for his graphic designs. Ms. Calos introduced Ms. Rita Joyner and Ms. Edith Holsopple. Ms. Joyner and Ms. Holsopple presented and provided updates on the homes undergoing preservation in the historic City Point district. The ARB board approved six (6) applications for certificates of appropriateness, and a grant was awarded to provide cedar trees along historic cedar lane by the Cameron Foundation. VDOT awarded a grant to make improvements to Prince Henry Lane. Ms. Joyner and Ms. Holsopple discussed the updates made to each of the homes awarded the certificates of appropriateness. Mayor Shornak asked to have the ARB presentation added to the city website. No action required of Council.

**PUBLIC HEARINGS**

**PH-1** The public hearing for the Condemnation Proceedings for 710 S. 6<sup>th</sup> Street opened at 8:41 p.m. John Altman, City Manager and Jeanie Grandstaff with Hopewell Regional Wastewater Treatment Facility, presented and was available to answer questions. There were no request received from the public to speak on this issue. The public hearing closed at 8:42pm.

Councilor Brenda Pelham submitted a Transactional Disclosure Statement form that states that she works near this land and is a Hopewell Public School employee.

Councilor Pelham moved to adopt a resolution to acquire by condemnation approximately 2,757 square feet, or 0.063 acres, on property owned by Hopewell Property, LLC and HW Industrial LLC located at 710 S. 6<sup>th</sup> Street, to be used as a 30-foot permanent easement, and to authorize the City Manager to execute all documents related thereto. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes

**April 24, 2018  
Regular Meeting**

Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**PH-2** The public hearing for the Hopewell 2028 Draft Comprehensive Plan opened at 8:43 p.m. We received three request from citizens to speak on this issue. Ms. Rita Joyner, citizen of Ward 1, spoke in favor of the Comprehensive Plan. Mr. Brandon Butterworth, citizen of Ward 3, spoke in favor of the Comprehensive Plan. Katherine Padlewski, citizen of Ward 1, was the last public speaker and she was not in favor of the Comprehensive Plan. The Public hearing closed at 8:44 p.m. Councilor Pelham made a motion to approve and adopt the 2028 Draft Comprehensive Plan as amended. The motion was seconded by Councilor Zevgolis.

A substitute motion was made by Councilor Luman-Bailey to approve the 2028 Comprehensive Plan but to remove Woodlawn School from the plan but add option for the area of the map to remain residential and or commercial. The motion was seconded by Vice-Mayor Gore. A friendly amendment was made by Vice Mayor Gore to approve the 2028 Comprehensive Plan with the amendments with the exception of the Woodlawn school, and to allow Councilor Luman-Bailey to work with the Planning Commission and come back to Council with options. The motion failed for lack of a second. Councilor Pelham requested a call for the question. Upon the roll call the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	no
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 6-1**

The substitute motion made by Councilor Luman-Bailey to approve the 2028 Draft Comprehensive Plan but to remove Woodlawn School from the plan but add option for the Area 3 of the map to remain residential and or commercial, and seconded by Vice Mayor Gore was voted on. Upon the roll call, the vote resulted:

Mayor Shornak	-	no
Vice Mayor Gore	-	no
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	no
Councilor Pelham	-	no
Councilor Zevgolis	-	no

**Motion failed 5-2**

The original motion made by Councilor Pelham to approve and adopt the 2028 Draft Comprehensive Plan as amended, and seconded by Councilor Zevgolis was voted on. Upon the roll call, the vote resulted:

**April 24, 2018  
Regular Meeting**

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	no
Councilor Holloway	-	no
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 5-2**

**PH-3** The public hearing was held to receive comments regarding the Amendment to Article XV-A, Chesapeake Bay Preservation Area Overlay District, and opened at 9:00 p.m. There was no request from the public to speak on this topic. The public hearing closed at 9:01 p.m. Councilor Denton made a motion to approve the amendment to Article XV-A, Chesapeake Bay Preservation Area Overlay District. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**PH-4** The public hearing was held to receive comments regarding the Amendment to Article XVI, Site Plan Regulations, and opened at 9:03 p.m. There was no request from the public to speak on this topic. The Public hearing closed at 9:04 p.m. Councilor Pelham made a motion to approve the Amendment to Article XVI, Site Plan Regulations. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**COMMUNICATIONS FROM CITIZENS:**

There was no request from citizens to communicate with Council.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Approval of 2018 Tax Rate-** John Altman, City Manager, presented and reviewed the tax rate to Council. He ended the presentation fielding questions of Council.

**April 24, 2018  
Regular Meeting**

Councilor Pelham submitted a Transactional Disclosure Statement form that states that she works for Hopewell City Public Schools. Mayor Shornak submitted a Transactional Disclosure Statement form that states her daughter is a City of Hopewell employee.

Councilor Denton made a motion to approve and adopt a tax at the rate of \$1.13 per One Hundred Dollars (\$100.00) of assessed valuation on real estate; a tax at the rate of \$3.05 per One Hundred Dollars (\$100.00) of assessed valuation on machinery and tools; a tax at the rate of \$0.10 per One Hundred Dollars (\$100.00) of assessed valuation on one (1) motor vehicle used in the performance of his/her duties as a bona fide member of the Hopewell Emergency Crew; a tax at the rate of \$3.50 per One Hundred Dollars (\$100.00) of assessed valuation on tangible personal property, except that real and tangible personal property of Public Service Corporations shall be taxed in accordance with Chapter 26, Title 58.1 of the Code of Virginia, 1950, as amended. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	not on dais
Councilor Zevgolis	-	yes

**Motion passed 7-0 (Per Council Rule 105)**

**R-3 Grant from Virginia Department of Historic Resources (DHR)-** John Altman, City Manager, presented and reviewed the grant awarded to the City. He ended his presentation fielding questions from Council. Councilor Luman-Bailey made a motion to authorize the City Manager to sign the agreement between the City of Hopewell and the Virginia DHR to approve and appropriate grant funds in the amount of \$10,250. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**Reports of City Attorney:** - City Attorney did not have any reports.

**Reports of City Clerk:** - City Clerk did not have any reports.

**Reports of City Council:** - City Council did not have any reports.

**Committees-**

**April 24, 2018  
Regular Meeting**

Youth Services Commission (YSC) - Vice Mayor Gore provided an updated. She discussed the forum they had on April 19<sup>th</sup> and the initiative to visit schools to promote the Youth Services Commission and the Office on Youth.

**Individual Councilors-**

Vice Mayor Gore- Made a request to City Council to create and Ad-hoc Committee to discuss joining other Virginia Localities to become an ACT Work Ready Community. She would like to form an exploratory committee on how to proceed and report to council recommendations. Vice Mayor Gore made a motion to approve the creation of the City Council Work Ready Community AD-Hoc committee. The motion was properly seconded by Councilor Pelham.

Councilor Zevgolis made a substitute motion to move the creation of the City Council Work Ready Community Ad-Hoc committee be added under regular business at the next council meeting. The substitute motion was seconded by Councilor Denton. Vice Mayor Gore stated per council rules this is where this request would go on the agenda.

An additional substitute motion was made by Vice Mayor Gore to meet and discuss, along with Councilor Luman-Bailey, the Work Ready Community project in conjunction with the City Manager and report back to city council the findings. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**Citizen/Councilor Requests**

Councilor Pelham requested for the city attorney to place on the agenda consideration to change rule about abstaining. She requested that one rule, every meeting, under the city attorney section.

Councilor Zevgolis requested for the city manager to provide information to city council on the land acquisition of \$420k; between Round Hope Church and the school board.

**Other Council Communications-**

**MOTION TO EXTEND**

At 10:27 p.m. motion was made by Councilor Zevgolis to extend the meeting to return to close session. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted,

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	no

**April 24, 2018  
Regular Meeting**

Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**RECONVENE OPEN MEETING**

Council convened into Open Session at 11:30 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	not on dais (left at 11:25 p.m.)
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	no
Councilor Zevgolis	-	yes

**Motion passed 5-1**

**ADJOURN**

At 11:38 p.m. motion was made by Councilor Denton to adjourn the meeting. The motion was seconded by Councilor Luman-Bailey. All council responded “aye” to all in favor say “aye”. Meeting was adjourned.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**May 1, 2018  
Special Meeting**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD MAY 1, 2018**

A Special Meeting of Hopewell City Council, was held Tuesday, May 1, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Arlene Holloway, Councilor  
Janice Denton, Councilor  
Anthony Zevgolis, Councilor  
Brenda S. Pelham, Councilor  
Christina Luman-Bailey, Councilor

John Altman, City Manager  
Charles Dane, Assistant City Manager  
Stefan Calos, Sands Anderson PC, City Attorney  
Ronnieye Arrington, City Clerk  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:31 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**AMEND/ADOPT AGENDA**

Vice Mayor Gore made a motion to amend the agenda to go into Closed Meeting. The motion was seconded by Councilor Pelham. Councilor Zevgolis called a point of order and asked if seven votes were needed to amend the agenda to go into closed session. He expressed concerns as to whether this is a council issue. Stefan Calos, City Attorney said this is just an update and it okay to have this discussion. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**May 1, 2018  
Special Meeting**

**CLOSED MEETING**

Vice Mayor Gore made a motion to go into Closed Meeting for (1) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation in an open meeting would adversely affect the negotiating and litigating posture of city council (Electoral board); and (2) consultation with legal counsel employed or retained by city council related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (7) and (8), respectively. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:11 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**WORK SESSION**

John Altman, City Manager, discussed the FY 19 Operating and Capital Budget. He reviewed and answered a list of questions previously given to him by several councilors. Mr. Altman discussed the breakdown of base salary versus benefits for the Economic Development Manager, Accounting Compliance Tech (CSA) and the IT Support Specialist position. Councilor Pelham expressed some concern about the Economic Development Manager position and asked for a description of the job duties. Charles Dane, Assistant City Manager provided additional insights to address the concerns of Councilor Pelham., and explained that the position allows him to accomplish more and ultimately be more effective and securing and closing deals for the city, and listed several groups and projects that the Economic Development Manager is currently involved in. Mr. Dane fielded and answered additional questions from council. Mayor Shornak spoke in favor of the Economic Development Manager, and expressed that because this is a behind the scene position that most people are not aware of what the positions entails.

**May 1, 2018**  
**Special Meeting**

Mr. Altman continued his presentation on the FY19 Operating and Capital Budget. He ended his presentation by answering additional questions from council. A request was made by Councilor Zevgolis to have a time study completed in order to ensure that every department is streamlined and working effectively.

Vice Mayor Gore submitted a Transactional Disclosure Statement surrounding the discussion of Health Insurance.

**ADJOURN**

At 8:17 p.m., motion was made by Councilor Denton to adjourn the meeting. The motion was seconded by Mayor Shornak. All councilors responded “aye” to the question. Meeting was adjourned.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**May 8, 2018**  
**Regular Meeting**

**MINUTES OF THE MEETING OF CITY COUNCIL HELD MAY 8, 2018**

A Meeting of Hopewell City Council, was held Tuesday, May 8, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Arlene Holloway, Councilor  
Janice Denton, Councilor  
Anthony Zevgolis, Councilor  
Brenda S. Pelham, Councilor  
Christina Luman-Bailey, Councilor

John Altman, City Manager  
Charles Dane, Assistant City Manager  
Stefan Calos, Sands Anderson PC, City Attorney  
Ronnieye Arrington, City Clerk  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:31 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	absent (arrived at 6: 35p.m.)
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 6:36 p.m.)

**CLOSED MEETING**

A motion was made by Vice Mayor Gore, to go into Closed Meeting for (1) discussion, consideration, and interviews of prospective candidates for employment (city attorney); (2) discussion of appointment of specific appointees of city council (Ashford Civic Plaza, HRHA); (3) discussion of performance of specific appointees of city council (EDA); (4) discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (water renewal, cemetery, stormwater); (5) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, negotiating or litigating posture of city council (cemetery), and (6) 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) [three items], (3), (7) and (8), respectively. The motion was seconded by councilor Luman-Bailey. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes

**May 8, 2018  
Regular Meeting**

Councilor Pelham	-	absent (arrived 6:36 p.m.)
Councilor Zevgolis	-	absent (arrived 6:35 p.m.)

**Motion passed 5-0**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:32 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**ADOPT AGENDA**

Motion was made by Councilor Denton to adopt the agenda. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**ROLL CALL**

Mayor Shornak requested a roll call as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Councilor Zevgolis	-	present

**May 8, 2018  
Regular Meeting**

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Minister Ernest Armstrong of Hopewell, Virginia, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Shornak.

**CONSENT AGENDA**

Councilor Denton moved to approve the Consent Agenda. Mayor Shornak raised concerns about the electoral board minutes, and wanted to know if Council approved the Consent Agenda, would it also be approving the minutes. Vice Mayor Gore stated the minutes are only for review. Stefan Calos, City Attorney, agreed with Vice Mayor Gore. Councilor Zevgolis requested to remove C-8 and add to regular agenda. There was no motion was required and C-8 was moved to regular agenda as R-5. The motion was seconded by Councilor Pelham

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report:**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement: Budget: May 22, 2018**
- C-8 Information for Council Review: Minutes: ARLS April 2018; Electoral Board – 3-28-18, 4-12-18; Certification of Special Meeting 4-23-18; Hopewell Water Renewal 1-16-18**
- C-9 Resolutions/Proclamations/Presentations: Proclamations: Police Week; Kids to Parks Day**
- C-10 Additional Announcements: Award from James River Associates**

Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**PUBLIC HEARINGS**

**PH-1** A public hearing was held to receive comments regarding the proposed FY2019 budget. The Public hearing opened at 7:56 p.m. Johnny Partin, of Ward 3, came forward and recommended cuts to city council's budget and to use those funds for infrastructure and storm water management program. Public hearing closed at 8:05pm. A motion was made by Councilor Luman-Bailey to approve the FY2019 city budget on first of two readings. The motion was seconded by Councilor Denton.

**May 8, 2018  
Regular Meeting**

Councilor Pelham expressed several concerns about the FY2019. She wanted to vote on the entire FY2019 budget and piecemeal it; that it was okay to remove the schools, but really wanted to vote on the budget as a whole. City Manager Altman said the capital budget can be separate, but to finalize the general budget and budget resolution and it will not include capital projects. Councilor Pelham was not in agreement with adding the three Full Time Employees (FTE) this year when positions were frozen last because of the CAFR.

A substitute motion was made by Councilor Pelham to amend the motion to approve School Board portion of the budget and bring back the remaining budget with CIP. Councilor Luman-Bailey spoke about the multiple work sessions and three Finance Committee meeting, and that is not uncommon to pass operating budget first and do the CIP later. Councilor Luman-Bailey stated that the 2.9% increase is very small and that two of the FTE were already part-time.

Vice Mayor Gore also stated that she is not comfortable approving the budget without the CIP. She would like a work session to go over the Capital Improvement Plan (CIP). Vice Mayor Gore inquired about the many projects are still frozen from last year, the CIP fund, the debt service and the bond ratings for city or sewer. Vice Mayor Gore is in favor of approving school board portion. City Manager Altman responded to Vice Mayor's request to have a work session to discuss issues, COLA and health care and positions. Mayor Shornak called for the vote. Upon the roll call the vote resulted

Mayor Shornak	-	no
Councilor Luman-Bailey	-	no
Councilor Holloway	-	yes
Councilor Zevgolis	-	no
Vice Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	no

**Motion failed 5-2**

Councilor Zevgolis stated he would like to see the budget passed with a 7-0 vote but understood it may not happen at this time. Councilor Zevgolis reminded everyone about the meeting the state has set for May 16<sup>th</sup> and that the Resolution of indebtedness must be passed by the ordinance in two readings; passing a budget requires an ordinance.

Mayor Shornak express her concerns about the budget and all being in support of the City Manager. In addition, she also expressed her concerns about some members of council texting. Councilor Pelham called a Point of Order regarding comments made by the Mayor. Mayor Shornak expressed her concern again and stated that the budget should be passed on the first reading. Councilor Pelham called another Point of Order regarding the Mayor speaking about members of council in a negative way.

Councilor Pelham would like to see money given back to the citizens. Councilor Luman-Bailey asked the March Altman, City Manager, what would be held up if the budget is only partially approved. Mr. Altman said nothing and that is just the best practice to approve the city and school budget at the same time. Mr. Altman requested guidance on do we bring back with the COLA and insurance. Councilor Luman-Bailey stated that the budget would not be effective until July 1 and there is no negative impact, just uncertainly regarding COLA, and wanted to recognize the finance committee for their hard work.

Councilor Denton also expressed her concerns about the budget and felt that is council's responsibly to support and trust the City Manager and Assistant City Manager. City Council should not

**May 8, 2018  
Regular Meeting**

micromanage the City Manager. She praised the City Manager and Finance Director. Vice Mayor Gore replied that the City Manager prepares the budget and City Council approves the budget. Mayor Shornak called for the vote. Upon the roll call the vote resulted

Mayor Shornak	-	yes
Councilor Luman-Bailey	-	no
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no

**Motion passed 4-3**

Vice Mayor Gore submitted a Transactional Disclosure Statement about the budget regarding the Health Insurance portion.

Councilor Pelham submitted a Transactional Disclosure Statement about the budget stating that she is a City of Hopewell School employee.

Councilor Pelham moved to approve the school board budget only and bring back the rest of the budget with the CIP. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Mayor Shornak	-	no
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes

**Motion passed 5-2**

**COMMUNICATIONS FROM CITIZENS:**

Shamika Lewis, Ward 7 spoke to council. Ms. Lewis expressed concerns about only seeing Councilors during election season and not seeing them in the community after that. She also spoke about the numerous murders in the city and fear. Ms. Lewis spoke about her group the Community on Change and how it plans to protect all the citizens of Hopewell in several ways. She invited everyone to a community forum that will take place May 31<sup>st</sup> from 6pm-8pm at the Elks Lodge.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Program: Site Assessment and Planning Grant-** Jake Elder, Economic Development Coordinator, presented. He spoke about the grant and ended his presentation by fielding questions from Council. Councilor Denton

**May 8, 2018  
Regular Meeting**

made a motion to approve the Virginia Assessment and Planning Grant and authorize the City Manager to sign the agreement once approved by the City Manager. The motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**R-2 Appropriate \$70,000.00 for Fire Department to Repair/Replace Equipment-** Fire Chief Hunter presented. He discussed and provided updates about the repair and replacement of equipment for the Fire Department. He ended his presentation by answering questions from Council. Vice Mayor Gore wanted to know if there was projected timeline and Mr. Hunter said he would like to have this complete as soon as possible. Councilor Holloway asked Mr. Hunter to express the importance of this equipment; and Mr. Hunter said that the equipment is vital. Mayor Shornak made a motion to approve the appointment of up to \$70,000.00 from uncommitted funds from the Public Safety Buildings project to repair/replace the fire station alerting system, and authorize the City Manager to sign all documents related thereto. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**R-3 Request from the Hopewell Redevelopment and Housing Authority to rezone property-** Tevya Griffin, Director, Department of Development, introduced Tavares McCoy from HRHA who presented. He provided updates to the rezoning and discussed the displacement of 52 families in the Davisville community. Councilor Pelham requested a work session and asked that the HUD requirements, and additional programs available also through HUD, be brought back to discuss during that work session. A public hearing will be held at a later date to discuss this matter. No action required of council at this time.

**R-4 Request by Freedman Point Limited Partnership for Easement Agreement-** Austin Anderson, Public Works Engineering Construction Manager presented. He ended his presentation answering questions from Council. Council requested to see the agreement. Bruce Watts, VP from WODA stated that in order to stay on schedule to close with HUD on May 30<sup>th</sup> and the easement is needed to close with Riley Ingram on May 22<sup>nd</sup>. Councilor Pelham made a motion to approve the Freedom Point Limited Partnership Easement Agreement, and authorize the City Manager to sign the Agreement once approved

**May 8, 2018  
Regular Meeting**

by the City Attorney. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted.

Mayor Shornak submitted a Transactional Disclosure Statement about the budget stating that her Daughter, Michelle Ingram, is an employee of the City of Hopewell.

Mayor Shornak	-	yes
Vice Mayor Gore	-	no
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 6-1**

**R-5 Information for Council Review(C-8) to Accept the Minutes received for filing only-** This item was initially on the consent agenda was moved to regular business. Councilor Pelham made a motion accept the minutes received for filing only. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**Reports of City Attorney:** - there was nothing to report

**Reports of City Clerk:** - there was nothing to report

**Reports of City Council:** - there was nothing to report

**ADJOURN**

At 10:32 p.m. motion was made by Councilor Pelham to extend the meeting. The motion failed for lack of a second. Vice Mayor Gore made a motion to adjourn the meeting and it was seconded by Councilor Denton. All council responded "aye" to all in favor say "aye". Meeting was adjourned.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**May 22, 2018  
Regular Meeting**

**MINUTES OF THE MEETING OF CITY COUNCIL HELD MAY 22, 2018**

A Meeting of Hopewell City Council, was held Tuesday, May 22, 2018, at 6:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Arlene Holloway, Councilor  
Janice Denton, Councilor  
Anthony Zevgolis, Councilor  
Brenda S. Pelham, Councilor  
Christina Luman-Bailey, Councilor

John Altman, City Manager  
Charles Dane, Assistant City Manager  
Stefan Calos, Sands Anderson PC, City Attorney  
Ronnieye Arrington, City Clerk  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:00 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	absent (arrived at 6:02 p.m.)
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	absent (arrived at 6:03 p.m.)
Councilor Pelham	-	present

**CLOSED MEETING**

Motion was made by Councilor Pelham to go into Closed Meeting for (1) discussion, consideration, of prospective candidates for employment (city attorney), (2) discussion of a specific appointee of city council (CPMT) in accordance with Virginia Code § 2.2-3711 (A) (1). The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	absent (arrived at 6:02 p.m.)
Councilor Holloway	-	yes
Councilor Denton	-	absent (arrived at 6:03 p.m.)
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 5-0**

**May 22, 2018  
Regular Meeting**

**AMEND AGENDA TO RETURN TO CLOSED MEETING**

Councilor Denton made a motion to amend the agenda for Council to return to closed session for the purpose of one item. A Point of Order was called by Councilor Pelham, in regards to if we need to specify what Virginia Code you are using to return to closed session. Stefan Calos, City Attorney, said it is a two-step process. You amend the agenda to go back into Closed meeting and once it is agreed upon, you state what you will discuss in closed meeting. The motion was seconded by Councilor Luman-Bailey.

An amended motion was made by Councilor Luman-Bailey to go back into Closed Meeting for the discussion of a specific appointee of City Council (1) (CPMT), in accordance with Virginia Code § 2.2-3711 (A) (1). The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:55 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**ADOPT/AMEND AGENDA**

Councilor Zevgolis made a motion to amend the agenda to add an appointment. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	no
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	no
Councilor Zevgolis	-	yes

**Motion passed 5-2**

**May 22, 2018  
Regular Meeting**

**MOTION TO APPOINT LAUREN WHITNEY HOVIS**

Councilor Denton made a motion to amend the agenda to appoint Lauren Whitney Hovis to the Community Policy and Management Team (CPMT) board. The motion was seconded by Councilor Zevgolis. Vice-Mayor Gore expressed concerns regarding investigations surround the CPMT board and this appointment. A point of order was called by Mayor Shornak, that this issue should not be discussed in public. Vice Mayor Gore stated that all the information is open and available to the public, and that she does not feel comfortable appointment without doing an interview first. Point of Order by Councilor Zevgolis the person being appointed is being maligned. The chairman of the CPMT board asked for Ms. Hovis to be appointed. Stefan Calos, City Attorney wanted to clarify what position was being filled. Mr. Calos overruled the point of order by Councilor Zevgolis. Councilor Denton stated that she and Councilor Zevgolis are serving on the board and they are both aware of the difficulties and both are working to make changes. Councilor Pelham also expressed concerns and will not vote to appoint without an interview as well. Mayor Shornak called for the vote. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	no
Councilor Luman-Bailey	-	no
Councilor Holloway	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Councilor Zevgolis	-	yes

**Motion failed 4-3**

A substitute motion was made by Councilor Pelham to interview the candidate for the service provider position for the Community Policy and Management Team (CPMT) board. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Mayor Shornak	-	no
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	no
Councilor Holloway	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 4-3**

**ROLL CALL**

Mayor Shornak requested a roll call as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**May 22, 2018  
Regular Meeting**

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Shornak called the meeting to order at 8:23 p.m., and thanked all for attending. The prayer was led by Chaplain Ronnie Brown of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Luman-Bailey.

**CONSENT AGENDA**

Councilor Denton made a motion to approve the consent agenda. The motion was seconded by Councilor Pelham.

Austin Anderson, Public Works Engineering Construction Manager gave an update on the Gateway project, and said that the projected date of completion should be July 4, 2018.

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report: Personnel Report attached**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement: June 12, 2018 – School Board appointments; B-1 Zoning amendment request; Capital Improvement Plan review**
- C-8 Information for Council Review: Minutes: Water Renewal 4-17-18; Appomattox Regional Library System Board Report 5-15-18; HRHA minutes 3-12-18;**
- C-9 Resolutions/Proclamations/Presentations: Run for the Wall Event Proclamation; National Public Works Week**
- C-10 Additional Announcements: VDOT Transportation Alternatives Program Announcement; Gateway Project Update; Introduction of new General Registrar**

Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**PUBLIC HEARINGS**

There were no public hearings

**May 22, 2018  
Regular Meeting**

**COMMUNICATIONS FROM CITIZENS:**

Brandon Howard, Ward 5 spoke to council. He addressed council regarding having a current member of the school board removed. Point of Order was called by Councilor Pelham and Vice Mayor Gore. The person in question could not be discussed before council. Mr. Calos sustained the point of order.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Fiscal Year 2019 School Board Operating Budget-** John Altman, City Manager addressed council regarding the FY 2019 School Board Operating Budget. No action required of council.

**R-2 Healthcare Cost Increase and 2% COLA-** John Altman, City Manager addressed council. He spoke about the CIP and asked for guidance and that council take action on the healthcare and 2% COLA increase. Councilor Pelham would like to not have the budget piecemealed. Councilor Luman-Bailey expressed concerns about adopting this portion of the budget. Vice-Mayor Gore requested if she could receive an update on the finance meeting. Mayor Shornak and Councilor Denton stated that they are in support of the 2% (COLA) and Healthcare Cost Increase. Mayor Shornak wanted to know what position the city is in fiscally. John Altman, City Manager, said the city is fiscally healthy, but needs to reestablish policies and procedures. Councilor Denton made a motion to approve the Healthcare cost and the entire 2% COLA. The motion was seconded by Mayor Shornak. Councilor Pelham made a substitute motion to approve the Healthcare cost and to hold off on the 2% COLA until the June 12<sup>th</sup>, 2018 meeting. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted.

Vice Mayor Gore submitted a Transactional Disclosure Statement regarding the Health Insurance.

Mayor Shornak	-	no
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 5-2**

**R-3 ShotSpotter and HUD Emergency Safety and Security Grant-** Charles Dane, Assistant City Manager, presented and explained the ShotSpotter program. Upon the conclusion of his presentation, he fielded questions from Council. No action taken by council at this time.

**R-4 Proposed Amendment to Article XV-A, Chesapeake Bay Preservation Area Overlay District-** Tevya Griffin, Director, Department of Development presented. Upon competition of her presentation, she fielded questions from Council. Councilor Luman-Bailey made a motion to resolve to approve the amendment to Article XV-A, Chesapeake Bay Preservation Area Overlay District. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
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**May 22, 2018  
Regular Meeting**

Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	not on dais
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0 (Per Council Rule 105)**

**R-5 Proposed Amendment to Article XVI, Site Plan Regulations-** Tevya Griffin, Director, Department of Development presented. Upon completion of her presentation, she fielded questions from Council. Vice-Mayor Gore made a motion to resolve to approve the amendment to Article XVI, Site Plan Regulations. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	not on dais
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0 (Per Council Rule 105)**

**R-6 Spot Blight-** Tevya Griffin, Director, Department of Development presented. Upon completion of her presentation she fielded questions from Council. Councilor Pelham made a motion to hold a public hearing on June 12. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**MOTION TO EXTEND THE MEETING**

At 10:32 p.m. motion was made by Councilor Pelham to extend the meeting. Vice-Mayor Gore seconded the motion. Upon the roll call, the vote resulted.

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 7-0**

**May 22, 2018  
Regular Meeting**

**Reports of City Attorney:** - Mr. Calos discussed taking rules in order until all rules are updated. Mayor Shornak asked to have it put on the agenda.

**Reports of City Clerk:** - Ronnieye Arrington, City Clerk discussed considering upgrades to furniture in Council Conference room.

**Reports of City Council:** - There were no additional reports.

**ADJOURN**

At 11:13 p.m. motion was made by Councilor Denton to adjourn the meeting and it was seconded by Vice-Mayor Gore. All council responded “aye” to all in favor say “aye”. Meeting was adjourned.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**June 5, 2018  
Special Meeting**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JUNE 5, 2018**

A Special Meeting of Hopewell City Council, was held Tuesday, June 5, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Arlene Holloway, Councilor  
Janice Denton, Councilor  
Anthony Zevgolis, Councilor  
Brenda S. Pelham, Councilor  
Christina Luman-Bailey, Councilor

John Altman, City Manager  
Charles Dane, Assistant City Manager  
Stefan Calos, Sands Anderson PC, City Attorney  
Ronnieye Arrington, City Clerk  
Frazelle Hampton, Deputy City Clerk

**ROLL CALL**

Vice-Mayor Gore opened the meeting at 6:30 p.m. Roll call was taken as follows:

Mayor Shornak	-	absent (arrived at 7:00 p.m.)
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

At 6:32 p.m., Councilor Zevgolis made a motion to go into Closed Meeting for (1) discussion, consideration, and interviews of prospective candidates for employment (city attorney); in accordance with Virginia Code § 2.2-3711 (A) (1). The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Mayor Shornak	-	absent
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Motion passed 6-0**

**June 5, 2018  
Special Meeting**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 8:40 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	not on dais

**Motion passed 7-0 (per counsel rule 105)**

**WORK SESSION- City Manager discussion regarding the FY19 Operating & Capital Budgets**

John Altman, City Manager introduced James Sanderson, Senior Vice President of Davenport & Company. Mr. Sanderson presented and discussed the summary of debt and agency ratings for the City of Hopewell. He also discussed the tax-supported bonds that are outstanding, and provided information about the bonds' maturity dates. He noted that currently, Moody's and S & P have withdrawn their ratings on the City; however, Fitch is still reporting the City as having an AA-rating, which is a very strong rating for a locality. Mr. Sanderson clarified that once the CAFRs are completed, the other agencies will likely restore Hopewell's ratings, which have been historically excellent. Mr. Sanderson reviewed the tax-supported debt services and provided Council a breakdown of the total debt services over a twenty-year period. Mr. Sanderson then fielded questions from Council, which completed his presentation.

Mr. Altman, City Manager, discussed the FY19 operating and capital budgets. He provided an update, which included the fact that revenues had been reduced by a million dollars due to a coding error, which resulted in Staff having to reduce items in the capital improvement budget accordingly. He noted that the courthouse had a roof leak which is categorized as an emergency, which further reduced the amount remaining for capital improvements projects. Councilor Pelham expressed concern that the reduced CIP budget would adversely affect the paving and curb and gutter work that Public Works was doing. Johnnie Butler, the City Engineer advised that even with the cuts, due to the matching grants from VDOT, they would still be able to continue all road, paving, curb and gutter projects. Mr. Altman fielded additional questions of Council, and then yielded the floor to Vice Mayor Gore.

Vice Mayor Gore discussed plans to make improvements to the council conference room, council chambers, and the additional conference room, in council chambers, currently being used for storage. She provided estimates for each of the items being renovated and explained the need for the renovation. Some councilors expressed concern over the costs, but the Vice Mayor explained that all would be purchased using the approximately \$67,000 the clerk has in salary savings. The City

**June 5, 2018**  
**Special Meeting**

Attorney confirmed that Rule 414 provides that all decisions about the use of chambers shall be made by the Clerk, subject to appeal to Council, that the chambers shall not be rearranged by anyone except with the permission of the Clerk, who is the sole keeper of the keys to the chambers, and is the person who gives permission for use of the chambers' equipment. Councilor Zevgolis advised he was okay with the project as long as there were funds to cover it. He then asked to be excused from the meeting on an unrelated issue. The Clerk indicated she would make revisions to the second conference room but would hold off on revisions to the Council Chambers pending meetings with individual councilors.

**MOTION TO EXTEND THE MEETING**

At 10:32 p.m. motion was made by Vice Mayor Gore to extend the meeting. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted.

Mayor Shornak	-	no
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	no
Councilor Holloway	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Councilor Zevgolis	-	abstain

**Motion passed 4-3 (per counsel rule 105)**

**ADJOURN**

At 10:50 p.m., Councilor Denton made a motion to adjourn the meeting. The motion was seconded by Vice-Mayor Gore. All councilors responded "aye" to the question. Meeting was adjourned.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**Special Meeting  
June 21, 2018**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JUNE 21, 2018**

A Special Meeting of Hopewell City Council, was held Thursday, June 21, 2018, at 6:00 p.m. in Council Chambers in the Council Conference Room, 300 North Main Street, Drive, Hopewell, Virginia.

PRESENT:                   Christina Luman-Bailey, Councilor Ward 1 (left at 6:28 p.m.)  
                                  Arlene Holloway, Councilor, Ward 2  
                                  Brenda S. Pelham, Councilor, Ward 6

                                  Ronnieye Arrington, City Clerk  
                                  Frazelle Hampton, Deputy City Clerk  
                                  Stefan Calos, Sands Anderson, City Attorney (left at 6:06 p.m.)

ABSENT:                   Jackie M. Shornak, Mayor  
                                  Jasmine E. Gore, Vice Mayor\*  
                                  Anthony Zevgolis, Councilor\*  
                                  Janice Denton, Councilor\*  
                                  John M. Altman, Jr., City Manager

\*       This was a Work Session with CDBG, which only impacts Wards 1, 2, 6 and 7. No other councilors, nor the City Attorney or City Manager are required to attend.

**ROLL CALL**

Councilor Pelham opened the meeting at 6:05 p.m. Councilor Holloway gave the prayer. Roll call was taken as follows:

Mayor Shornak	-	absent
Vice Mayor Gore	-	absent
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	absent
Councilor Denton	-	absent
Councilor Pelham	-	present

Tevya Griffin, Director of Development, introduced Bill Dore to discuss the proposed budget for the Community Block Development Grant funds. Mr. Dore discussed the amount of money to be disbursed. He said the HUD allocation for Hopewell was \$177,848; however, there were repurposed funds from FY 2014-2015 (\$13,210) and FY 2-17-2018 (\$17,950.83), making a total of \$195,798.83 available.

Mr. Dore and Council members reviewed the requests for funding and discussed the 2018-2019 Appropriation recommendations. Councilor Pelham asked to increase the CARES appropriation to \$5,000 and to decrease the amount the Catholic Charities receives to \$2,052. All councilors

**Special Meeting  
June 21, 2018**

present were in favor of this suggestion. Mayor Shornak had submitted suggestions in writing, including increasing the funds to James House and the Hopewell Food Bank, and wanting to concentrate on the elderly. All of her suggestions were agreed upon by all present. There was further discussion, and Mr. Dore said he would prepare a presentation for the June 26, 2018 showing all of the revisions and suggestions to allocations.

**ADJOURN**

The meeting was adjourned at 7:09 p.m.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**July 10, 2018**  
**Regular Meeting and Work Session**

**MINUTES OF THE MEETING AND WORK SESSION OF CITY COUNCIL**  
**HELD JULY 10, 2018**

A Meeting and Work Session of Hopewell City Council, was held Tuesday, July 10 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

John Altman, City Manager  
Charles Dane, Assistant City Manager  
Stefan Calos, Sands Anderson PC, City Attorney  
Ronnieye Arrington, City Clerk  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:33 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

Motion was made by Councilor Denton, and seconded Vice Mayor Gore, to go into Closed Meeting for (1) discussion, consideration, and interview of specific appointees of city council (city attorney, BZA); (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 city council (water renewal, public works, police, zoning); and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (EDA, general registrar) requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1), (7), and (8), respectively. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

**July 10, 2018**  
**Regular Meeting and Work Session**

Motion passed 7-0

**RECONVENE OPEN MEETING**

Council did not come out of Closed Meeting.

**ROLL CALL**

Mayor Shornak requested a roll call as follows:

Councilor Denton	-	present
Councilor Pelham	-	absent (not on dais)
Mayor Shornak	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Vice Mayor Gore	-	present

**AMEND/ADOPT AGENDA**

Motion was made by Councilor Denton and seconded by Councilor Luman-Bailey to amend the agenda to remove Item R-3 (*Request for emergency appropriation of \$120,000 for repair of Library Street*), and to adopt the agenda as amended. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Motion passed 7-0

At 7:24 p.m. Council returned to the dais, but announced that they would not be coming out of closed session.

**WORK SESSION - HRHA**

At 7:25 p.m., the Hopewell Redevelopment and Housing Authority came before Council to further discuss their request to amend the Hopewell Zoning Map to rezone the property located at Cedar, Cypress and Westover Streets in the Highland Park subdivision from Residential, High Density (R-3) and Highway Commercial (B-3), to Residential Apartment (R-4). Mr. Tarvaris McCoy of HRHA presented information relating to this request. There was discussion regarding options for relocation of residents of Davisville, as well as the number of vouchers held by HRHA (100), and questions regarding EPA approval of the site in question. At the end of the Work Session, Council requested that the HRHA come back before them with additional information at a later date.

**July 10, 2018**  
**Regular Meeting and Work Session**

**ROLL CALL**

Mayor Shornak opened the regular meeting at 8:09 p.m., and requested a roll call as follows:

Councilor Denton	-	present
Councilor Pelham	-	present
Mayor Shornak	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Vice Mayor Gore	-	present

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Chaplain Belinda Todd of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Denton.

**CONSENT AGENDA**

Councilor Denton moved to approve the Consent Agenda. The motion was seconded by Vice Mayor Gore.

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Motion passed 7-0

Thurman Collier of the City of Refuge gave a presentation to Council outlining their program. He noted that the COR had an article in the Richmond Times Dispatch. Mr. Collier recognized the efforts and assistance of Rick Newman, the Commonwealth Attorney, John Keohane, the Chief of Police, and Councilor Brenda Pelham. He stated that COR was working on attaining their 501(c)(3) designation. Jennifer Baker, the Director of Operations for COR also spoke, as did the two graduates of the program

Denise Lahman and Jim Ellis from the Performance Management Group (PMG) of Virginia Commonwealth University L. Douglas Wilder School of Government and Public Affairs presented on a proposed Efficiency and Technology Review: Helping Improve City Hall Operations and Services to the Public. Councilors Zevgolis, Gore and Pelham spoke in support of the Review. Mayor Shornak asked that the City Manager be included as he deals with City employees.

Vice Mayor Jasmine Gore submitted a Transactional Disclosure Statement stating that she is a VCU graduate, and that PMG conducted team building with the Department of Veteran Affairs, with whom she works. Mayor Shornak submitted a Transactional Disclosure statement stating that her daughter works for the City of Hopewell.

**July 10, 2018**  
**Regular Meeting and Work Session**

**Consent Agenda**

<b>C-1</b>	<b><u>Minutes:</u></b>
<b>C-2</b>	<b><u>Pending List:</u></b>
<b>C-3</b>	<b><u>Routine Approval of Work Sessions:</u></b>
<b>C-4</b>	<b><u>Personnel Change Report &amp; Financial Report: Both attached</u></b>
<b>C-5</b>	<b><u>Ordinances on Second &amp; Final Reading:</u></b>
<b>C-6</b>	<b><u>Routine Grant Approval:</u></b>
<b>C-7</b>	<b><u>Public Hearing Announcement:</u> August 14, 2018 – Alley vacation off of Bluefield Street; Street vacation portion of Western Street</b>
<b>C-8</b>	<b><u>Information for Council Review:</u> Minutes: BZA – August 15, 2017, October 19, 2017; December 11, 2017;</b>
<b>C-9</b>	<b><u>Resolutions/Proclamations/Presentations:</u> City of Refuge presentation; Technology and Efficiency Review presentation</b>
<b>C-10</b>	<b><u>Additional Announcements:</u></b>

**PUBLIC HEARINGS**

**PH-1** A public hearing was held to receive and consider citizen comments regarding a Conditional Use Permit to build a single family home at 2308 Lee Street. Tevya Griffin, Director of Department of Development gave a presentation to Council and the public regarding the request. After discussion, motion was made by Councilor Denton and seconded by Councilor Zevgolis to approve the requested conditional use permit with the conditions set forth by the Planning Commission. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	pass (yes per Council rules)
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	no
Vice Mayor Gore	-	yes

Motion passed 6-1

**PH-2** A public hearing was held to receive and consider citizen comments regarding a request from Kathy Diradour for an amendment to the Hopewell Zoning Map to rezone a property located at 905 W Broadway from Limited Commercial (B-2) to Residential, Low Density (R-1). Ms. Griffin presented this request and the background information. After discussion, Councilor Luman-Bailey moved to approve the rezoning, which motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	no
Mayor Shornak	-	no
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	no
Councilor Zevgolis	-	no
Vice Mayor Gore	-	no

Motion failed 6-1

**July 10, 2018**  
**Regular Meeting and Work Session**

Councilor Pelham moved to amend the agenda to move items R-1 and R-2 to before PH-3, which motion was seconded by Vice Mayor Gore. No vote was taken pending discussion. Upon discussion, Councilor Denton made a substitute motion to move Communications from Citizens, and items R-2, R-1 to be heard prior to PH-3, in the order: Communications from Citizens, R-2 then R-1. The motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Motion passed 7-0

**COMMUNICATIONS FROM CITIZENS:**

Evelyn Bailey, a Ward 5 resident spoke to council regarding the City sewer system. She noted that the system seems to have a lot of problems with flooding, in her area particularly. She gave Council pictures of the flooding, after which Mayor Shornak asked Johnnie Butler, the City Engineer if he could look at the property, which he said he would do. Ms. Bailey provided her address (506 Miles Avenue). Vice Mayor Gore called a point of order regarding Council speaking with citizens during the Communications from Citizens portion of the agenda. Mr. Calos read from the rules that communication could only go through the Mayor. The Vice Mayor asked if she could ask the City Manager a question related to Ms. Bailey's issue and the Mayor agreed that she could do so. Vice Mayor Gore then asked Mr. Altman about flooding in other areas, including Kippax, and asked that Council receive an update about stormwater and sewer flooding issues in other neighborhoods.

Peter Eliades signed up to speak, but was not present. David Walker also signed up to speak but was also not present.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-2 Systems Management Allocation Resource Transportation (SMART) Scale Funding - VDOT**

– Johnnie Butler, the City Engineer, presented. Mr. Butler said he really appreciated Council re-aligning the agenda to accommodate this item early as it was very important. He then explained the various projects that the SMART Scale Funding could assist the City with, and the need for Council's timely approval. Councilor Pelham made a motion that was seconded by Vice Mayor Gore to resolve to approve the VDOT SMART Scale Program and to authorize the City Manager to sign all necessary documents. Upon the roll call, the vote resulted.

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes

**July 10, 2018**  
**Regular Meeting and Work Session**

Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Motion passed 7-0

**R-1 National League of Cities Service Line Warranty Program Presentation by Ashley Shiwarski, Senior Manager of Utility Service Partners, Inc.** - Ms. Shiwarski presented information to Council related to the NLC Service Line Warranty Program. There was discussion, including a question as to the term of the program. Vice Mayor Gore moved to resolve to approve Hopewell's including in the NLC utility service line warranty program, and to authorize the City Manager to sign all necessary documents. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted.

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Motion passed 7-0

Councilor Pelham submitted a Transactional Disclosure Statement stating that she is a member of the NLC. Vice Mayor Gore submitted a Transactional Disclosure Statement stating that she is a member of the board of NLC.

It being close to 10:30 p.m., Councilor Pelham made a motion to end the meeting at 10:30 p.m. Upon request by Councilor Luman-Bailey, Councilor Pelham amended her motion to end the meeting at 10:30 p.m. or as long thereafter as may be necessary to hear the fire marshal. Mr. Altman noted that the public hearing for HRHA had already been advertised and should be heard. Mr. Calos opined that Councilor Pelham had actually made a motion to adjourn, and that the motion needed to be altered to reflect her actual intent. Councilor Pelham's motion failed for lack of a second.

Discussion continued regarding the proper way to phrase the motion. Mayor Shornak expressed that she believed it was wrong and alienating to the HRHA to not finish PH-3. Vice Mayor Gore and Councilor Pelham called points of order. Mr. Calos asked for clarification of the point of order. Councilor Pelham said that her point of order was due to the Mayor's inability to read her mind and that the Mayor should stop being unprofessional. Vice Mayor Gore's point of order was to ask how Council could waive the rules to extend the meeting for a limited purpose. Mr. Calos explained that she would just word the motion accordingly as a motion to extend. Councilor Zevgolis made a motion to extend the meeting past 10:30 p.m. for the limited purpose of opening PH-3, hearing R-4, and to move item PH-3 to the August 14, 2018 agenda. Vice Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	no
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

**July 10, 2018**  
**Regular Meeting and Work Session**

Motion passed 6-1

**PH-3** A public hearing was held to receive and consider citizen comments regarding a request from Hopewell Redevelopment and Housing Authority request to amend the Hopewell Zoning Map to rezone property located at Cedar, Cypress and Westover Streets in the Highland Park subdivision from Residential, High Density (R-3) and Highway Commercial (B-3) to Residential Apartment (R-4). Marcia Lowe asked what effect the HRHA zoning request would have on single family homes on Cypress. Both Ms. Griffin and Mr. Altman advised Ms. Lowe that none of the adjacent properties would be affected by the rezoning.

**R-4 Request to Amend Section 15-20, Fire Prevention and Protection, of the City Code** – Fire Marshall Heather Marks came before Council seeking to amend the Fire Code to include information inadvertently left out of the previous ordinance. Councilor Denton made a motion to approve the proposed revisions to City Code Sec. 15-20. Upon the roll call, the vote resulted.

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Motion passed 7-0

**RECONVENE OPEN MEETING**

At 10:45 p.m. Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Results: 7-0

Councilor Denton made the motion to adjourn, which was seconded by Councilor Luman-Bailey. The vote was unanimous to adjourn.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

**July 10, 2018**  
**Regular Meeting and Work Session**

/s/ Ronnie L. Arrington  
Ronnie L. Arrington, City Clerk

draft

**Special Meeting  
Joint Meeting with the Hopewell School Board  
July 31, 2018**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL  
JOINT MEETING WITH THE HOPEWELL SCHOOL BOARD HELD JULY 31, 2018**

A Special Meeting of Hopewell City Council, was held Tuesday, July 31, 2018, at 6:30 p.m. at Patrick Copeland Elementary School in the Library, at 400 Westhill Drive, Hopewell, Virginia.

**City Council**

PRESENT: Jackie M. Shornak, Mayor, Ward 7  
Jasmine E. Gore, Vice Mayor, Ward 4  
Arlene Holloway, Councilor, Ward 2  
Anthony Zevgolis, Councilor, Ward 3  
Janice Denton, Councilor, Ward 5  
Brenda S. Pelham, Councilor, Ward 6

John Altman, City Manager  
Charles Dane, Assistant City Manager  
Stefan Calos, Sands Anderson PC, City Attorney  
Ronnieye Arrington, City Clerk  
Frazelle Hampton, Deputy City Clerk

ABSENT: Christina Luman-Bailey, Councilor, Ward 1

**School Board**

PRESENT: Nelson G. Cuffey  
Linda E. Hyslop  
Wesley Joyner  
Christopher Reber

Dr. Melody Hackney, Superintendent

ABSENT: Shirl Jefferson

**ROLL CALL**

Mayor Shornak opened the meeting at 6:36 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	absent
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**Special Meeting  
Joint Meeting with the Hopewell School Board  
July 31, 2018**

**JOINT MEETING WITH HOPEWELL SCHOOL BOARD**

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Chris Reber of the School Board, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Shornak.

Dr. Melody Hackney, Superintendent of Hopewell Public Schools, introduced the agenda and explained that the School Board was seeking some sort of guidance or action from Council on the first two items, and the other items were items that needed to be discussed.

The first item on the agenda was a Security Upgrade for the schools. Dr. Hackney turned the program over to Mr. Greg Cuffey, a member of the School Board. Mr. Cuffey presented information on the need for additional security, particularly in the high school. He noted that the School Board had looked at other municipalities to see if Hopewell's standard of security was average, which it was not. Dr. Hackney then gave a PowerPoint presentation detailing the stages of the project and explaining how much money would be requested of the City (\$570,000). Council requested a follow up "town hall" meeting at the high school auditorium to gather more information and to include public input.

At 7:33 p.m. the meeting was halted so that all present could eat dinner. At 8:03 p.m. Mayor Shornak restarted the meeting. She asked that the audience hold their questions until the end of the meeting.

The next item on the agenda was the Balanced Calendar. Sr. Hackney introduced Chris Reber and had him speak to Council regarding the Balanced Calendar. Mr. Reber noted that the School Board had received a \$60,000 grant to enable them to do a study as to the efficacy of the Balanced Calendar in Hopewell schools. They are now in the second year of that study. He further noted that, right now, the State is heavily seeking schools to pilot this program and are offering to fund it at \$300,000 a year for three years. After the third year, each municipality would have to pay for the program. He stated that he believed the School Board could actually do the program for less than the \$300,000 price tag established by the State. Dr. Hackney gave a PowerPoint presentation to provide more information. She stated that the ultimate goal of the presentation was for the School Board to get a "blessing" or conceptual approval of the plan.

Councilor Zevgolis made a motion to amend the agenda to allow Council to make a motion. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Special Meeting  
Joint Meeting with the Hopewell School Board  
July 31, 2018**

Councilor Zevgolis then made a motion to allow the School Board to take the next step in moving toward a Balanced Calendar, and to report back to Council regarding same. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

Linda Hyslop came forward to discuss the Early College Academy. She introduced Peggy Westcott who is a Coordinator for the program. Ms. Hyslop said that the program includes a 4-year program for high school students, and enables them to get an Associate's Degree at the same time as they are obtaining their high school diploma. She stated that in 2019, Hopewell High School will have 20 students graduating and participating in this program.

Ms. Westcott discussed the cost analysis for the program. She said that John Tyler worked with the schools on this program. The program originally cost \$8.50 per student per credit hour. That cost has now increased to \$50 per credit hour, per student. The School has the funds in the budget for this year and next, but may be problematic thereafter.

Dr. Hackney skipped the Teacher Recruitment Incentive due to the lateness of the hour. She said that item could be revisited at a later date. She moved on to Taskforce Development. She asked March Altman, the City Manager to put forth their communications regarding reinstating the Schools Construction Committee. Mr. Altman spoke of the School Construction Committee and the purpose it served. He said that he thought it would be helpful to both Council and the School Board to resurrect that committee. He said he would put that on the August 14, 2018 agenda for discussion by Council.

**ADJOURN**

At 9:27 p.m., Councilor Zevgolis made a motion to adjourn the meeting. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**Special Meeting**  
**Joint Meeting with the Hopewell School Board**  
**July 31, 2018**

The meeting was adjourned.

Councilor Pelham submitted a Transactional Disclosure Statement stating that she was an employee of the Hopewell Public Schools system.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

draft

**Special Meeting  
August 9, 2018**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD AUGUST 9, 2018**

A Special Meeting of Hopewell City Council, was held Thursday, August 9, 2018, at 6:30 p.m. in the Second Floor Conference Room, 300 North Main Street, Drive, Hopewell, Virginia.

PRESENT: Jackie Shornak, Mayor, Ward 7  
Jasmine Gore, Vice Mayor, Ward 4  
Arlene Holloway, Councilor, Ward 2  
Anthony Zevgolis, Councilor, Ward 3  
Janice Denton, Councilor, Ward 5  
Brenda S. Pelham, Councilor, Ward 6

Ronnieye Arrington, City Clerk  
Frazelle Hampton, Deputy City Clerk  
Stefan Calos, Sands Anderson, City Attorney

ABSENT: Christina Luman-Bailey, Councilor, Ward 1  
John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager

**ROLL CALL**

Mayor Shornak opened the meeting at 6:30 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	absent
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	absent
Councilor Pelham	-	present

**CLOSED MEETING**

At 6:32 p.m., Councilor Pelham made a motion to go into Closed Meeting for discussion and consideration of prospective candidates for employment (city attorney); in accordance with Virginia Code § 2.2-3711 (A) (1). The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes

**Motion passed 6-0**

**Special Meeting  
August 9, 2018**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:01 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Holloway	-	pass (no)
Councilor Zevgolis	-	no
Vice Mayor Gore	-	absent (left at 6:46 p.m.)
Councilor Denton	-	no
Councilor Pelham	-	----
Mayor Shornak	-	no

**\*See 8-14-18 minutes for reasons.**

**ADJOURN**

The meeting was adjourned at 7:04 p.m.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**August 14, 2018  
Regular Meeting**

**MINUTES OF THE REGULAR MEETING  
OF CITY COUNCIL HELD AUGUST 14, 2018**

A Meeting of Hopewell City Council, was held Tuesday, August 14, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

John Altman, City Manager  
Charles Dane, Assistant City Manager  
Stefan Calos, Sands Anderson PC, City Attorney  
Ronnieye Arrington, City Clerk  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:30 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present (not on dais)
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

Motion was made by Councilor Denton, and seconded by Councilor Pelham to go into closed meeting for (1) discussion, consideration, and interview of specific appointees of city council (city attorney, all boards, authorities, committees and commissions); (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 city council (water renewal, public works, police, zoning); and (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. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 7-0**

**August 14, 2018  
Regular Meeting**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:36 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	no
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

Pursuant to Virginia Code §2.2-3712 (D), Councilor Pelham stated that since the discussion in closed meeting included comments made by the mayor regarding the August 9, 2018 meeting, which was not included in the closed meeting motion, she would not agree to the certification.

At that point, the City Clerk and the City Attorney reminded Council that several members had denied the certification at the August 9, 2018 meeting, but had not provided a reason for that denial. Each member was asked to provide their reasons for their denials (see below):

- Vice Mayor Gore – was not present when the certification was requested.
- Councilor Denton – said that the stated reason for the meeting was to discuss the city attorney, but the meeting got out of control and comments were made about things that happened 5-10 years ago, and it got personal.
- Councilor Zevgolis – said that the meeting got out of control. He said he did not argue with anyone nor raise his voice, but when another councilor called for the deputy, he objected because there was no need for a deputy since there was no physical altercation. Said that there were personal comments made, and the meeting went beyond what was listed in the motion.
- Councilor Pelham – said that the Clerk discussed issues with email, which was not appropriate. She also noted that Mr. Calos got offended and made comments not included in the meeting notion. She also said that Mayor Shornak and Vice Mayor Gore went back and forth about family.
- Mayor Shornak - said that the August 9, 2018 meeting was definitely embarrassing for her and for the City. She said that people were being disrespectful. She said that tempers flared when she tried to keep order in the meeting. She also said there were shouting matches and personal attacks on her family.
- Councilor Holloway – said that during the meeting, there were personal attacks, there was no order, people were being disrespectful and yelling, and nothing got accomplished.

**ROLL CALL**

Mayor Shornak requested a roll call as follows:

**August 14, 2018  
Regular Meeting**

Councilor Denton	-	present
Councilor Pelham	-	present
Mayor Shornak	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Vice Mayor Gore	-	present

**AMEND/ADOPT AGENDA**

Motion was made by Councilor Luman-Bailey and seconded by Councilor Denton to amend the order of the agenda to enable city council to voice on appointments to the School Facilities Committee and the Board of Zoning Appeals, and to adopt the agenda as amended. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 7-0**

Councilor Denton moved to appoint Dr. Joyner and Mr. Cuffey to the School Facilities Committee, and to appoint Cassandra Vanderkrieff to the Board of Zoning Appeals. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 7-0**

**ROLL CALL**

Mayor Shornak opened the regular meeting at 8:09 p.m., and requested a roll call as follows:

Councilor Denton	-	present
Councilor Pelham	-	present
Mayor Shornak	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Vice Mayor Gore	-	present

**August 14, 2018  
Regular Meeting**

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Chaplain Pamela F. Cooper of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Holloway.

**CONSENT AGENDA**

Vice Mayor Gore moved to move the draft council minutes under the Consent agenda to the September 11, 2018 meeting, and to otherwise approve the Consent Agenda. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Consent Agenda**

<b>C-1</b>	<b><u>Minutes:</u></b> April 24, 2018; May 1, 2018; May 8, 2018; May 22, 2018; June 5, 2018; June 21, 2018; July 10, 2018; July 31, 2018
<b>C-2</b>	<b><u>Pending List:</u></b>
<b>C-3</b>	<b><u>Routine Approval of Work Sessions:</u></b>
<b>C-4</b>	<b><u>Personnel Change Report &amp; Financial Report:</u></b> Both attached
<b>C-5</b>	<b><u>Ordinances on Second &amp; Final Reading:</u></b>
<b>C-6</b>	<b><u>Routine Grant Approval:</u></b>
<b>C-7</b>	<b><u>Public Hearing Announcement:</u></b> September 11, 2018 – Conditional Use Permit – City Point; Conditional Use Permit- Mesa; Rezoning Request – Western Street
<b>C-8</b>	<b><u>Information for Council Review:</u></b> ARLS minutes 7-17-18; CVWMA minutes: 4-20-18, 5-18-18; CPMT minutes 4-16-18, 5-31-18, 6-18-18; DDRC minutes: 10-4-17, 11-1-17, 3-7-18, 4-4-18, 6-6-18, 7-11-18 minutes; and HRHA minutes: 5-14-18
<b>C-9</b>	<b><u>Resolutions/Proclamations/Presentations:</u></b>
<b>C-10</b>	<b><u>Additional Announcements:</u></b> Announcement of Cities of Opportunity Grant; Unveiling of renovated Council Suite; Boards and Commissions Appreciation Dinner

**Motion passed 7-0**

**PUBLIC HEARINGS**

**PH-1** A continuation of the public hearing opened July 10, 2018 was held regarding the Hopewell Redevelopment and Housing Authority's request to amend the Hopewell Zoning map to rezone property located at Cedar, Cypress and Westover Streets in the Highland Park subdivision from Residential, High Density (R-3), and Highway Commercial (B-3) to Residential Apartments (R-4). Sherman Cross of Kippax Street came forward to express his support of the project and asked that council support the rezoning request.

**August 14, 2018  
Regular Meeting**

After extensive discussion, motion was made by Councilor Denton and seconded by Mayor Shornak to approve HRHA's request. There continued to be discussion. Mayor Shornak called for the vote. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	no
Vice Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion failed 4-3 (requires 2/3 of council)**

Motion was made by Councilor Pelham and seconded by Councilor Holloway to postpone this matter until the September 11, 2018 meeting, and to put a work session with the HRHA on that agenda, with the meeting starting at 6:00 p.m. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	no
Councilor Denton	-	no
Councilor Pelham	-	yes
Mayor Shornak	-	no
Councilor Luman-Bailey	-	yes

**Motion passed 4-3**

**COMMUNICATIONS FROM CITIZENS:**

Dale Dailey – resident of Boston Street said that she was appalled when she read the newspaper. She said that Council should be ashamed of themselves and stop all of their fussing and fighting.

Kathy Amos – resident of ward 4 – said she was the parent of a 4<sup>th</sup> and 8<sup>th</sup> grader. She referenced the 7-31-18 school board meeting, and said that she did not like some of the comments in the paper. She said that elementary schools needed the same security as high schools. She said there was not time to waste and beseeched council to give the school board the funding they needed to keep Hopewell's children safe.

Shamika Lewis – spoke about how she has been helping citizens and that with everything going on and escalating, she is going to have to cease her efforts because she is tired and burnt out.

Steve Romano – resident of Ward 3 – said he felt sorry for the guys trying to build the apartment building [HRHA]. He also asked who could be turned down for residency in the proposed building.

Sherman Cross signed up to speak, but actually spoke during the public hearing. JoAnn Lawson also signed up to speak but was not present.

**August 14, 2018  
Regular Meeting**

**UNFINISHED BUSINESS**

**Reports of City Manager:**

**UB-1 General Registrar Request for Appropriation** – City Manager Altman introduced this item. There was extensive discussion. Councilor Pelham moved that the rate of pay set for the assistant registrar be deemed appropriate as determined by the registrar, but she must use money from within her budget to fund the position. This motion was seconded by Vice Mayor Gore. Discussion continued. Councilor Luman-Bailey moved to refuse the appropriation and have the registrar stick to her allocated budget. This motion was seconded by Councilor Denton. After additional discussion, the Mayor noted that the time was approaching 10:30 p.m. Councilor Pelham made a motion to continue the meeting past the 3-hour time limit, which motion was seconded by Councilor Zevgolis. Discussion ensued.

**ADJOURN**

At 10:47p.m. Vice Mayor Gore made a substitute motion to adjourn the meeting. That motion was seconded by Councilor Denton. The vote was unanimous to adjourn.

Mayor Shornak submitted a Transactional Disclosure Statement because her daughter, Michelle Ingram, works for the City of Hopewell.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**August 28, 2018  
Special Meeting**

**MINUTES OF THE MEETING OF CITY COUNCIL HELD AUGUST 28, 2018**

A Special Meeting of Hopewell City Council, was held Tuesday, August 28, 2018, at 6:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Arlene Holloway, Councilor  
Janice Denton, Councilor  
Anthony Zevgolis, Councilor (arrived at 6:22 p.m.)  
Christina Luman-Bailey, Councilor

John Altman, City Manager  
Charles Dane, Assistant City Manager  
Stefan Calos, Sands Anderson PC, City Attorney  
Ronnieye Arrington, City Clerk

ABSENT: Brenda S. Pelham, Councilor  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:00 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	absent (arrived at 6: 22 p.m.)
Councilor Denton	-	present
Councilor Pelham	-	absent

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Luman-Bailey.

**EXTEND MEETING**

Vice Mayor Gore moved to extend the meeting beyond the three-hour limit if needed to complete the items on the agenda. The motion was seconded by Councilor Holloway. During discussion, the Vice Mayor noted that she only made the motion to ensure Council would be able to complete the agenda. Councilor Denton made a motion to move the motion to extend to 8:30 p.m. so Council could see the status of where they were with items then and proceed as necessary. After further discussion both the Vice Mayor and Councilor Denton withdrew their respective motions.

**August 28, 2018  
Special Meeting**

**ADOPT AGENDA**

Motion was made by Vice Mayor Gore to adopt the agenda. The motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	absent (arrived 6:22 p.m.)
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 5-0**

**ROLL CALL**

Mayor Shornak requested a roll call as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	absent (arrived at 6: 22 p.m.)
Councilor Denton	-	present
Councilor Pelham	-	absent

**SPECIAL BUSINESS**

**Reports of City Manager:**

**SB-1 Resolution appointing Assistant City Manager as Alternate to Riverside Regional Jail Authority (RRJA)** - March Altman explained to Council that the purpose of this item was to appoint Charlie Dane as his alternate to the Riverside Regional Authority in case he was unable to attend a meeting for any reason. Councilor Denton made a motion to appoint Charlie Dane as March's alternate to the Riverside Regional Jail Authority. The motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted.

Councilor Holloway	-	yes
Councilor Zevgolis	-	absent (arrived 6:22 p.m.)
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 5-0**

**SB-2 Request to establish two full-time permanent Benefit Program Specialist positions with the Hopewell Department of Social Services** - March Altman introduced the item and then asked Ray Spicer to come forward to answer questions. Mayor Shornak clarified that these positions were being funded for this fiscal year by the State and would not come forward to our budget until FY19-20. Councilor Denton moved to resolve to approve the immediate hiring of two full-time permanent Benefits Program

**August 28, 2018  
Special Meeting**

Specialists positions. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted.

Councilor Holloway	-	yes
Councilor Zevgolis	-	absent (arrived 6:22 p.m.)
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 5-0**

Mayor Shornak submitted a Transactional Disclosure Statement because her daughter Michelle Ingram works for the City of Hopewell.

**SB-3 Request authority to approve renewal of service agreements for refuse and recycling services with CVWMA** – March Altman introduced this item and presented Monique Robertson, City Council’s appointed representative to CVWMA to provide additional information and respond to any questions. Ms. Robertson advised that the proposed contract was actually less expensive than its predecessor. Both the Mayor and Councilor Denton noted that CVWMA’s customer service was not good and needed to be fixed. Councilor Zevgolis asked about senior discounts, for which Ms. Robertson said the contract did not provide. Councilor Zevgolis also noted that there was no provision for people who had a smaller amount of trash. Charlie Dane said that it was too expensive of a proposition. Councilor Luman-Bailey thought it was a good idea and noted that Lynchburg had done something similar. Councilor Luman-Bailey moved to approve the renewal of the service agreements with CVWMA, and to authorize the City Manager to sign any and all documents related thereto. Councilor Holloway seconded the motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	no
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 5-1**

**SB-4 General Registrar Request for Appropriation** – March Altman introduced this item, and noted that Yolanda Stokes, the General Registrar for Hopewell was present in the meeting to answer questions. Councilor Denton moved to deny the registrar’s request for appropriation, which motion was seconded by Mayor Shornak. Extensive discussion ensued. Councilor Luman-Bailey asked if she could renew the motion from the previous agenda, to which Councilor Denton stated that meeting was done and past. There was heated discussion between Mayor Shornak and Registrar Stokes. Councilor Zevgolis noted that there appeared to be mistakes on the part of the City and the Registrar regarding this matter, but that none of that should impact the citizens. Stokes stated that her budget was made prior to her being hired, and therefore was insufficient from the beginning. She also noted the discrepancy between the Deputy Registrar and the Assistant Registrar, and the mistake made by City officials between the two titles. Mayor Shornak asked the City Attorney if she were able to vote on this matter since she was a candidate. Mr. Calos asked her if she had a personal interest in the outcome (she said no); and if there were three other people that were also candidates (she said yes). He said that not only could she vote, she was required to vote. Mr. Calos also noted that his prior silence during the discussion regarding alleged mistakes by the City and/or City officials

**August 28, 2018  
Special Meeting**

did not mean he agreed that there had been any kind of error made on behalf of the City. Upon the roll call, the vote resulted.

Councilor Holloway	-	no
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 5-1**

Mayor Shornak submitted a Transactional Disclosure Statement because she is a candidate for City Council.

**SB-5 Review and approval of active boards and commissions list** – Vice Mayor Gore presented information on this item. She asked Council to note the revised and updated Boards and Commissions list given to each of them, and asked if there were any boards, committees, authorities or commissions that any councilor wanted permanently removed from the list. Councilor Denton suggested that the Historic Hopewell Preservation board be removed. Vice Mayor Gore and Councilor Luman-Bailey both stated that they wanted to renew that particular board and bring it back to its former stature. Councilor Denton moved to approve the revised boards and commissions list. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted.

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 6-0**

**SB-6 Ward Improvement Fund Policy**– Vice Mayor Gore presented information on this item. She noted that she and Councilor Denton were working together on this project. The draft policy was based upon a similar policy in Chesterfield County. Each councilor will receive a specific sum of \$3,000 plus any proceeds remaining from the Council Suite revisions for use on ward improvement. Councilor Denton stated that she was very excited about this and looked forward to assisting her ward. There was further discussion including revisions to the draft policy. Vice Mayor Gore moved to approve the Ward Improvement Policy with amendments, including removing the word “Hopewell”, change “county” to “city” throughout, and removing the back page. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted.

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes

**Motion passed 6-0**

**August 28, 2018  
Special Meeting**

**SB-7 Panhandling** –Mayor Shornak led the discussion regarding issues with panhandling in her ward. She spoke of specific instances and how she had spoken with Mr. Altman as well as with police to address her concerns. She noted that she had done quite a bit of investigation to determine where the people were coming from and returning to. Mayor Shornak noted it was a serious concern and could be very dangerous. Councilor Zevgolis said he too had received complaints in his ward about panhandling and that he, too, had spoken with the City Manager about it. March Altman spoke up and said he had received several complaints and asked that council advise what areas they needed the signs and he would have them placed there. Vice Mayor Gore noted that part of the area affected by the panhandling was also in her ward. She asked about the wording on the signs, and if Social Services would be involved, and if so, did they provide the services to assist the homeless. She also asked whether the businesses had also complained. Councilor Luman-Bailey expressed concern over too many signs creating “sign clutter.” No action was needed by council on this item.

**SB-8 Littering** – The Mayor also spoke on this issue. She said she had received many complaints about littering for various roads, including Courthouse and Oaklawn. She mentioned putting up cameras in some of the worst areas to act as a deterrent and to aid the police in catching the people who dump and litter. The City Manager again asked Council to let him know specific areas that needed signs and/or cameras and he would work toward seeing them installed. No action was required of council on this item.

**ADJOURN**

At 8:47 p.m. motion was made by Councilor Zevgolis to adjourn the meeting and it was seconded by Mayor Shornak. All council responded “aye” to all in favor say “aye”. Meeting was adjourned.

/s/ Jackie M. Shornak  
Jackie M. Shornak, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**INFORMATION  
FOR COUNCIL  
REVIEW**

**MINUTES OF THE MARCH 7, 2018 MEETING  
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE  
CITY OF HOPEWELL, VA**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, March 7, 2018, at the Hopewell Municipal Building, in the 2<sup>nd</sup> Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner  
Mary French Elder  
Irma C. Mahaney  
Andrew Arola

Absent:  
Terry Ammons

Staff:

Tevya W Griffin, Director

The meeting was called to order at 5:31 p.m. by Mrs. Joyner. Mrs. Griffin conducted the roll call. A quorum was established.

**ADMINISTRATIVE MATTERS**

1. Requests for withdrawal/deferral or amendments to the agenda.  
Motion by Mary French Elder to move to New Business. The motion was seconded by Andrew Arola. The motion carried with a vote of 4-0.
2. Minutes- The minutes will tabled until the next meeting.

**CITIZEN COMMENTS**

None

**NEW BUSINESS**

1. Request to amend the Certificate of Appropriateness for the City of Hopewell Police Station façade material.

Ed Watson, Director of Public Works, and Eric Wagner, Project Manager attended the meeting to discuss the certificate. Mr. Watson began the discussion. He stated that they are waiting on the weather to break to begin work on the Police Station. They are looking for ways to save money and found such a possible savings in the brick. Eric Wagner said the brick will be similar to what is at the Beacon Theatre; showed a picture of Beacon. He also showed a picture of the original approved brick next the proposed brick. If the new brick is used there will be a cost savings of \$14,000. His is a \$32,000 savings. The DDRC members asked if the durability and the maintenance were the same with each brick.

The Director and the Project Manager would also like to use a different material around the trim area of the Police Station. Mrs. Joyner stated that this drivet material is a concern because it was used in the Lebow building that now needs some maintenance just a few years later. The DDRC discussed the guarantee on products and asked what would be underneath. Mrs. Joyner spoke and stated that the DDRC aesthetically have no issue, however the durability of the product is an issue. She suggested the City should look at the guarantee on the materials. Mr. Wagner and Mr. Watson showed the approved trim material to the newly proposed material. It is supposed to simulate stone. The new sample did not look white but had a greenish tint. The DDRC wants white-not greenish tint. It was concluded by the DDRC that the white mostly matches the brick. Mrs. Elder asked if the product has been proven. Ed Watson said we can afford either one; prefer what was originally provided by the architect. Andrew Arola moved to approve alternate brick GFRC and make no change but keep the corrugated material originally approved. The motion was seconded by Mary French Elder. The motion carried with a vote of 4-0.

2. DDRC Walk-Mary French Elder and Rita Joyner visited downtown to determine the state of buildings downtown. While there they also spoke to business owners who raised concerns about downtown. There were several buildings that had severe issues that need to be addressed by the City. They will seeks Staff's assistance to determine if a building should be cited for property maintenance, protective maintenance and/or zoning violations.

Mary French Elder moved to initiate protective maintenance action on 207 E Broadway. The motion was seconded by Irma Gail Mahaney. The motion carried with a vote of 4-0.

There was discussion of 219 E Broadway, also known as Rick's TV. There was a discussion of protective maintenance implications. Andrew Arola moved to authorize the Building Official to inspect exterior for property maintenance. The motion was seconded by Irma Gail Mahaney. The motion carried with a vote of 4-0.

221 E Broadway appears to be used as storage. A large portion of the windows are covered with cardboard. This has been like this for the past 4-5 months. The cardboard in the window is a zoning violation. A motion was made by Andrew Arola to commence with a zoning violation. The motion was seconded by Mary French Elder. The motion was seconded by Irma Gail Mahaney.

There was a discussed about 264 E Broadway. The violations were provided to the City for review as well as the bed bug issue. This issues should be handled by George Verghese. The Hopewell Downtown Partnership has option to buy the Comer Manor. Have applied for a grant for about \$2,000,000. A motion was made by Imra Gail Mahaney to initiate property maintenance. It was seconded by Mary French Elder. Motion carried 4-0.

At 265 E Broadway there is rust at top of cornice, and rust along corner and drain the pipe. The Building Official informed the Director of Development that this building would quality for property maintenance. A motion was made by Mary French Elder to commence property maintenance. It was seconded by Irma Mahaney. Motion carried 4-0.

3. Downtown restaurants- There are two new restaurants downtown. Cambros is a fusion cuisine-soul food and Cambodian. The owner is applying for ABC license. They desire to stay open until 3 a.m.

Saucy's is doing extremely well. Daily receipts exceed what they do in Petersburg in a week. Director Griffin explained the zoning approval for Cambros. It is categorized as a restaurant. Any dancing/live music to include a dj would remove the restaurant designation. The flashing light was on and this is a violation that needs to be addressed.

Andrew Arola asked when the business closes. He noticed that Hopewell Street was crowned on Sunday. People may begin parking in the City lot that has not been complete.

4. Downtown Façade Grant Budget-Director Griffin gave an overview of budget. She will request \$100,000 in the upcoming budget.
5. Chesterfield Hotel-This topic was discussed under #2 New Business.

## UNFINISHED BUSINESS

1. A request for a Certificate of Appropriateness from Capital Area Partnership Uplifting People to place a six foot rod iron fence and gate on the vacant portion of property located at 238 East Broadway. *Update: CAPUP appealed the decision of the DDRC to City Council requesting a six foot fence along East Broadway. City Council granted the appeal. CAPUP has reconsidered and is now requesting a 4.5 foot fence along East Broadway.*

Mrs. Griffin read the request. Mrs. Elder made a motion to approve the request. It was seconded by Irma Mahaney.

2. A request for a Certificate of Appropriateness from Capital Area Partnership Uplifting People to place window signs at 238 East Broadway. *Update: Design work for the window signs and for a building mounted sign has been complete by Frazier and Associates. CAPUP requests approval of the signs. See attached design.*

The request for window signs at 238 E Broadway was read by Rita Joyner. Frazier & Associates provided design recommendations. A motion was made by Andrew Arola to place window signs according to design recommendations shown on A1. The motion was seconded by Mary French Elder. A new COA is required if the applicant decided to construct a building mounted sign.

3. A request for a Certificate of Appropriateness from The Woda Group to construct a mixed use building located at the corner of East Cawson and Hopewell Street. *Update: The City is in the site plan review process for this project. A site plan will be provided at the meeting for DDRC review.*

The WODA group provided site plan and the elements requested by the DDRC; the site plan, and plantings. The DDRC reviewed the site plan provided by Staff. Andrew Arola moved to grant request. It was second by Mary French Elder. The Motion carried 4-0.

4. Parking lot issue on East Poythress- Mrs. Joyner as not heard from City Council at this point. The unpaved area is still there within the chain-link fence. The property needs to be screened.
5. 115 E Randolph Rd. The DDRC is concerned about level of progress. They would like to meet with the owner. The DDRC needs something in writing, it has been six months. The DDRC has to move forward as a body and be consistent. The owner needs to provide a schedule of improvement. Staff was asked to investigate ordinance information about completion date for initial COA for the entire project.

Protective Maintenance-Andrew Arola suggested moving forward with protective maintenance; discussed options. Andrew Arola made a motion to move forward with

protective maintenance with option to extend when progress is made. The motion was seconded by Mary French Elder. The motion carried with a vote of 4-0.

6. Zoning Violations-Painting exterior without a COA. Staff will send the owner of the business a violation letter. He will need to apply for a COA and needs to go through the process. Andrew Arola made a motion to approve the zoning violation being sent to apply for a COA. The second was made by Irma Mahaney. The motion carried with a vote of 4-0.

### **REPORTS OF COMMITTEE MEMBERS**

Mary French Elder said more communication is needed from the Board to let them know what is expected of them. How do we keep business owners informed; consider meeting with business owners and landlords. They suggested the HDP invite the DDRC to a meeting. Andrew Arola made a motion to move forward with protective maintenance on the building known as the old City jail. The motion was second by Mary French Elder. The motion carried with a vote of 4-0.

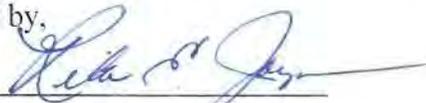
Mary French Elder made a motion to move forward with protective maintenance on the Lebow building. The motion was seconded by Irma Mahaney. The motion carried with a vote of 4-0.

The Dollar General located downtown continues to keep storage on the outside of the building on the sidewalk. The City has been out and cited the store in the past. This is to remain on the agenda until it gets straight. They may need to find another location.

### **ADJOURN**

A motion was made to adjourn the meeting at 7:18 and everyone approved.

Submitted by,



Rita E. Joyner, Chairperson



Tevya W. Griffin, Director

**MINUTES OF THE APRIL 4, 2018 MEETING  
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE  
CITY OF HOPEWELL, VA**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, April 4, 2018, at the Hopewell Municipal Building, in the 2<sup>nd</sup> Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner  
Mary French Elder  
Irma C. Mahaney  
Terry Ammons  
Andrew Arola

Absent:  
None

Staff:

Tevya W Griffin, Director  
Chris Ward, Senior Planner

The meeting was called to order at 5:31 p.m. by Mrs. Joyner. Mrs. Griffin conducted roll call. A quorum was established.

**ADMINISTRATIVE MATTERS**

1. Requests for withdrawal/deferral or amendments to the agenda.  
Motion by Mary French Elder to move Meeting Minutes to later in the meeting and add New Business item for Façade Grant Program. Second by Terry Ammons. Motion carried 5-0.  
Welcome visitors: Dave Harless and Bob Brown, Tom McCormick (Saucy's) and citizen, Daniel Benton who lives in City Point.
2. Minutes – Rita Joyner asked for a motion to approve minutes from October 4, 2017, November 1, 2017 and March 7, 2017. Motion by Mary French Elder. Second by Andrew Arola.

**CITIZEN COMMENTS**

A five (5) minute limit per citizen to allow comments regarding items **not** listed on the agenda.

There were no citizen comments.

## NEW BUSINESS

1. Amendment to Certificate of Appropriateness for signage at 207 E Broadway, Saucy's BBQ; Austin Anderson presented. Grade separation less than 30" required by IBC to install 42" railing. Railing will block Saucy's sign. Rita Joyner asked if the property owner will have to pay. Austin Anderson is working on that. Terry Ammons asked if the sign design will stay the same. Austin Anderson replied that yes the sign will stay the same but it will just be elevated. The bottom of the sign has to have enough clearance to have the sign not look like it is on the top of the rail. Didn't intend to include the radius. Austin Anderson will order another 20' of steel fence. Terry Ammons made a motion to approve raising the sign. Second by Mary French Elder. Motion carried 5-0.
2. Presentation for Home Town Heroes Banner Program – Military Veteran Program – Dave Harless gave background. They have this program in Kilmarnock. Hopefully, Hopewell will adopt the program. The American Legion stated their mission-to recognize veterans, raise awareness of many people that have served in the military, and increase area pride. The banners are 18" x 45" and include the name, dates of service, name of donor, VFW, American Legion. The city is not responsible for the information; the donor is. The banners are \$100 each. The donor can get the banner back. The city controls and maintains them. The city is responsible for storage and maintenance. If they are stolen then the city is responsible. Donor will file an application, supply a picture and information about the service member. Will do bid. There will be a link on the website to download an application and a FAQ. The banners will be displayed on poles that are already there. There are eighty poles on Main, Hopewell, Appomattox and East Broadway. Showed an example of a banner; showed Robert Penn who received a medal of honor in the Spanish American War. MOSCA Designs will create the banners. The banners are heavy duty and are designed to be outside and washed very easily. The program will open at the end of this month. The department of Development will administer the program and Public Works will hang the banners. Estimated timeframe for the banners is 4<sup>th</sup> of July to Veterans Day. Andrew Arola asked for the 2<sup>nd</sup>. It would be nice for them to be on Randolph Road but have to work with Dominion and they are not saying it can be done. Terry Ammons asked if the blue can be Hopewell Blue. Dave Harless believes it is Hopewell Blue. What is the turnaround once the order is placed? Terry Ammons asked would you rotate the banners. Who is the target audience? Does the person have to have a tie to Hopewell? Can they be someone from Fort Lee? These things have to be worked out. Andrew Arola made a motion to approve the program as presented. Second by Irma Mahaney. Motion carried 5-0.
3. City Council Presentation – no discussion at this time.
4. Façade Grant Program – Tevya Griffin gave a background. Chris Ward spoke regarding all aspects of the state program, what the state does through CDBG and gave examples of

when liens can be called in. Andrew Arola discussed one-time money versus maintenance. Terry Ammons talked about a penalty for not being able to increase value, keeping value should be positive but this almost seems to be a negative. He asked why liens can't be transferred to the next property owner. Will change the program; a) the ex. is now property owner versus business owner. b) paperwork c) secondary fees. Terry Ammons asked if there can be a document saying the contractor has been paid. Work has to be complete before a vendor is paid. There was discussion of what have been issues. Tevya Griffin said that we did not pay someone for shoddy work done but we did pay someone that did not pay the vendor. This only has to happen once. Rita Joyner said we can discuss this at the next meeting. Andrew Arola said he is concerned it may discourage users. Rita Joyner said maybe review things, modify contract-add some things at minimum but don't solve a problem that doesn't exist. There should be accountability but not be cumbersome.

### **UNFINISHED BUSINESS**

### **REPORTS OF COMMITTEE MEMBERS**

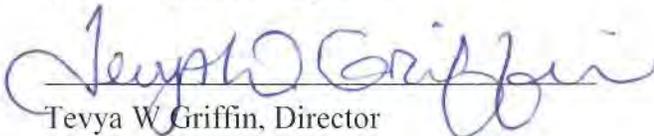
### **ADJOURN**

Motion to adjourn by Andrew Arola. Second by Irma Mahaney. Meeting was adjourned at 6:55 PM.

Submitted by



Rita E. Joyner, Chairperson



Tevya W. Griffin, Director

**MINUTES OF THE AUGUST 8, 2018 MEETING  
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE  
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, August 8, 2018, at the Hopewell Municipal Building, in the 2<sup>nd</sup> Floor Conference Room, located at 300 North Main Street at **5:30pm**.

Downtown Design Review Committee Members present:

Rita E. Joyner  
Mary French Elder  
Irma C. Mahaney

Absent:

Terry Ammons

Staff:

Chris Ward, Senior Planner

Guests:

Samuel Thomson  
Nathan Grubb  
Eric Wagner  
Daniel Jones

The meeting was called to order at 5:39 p.m. by Mrs. Joyner. Mr. Ward conducted the roll call. A quorum was established.

**ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS**

Mrs. Joyner asked if there were requests for withdrawal, deferral or amendment to the agenda. There were none. Mrs. Joyner asked if there were any changes to the minutes from the July 11, 2018 meeting. There were none. Mrs. Elder made a motion to approve the minutes. Mrs. Mahaney seconded. The motion carried 3-0.

Mrs. Joyner asked if there were any citizens who would like to present comments. There were none.

**CERTIFICATES OF APPROPRIATENESS**

Mrs. Joyner welcomed Mr. Thomson to the meeting. Mrs. Elder asked if the business was already open. Mr. Thompson stated that it is open. Mr. Ward noted that the sign in the photograph of the front façade is a temporary sign. Mrs. Elder asked what types of products are sold in the store and Mrs. Mahaney asked if it was consignment. Mr. Thompson stated that he sells liquidation items, mostly clothing. His store has different products than the closeout store across the street.

Mrs. Elder made a motion to accept the vinyl door sign with 3" high white letters in the font as depicted in the mock-up. Mrs. Mahaney seconded. The motion carried 3-0. Mr. Thompson

requested that the written approval be sent to his home address. Mr. Ward stated that he would send it early next week.

The members agreed to address New Business before Unfinished Business so that the guests would not have to wait.

## **NEW BUSINESS**

### **Review of Revised Landscaping Plan for new Police Station**

Mrs. Joyner welcomed Mr. Wagner to the meeting. Mr. Wagner stated that the City Horticulturalist, Michelle, was asked to review the landscaping plan for the police station. After her review, she decided to change several things so that the maintenance and health of the landscaping would be more sustainable. The large willow oaks proposed along one edge of the parking lot were distributed to other areas because the original location was directly under power lines. Large trees were also moved away from the proposed mechanical yard so that leaves do not fall onto the equipment. Mr. Wagner also noted that the new plan attempts to establish a balance between the old and new parking lots. Mrs. Elder noted that Michelle has an interest in reworking the plan because she will be one to maintain it. Mr. Wagner stated that she was excited to work on the plan and spent a month revising it. Mrs. Joyner noted that the members had not seen the original plan but appreciated being able to review the revised plan. All members present agreed that the plan looks great and thanked Mr. Wagner for presenting it.

### **Toolkit**

Mr. Ward informed the members that he had finalized the toolkit for business owners that are locating in the B-1 district. The toolkit packet includes the cover page with contact information, Mr. Ward's business card with a link to the municipal code on the back, sign permit, COA application, and instructions on how to complete the COA. Mr. Ward noted that there were two other items that may be included in the packet: a signature page for the business owner showing receipt of the packet; and, information about temporary signage. Mr. Ward stated that these items may be included at a later time.

### **Food Truck Licensing**

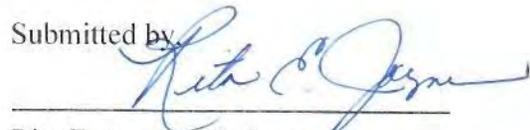
Mr. Ward informed the members that the Assistant City Manager held a meeting a couple of weeks ago to understand the business license permitting process for food trucks. Staff persons from the Commission of the Revenue's office explained that the process includes the applicant providing a letter from the location where the food truck will be setting up. Mr. Ward also noted that there is no zoning review since, by nature, the food truck is mobile. The meeting came about because there had been some confusion about the requirements for getting a license.

### **Blight Fighting Techniques**

Mr. Ward informed the members that a smaller 'blight fighting techniques' matrix was appended to the technique list that was supplied to the members. The matrix is a subset developed by the Development Department of legal tools already available to the City to combat blight. The larger list includes other legal tactics that may be available to the City if adopted. Mrs. Joyner suggested that a work session devoted to this topic may be warranted due to the number and nature of the tactics. The members will revisit this discussion at a later date.

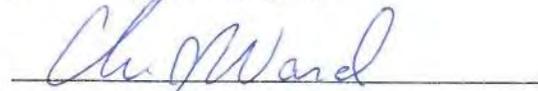
The meeting adjourned at 6:39.

Submitted by



A handwritten signature in blue ink, appearing to read "Rita E. Joyner", written over a horizontal line.

Rita E. Joyner, Chairperson



A handwritten signature in blue ink, appearing to read "Chris Ward", written over a horizontal line.

Christopher Ward, Senior Planner

**MINUTES OF THE OCTOBER 4, 2017 MEETING  
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE  
CITY OF HOPEWELL, VA**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, October 4, 2017, at the Hopewell Municipal Building, in the 2<sup>nd</sup> Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner  
Andrew Arola  
Mary French Elder

Absent:

Irma C. Mahaney  
Terry Ammons

Staff:

Tevya W Griffin, Director

The meeting was called to order at 5:30 p.m. by Mrs. Joyner. Mr. Wade conducted the roll call. A quorum was established.

**ADMINISTRATIVE MATTERS**

1. Requests for withdrawal/deferral or amendments to the agenda.
2. Review and take action on previous meeting/work session minutes:
  - a. Mr. Arola moved that the August 2, 2017 meeting minutes be approved, second by Mrs. Elder. Motion carried 3-0.
  - b. Mr. Arola moved that the September 6, 2017 meeting minutes be approved, second by Mrs. Elder. Motion carried 3-0.

**CITIZEN COMMENTS**

A five (5) minute limit per citizen to allow comments regarding items **not** listed on the agenda. There were no citizen comments.

## **NEW BUSINESS – Certificate of Appropriateness**

1. Request from W. P. Zevgolis to repair wood trim at 120 E. City Point Rd.

Mr. Zevgolis provided a picture of the damage to the wood trim. He would like to replace with vinyl. The DDRC advised that this would not be compatible with the building as was therefore not allowed. Mr. Zevgolis had no issues with this request and agreed to repair with wood. Mr. Zevgolis did not have quotes from more than one contractor and the application to request the use of façade grant funds was not notarized. He will provide this to the Development Office and they will process the matching funds.

2. Request from Woda Group for mixed use building at E Cawson and Hopewell St;

Bruce Watts is excited about this project. He has been working on this project with staff for 3 years. There are currently 32 units Riverton Apartments. This project will entail the demolition of this building and the construction of a mixed use building to include a medical office. The project was awarded Low Income Housing Tax Credits this summer. The schedule is for December 2017/January 2018 demolition and for construction to begin in March 2018. The cost of the project is \$12-14 million.

Chad Grenwich the architect for this project has traveled from Michigan and is addressed the DDRC concerning the building design. The building will be a five story mixed use building. A tenant has not yet been identified for the 2500 square foot space on the corner of Cawson and Hopewell. The alley will be restored, with 12 angle parking with one way to Cawson. There will be 39 parking spaces underground. The first floor will be 45' above grade and 47' as one side of the property side slopes down. There will be 15 on street parking spaces along East Cawson. The building will have a lobby space and in this same area an elevator that will egress at East Cawson.

The Virginia Housing and Development Authority (VHDA) requires any building receiving tax credits have 80% brick exterior. The Woda Group will use 100% red and off-white masonry products. The windows will have a 2 over 2 profile with a bar in each pane. The DDRC requested a materials list and color swatch. The building will have a flat roof. The rooms will have individual air conditioners/hvac signage. The signage will be located on E Cawson. A bank is interested in the retail space. The building will be majority of concrete construction. A Committee member asked about the location of parking. Mr. Grenwich answered that the parking will be in the rear and underground and some on the street. He stated that 80% of tenants end up with a car. A development of this size usually only has 81 parking spaces. They will label parking areas for business in the parking lot located under the building. The building will have a community space,

an outdoor space on the roof top. The development is considered affordable housing. The financing requires ten percent of the units to use housing vouchers. This equates to six vouchered units. The remaining units are not considered market rate but are under income restriction. The average rent will be \$650-\$950. It is a walkable site.

Mr. Arola asked if the plan was for Woda to build and hold or build and sale. Mr. Watts stated that the Woda Group will keep projects after the entire process. Woda manages and builds their own product. Mr. Arola asked if the Woda Group had their eye on any other projects in the City. They have had discussions about looking at other properties.

Mrs. Elder asked about the grassy area in the alley and if the garage area being built at Conway Court would be an issue with the development.

Mrs. Griffin reminded Mr. Watts of the requests from the DDRC; the materials list, the site plan, and color scheme.

Mr. Watts and Mr. Grenwich were asked about the relocation. The tenants can relocate to different properties that are owned by Ingram within the City. There has been no push back on gentrification. Woda will create a relocation plan. Woda would like to have possession of the property by the end of the year

A motion to approve the request was made by Mr. Arola, and seconded by Mrs. Elder. The motion carried with a vote of 3-0. As soon as we receive information to Woda Group.

Item #6 on the agenda was moved forward.

3. Request to place 3 signs at 210 N 2<sup>nd</sup> Ave.

Shanelle Ebanks, Youth Coordinator for the City of Hopewell apologized for putting up signs before approval from the DDRC. Her desire was to do something simple. She wanted the signage to show citizens that there was an office just dedicated to the youth of the City. The office serves as a place where youth can frequent and feel comfortable doing so. Ms. Ebanks went on to say that this is a city department but it is not located in a city building because there is no room in the municipal building. She also thinks the location is good because children shouldn't feel like they are going into a police station. Kathy Frazier & Assoc. recommended a hanging sign. Ms. Ebanks stated that she used the same design for the signs she placed on the building and hanging as was previously there. The previous hanging sign was rectangular, and the current sign is rectangular. Ms. Ebanks was asked about programs. She mentioned several upcoming events like on

November 3<sup>rd</sup> -is Parent Night Program, a Self-Care Program, Parent engagement program to evaluate health, mental and spiritual needs. Other programs will focus on soft skills, other workshops and seminars.

A motion to approve the request for a hanging sign and a building mounted sign using the design shown was approved by Mr. Arola, and second by Mrs. Elder. The motion was approved with a vote of 3-0.

Mrs. Elder also asked Ms. Ebanks asked about children 0-5 years of age and how she was capturing that population. Ms. Ebanks answered that she is always looking for additional volunteers

Item #7 on the agenda was moved up on the agenda.

4. Item #7 was a request to construct a sign at City Park off of Appomattox Street. Aaron Reidmiller, Director of Recreation & Parks spoke. He stated that City Park is the only park site in B-1 District. The placement of the sign was a last minute part of project as part of a grant received by Virginia American Water. He'd noticed through post on Facebook that many people didn't know where City Park was located. He therefore felt sign placement would help.

There was a previous sign on a metal post with other signs, but you couldn't read it in driveway of the parking lot. This site will be the trailhead to the Riverwalk and for the Appomattox River trail. It needs to be celebrated and this sign does that. The Hopewell River Walk will be a part of Appomattox River Trail. Mr. Reidmiller described interjurisdictional-confluence of Appomattox and James River as a catalyst for economic development.

Mr. Arola asked Mr. Reidmiller to describe the Riverwalk. Mr. Reidmiller explained that it would said begin at City Park, and follow the shore line. It would be raised 5' above mean low water and be 8' wide. Phase II-connects closer to Virginia American Water to the marina. The Riverwal would be City owned and maintained.

Rita Joyner asked if our park would be better than Colonial Heights. Aaron Reidmiller responded that yes in his professional opinion it will. There was a discussion about trails in Petersburg, Dinwiddie and Chesterfield. There was discussion about rapids and the abandoned millworks and Ferdale Paule Park. There was discussion about the mention of this area in the FOLAR master plan. There was also discussion about how to redo the Benjamin Harrison Bridge to have bikes and how this was a positive boost for economic development.

In regards to the sign, DDRC members asked about the material at the bottom. Mr. Reidmiller explained that it is faux stone; a polyurethane product. You cannot see the cannot see seams between the stone.

There was a mention of maybe using Riverwalk money for a new sign for the park. The budget for the project was discussed Mr. Reidmiller mentioned that he didn't know he would have money for sign until the end of the project. There was discussion that over the years the City probably could do a sign out of Riverwalk funds.

Andrew Arola asked if this sign was a model for other parks. Mr. Reidmiller answered yes and no. The answer is yes because it is considered a specialty sign. Each park in the City will have a unique sign that captures the theme of the park. Each park will get individual designed signs to reflect the theme of the site. There was brief discussion about improving signs at neighborhood parks. Mr. Joyner said that maybe the architects Frazier and Associates could provide design services free of charge. They may be able to come up with something. Mr. Reidmiller stated that the sign would be eventually be moved. A motion to approve the request for the sign as it exists with Frazier or another design service to provide another design to reflect the materials that could be used as element at other parks was made by Mrs. Elder. The motion was second by Andrew Arola. The motion was approved with a vote of 3-0. The grand opening to City Park is this coming Saturday. The DDRC thanked Mr. Reidmiller for his time and hard work and he thanked DDRC and welcomed their design input.

5. CAP UP is requesting a Certificate of Appropriateness to place a 6 foot fence at 238 E Broadway. This requests also includes a design for window signs. The information provided was not sufficient to make a decision and the applicant was not in attendance to ask questions. The applicant must provide color samples for signage. The DDRC discussed the height of the fence and the design; whether there should be points or no points. There was conversation about the repair needed to be done to the roof and if it was premature to erect a fence at this time. Staff will ask the applicant about the timing of placing the fence before property is cleared. Andrew Arola moved to table the request for Gun Cotton for more information. The motion was second by Mary French Elder. The motion carried with a vote of 3-0.
6. The last Certificate of Appropriateness to discuss is a request from Community Housing Partners for a free standing sign at 100 Kippax Street. A motion was made by Andrew Arola to table the request in order to get a list of materials for the sign. The motion was second by Mary French Elder. The motion passed with a vote of 3-0.

## UNFINISHED BUSINESS

1. Letters sent to property owners in the B-1 District regarding the new regulation of protective maintenance and the penalties that can ensue if work is not completed in the time frame provided.

Mrs. Griffin explained that the letters were mailed and that three property owner either called in or visited the office to ask questions. These included the owners of Asian American Restaurant, the owner of Johnson Printing, and the owner of a vacant building on East Broadway.

2. Parking Lot issue on East Poythress Street.

The DDRC members discussed the need for parking in the downtown especially as the area is being revitalized. Mrs. Griffin informed the DDRC that the Development and Engineering department prepared a parking plan for East Poythress. Chairman Joyner asked Staff to share this plan with the group and to have Terry Ammons come by the office to see information.

3. Broyhill Building

The Broyhill building continues to need major exterior maintenance and sprucing up. It does not appear that substantial work has been done. As the building sits on the corner of East Randolph Road and East Poythress it is a major eye sore. The DDRC would like to move forward with protective maintenance on these set of buildings.

## REPORTS OF COMMITTEE MEMBERS

None

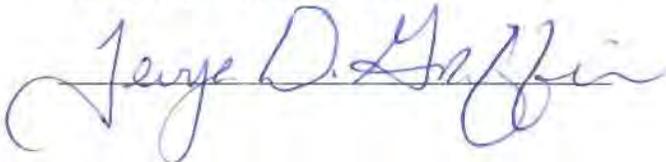
## ADJOURN

A motion to adjourn the meeting was made by Mr. Arola. It was seconded by Mrs. Elder. The motion was approved by a vote of 3-0. The meeting was adjourned at 7:19 PM.

Submitted by,



Rita E. Joyner, Chairperson



Tevya W Griffin, Director

**MINUTES OF THE NOVEMBER 1, 2017 MEETING  
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE  
CITY OF HOPEWELL, VA**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, November 1, 2017, at the Hopewell Municipal Building, in the 2<sup>nd</sup> Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner  
Mary French Elder  
Irma C. Mahaney  
Terry Ammons

Absent:  
Andrew Arola

Staff:  
Tevya W Griffin, Director

The meeting was called to order at 5:31 p.m. by Mrs. Joyner. Mrs. Griffin conducted roll call. A quorum was established.

**ADMINISTRATIVE MATTERS**

1. Requests for withdrawal/deferral or amendments to the agenda.

A Motion was made by Mary French Elder to amend the agenda to add Battle Boats-Nathan Grubb to the agenda. Mr. Grubb came to the meeting to speak to members about this buildings. The motion was seconded by Terry Ammons. The motion carried with a vote of 3-0. (Irma Mahaney arrived at 5:35pm). Nathan Grubb began to speak regarding the state of his building. He talked about the look of the building. He believes it is an eyesore and needs to be fixed. Rita Joyner asked if he planned to redo the bad paint job. Nathan Grubb said that the surface was not prepped. He attempted to do the job himself the first time. This time he will hire professional painters. Mrs. Joyner went on to say that the painting and windows look horrible and that due to the prominence of the location it is an eyesore. The windows, and doors all need to be painted. Rita Joyner asked about parking; the fence has been removed to separate city property and his property but the area still remains an eyesore. Mrs. Joyner asked if he would possibility consider a long term lease on property. The DDRC will pursue this idea with the City Council. Staff was asked if fencing could be used to block the

view of items in the parking area. Staff was asked to talk to Frazier & Assoc. to determine a screening. Mr. Grubb invited members of the DDRC to come down and visit his buildings area. The DDRC discussed with Mr. Grubb their plans to sight him under protective maintenance regulations for the work needed to be complete on the buildings.

Mr. Grubb stated that he has spent over \$100,000 on the roof and while it may not seem like it; he is always working whether inside or outside. Irma Gail Mahaney asked about windows and painting and resurfacing of building. Mr. Grubb stated that he understands now that preparation is important. He reminded the members that he did not get any façade grant money for two buildings that were not done correctly. Mr. Grubb would like to move forward in getting the windows repaired at 201 East Randolph Road.

Tevya Griffin read all 3 quotes for upper windows. Mr. Grubb stated that he would not change doors, will paint now, and will keep the current doors until a tenant is found. Grubb showed/explained Frazier drawings. Mr. Grubb was asked if he has plans to put on a replacement awning. He said yes that it would have to be added back if he wanted to take advantage of the historic tax credits. Mary French Elder asked how many tenants the entire property can hold. Mr. Grubb answered twenty tenants, and four spaces would be set aside for his use. There are four quotes for the paint job. He will use Blake for the paint job and Abateco Services for the windows. A motion was made by Terry Ammons to approve restoration of windows on the 2<sup>nd</sup> floor and painting of building including doors, with proper preparation of stucco for the paint. Mr. Grub mentioned that 4x4 hand painted Ford sign that will remain for historic tax credits. The motion was second by Rita Joyner. The motion carried with a vote of 4-0. Terry Ammons made a separate motion to restore and paint using the renderings provided by Frazier & Assoc. through a professional painting contractor on both the upper and lower level. He will use the exact Sherwin Williams colors. The motion was seconded by Irma Mahaney. Terry Ammons made a motion to approve façade funds total \$6375 for the preparation and paint on stucco for the first and second floors. The motion was seconded by Mary French Elder. The motion carried with a vote of 4-0.

2. Mr. Grubb also requested the installation of bay doors at 211 East Poythress. The doors do not function properly. Tenant is getting restless, and has already replaced one door. Will use the same Apple Door Systems. It is good to have consistent numbers and to use a good contractor. Wants to go with Apple Door Systems. The installation of the garage door will match the recommendation of Frazier & Associates. A motion was made by Mary French Elder to approve Certificate of Appropriateness for the bay door. The motion was seconded by Terry Ammons. The motion carried with a vote of 4-0. A motion was made by Terry Ammons to approve the allocation \$2166.50 through the façade grant program. The motion was seconded by Mary French Elder. Painting and windows will start immediately. Apple Door will take five weeks to deliver. There was discussed about a brewery that was going

into the space. Terry Ammons discussed factors that led to the brewery that was initially in mind not being able to come to Hopewell. The proprietor moved away. The space is still perfect for a brewery. The funding was difficult. However, if it is done well, banks may look favorably.

## **CITIZEN COMMENTS**

There were no citizen comments.

## **NEW BUSINESS**

1. Request from Woda Group for mixed use building at E Cawson and Hopewell Street.

Terry Ammons had no issue with the building. Since it is such a big building the foundation landscaping shown on the plans will be important. Mr. Ammon would like for the DDRC to review the site plan when it is available. Terry Ammons asked about height. He asked if there was a rule that discussed height in the B-1 area. Mrs. Griffin told him that there was a height restriction and that the proposed building does not violate the regulation. The DDRC discussed masonry of building, specifically the color of bricks whether it is red or white. Staff can get an administrative answer. Mrs. Griffin read an excerpt the urban design guidelines found in the Downtown Plan, adopted 2003. Terry Ammons made a motion to approve with the following administrative questions: (1) Provide an elevation with noted materials, (2) Landscaping as drawn on the streetscape; brick sidewalk, street lighting. The motion was seconded by Mary French Elder. The motion carried with a vote of 4-0.

2. Request to place a fence at 238 E Broadway; Discussion of 4' fence or 6' fence.

There was discussed about the security implications with a 4' versus 6' fence. The 4' fence would be more inviting. The fence is a formality that closes a space off. The owner can lock things up or put cable around chairs. The patio has to be fixed. A motion was made by Mary French Elder to approve the option B fence design at 4' fence in front along East Broadway and 6' in back at the alley. Both fences would be made of pre-finished aluminum to represent wrought iron. The motion was second by Irma Gail Mahaney. Staff will contact Frazier to review the building and determine best design for window signs. Terry Ammons recused himself from voting because this is a project he has worked on. There was final discussed of inspections and a temporary certificate of occupancy. A motion was made to table the request by Irma Gail Mahaney. The motion was seconded by Mary French Elder.

3. Parking Lot issue on East Poythress Street poor parking behind lot, city has looked dreadful. The Hopewell Downtown Partnership is formally going to ask the City to the consider a long term lease with Nathan Grubb to accommodate much needed parking space for the pizzeria and bakery. The current state of the space with vehicles is a terrible eye sore. The City has to do something with the lot. A long term lease to accommodate much needed parking and to remove the eyesore may be the solution.

### **UNFINISHED BUSINESS**

#### **1. Micro-winery**

Mrs. Griffin informed the DDRC that the Haley's would request a Conditional Use to locate the meadery at 239 East Broadway. This is a change from the locations off of East Poythress Street.

#### **2. Parking Lot issue on East Poythress Street.**

DDRC will join the HDP in supporting long term lease on East Poythress and improved maintenance of area. This motion was made by Irma Gail Mahaney. The motion was second by Mary French Elder. The motion carried with a vote of 4-0.

#### **3. Broyhill Building**

This discussion took place earlier in the meeting.

### **REPORTS OF COMMITTEE MEMBERS**

None

### **ADJOURN**

The meeting was adjourned by the membership.

Submitted by,



Rita E. Joyner, Chairperson



Tevya W Griffin, Director



***Hopewell Community Policy & Management Team  
Minutes of the Meeting  
July 16, 2018***

**Present:** Diana Barnes, District 19; Joseph Bizzell, Treasurer’s Office; Charlie Dane, Assistant City Manager; Brookie Fowler, Hopewell Public Schools; Joan Gosier, Fiscal Agent; Woodrow Harris, Court Services; Lauren Hovis, Private Provider; Shamia Majette, Health Department; Raymond Spicer, Social Services Director; and Anthony Zevgolis, City Council

**Absent:** Janet Denton, City Council

**Others Present:** Wanda Brown, CSA Manager; Christene Teasley, CSA Senior Administrative Assistant; and Jennifer Tunstall, Executive Director, D19

The meeting was called to order at 2:03 p.m.

- I. **Approval of Minutes** – A motion was made by Woody Harris and seconded by Joan Gosier to approve the June 18, 2018 Minutes, as submitted. The motion was passed unanimously.
- II. **Financial Report** – The June 2018 financial report was presented by Wanda Brown and provided a brief snapshot of expenditures made during the month, which accounted for 11.0% (\$325,334.88) of total CSA expenditures. The next report reviewed by Ms. Brown reflected 2018 YTD charges that have been paid and encumbered by CSA. She explained that these figures represent 90.6% (\$2,684,617.61) of the amount spent to date of the \$2,962,619.38 FY18 CSA budget. Ms. Brown stated that an additional \$300,000 will be needed to complete payment for June invoices. These figures will be presented at the next CPMT meeting in August.

Joan Gosier presented the CSA Financial Review & Update from July 1, 2017 thru June 30, 2018. She explained that, as of June 30<sup>th</sup>, the FY2018 approved budget amount was \$2,962,619.38 with \$2,909,476.64 expended for program expenses. Ms. Gosier also reported on the CSA Selected Vendor Financial Review and Update for July 1, 2017 thru June 30, 2018 that reflected \$2,676,316.41 in total program expenses.

**III. Old Business**

- A. **Policy and Procedures** – Wanda Brown stated that her section of the policy manual will be completed in a few weeks. Diana Barnes asked Ms. Brown to present a draft at the next meeting so members can vote on policy changes.

**CMPT Minutes**  
**July 16, 2018**

**B. Thomas Brothers** – Wanda Brown stated that she met with Mr. Altman, Hopewell City Manager, regarding the Thomas Brothers system. Mr. Altman told her that CSA could get the system if Joan Gosier could find the funding. Ms. Brown reminded members that CSA will again be cited by local auditors because purchase orders are not being issued before services are rendered. Wanda Brown explained that the previous CSA Manager had signed a contract with a bank to rent a copier for \$167.00 per month (\$2,004.00 per year) for a five (5) year period. She is hopeful that CSA can get out of this contract with the bank. If so, CSA would be able to use that money to pay for the Thomas Brothers system. Joan Gosier stated that she is hopeful that CSA will have the system soon.

**IV. New Business**

**A. D19 Case Support** – Diana Barnes shared a proposed Memo of Understanding between Chesterfield Community Services Board and District 19, Community Services Board to become providers of case support services for FAPT referred cases that are no longer eligible for Medicaid reimbursement. This service will be called “case support” and will provide financial support to the local CSBs to meet the significant growing need for these services without being a strain on program operations due to lost revenue. Diana Barnes suggested placing this on the agenda for September when more information becomes available.

**V. Closed Meeting** – Chairman Barnes declared at 2:55 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 3:50 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. Diana Barnes, Joseph Bizzell, Wanda Brown, Charlie Dane, Brookie Fowler, Joan Gosier, Woody Harris, Lauren Hovis, Shamia Majette, Ray Spicer, Jennifer Tunstall, and Anthony Zevgolis responding “yes.”

**A. Approval of Purchase Order Requests**

A motion was made by Woody Harris, and seconded by Lauren Hovis approving and authorizing all June 2018 expenditures discussed in closed session in the amount of **\$16,017.00**. The motion was passed unanimously by CPMT voting members.

**CMPT Minutes  
July 16, 2018**

A motion was made by Woody Harris, and seconded by Charlie Dane approving and authorizing all July 2018 expenditures discussed in closed session in the amount of **\$1,970,602.24**. The motion was passed unanimously by CPMT voting members.

**VI. Items of Interest**

Wanda Brown announced that CSA will be holding a Meet and Greet with Hopewell Children's Service Providers on August 29<sup>th</sup> from 11:00 a.m. to 3:00 p.m. in the Appomattox Regional Library-Upstairs Conference Room. United Methodist Family Services and The Lead Center are among the vendors who will be attending.

Ms. Brown informed members that the State OCS has banned a vendor for life from billing Medicaid. The vendor, Open Arms LLC, was charged with Medicaid fraud in the amount of \$1.2 million. Hopewell CSA has never utilized this vendor.

Ray Spicer stated that the Family First Prevention Act provides new federal guidelines for IVE funding for prevention, substance abuse, and counseling. These guidelines will reshape some of the ways services are provided. Mr. Spicer said that the good side of the guidelines is in terms of prevention. However, the bad side is the loss of allowable services that are traditionally paid through IVE.

Shamia Majette announced that this would be her last meeting. She is moving to Alaska with her husband in August.

**VII. The meeting was adjourned at 3:59 p.m. The next meeting is scheduled for August, 20, 2018 at 2:00 p.m.**

**Approval of the July 16, 2018 Minutes**

**Motion by:**

**Seconded by:**

**All members voting**

**PROCLAMATIONS**

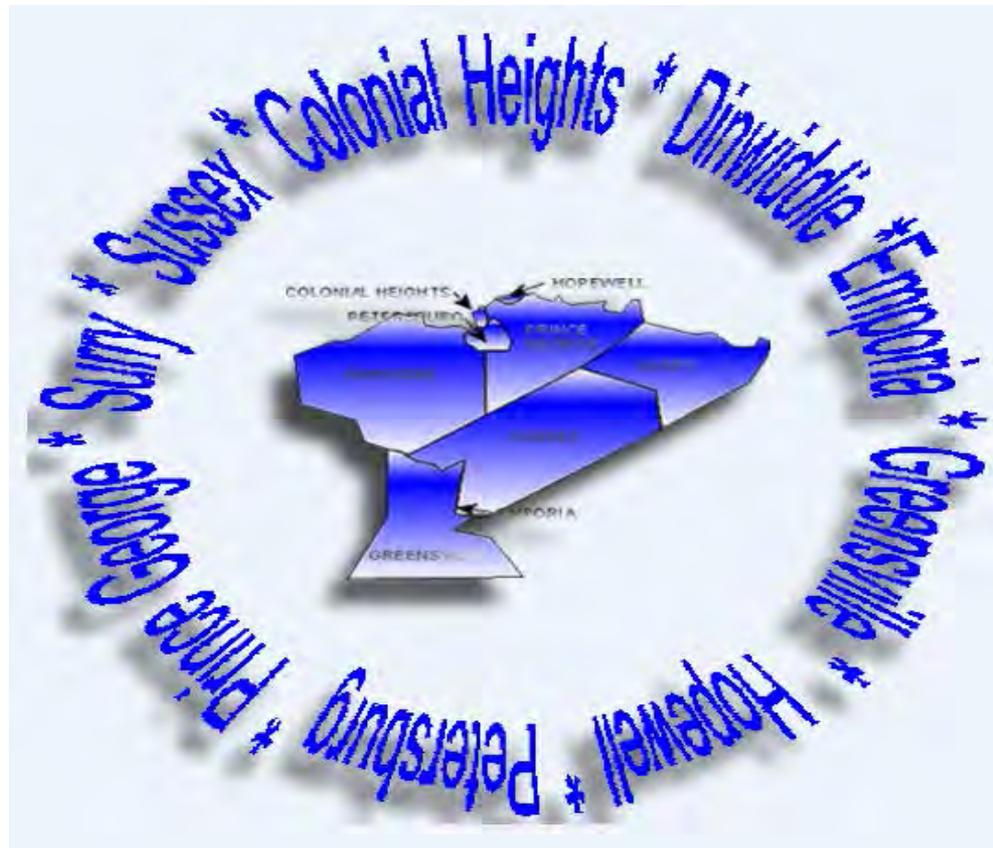
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**RESOLUTIONS**

§

**PRESENTATIONS**

# DISTRICT 19 COMMUNITY SERVICES BOARD



# District 19 Community Services Board (D19 CSB) is a multi-jurisdictional, community-based organization

- Mission is to improve the quality and productivity of the lives of individuals who experience, or are at risk of experiencing, mental disabilities and/or substance abuse.
- We are licensed by the Virginia Department of Behavioral Health and Developmental Services to provide mental health, intellectual/developmental disability, substance abuse and prevention services to the citizens of the cities of **Colonial Heights, Emporia, Hopewell, and Petersburg**, and the counties of **Dinwiddie, Greensville, Prince George, Surry, and Sussex**.

A volunteer Board of Directors provides oversight to District 19. Interested citizens are appointed by each of our participating localities for terms of three years. Our current officers are listed below, and Board members are named according to the localities they represent.

- **Donald Hunter, Chairman** — Prince George County
- **Shel Bolyard-Douglas, Vice-Chair** — Prince George County
- **Sherry Saunders, Treasurer** — City of Emporia
- **VACANT** — City of Colonial Heights
- **W. Joe Green, Jr.** — City of Colonial Heights
- **Rose Mastracco** — Dinwiddie County
- **Brenda Ebron-Bonner** — Dinwiddie County
- **Karen Craig** — Greensville County
- **Ray W. Spicer** — City of Hopewell
- **VACANT** — City of Hopewell
- **VACANT** — City of Petersburg
- **VACANT** — City of Petersburg
- **VACANT** — City of Petersburg
- **Cpt. Mark Payne** — Prince George County
- **Frances Randolph** — Surry County
- **Dr. Phyllis Moore-Tolliver** — Sussex County
- **Patricia Harper, Ex Officio** — Fort Lee
- **Stephanie Parker, Ex Officio** — Fort Lee

## § 37.2-501. Community services board; appointment; membership; duties of fiscal agent.

- A. Every city or county or any combination of counties and cities, before it shall come within the provisions of this chapter, shall establish a community services board with no less than six and no more than 18 members. When any city or county singly establishes a community services board, the board shall be appointed by the governing body of the city or county establishing the board. **When any combination of counties and cities establishes a community services board, the board of supervisors of each county or the council of each city shall mutually agree on the size of the board and shall appoint the members of the community services board.** Prior to making appointments, the governing body shall disclose the names of those persons being considered for appointment.
- **Appointments to the community services board shall be broadly representative of the community. One-third of the appointments to the board shall be individuals who are receiving or who have received services or family members of individuals who are receiving or who have received services, at least one of whom shall be an individual receiving services. One or more appointments may be nongovernmental service providers. Sheriffs or their designees also shall be appointed, when practical. No employee of the community services board or employee or board member of an organization that receives funding from any community services board shall be appointed a member of that board.**
- No community services board shall be composed of a majority of local government officials, elected or appointed, as members, nor shall any county or city be represented on a board by more than two officials, elected or appointed.
- The board appointed pursuant to this section shall be responsible to the governing body of each county or city that established it.

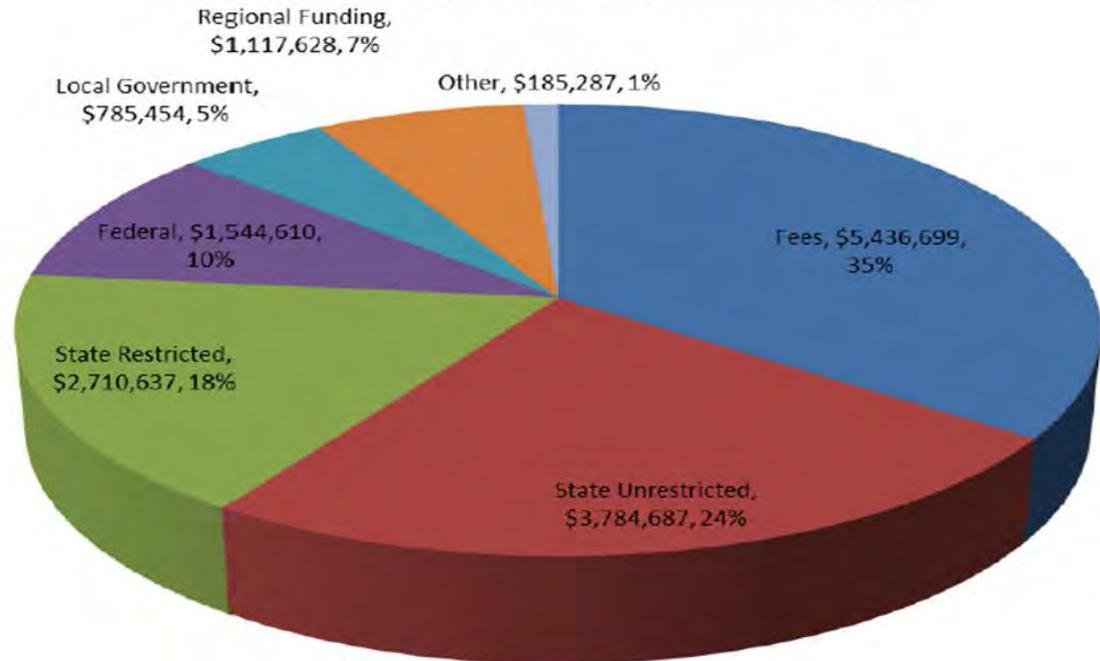
# DISTRICT 19 FUNDING

District 19 CSB finances its work through a combination of public and private sector funding. In 2017, District 19 CSB generated revenues of \$15.5 million from the multiple sources shown in the chart. It is worth noting that for every \$1 of direct local funding to District 19 CSB, \$19 was generated from other sources. Service fee revenue came primarily from Medicaid, but also from other sources.



Source	Investment
Total	\$15,565,002
State	\$6,495,324
Local	\$785,454
Federal	\$1,544,610
Service Fees	\$5,436,699
Other Agencies	\$1,117,628
Other Funds	\$185,287

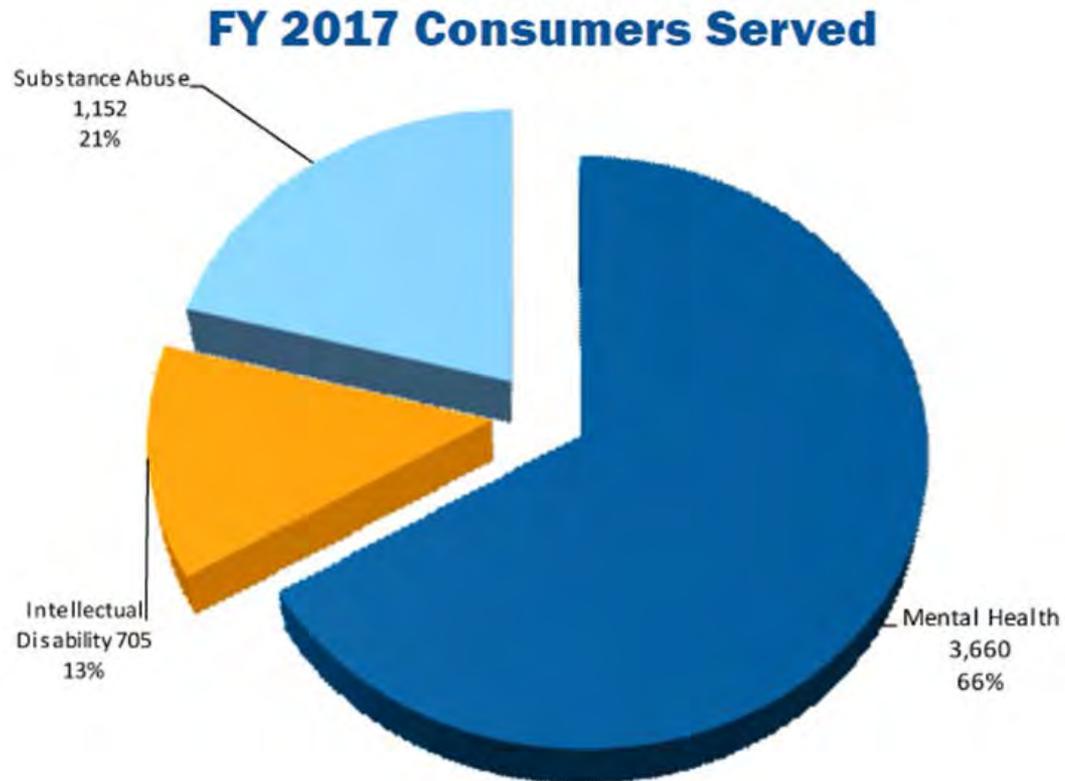
## FY 2017 Revenue Breakdown



# SERVICES

- District 19 CSB offers Mental Health (MH), Intellectual/Developmental Disability (ID/DD), and Substance Use Disorder (SUD) services. We also offer emergency services for people in crisis, early intervention services for young children, and prevention services to reduce risk and promote wellness.
- In 2017, we provided direct services to 5,517 individuals within our Mental Health, Developmental Disability and Substance Use Disorder services.

# Individuals Served



# Adult Services

- Mental Health Case Management
- Psychosocial Rehabilitation
- Substance Use Services
- I-Work Program
- Psychiatric and Nursing Services
- Transitional Living/Supportive Housing
- Intellectual/Developmental Disability Services
- PACT (Program for Assertive Community Treatment)

# Child and Adolescent Services

- School-Based Therapy
- Juvenile Corrections
- Prevention
- Mental Health Case Management
- Intellectual/Developmental Disability Case Management
- Court Services
- Early Intervention

# Community Integration and Crisis Services

- Emergency Services 24/7
- Community-Based Crisis Stabilization
- Crisis Intervention Teams
- Crisis Assessment Center
- Commonwealth Coordinated Care Project
- Same Day Access

# SAME DAY ACCESS

- In compliance with the DBHDS initiative, STEP-VA, District 19 is implementing Same Day Access. The implementation of STEP-VA services will improve access, increase quality, build consistency and strengthen accountability across Virginia's public behavioral health system.
- The SDA pilot is now live at the Petersburg clinic. Individuals receive assessments for services and GAP screenings from Licensed staff, on the same day that they come to the clinic to initiate services. SDA will be available in all localities in the future.

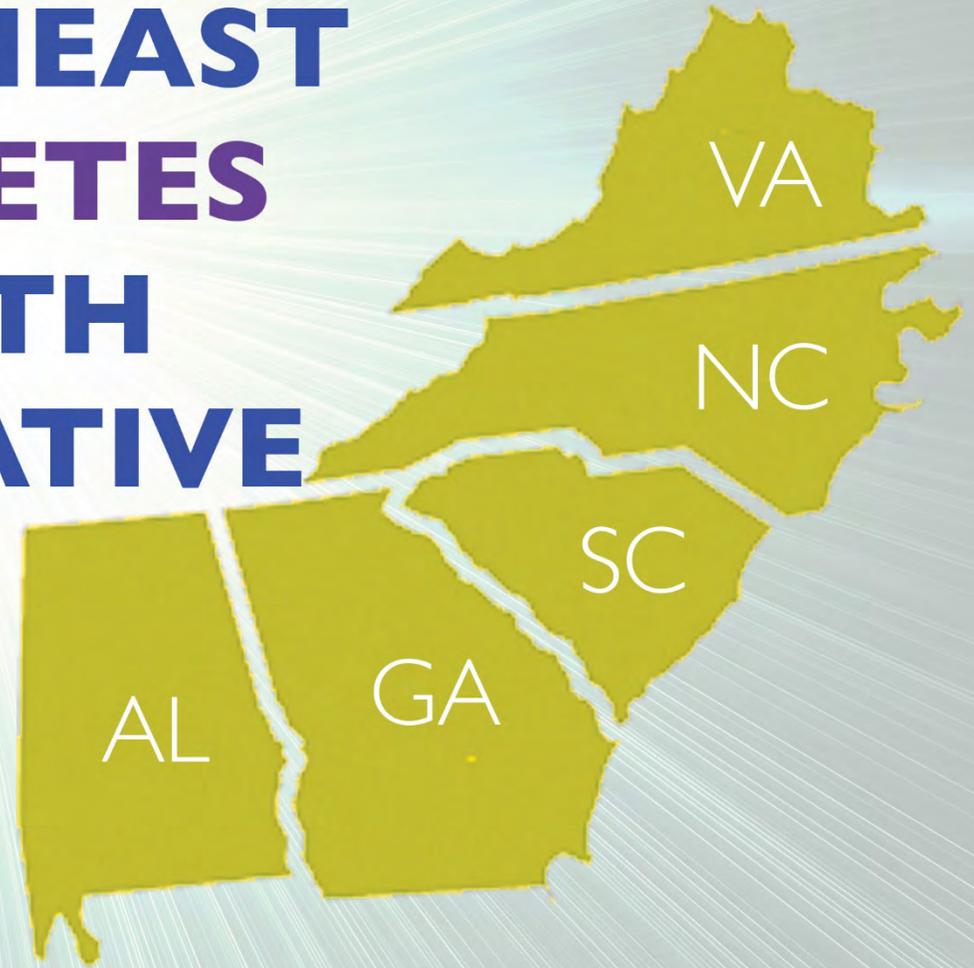
# For more information:

- [www.d19csb.com](http://www.d19csb.com)

- Like us on Facebook 

- Follow us on twitter   
@d19csbexec

# SOUTHEAST DIABETES FAITH INITIATIVE



THE  
BALM  
IN  
GILEAD  
INC.™





The **SDFI** is a national program of The Balm In Gilead. It is a 5-state faith-based project designed to expand access and utilization of the Centers of Disease Control (CDC)'s PREVENT T2 program.

In partnership with *local faith partners*, **SDFI** supports and encourages communities and individuals to live healthier in mind, body and spirit.

84 MILLION  
AMERICANS  
ADULTS

**have prediabetes**

**You could be one of them.**

SOUTHEAST  
DIABETES  
FAITH  
INITIATIVE

BALM  
GLEAD



# Prediabetes can lead to serious health problems

- Having prediabetes means your blood glucose (sugar) level is higher than normal, but not high enough to be diagnosed as diabetes.
- **One in 10** of adults who have prediabetes don't know they have it.
- If you have prediabetes and don't lose weight or increase your physical activity, you could develop diabetes within five years.
- Diabetes can lead to heart attack, stroke, blindness, kidney failure, or loss of toes, feet or legs.

# Are you at risk for prediabetes?

1 in 3 U.S. adults has prediabetes

- You may have prediabetes and be at risk for Type 2 Diabetes if you:
  - Are 45 years of age or older
  - Are overweight
  - Have a family history of type 2 diabetes
  - Have high blood pressure
  - Are physically active fewer than three times per week.
  - Ever had diabetes while pregnant (gestational diabetes) or gave birth to a baby that weighed more than 9 pounds

# Who is Eligible?



- If you are at least **18** years old.
- Have a BMI of 25 or Higher
- Must **not** have TYPE 1 or 2 diabetes
  
- AND ( meet **1** of the following criteria)
  - A positive test result for prediabetes within the preceding 12 months
  - Clinically diagnosed gestational diabetes during a previous pregnancy.
  - Score a 5 or higher on the Prediabetes Risk Test

# DO YOU HAVE PREDIABETES?

## Prediabetes Risk Test

Age  
Gestational diabetes  
Family History  
Physically Active  
Weight

- How old are you?  
 Less than 40 years (0 points)  
 40—49 years (1 point)  
 50—59 years (2 points)  
 60 years or older (3 points)
- Are you a man or a woman?  
 Man (1 point) Woman (0 points)
- If you are a woman, have you ever been diagnosed with gestational diabetes?  
 Yes (1 point) No (0 points)
- Do you have a mother, father, sister, or brother with diabetes?  
 Yes (1 point) No (0 points)
- Have you ever been diagnosed with high blood pressure?  
 Yes (1 point) No (0 points)
- Are you physically active?  
 Yes (0 points) No (1 point)
- What is your weight status?  
 (see chart at right)

Write your score in the box.



Add up your score.



Height	Weight (lbs.)		
4' 10"	119-142	143-190	191+
4' 11"	124-147	148-197	198+
5' 0"	128-152	153-203	204+
5' 1"	132-157	158-210	211+
5' 2"	136-163	164-217	218+
5' 3"	141-168	169-224	225+
5' 4"	145-173	174-231	232+
5' 5"	150-179	180-239	240+
5' 6"	155-185	186-246	247+
5' 7"	159-190	191-254	255+
5' 8"	164-196	197-261	262+
5' 9"	169-202	203-269	270+
5' 10"	174-208	209-277	278+
5' 11"	179-214	215-285	286+
6' 0"	184-220	221-293	294+
6' 1"	189-226	227-301	302+
6' 2"	194-232	233-310	311+
6' 3"	200-239	240-318	319+
6' 4"	205-245	246-327	328+
	(1 Point)	(2 Points)	(3 Points)
You weigh less than the amount in the left column (0 points)			

Adapted from Bang et al., Ann Intern Med 151:775-783, 2009. Original algorithm was validated without gestational diabetes as part of the model.

If you scored 5 or higher:

You're likely to have prediabetes and are at high risk for type 2 diabetes. However, only your doctor can tell for sure if you do have type 2 diabetes or prediabetes (a condition that precedes type 2 diabetes in which blood glucose levels are higher than normal). Talk to your doctor to see if additional testing is needed.

**LOWER YOUR RISK**

# GETTING STARTED

- 1: Complete the enrollment process.
- 2: Encourage family & friends to participate.
- 3: Participate in the FREE National Diabetes Prevention Program

# The Choice is YOURS!



# The Balm In Gilead, Inc.

- The Balm In Gilead, Inc. builds and strengthens the capacity of faith communities in the United States and in the United Republic of Tanzania (East Africa) to deliver programs and services that contribute to the elimination of health disparities.
- The organization develops educational and training programs specifically designed to establish **sustainable, integrated systems of public health and faith principles**, which helps to improve health outcomes of individuals living in urban, rural and remote communities.



# The Balm In Gilead, Inc.

- The *Southeast Diabetes Faith Initiative*, *The National Brain Health Center for African Americans* and *The Healthy Churches 2020 National Campaign* are **three unique national programs** of The Balm In Gilead, which deliver science-based, health awareness, understanding and interventions through the tenets of cultural competence to a broad spectrum of African Americans across the United States.



# Please Join Our SDFI Site!



**Friendship Baptist Church**

**1305 Arlington Road**

**Hopewell, VA**

***Rev. Dr. Pastor Norwood Carson***

**For more information, please contact our Lifestyle Coaches:**

**Sharon Napper (804) 991.0919**

**Lawanna Simspon (804) 405-7709**

# **PUBLIC HEARINGS**

**PH-1**

**PH-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Public Hearing to consider citizen comments regarding a Conditional Use Permit to build a duplex in the R-2 Zoning District on Lot 1R, Block 5, Battleground Annex Subdivision.

**ISSUE:** The owner of the property is requesting to build a duplex on property zoned R-2, Residential, Medium Density District. In order to construct a duplex in this zoning district, Article IV, Section A, of the Hopewell Zoning Ordinance requires the approval of a Conditional Use Permit by City Council.

**RECOMMENDATION:** The Hopewell Planning Commission held a public hearing on this matter on August 16, 2018. The Commission voted 5-0 to recommend denial of the request for a Conditional Use Permit.

**TIMING:** City Council will hold a public hearing to consider citizen comments on Tuesday, September 11, 2018.

**BACKGROUND:** The property is located at the corner of Wagner Avenue and City Point Road. It is approximately 10,013 square feet.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:**

1. Staff Report
2. Conditional Use Permit Application
3. Map
4. Pictures
5. Renderings

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

**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. Zevgolis, Ward #3       |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine E. Gore, Ward #4          |

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



**Applicant: CDR Rentals LLC  
Sub-Parcel's 014-0056 (Lot 1R) &  
014-0057 (Lot 2R)  
Two Conditional Use Permits**

Staff Report prepared for the City Council Regular Meeting

*Revised: September 5, 2018*

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

**I. PUBLIC HEARINGS:**

Planning Commission	August 16, 2018	Recommended Denial (5-0)
City Council	September 11, 2018	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage Lot 1R :	10,013 square feet
Acreage Lot 2R:	10,647 square feet
Owner:	CDR Rentals LLC
Location of Property:	Corner of Mesa Drive and City Point Road
Election Ward:	Ward 3
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 014-0056 & 014-0057
Zoning of Surrounding Property:	North: R1 South: R-2 East: R-2 West: R-2/PUD

**III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request from CDR Rentals LLC for two Conditional Use Permits (CUP) in accordance with Article IV, R-2, Medium Density Residential

Zoning District, Section A, Uses, of the Hopewell Zoning Ordinance to build a duplex at Lot 1R, and at Lot 2R, Block 5 in the Battleground Annex Subdivision.

#### **IV. APPLICABLE CODE SECTIONS:**

The provisions of the Zoning Ordinance that are germane to this request for a Conditional Use Permit are the following:

##### ***Article IV, Section A, Uses Regulations:***

In the R-2 residential district, land may be used and buildings or structures may be erected, altered or used, only for the following (with off-street parking as required for the uses permitted within the district):

2. Duplex (zero (0) lot line permissible) with a conditional use permit based on compatibility with the adjacent area issued by the city council (special definition).

##### ***Article XVIII, General Provisions, Section G, Conditional and Special Use Permits, Sub-Section c. 1-3:***

1. When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.
2. The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.
3. Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.

##### ***Article XVIII, General Provisions, Section G, Sub-Section c.4.***

4. In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:
  - i. Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and

- ii. A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.

***Article XVIII, General Provisions, Section G, Sub-Section d.***

d. Approval Criteria

As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

1. The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.
2. The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.
3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.
4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.
5. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.

6. The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.
7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

**V. SUBJECT PROPERTY:**

The subject properties are located on a heavily traveled corner at West City Point Road and Mesa Drive. Lot 1R is 10,013 square feet and Lot 2R is 10,647 square feet. Both properties are zoned Residential, Medium Density (R-2).

In March 2018 the property was subdivided from eight (8) to two (2) lots. There was one single family detached home on the property that was demolished in June of 2018. The property is relatively flat but does have soil compacting issues that will affect redevelopment, but not make it impossible. The property is not located in a Resource Protection or Resource Management Area. Furthermore, according to the July 16, 2015 FEMA flood map, the property is not located in a special flood hazard area.

**VI. FUTURE LAND USE:**

Future land use for this property is designated as Urban Mixed Residential

This designation is outlined in Chapter 6 of the 2028 Comprehensive Plan.

Detached & Attached Residences, Small to Medium Lots; Multifamily permitted within Planned Mixed Residential Neighborhoods

Detached: 4-6 Dwelling Units per acre

**Attached: 6-12 Dwelling Units per acre**

Multifamily: 16-30 Dwelling Units per acre

Typical Dwelling or Business size: 1,000 -3000 square feet per unit

The application meets the requirements of the Comprehensive Plan as an attached resident with 6-12 units per acre. The dwelling units per acre is calculated as:

Lot 1R

10,013 sq. ft./43,560 sq. ft. per acre = .22986685

2/.22986685 = 8 units per acre

Lot 2R

10,647 sq. ft./43,560 sq. ft. per acre = .244421488

2/.244421488 = 8 units per acre

## VII. ZONING/STAFF ANALYSIS:

Article IV, Section A of the Zoning Ordinance allows a property owner to construct a duplex on a property with a Conditional Use Permit if approved by City Council. According to Sections B and C of the same article, a property must have at least 10,000 square feet in order to build a duplex and the minimum lot width at the setback line must be seventy five (75) feet. The properties comply with both zoning requirements.

The applicant requests to build a duplex on each property. A rendering of the duplexes are provided with this report. The table below provides characteristics of the housing stock within the neighborhood.

Address	Year Home Built	Square Footage	No. of Stories	Exterior Material	Number of Bedrooms	Number of Bathrooms
101 North Mesa	1951	1,493	1	Masonite	3	2
100 Crescent	1941	1,502	2	Brick	3	1.5
3000 Grace	1954	1,216	1	Aluminum Siding	3	1
100 South Mesa Drive	1940	2,232	2	Brick	4	2.5
105 South Mesa	1950	1,797	1	Brick	3	1.5
2808 West City Point	2018	2,150	1	Vinyl	3	2
Average		1,731			3	2

### Architectural Compatibility

The average square feet of homes surveyed is 1,731 square feet. The average number of bedrooms is 3 and the average number of baths is 2. Brick is the predominant exterior siding in the immediate neighborhood. The home that was recently demolished on the property was also brick.

The applicant proposes to construct a duplex, each unit having 1,170 square feet for a total building square footage of 2,340 square feet (the plans estimate 2,252 square feet). Each duplex will have three (3) bedrooms and two (2) baths. The exterior siding would be Hardi board siding. Each unit would have a 224 square foot porch.

## Parking

Single family detached dwelling units require two parking spaces per dwelling unit. Duplexes require the same. Therefore, four (4) parking spaces are required for each lot. Each lot has sufficient space to provide parking, but proper screening, site design, and accessibility is crucial to maintain safe and efficient vehicular movement on West City Point and Mesa, two minor arterial routes. A minor arterial route serves to distribute traffic between lower classification roads and principal arterials. These routes serve trips of moderate length, serve geographic areas that are smaller than their principal arterial counterparts and offer connectivity to the higher arterial system (Chapter VII, Transportation, 2028 Comprehensive Plan)

Proposed conditions can require a use to conform to the character of the neighborhood within the same zoning district in which it is located. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be a variance with either the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district

Staff concludes that based on the provided rendering and neighborhood analysis of adjacent dwellings, the proposed units are not compatible with dwellings in the surrounding neighborhood in architectural style, type, and size. There are no duplexes in the immediate area within the R-2 zoning district. The proposed units while having three bedrooms and two baths similar to adjacent dwellings are substantially smaller. There is no attempt through building design to blend into the neighborhood of single family dwellings, i.e. the location of front doors located on the same elevation are indicative of a duplex.

## **VII. STAFF RECOMMENDATION:**

Staff recommends denial of the request for a Conditional Use Permit on Lot 1R and Lot 2R, Block 5, Battleground Annex.

Staff contends that the application meets the square footage and lot width requirements of the R-2 Zoning District. Staff further agrees that the 2028 Comprehensive Plan designation of Urban Mix Residential allows for the density requested in this application.

However, staff further concludes that the proposal is a variance with the exterior architectural and functional plan of structures already constructed in the immediate neighborhood and character of the applicable zoning district (Article XVIII, General Provisions, Section G, Sub-Section d). The proposed structures are not compatible with dwellings in the surrounding neighborhood in architectural style, type, and size.

However, if the City Council sees fit to grant the Conditional Use Permit proposals based on its overall consistency with, Article IV, Section A of the Zoning Ordinance and Chapter V, Future Land Use Plan of the 2028 Comprehensive Plan, Staff recommends the Commission table the decision in order to allow the applicant to provide a site design, to include an accessibility plan, and screening, more detailed elevation renderings, with improved architectural compatibility with surrounding homes, a product that resembles a

duplex but appears to be a single family detached home, and a product with larger dwelling units that are at least the average of those in the surrounding neighborhood.

At this time, Staff would also recommend the following conditions:

1. The exterior material of the proposed dwellings be brick and hardi board; at least 50 % should be brick.
2. The proposed dwellings shall have a brick foundation on all four (4) sides. A brick foundation consists of foundation block from the block work to the first floor elevation with brick veneer.
3. The dwellings shall have a block porch. A block porch includes the steps, treads, risers, floor and side veneer. A block porch consists of a concrete porch. The porch should be enclosed from the ground level to the finished floor elevation with block enclosure.
4. The duplexes shall be one story.
5. Street facing building facades shall not have a section of blank wall exceeding 30 linear feet without being interrupted by a window;
6. No driveways will have ingress and/or egress off of Mesa Drive or City Point Road.

#### **VIII. PLANNING COMMISSION DECISION RESOLUTION:**

At their August 16, 2018, the Hopewell Planning Commission voted 5-0 to recommend denial of the Conditional Use Permit for Lot 1R and Lot 2R, Block 5, Battleground Annex. The Conditional Use Permits were denied because they did not meet the criteria within Article XVIII, General Provisions, Section G, Sub-Section d., #4 and #5, which states,

d. Approval Criteria

As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.

5. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.

**IX. CITY COUNCIL RESOLUTION #1:**

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the City Council votes to *(approve) (approve with conditions)(table) (deny)* the request submitted by CDR Rentals LLC for a Conditional Use Permit for Lot 1R Block 5, Battleground Annex, also identified as Sub-Parcel #014-0056 to build a duplex in the Residential Medium Density, R-2, Zoning District.

**X. CITY COUNCIL RESOLUTION #2:**

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the City Council votes to *(approve) (approve with conditions)(table) (deny)* the request submitted by CDR Rentals LLC for a Conditional Use Permit for Lot 2R Block 5, Battleground Annex, also identified as Sub-Parcel #014-0057 to build a duplex in the Residential Medium Density, R-2, Zoning District.

Attachment(s):

1. Application for Conditional Use Permit
2. Location Map
3. Pictures of adjacent properties

**Conditional Use Permit Requests for  
Lots 1R & 2R, Block 5  
Battleground Annex**

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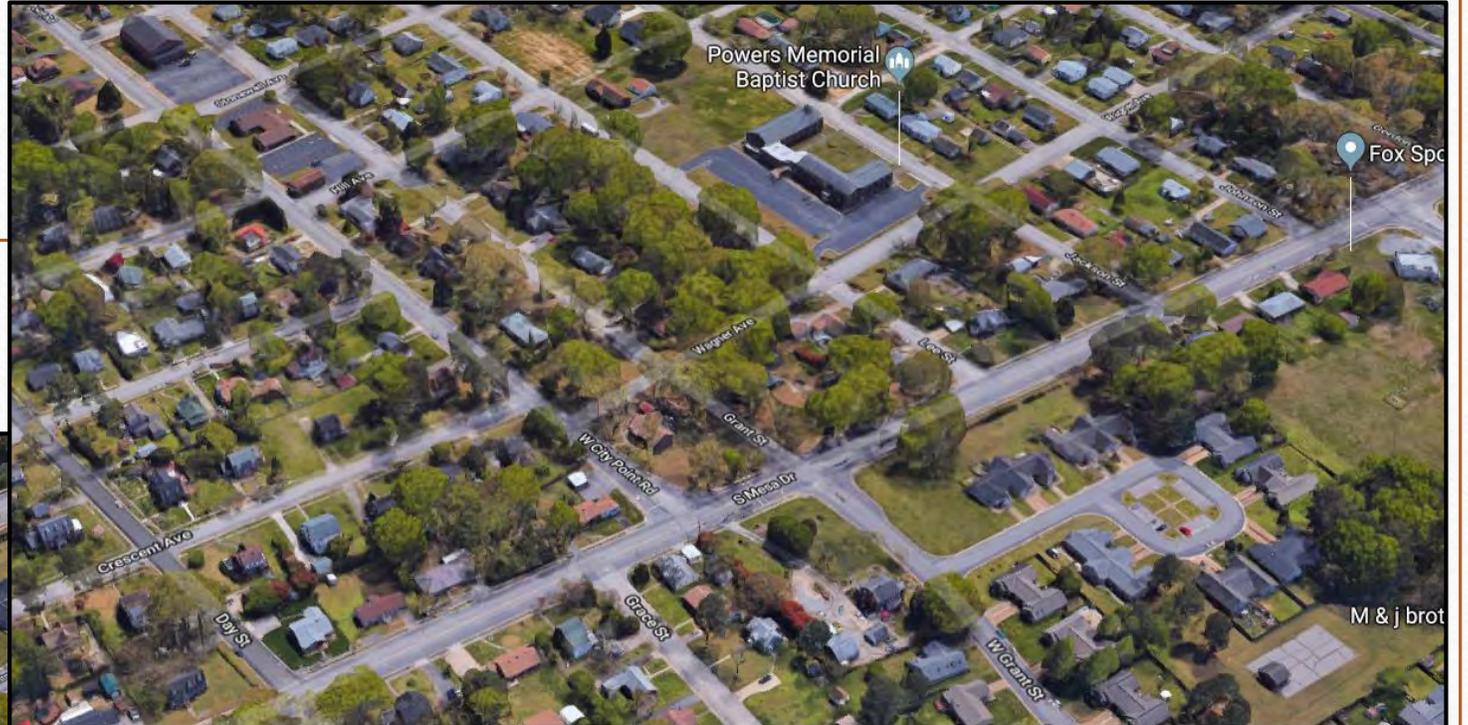
City Council Public Hearing

September 11, 2018



# Bird's Eye View

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# Administrative Re-subdivision Plat

Created 2 lots  
(1R and 2R)  
from 8 lots

**GENERAL NOTES**

- USE \_\_\_\_\_ RESIDENTIAL
- ZONING \_\_\_\_\_ R-2
- WATER \_\_\_\_\_ VIRGINIA AMERICAN WATER COMPANY
- SEWER \_\_\_\_\_ PUBLIC
- DRAINAGE \_\_\_\_\_ CURBS & GUTTER
- NUMBER OF LOTS \_\_\_\_\_ 14
- AREA \_\_\_\_\_

AREA IN LOTS \_\_\_\_\_ 0.474 ACRES  
 AREA IN RW \_\_\_\_\_ N/A  
 AREA IN OPEN SPACE \_\_\_\_\_ N/A  
 TOTAL AREA \_\_\_\_\_ 0.474 ACRES

II. BUILDING LINES: ALL BUILDING LINES TO CONFORM TO THE CITY OF HOPEWELL ZONING ORDINANCE.

**SOURCE OF TITLE**

SUB-PARCEL: S140555  
 THE PROPERTY EMBRACED WITHIN THE LIMITS OF THIS SUBDIVISION WAS CONVEYED TO CDR RENTALS, LLC, BY DEED DATED THE 7TH OF AUGUST, 2008 AND RECORDED DAUGUST 15, 2008 AS INSTRUMENT #030002023 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF HOPEWELL, VIRGINIA.

*Charles C. Townes, II*  
 CHARLES C. TOWNES, II, P.E., L.S.

**SURVEYOR'S CERTIFICATE**

TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL OF THE REQUIREMENTS AS SET FORTH IN THE ORDINANCE FOR APPROVING PLATS OF SUBDIVISION IN THE CITY OF HOPEWELL, VIRGINIA HAVE BEEN COMPLIED WITH.

*Charles C. Townes, II*  
 CHARLES C. TOWNES, II, P.E., L.S.

THIS PROPERTY IS LOCATED IN ZONE S, AS SHOWN ON THE FLOOD INSURANCE RATE MAP (FIRM), COMMUNITY PANEL # 510900010D, EFFECTIVE DATE 08/16/2013.

THIS SURVEY IS SUBJECT TO ANY EASEMENT OR RECORD OR OTHER INSTRUMENT FACTS THAT A CURRENT TITLE REPORT MIGHT REVEAL. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.

THIS SURVEY WAS MADE FOR THE PURPOSE OF IDENTIFYING LEGAL BOUNDARIES AND DOES NOT PURPORT TO IDENTIFY ENVIRONMENTAL FEATURES THAT AN ENVIRONMENTAL ASSESSMENT MIGHT IDENTIFY.

REFERENCE PLAT: BATTLEGROUND ANNEX SUBDIVISION PLAT RECORDED IN PLAT BOOK 4, PAGE 2, OF THE CITY OF HOPEWELL, CLERK OF COURT RECORDS.

PLAN FOR THE ACQUISITION OF PROPERTY FOR HOPEWELL CITY POINT ROAD ACROSS LOTS 1-14, BLOCK 5, BATTLEGROUND ANNEX, RECORDED IN DEED BOOK 108, PAGE 6, OF THE CITY OF HOPEWELL, CLERK OF COURT RECORDS.

Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	25.76	15.00	86°28'20"	S51°42'12"E	22.72
C2	115.54	31.20	81°31'38"	S38°17'49"W	108.04

**SITE**

VICINITY MAP 1" = 200'

**SUBDIVISION CERTIFICATE**

THE SUBDIVISION OF LAND SHOWN ON THIS PLAT, DESIGNATED AS RESUBDIVISION OF LOTS 1-14, BLOCK 5, BATTLEGROUND ANNEX SUBDIVISION, CREATING LOT 1R AND 2R, BLOCK 5, BATTLEGROUND ANNEX SUBDIVISION IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S). THE DEDICATION OF STREETS AND EASEMENTS ARE OF THE WIDTH AND EXTENT SHOWN ON THIS PLAT.

*Charles C. Townes, II*  
 CDR RENTALS LLC, (TRUSTEE)

**NOTARY'S CERTIFICATE**

TO WIT: *Charles C. Townes, II* A NOTARY PUBLIC IN AND FOR THE CITY OF HOPEWELL, STATE OF VIRGINIA DO HEREBY CERTIFY THAT I, *Charles C. Townes, II*, ESQ., L.S., WHOSE NAME IS SIGNED TO THE CERTIFICATE HAS ACKNOWLEDGED THE SAME BEFORE ME IN MY CITY AND STATE AFORESAID.

GIVEN UNDER MY HAND AND SEAL THIS 11th DAY OF FEBRUARY 2015.

MY COMMISSION EXPIRES July 21, 2018

*James H. Smith*  
 NOTARY PUBLIC

**GRANT STREET**  
50' RW

**LOT 1R**  
014-0055  
10,013 SQ. FT.

**LOT 2R**  
014-0057  
10,647 SQ. FT.

**CITY POINT ROAD**  
VARIABLE WIDTH RW

THIS IS TO CERTIFY THAT I MADE AN ACCURATE FIELD SURVEY ON 02/11/2015. ALL VISIBLE IMPROVEMENTS ARE AS SHOWN HEREON AND THAT THERE ARE NO VISIBLE ENCROACHMENTS OTHER THAN SHOWN.

FOR THE HEALTH OF VIRGINIA  
*Charles C. Townes, II*  
 CHARLES C. TOWNES, II  
 L.S. No. 2803  
 2/10/15  
 LAND SURVEYOR

**CERTIFICATE OF APPROVAL**

THE SUBDIVISION OF LAND SHOWN ON THIS PLAT, DESIGNATED AS RESUBDIVISION OF LOT 1-14, BLOCK 5, BATTLEGROUND ANNEX SUBDIVISION, CREATING LOT 1R AND 2R, BLOCK 5, BATTLEGROUND ANNEX SUBDIVISION IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE COMMITTED TO RECORD.

DATE: 2/10/2015

*Ann DeLuff*  
 Director

**PLAT SHOWING LOT 1R AND 2R BLOCK 5, BATTLEGROUND ANNEX SUBDIVISION**

CITY OF HOPEWELL, VIRGINIA  
 DATE: NOVEMBER 16, 2017 SCALE: 1" = 20'  
 REVISED: FEBRUARY 15, 2018

2463 boulevard  
 colonial heights, va 23004  
 telephone: 804.520.9015  
 fax: 804.520.9016  
 email: cc.townes@townespc.com

townespc.com  
 consulting engineers, planners, and land surveyors

**GRAPHIC SCALE**

1 inch = 20 feet

DRAWN BY: JSL      CALCULATED BY: JSL      CHECKED BY: JSL

SHEET 1 of 1

# Lot 1R & Lot 2R

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# Surrounding Homes



# Surrounding Homes

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**PH-3**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Public Hearing to consider citizen comments regarding a Conditional Use Permit to build a duplex in the R-2 Zoning District on Lot 1R, Block 5, Battleground Annex Subdivision.

**ISSUE:** The owner of the property is requesting to build a duplex on property zoned R-2, Residential, Medium Density District. In order to construct a duplex in this zoning district, Article IV, Section A, of the Hopewell Zoning Ordinance requires the approval of a Conditional Use Permit by City Council.

**RECOMMENDATION:** The Hopewell Planning Commission held a public hearing on this matter on August 16, 2018. The Commission voted 5-0 to recommend denial of the request for a Conditional Use Permit.

**TIMING:** City Council will hold a public hearing to consider citizen comments on Tuesday, September 11, 2018.

**BACKGROUND:** The property is located at the corner of Wagner Avenue and City Point Road. It is approximately 10,013 square feet.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:**

1. Staff Report
2. Conditional Use Permit Application
3. Map
4. Pictures
5. Renderings

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

**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. Zevgolis, Ward #3       |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine E. Gore, Ward #4          |

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

For Public Hearing #3,  
please refer to documentation provided under  
Public Hearing #2.

Thank you

**COMMUNICATIONS  
FROM CITIZENS**

**REPORTS  
OF THE  
CITY  
MANAGER**

**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)

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- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**     **Appropriate Collected E-Ticketing Funds**

**ISSUE:**           **Outstanding invoices in the amount of \$23,190.00**

**RECOMMENDATION:**

**TIMING:**

**BACKGROUND:**    **The General District Court has deposited with the City over \$38,000 to date that was collected to pay for the implementation and maintenance of the Electronic Summons Program. I have asked for an E-Ticketing Line in next year's budget, but these bills are due now and I am asking that Council appropriate the necessary funds.**

**FISCAL IMPACT:**

**ENCLOSED DOCUMENTS:**

**STAFF:**           **Sheriff Stephen M. Kephart, Jr.**

**SUMMARY:**

**SUMMARY:**

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

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



**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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE: Regular Business Item R-**

1. *Council Resolution* - The Virginia Department of Transportation will require the City of Hopewell to enter into a signed standard project administration agreement for the **Transportation Alternatives Set-Aside Program**.

The **Transportation Alternatives Set-Aside Program** is intended to help local sponsors fund community projects that expand non-motorized travel choices and enhance the transportation experience by improving the cultural, historical and environmental aspects of the transportation infrastructure. The program does not fund traditional roadway projects or provide maintenance of these facilities. Instead,\* it focuses on providing pedestrian and bicycle facilities, community improvements and mitigating the negative impacts of the highway system. Through this competitive process, the City of Hopewell was awarded \$759,663.00 from the **Transportation Alternatives Set-Aside Program** to complete the “Active Connections in Hopewell” bicycle facility segments within the City.

2. Action is to also grant the City Manager, by same *Resolution*, the **Authorization to Sign** the Standard Project Administration Agreement (PA) with VDOT on the use of **Transportation Alternative Funds** for the described purpose. Such agreement shall be reviewed and approved by the City Attorney prior to the City Manager’s signing.
3. The Transportation Alternatives Fund is a Federal-Aid Program. It is not a traditional grant program with funding provided up-front; but rather a reimbursable program. The City must first incur project expenses and then request reimbursement. As part of this resolution, the City must complete a budget transfer in the amount of \$759,663.00 and establish a Capital Projects Expense Account and Revenue Account to administer this reimbursement program. The program allows a maximum 80% federal reimbursement of eligible project costs and requires a minimum 20% local match contribution.

Council action form 09-11-2018

**SUMMARY:**

<b>Y</b>	<b>N</b>		<b>Y</b>	<b>N</b>	
<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			

**09-11-  
2018**

Required Program Guidelines, VDOT requires the following action on the City's part:

1. A formal Resolution action to be passed by City Council endorsing the submitted VDOT Project indicated above. The Transportation Alternatives Project is assigned the VDOT Project number:

EN18-116-210 / UPC#113448

**RECOMMENDATION:** Administration recommends Approval

**TIMING:** City Council Action is required on September 11, 2018. The resolution authorization needs to accompany the submitted VDOT PA Agreement.

**BACKGROUND:** Copy of VDOT PA Agreement on the Subject Project

**FISCAL IMPACT:** This is an 80% federally funded project with a 20% local match. (See attached Appendix A under Project Financing).

The City would need to complete a budget amendment in the amount of \$759,663.00 in order to participate in this 80% reimbursable funding program. It is anticipated that this work will commence by December 2018.

**ENCLOSED DOCUMENTS:**

1. Copy of VDOT PA Agreement and Appendix A.

**STAFF:** Johnnie Butler, City Engineer  
Austin Anderson, Construction Manager

Council action form 09-11-2018

**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			

09-11-  
2018

**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**Federal-aid Projects**

Project Number	UPC	Local Government
EN18-116-210	113448	City of Hopewell

THIS AGREEMENT, made and executed in triplicate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
  - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the Locality. For federally funded projects and pursuant to 2 CFR 200.338, Remedies for Noncompliance, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all

federal, state, and local laws and regulations. If the locality expends over \$750,000 annually in federal funding, such certification shall include a copy of the LOCALITY's single program audit in accordance with 2 CFR 200.501, Audit Requirements.

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
  - l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
  - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
  - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
  - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
  - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
  - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

- 9 This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.
  
10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

\_\_\_\_\_ **OF** \_\_\_\_\_, **VIRGINIA:**

\_\_\_\_\_

\_\_\_\_\_  
Typed or printed name of signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF  
TRANSPORTATION:**

\_\_\_\_\_  
Chief of Policy

\_\_\_\_\_  
Date

Commonwealth of Virginia

Department of Transportation

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**Attachments**

Appendix A : UPC 113448

**Appendix A**

**Date: August 2018**

Project Number: EN18-116-210

UPC: 113448

CFDA #: 20.205

Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
---------------------------------------	--------------------------	-------------------------------------------------------------------------------

**Project Narrative**

Scope:	Bicycle land connections in Hopewell - TAP
From:	Atwater RD/River RD intersections
To:	City Point - PecanAve/Water Street
Locality Project Manager Contact Info:	Johnnie Bulter 804 541-2319
Department Project Coordinator Contact Info:	Jimmy Shepherd, 804-524-6526, James.Shepherd@vdot.virginia.gov.

**Project Estimates**

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$170,224	\$0	\$754,355	\$924,579
Estimated VDOT Project Expenses	\$10,000	\$0	\$15,000	\$25,000
Estimated Total Project Costs	\$180,224		\$769,355	\$949,579

**Project Cost and Reimbursement**

Phase	Estimated Project Costs	Funds Type	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Local Share)
Preliminary Engineering	\$180,224	Transportation Alternatives	20%	\$36,045	\$144,179	
<b>Total PE</b>	\$180,224			\$36,045	\$144,179	\$134,179
Right of Way & Utilities		Local Funds	100%	\$0	\$0	
<b>Total RW</b>	\$0			\$0	\$0	\$0
Construction	\$769,355	Transportation Alternatives	20%	\$153,871	\$615,484	
		Local Funds	100%	\$0	\$0	
<b>Total CN</b>	\$769,355			\$153,871	\$615,484	\$600,484
<b>Total Estimated Cost</b>	\$949,579			\$189,916	\$759,663	\$734,663

**Total Maximum Reimbursement by VDOT to Locality (Less Local Share)**

\$759,663

**Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)**

\$734,663

**Project Financing**

Transportation Alternatives	Local Match				Aggregate Allocations
\$759,663	\$189,916				\$949,579

**Program and Project Specific Funding Requirements**

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and the Transportation Alternatives Program Guide.
- This is a limited funds project. Any expenses above the combined federal (80%) and local (minimum 20% match) will be at 100% LOCALITY cost.
- Any ineligible items identified throughout project development will not be reimbursable.
- All local funds included on this Appendix have been formally committed by the local government's board or council resolution.
- Eligible VDOT project expenses will be recovered as follows: 80% will be deducted from the federal allocation and 20% will be deducted from reimbursement requests.
- The DEPARTMENT will conduct all environmental studies necessary to complete an environmental document in compliance with the National Environmental Policy Act. The LOCALITY is responsible for implementing any environmental commitments from the environmental document. In addition, the LOCALITY is responsible for obtaining any water quality permits and conducting any required hazardous materials due diligence efforts. VDOT's estimated cost for the environmental document and studies will be provided to the locality and deducted from the project funds.
- For Transportation Alternatives Program projects, the LOCALITY shall maintain the project or have it maintained in a manner satisfactory to the DEPARTMENT for its useful life and make ample provisions each year for such maintenance unless otherwise agreed to by the DEPARTMENT. Failure to do so, or the sale of a TAP funded improvement prior to the expectations as identified in the TAP Guide, may require repayment of federal funds.
- In accordance with CTB policy, the project must be under construction by September 30, 2021 or the federal Transportation Alternatives Program allocation may be subject to de-allocation.

Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Typed or printed name of person signing



# 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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE: Regular Business Item R-**

1. *Council Resolution* - The Virginia Department of Transportation will require the City of Hopewell to enter into a signed standard project administration agreement for the paving surface treatment of Route 10 (E Randolph Road) eastbound and westbound lanes from Winston Churchill Drive to Hummel Ross Road. The subject project was identified to meet the requirements of the **Primary Extension/State of Good Repair Paving Program** as described below:

The **Primary Extension/State of Good Repair Paving Program** is a legislative change effective July 1, 2014 that provides Primary Extensions (defined as routes that are locally maintained and have route numbers less than 600) a portion of paving allocations that were previously only distributed to Interstate and Primary Roads with a combined condition index (CCI) below 60. Eligible routes are further defined as State of Good Repair projects. The January 2018 application period was the third time that this program was funded and offered to municipalities for applications. Through this competitive process, the City of Hopewell was awarded \$358,718.00 from the **Primary Extension/State of Good Repair Paving Program**.

2. Action is to also grant the City Manager, by same *Resolution*, the **Authorization to Sign** the Standard Project Administration Agreement (PA) with VDOT on the use of **Primary Extension/State of Good Repair Paving Funds** for the described purpose. Such agreement shall be reviewed and approved by the City Attorney prior to the City Manager's signing.
3. The Primary Extension Paving Fund is a State-Aid Program. It is not a traditional grant program with funding provided up-front; but rather a reimbursable program. The City must first incur project expenses and then request reimbursement. As part of this resolution, the City must complete a budget transfer in the amount of \$358,718.00 and establish a Capital Projects Expense Account and Revenue Account to administer this reimbursement program.

Council action form 09-11-2018

**SUMMARY:****Y N**

- Councilor Christina J. Luman-Bailey, Ward #1
- Councilor Arlene Holloway, Ward #2
- Councilor Tony Zevgolis, Ward #3
- Vice Mayor Jasmine Gore, Ward #4

**Y N**

- Councilor Janice Denton, Ward #5
- Councilor Brenda S. Pelham, Ward #6
- Mayor Jackie M. Shornak, Ward #7

<b>09-11- 2018</b>
------------------------

Required Program Guidelines, VDOT requires the following action on the City's part:

1. A formal Resolution action to be passed by City Council endorsing the submitted VDOT Projects indicated above. Projects assigned the VDOT Project numbers:

0010-116-211 / UPC#113477  
 0010-116-209 / UPC#113482

**RECOMMENDATION:** Administration recommends Approval

**TIMING:** City Council Action is required on September 11, 2018. The resolution authorization needs to accompany the submitted VDOT PA Agreement.

**BACKGROUND:** Copy of VDOT PA Agreement on the Subject Project

**FISCAL IMPACT:** This is a fully funded VDOT project using Primary Extension Paving funds. (See attached Appendix A under State of Good Repair State Funds).

The City would need to complete a budget amendment in the amount of \$358,718.00 in order to participate in this 100% reimbursable funding program. It is anticipated that this work will commence by June 2019.

**ENCLOSED DOCUMENTS:**

1. Copy of VDOT PA Agreement and Appendix A.

**STAFF:** Johnnie Butler, City Engineer  
 Austin Anderson, Construction Manager

Council action form 09-11-2018

**SUMMARY:**

<b>Y</b>	<b>N</b>		<b>Y</b>	<b>N</b>	
<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 Zevgolts, 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			

<b>09-11- 2018</b>
------------------------

**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**State-aid Projects**

Project Number	UPC	Local Government
0010-116-211	113477	City of Hopewell
0010-116-209	113482	

THIS AGREEMENT, made and executed in triplicate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
  - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
  - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.

- e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.
  - f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and also include an up-to-date project summary and schedule tracking payment requests and adjustments.
  - g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if due to action or inaction solely by the LOCALITY the project becomes ineligible for state reimbursement, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of state law or regulations require such reimbursement.
  - h. On Projects that the LOCALITY is providing the required match to state funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
  - i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of state-aid reimbursements
  - j. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
  - k. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.

- c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
  - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
  - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of

this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g, and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination and unless otherwise agreed to, the DEPARTMENT shall retain ownership of plans, specifications, and right of way for which state funds have been provided, unless all state funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THE LOCALITY and the DEPARTMENT further agree that should Federal-aid Highway funds be added to the project, this agreement is no longer applicable and shall be terminated. The LOCALITY and the DEPARTMENT mutually agree that they shall then enter into a Standard Project Administration Agreement for Federal-aid Projects.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

The remainder of this page is BLANK

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

\_\_\_\_\_ OF \_\_\_\_\_, VIRGINIA:

\_\_\_\_\_

\_\_\_\_\_  
Typed or printed name of signatory

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Signature of Witness Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:**

\_\_\_\_\_  
Chief of Policy Date  
Commonwealth of Virginia  
Department of Transportation

\_\_\_\_\_  
Signature of Witness Date

**Attachment**  
Appendix A UPCs 113477 and 113482

**Appendix A**

**Date:** 7/10/2018

Project Number: 0010-116-211 UPC: 113477 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860 -2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell , VA 23860-2721
-------------------------------------	--------------------------	--------------------------------------------------------------------------------

**Project Narrative**

Scope:	E. Randolph Rd. - Route 10 - Primary Extension - repair and resurfacing	
From:	E. Randolph Rd. - Milepoint 26.1	
To:	E. Randolph Rd. - Milepoint 26.9	
Locality Project Manager Contact Info:	Johnnie Bulter	<a href="mailto:jbulter@hopewellva.gov">jbulter@hopewellva.gov</a>
Department Project Coordinator Contact Info:	Jimmy Shepherd	<a href="mailto:james.shepherd@vdot.virginia.gov">james.shepherd@vdot.virginia.gov</a>

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$158,718	\$158,718
Estimated VDOT Project Expenses			\$10,000	\$10,000
Estimated Total Project Costs	\$0	\$0	\$168,718	\$168,718

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement -
Preliminary Engineering	\$0		0%	\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total PE</b>	\$0			\$0	\$0	\$0
Right of Way & Utilities						
<b>Total RW</b>						\$0
Construction	\$168,718	SGR	0%	\$0	\$168,718	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total CN</b>	\$168,718			\$0	\$168,718	\$158,718
<b>Total Estimated Cost</b>	\$168,718			\$0	\$168,718	\$158,718

<b>Total Maximum Reimbursement by VDOT to Locality (Less Local Share)</b>	\$168,718
<b>Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)</b>	\$158,718

Project Financing						
						Aggregate Allocations
State of Good Repair						
\$168,718						\$168,718

Program and Project Specific Funding Requirements	
<ul style="list-style-type: none"> <li>This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.</li> <li>In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 04/11/2019. 10/5/2018</li> <li>This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$168,718 (if applicable)</li> <li>Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.</li> <li>This project shall meet all applicable ADA requirements</li> <li>The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.</li> <li>Funds for this project are not available until July 1, 2018</li> <li>This project must be advertised within six months of award funding or be subject to deallocation</li> </ul>	

\_\_\_\_\_  
Authorized Locality Official and Date

\_\_\_\_\_  
Authorized VDOT Official and Date

\_\_\_\_\_  
Typed or printed name of person signing

Revised: August 14, 2017

\_\_\_\_\_  
Typed or printed name of person signing

**Appendix A**

**Date:** 7/10/2018

Project Number: 0010-116-209 UPC: 113482 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860 -2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell , VA 23860-2721
-------------------------------------	--------------------------	--------------------------------------------------------------------------------

**Project Narrative**

Scope:	E. Randolph Rd. WB Route 10 - SGR repair and resurfacing		
From:	Rt. 156 Winston Churchill Dr.		
To:	Hummel Ross Road		
Locality Project Manager Contact info:	Johnnie Bulter	<a href="mailto:jbulter@hopewellva.gov">jbulter@hopewellva.gov</a>	
Department Project Coordinator Contact Info:	Jimmy Shepherd	<a href="mailto:james.shepherd@vdot.virginia.gov">james.shepherd@vdot.virginia.gov</a>	

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$178,000	\$178,000
Estimated VDOT Project Expenses			\$12,000	\$12,000
Estimated Total Project Costs	\$0	\$0	\$190,000	\$190,000

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement -
Preliminary Engineering	\$0		0%	\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total PE</b>	\$0			\$0	\$0	\$0
Right of Way & Utilities						
<b>Total RW</b>						\$0
Construction	\$190,000	SGR	0%	\$0	\$190,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total CN</b>	\$190,000			\$0	\$190,000	\$178,000
<b>Total Estimated Cost</b>	\$190,000			\$0	\$190,000	\$178,000

<b>Total Maximum Reimbursement by VDOT to Locality (Less Local Share)</b>	\$190,000
<b>Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)</b>	\$178,000

Project Financing						
						Aggregate Allocations
State of Good Repair						\$190,000
\$190,000						\$190,000

Program and Project Specific Funding Requirements	
<ul style="list-style-type: none"> <li>This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.</li> <li>In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 04/11/2019. 10/5/2018</li> <li>This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$190,000 (if applicable)</li> <li>Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.</li> <li>This project shall meet all applicable ADA requirements</li> <li>The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.</li> <li>Funds for this project are not available until July 1, 2018</li> <li>This project must be advertised within six months of award funding or be subject to deallocation</li> </ul>	

Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Revised: August 14, 2017

Typed or printed name of person signing



# 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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE: Regular Business Item R-****1. *Accounting Measure for Current Budget FY19***

Authorize the appropriation of Virginia Department of Transportation (VDOT) revenue sharing program reimbursements to the City’s Capital Improvements Program (CIP) projects for various street, sidewalk and drainage improvements.

The received state funds are to be assigned by appropriation to current and future CIP construction projects identified, or, to VDOT Match Fund accounts for listed capital improvement projects.

Examples of the proposed improvements and use of funds would include the following:

Install curb & gutter; repair street cross sections; install sidewalks; install and/or replace retaining walls; remove/repair/replace pavement structure; and/or various road section drainage improvements, as described in the pre-approved VDOT Revenue Sharing Program allocations, or other DPW identified street improvements projects.

**2. Action is to acknowledge the receipt of state revenue funds then appropriate such funds to existing and future Capital Improvement Program projects performed in the public right-of-way.**

**ISSUE:** In the current Fiscal Year FY19 the City will receive reimbursement payments from VDOT for completing the scope of work as defined under the terms and conditions of the ratified Project Administration Agreement(s) for current projects. The receiving account where such funds have been deposited is considered a holding account for such funds.

Voting Action**1. A formal Resolution to authorize the identified revenue funds to be appropriated to the CIP projects as described.**

Council Action Form dated 09-11-2018.

**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                              |
|--------------------------|--------------------------|----------------------------------------------|
| <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 Zevgolis, Ward #3          |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4             |

- | <b>Y</b>                 | <b>N</b>                 |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7    |

<b>09-11- 2018</b>
------------------------

**RECOMMENDATION:** Administration recommends Approval.

**TIMING:** City Council Action is recommended on September 11, 2018. The authorization to appropriate said revenue funds is necessary to immediately allow fund transfers to presently scheduled VDOT Match and City CIP streets and drainage projects.

**BACKGROUND:** As previously stated above.

**FISCAL IMPACT:** The receipt of said revenue funds expected in FY19 is necessary to finance presently scheduled program projects.

**ENCLOSED DOCUMENTS:** None

**STAFF:** Johnnie Butler, City Engineer  
Austin Anderson, Construction Manager

Council Action Form dated 09-11-2018.

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**SUMMARY:**

<b>Y</b>	<b>N</b>	
<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 Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7

<b>09-11- 2018</b>
------------------------

**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:**

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

**COUNCIL AGENDA ITEM TITLE: Efficiency & Technology Review Study**

**ISSUE:** City Council approved an appropriation to compete an Efficiency & Technology Review Study in the FY19 Budget. The allocation mirrored the draft proposal from Performance Management Group (PMG). City Council needs to confirm the scope of work to allow the City Administration to move forward with the procurement process to conduct the study.

**RECOMMENDATION:** City Council agree by consensus to the scope of work to allow the City Administration to provide procurement options for City Council review and approval.

**TIMING:** Immediate. City Council will need to provide a review of the draft proposal to determine which items to remove, add, replace and/or alter. Moreover, City Council will need to rank, in order of priority, the departments to be included in the Efficiency and Technology Review. Those possible changes may cause the draft proposal to change significantly, which will require further discussions with PMG. The City Administration requests that City Council provide their review no later than September 25, 2018. The Efficiency and Technology Review team will work together to provide options for City Council consideration at a regular City Council Meeting in October.

**BACKGROUND:** Performance Management Group (PMG), a division of Virginia Commonwealth University’s L. Douglas Wilder School of Government and Public Affairs, provides comprehensive services to public sector agencies to assist in the development of strategies and practical action plans for enhanced performance. During the FY19 budget cycle, City Council approved an appropriation of \$165, 000 to complete a performance review after receipt of a draft

Council Action Form 2017

**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                              |
|--------------------------|--------------------------|----------------------------------------------|
| <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 Tony Zevgolis, Ward #3             |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4             |

- | <b>Y</b>                 | <b>N</b>                 |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7    |

**September 11, 2018**

proposal from PMG. City Council needs to begin the process of determining if the review will be conducted by PMG or another vendor. In addition, the Administration will need to conduct research to determine which methods of procurement to present to City Council for approval.

**FISCAL IMPACT:** N/A

**ENCLOSED DOCUMENTS:**

**STAFF:** City Manager March Altman  
Vice Mayor Jasmine Gore

**SUMMARY:**

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Council Action Form 2017

**SUMMARY:**

**Y N**

- Councilor Christina J. Luman-Bailey, Ward #1
- Councilor Arlene Holloway, Ward #2
- Councilor Tony Zevgolis, Ward #3
- Vice Mayor Jasmine Gore, Ward #4

**Y N**

- Councilor Janice Denton, Ward #5
- Councilor Brenda S. Pelham, Ward #6
- Mayor Jackie M. Shornak, Ward #7

**September 11, 2018**

# City Hall, Hopewell, VA Performance Management Review Discussion Draft



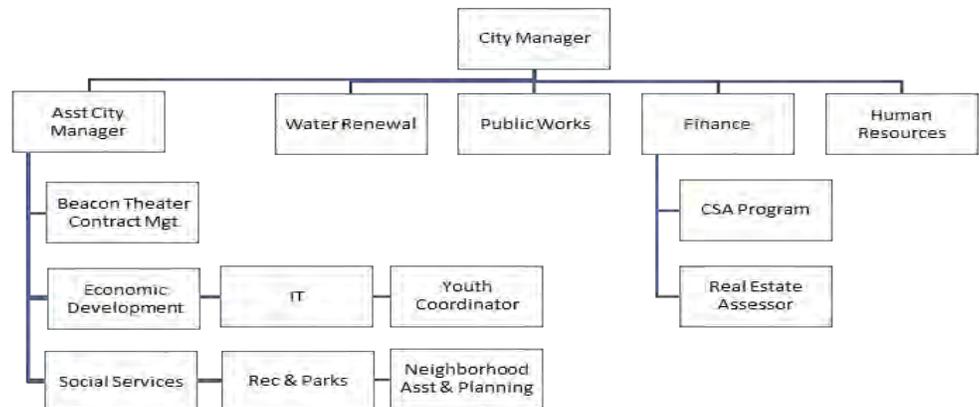
## Background

Jasmine Gore, Vice Mayor for the City of Hopewell, Virginia, contacted Jim Burke and Linda Pierce of the Performance Management Group (PMG) within the VCU Center of Public Policy (CPP), about conducting a performance management and efficiency review of City Hall.

The purpose is to help generate ideas and recommendations to improve efficiency and effectiveness of processes and services to customers and constituents. The general areas to be reviewed include:

1. Operational effectiveness
2. Operational efficiency
3. Employee satisfaction survey
4. Review of the Beacon Theater contract and management
5. Resolution to address constituent needs (*optional*)

The review is to include the following departments under the City Manager within City Hall:



**Prepared by the:**  
Center for Public Policy

L. Douglas Wilder School of Government and Public Affairs

Virginia Commonwealth University

June 11, 2018

It is our understanding that the Finance Director is undertaking a review of their area and thus Finance will not be included in this review except for the CSA Program and Real Estate Assessor's Office.

Based on our understanding of your need, a comprehensive Performance Management Review (PMR) of the above departments would be the most beneficial to capture ideas and recommendations from the employees within City Hall to identify opportunities for improvement. Consultants within the CPP will use this and knowledge of process engineering to make recommendations regarding improvements. Optionally, to identify opportunities to improve processes that directly impact constituents, it may be beneficial to capture the voice of the residents through a constituent survey. This option is presented in the appendix.

### *Proposed Process*

Below describes the CPP's PMR process and proposed work:



**1. Planning:** CPP will work with you to develop a conceptual outline, identifying specific feedback and level of outreach that you want from the PMR. Together, we will devise a strategy and plan that may optionally include volunteers (such as local business resource subject matter experts) to actively participate and engage in the PMR process. From this, we will establish a project plan and customize the tools and methodology for the Discovery Phase.

City Hall has approximately 400 employees, of which a subset will be included in this PMR, consisting of all employees in the departments listed in the above organization chart.

CPP will:

- Review audit reports of the department over the prior 5 years, noting key recommendations for improvements
- Work with you to develop a conceptual outline for customizing survey questions to gather improvement ideas and gauge employee engagement
- Work with you to identify volunteers (if desired)
- Create a customized survey, or multiple surveys as needed, to reach out to all available employees in the departments included in this review
- Develop the project plan for conducting Phases 2-4

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*Virginia Commonwealth  
University*

*June 11, 2018*



**2. Discovery:** The Discovery Phase involves a combination of awareness meetings, surveys, interviews, and/or focus group sessions. We will provide training, templates and guidance to any volunteers involved with capturing this data.

CPP will:

- Conduct an awareness session for employees to explain the goals of the PMR and to begin the engagement process, highlighting the desire to have a high level of employee involvement in making City Hall run smoothly and efficiently
- Meet with key leaders of the departments included in this review, either individually and/or within focus groups, to review processes that, with change, could result in significant improvements in economy, efficiency, and effectiveness in the delivery of services
- Survey the full-time employees in the departments included in this review with the goal of gaining input from as many employees who are willing and able to participate
- *Optionally*, survey your residents with the goal of gaining insight on constituent needs, as well as gaps or proposed changes in services provided.

**3. Analysis:** The Analysis phase consists of collecting and analyzing all data input, then summarizing issues and recommendations into common themes. The common themes may include:

- Workforce Engagement
- Change Management
- Culture and Communication
- Processes and Procedures
- Systems and Technology

CPP will:

- Consolidate the survey data and other inputs and review all recommendations submitted
- Conduct research as needed to understand and interpret the employee issues and recommendations

**4. Recommendations:** Based upon the outcomes from the Analysis phase, CPP will provide recommendations on key process improvements that could be made within each department and opportunities for cooperation between departments to enhance effectiveness. The final report will clearly indicate any CPP-specific input in order to preserve the purity of the input from the employees and any other key stakeholders. The final report will be delivered in three forms:

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University*

*June 11, 2018*



- Executive-level, which includes all detailed data collected
- Mid-level, which includes survey results and recommendations
- Employee/Town Hall level, which provides a general overview and highlights key recommendations from which action will be taken

### Project Plan

The table below outlines a suggested timeframe for completion. We understand the need for flexibility and will work around the deadlines and requirements of the City Manager’s departments in addition to anticipated higher personal time off during the summer months. Period of Performance is estimated at five months.

	Month 1	Month 2	Month 3	Month 4	Month 5
Planning	X				
Discovery		X	X		
Analysis			X	X	
Recommendations				X	X

### Project Cost

The estimated cost for the project is projected at **\$164,500** including consultants’ time and travel, supplies, report development and format, summary documents, etc.

#### Survey Options

The following are estimated costs for optional/add-on work. The details are described in the addendum:

- CPP has extensive experience in conducting a more detailed employee survey option. CPP offers this for an additional cost of **\$35,000**.
- CPP can survey your residents with the goal of gaining insight on constituent needs, as well as gaps or proposed changes in services provided, the estimated additional cost ranges from **\$15,000 - \$25,000** depending on the level of feedback requested.

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Government and Public Affairs*

*Virginia Commonwealth  
University*

*June 11, 2018*



## About the Center for Public Policy

The Center for Public Policy (CPP), part of VCU's L. Douglas Wilder School of Government and Public Affairs, has a wide range of consultation successes in assisting governmental organizations in transforming workflows and work cultures, implementing best practices and bringing about a renewed dedication and commitment among public employees to customer and public service.

Dr. Robyn McDougale serves as the Director of CPP. Each of the five units within CPP offers specialized services and expertise which, working collaboratively, can serve an array of governmental organizations' needs. CPP services, combined with the outreach capability across VCU's faculty and students, enable efficient and effective project and program management at a lower cost to localities. <https://wilder.vcu.edu/center-for-public-policy/>

CPP recognizes the challenges and gaps that local government organizations face today - from managing tight budgets to maintaining an engaged workforce, while ensuring performance expectations are met in the eyes of their stakeholders. Our Performance Management Reviews offer local government leaders the opportunity to obtain collective insights and ideas from their workforce and receive recommendations, based on our unbiased observations, to help leaders move their organizations forward in efficiency gains and service delivery.

## Lead Consultants for this Project:

### **JAMES M. BURKE, PH.D., DIRECTOR, PERFORMANCE MANAGEMENT GROUP**

Jim Burke specializes in working with leaders as a coach and confidant. With a background in clinical psychology, he is attuned to the importance of listening and attending to the needs of organizations and partnerships. He is an expert in the use of assessment tools to develop high performing leaders, teams, and organizations. Jim presents on a wide variety of topics including emotional intelligence, leadership development, and change and has consulted widely within private, public, and nonprofit organizations and is sensitive to understanding the culture in which he works.



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Government and Public Affairs*

*Virginia Commonwealth  
University*

*June 11, 2018*



### LINDA PIERCE, M.B.A, CONSULTANT

Linda Pierce is a consultant with the Performance Management Group. Linda has worked in various business sectors including manufacturing and higher education and has operated a management consulting business for fifteen years. In these capacities, she has managed and overhauled financial health and driven strategic and operational projects. Many years analyzing financial statements and issuing bonds, led to a desire to look deeper beyond managing results and focusing on the people and dynamics of organizations. Linda currently specializes in organizational transformation focusing on building cultures that promote both operating efficiencies and continual development of systems, people, and leadership.



### JIM ELLIS, PH.D., DIRECTOR, SURVEY AND EVALUATION RESEARCH LAB

Jim Ellis has more than 30 years of experience in all aspects of survey design, execution, analysis and reporting. He led numerous projects including several web-based surveys of Charlottesville City employees regarding their satisfaction in the workplace, multiple citizen satisfaction telephone surveys of residents of Loudoun County (Va.) and Chesterfield County (Va.) among others, multiple mail surveys of clients of Fairfax County’s Department of Social Services, semi-structured interviews with decision-makers in the television and film industry regarding their decisions to work in Virginia locations, and focus groups with stakeholders regarding agribusiness in Pittsylvania County (Va.) and Botetourt County (Va.).



### DENISE LAMAN, CONSULTANT

Denise Laman is a consultant with the Center for Public Policy. She holds degrees in Industrial and Systems Engineering and is Lean Six Sigma Master Black Belt certified. Denise uses her 25+ years of experience in engineering, manufacturing, and consulting in both private and public sectors to help organizations overcome their operational challenges. Her focus is business strategy, change management, process improvement, and community outreach and engagement. She is energized by working with clients and teams to create positive change, clearly identifying issues and developing strategies to help turn their challenges into successes.



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*L. Douglas Wilder School of  
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*Virginia Commonwealth  
University*

*June 11, 2018*



## ADDENDUM

### SURVEY OPTIONS

We offer three additional survey options:

- 1. Digital citizen feedback panel:** This would be a small internet-based panel to facilitate discussion and feedback among people who want to be involved in providing feedback to city government. The platform can be used not only for brief surveys, but also to share survey results with panel members, communicate information about local government, receive information and observations volunteered by panel members, and share information among panel members. The panel could also possibly support longitudinal analysis. There would be a small reward structure for participants in the panel. **Approximate cost: \$15,000.**
- 2. Probability-based sample survey of city residents:** This would be a paper and pencil survey offered to a scientific sample of approximately 2,500 residential addresses in the city, yielding approximately 600 completed surveys. The process would feature multiple mailings using best practices for social science research. CPP would produce a written methods statement, a listing of open-ended responses, and a PowerPoint presentation. **Approximate cost: \$25,000.**
- 3. Detailed quantitative employee survey:** This is a more extensive, quantitative survey of city employees. The survey would be customized to cover multiple dimensions of interest to the city regarding employee engagement, employee satisfaction, efficiency, etc. CPP can suggest dimensions that might be useful to city. The survey could be done as a broad assessment of numerous issues prior to the PMR consultation, or as a focused drill-down survey taking advantage in the survey design process of the PMR's initial assessments after they are completed. CPP would produce a written methods statement, a listing of open-ended responses, and a PowerPoint presentation. **Approximate cost: \$35,000.**

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## ADDITIONAL RELATED CPP OFFERING

CPP also has extensive experience in economic impact analyses. Budget permitting, the following options are offered in addition to the PMR:

1. Creation of a customized evaluation model for the City of Hopewell to assess the competitiveness of its business climate (i.e. incentives and taxes), and how it compares to peer localities. The study will include the following elements:
  - A review and analysis of current business incentives and economic development programs (including historic data trends of relevant performance metrics);
  - An inventory of Hopewell business taxes;
  - A comparative analysis of the jurisdiction's economic incentives and taxes, with those found in peer cities;
  - A qualitative overview – through focus groups and interviews with site selectors and businesses – of what location factors play a role in the business decision-making process.

Cost: **\$40,000 - \$50,000**, depending on the extent of the scope of work (e.g. number of interviews, number of peer cities)

2. Cost-Effectiveness analysis of local Enterprise Zone and Revitalization Zone incentives. The study will include the following elements:
  - Detailed inventory of all economic development incentives related to the local Enterprise Zone and Local zone (e.g. permit waivers, development fee waivers, commercial rehabilitation tax exemption, sewer tap fee waiver, machinery and tools rebate)
  - Historical trend analysis to measure the outcomes of the programs
  - Estimate of monetary costs or foregone revenues to the city in implementing the programs
  - [if applicable] Estimate potential economic impact of programs, including tax impact due to business development efforts
  - Conduct a cost-to-program effectiveness analysis, in terms of jobs, revenues and other relevant – program specific – outcomes

Cost: **\$38,000 - \$45,000**, depending on the extent of the economic impact component (#4)

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3. In-depth analysis of Hopewell’s current and projected housing needs. CPP will translate population trends and projections into anticipated housing needs by household type. We utilize population projections and existing residential patterns to identify the projected growth of households by age group and income—essential information in setting residential construction and growth targets. We will also help translate any existing information on Hopewell’s residential buildings into a clearer picture of housing affordability—whether the city’s housing units address the needs of the city’s variety of households.

Cost: **\$45,000 to \$50,000**, depending on city’s provision of data elements

4. Economic and Fiscal Impact analysis of selected economic development projects implemented by the City of Hopewell (e.g. Beacon Theatre). Each study will include:
  - Economic impact: Using IMPLAN Pro – an economic multiplier software – and data provided by the city and all involved stakeholders, CPP will develop a customized economic model for the City of Hopewell to capture and measure the local economic effects of spending associated with the identified economic development project. Estimates of the impact include value added, labor income, employment, and GDP.
  - Fiscal impact: Using IMPLAN Pro and data provided by the city and all involved stakeholders, CPP will calculate the fiscal impact (including the long-term Return on Investment - ROI), for the City of Hopewell of public spending and revenues associated with the economic development project.
  - Additional impact (qualitative): Through interviews with key informants, CPP will capture additional impacts that the project may have generated in the surrounding area.

Cost: **\$20,000 per project**

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**REPORTS  
OF THE  
CITY  
ATTORNEY**

## **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.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved)]

*Current . . .*

102. **Roll Call** – The Mayor, or in his absence the Vice-Mayor, shall take the chair at the hour appointed for Council to meet and shall immediately call the members to order. The roll should then be called by the Clerk who shall enter in the minutes of the meeting the names of the members present and absent. In the absence of a quorum at the time appointed for a meeting, the members present by a majority vote take a recess or recesses and direct the Clerk to procure the attendance of absent members. A quorum exists when a majority of Council is present. (City Charter, Chapter 4, Section 4(c)).

*Proposed changes (redlined) . . .*

102. **Roll Call; Quorum** – The ~~Mayor, or in his absence the Vice-Mayor, shall take~~ presiding officer takes the chair at the ~~hour~~ appointed for Council to meet ~~meeting hour~~ and ~~shall~~ immediately ~~call the members~~ calls council to order. The ~~roll should~~ clerk then ~~be called~~ bycalls the ~~Clerk who shall enter~~ roll, and enters in the ~~meeting~~ minutes of the meeting the names of the ~~members~~ councilors as present ~~and/or~~ absent. In the absence of a quorum ~~at the time appointed for a meeting, the members present by a majority vote take a recess or recesses and direct the Clerk,~~ the clerk attempts to procure the attendance of absent ~~members~~ councilors. A quorum exists when a majority of ~~Council~~ all councilors is present. ~~(City Charter, Chapter IV.4, Section 4(e)).~~ ).

*Proposed (clean) . . .*

102. **Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The clerk then calls the roll, and enters in the meeting minutes the names of the councilors as present or absent. In the absence of a quorum, the clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

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*Current . . .*

103. **Temporary Chairman** – In case of the absence of the Mayor and Vice Mayor, the Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, Council shall proceed to elect by a majority of those present a chairman of the meeting to act until the Mayor or Vice Mayor appears.

*Proposed changes (redlined) . . .*

103. **Temporary Chairman** – In ~~ease of~~ the absence of the ~~Mayor~~ Mayor and ~~Vice Mayor~~ vice mayor, the ~~Clerk shall call the Council~~ clerk calls council to order, and ~~call~~ calls the roll ~~of the members~~. If a quorum ~~is found to be present~~, Council shall ~~proceed to elect~~ exists, council elects by a ~~majority~~ vote of those present ~~one of its members to be temporary~~ chairman ~~of the meeting to act~~ until the ~~Mayor~~ Mayor or ~~Vice Mayor~~ vice mayor appears.

*Proposed (clean) . . .*

103. **Temporary Chairman** – In the absence of the mayor and vice mayor, the clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chairman until the mayor or vice mayor appears.

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*Current . . .*

- 104. Appeals from decision of the Chair** – The chair shall preserve decorum and decide all questions of order subject to appeal to Council. In case of an appeal from a ruling of the Chair, the question shall be put: “Shall the decision of the Chair stand as the decision of the Council?” If a member transgresses the rules of Council, the Chair shall call him to order, in which case, he shall be seated unless permitted to explain.

*Proposed changes (redlined) . . .*

- 104. ~~Appeals from decision of the Chair~~** – ~~The chair shall preserve decorum and decide all questions of order subject to appeal to Council. In case of an appeal from a ruling of the Chair, the question shall be put: “Shall the decision of the Chair stand as the decision of the Council?” If a member transgresses the rules of Council, the Chair shall call him to order, in which case, he shall be seated unless permitted to explain.~~

~~Appeals – See Rule 101.~~

*Proposed (clean) . . .*

- 104. Appeals** – See Rule 101.

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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 (as redlined as of 6/26/18 meeting) . . .*

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.~~ **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 ~~are~~ by “ayes” and “nays,” or by ~~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 (redlined per comments at 6/26/18 meeting) . . .*

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (Robert's Rules), a councilor who abstains or otherwise fails to vote without having been excused under this rule or Rule 209 may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

*Proposed changes (clean) . . .*

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (Robert's Rules), a councilor who abstains or otherwise fails to vote without having been excused under this rule or Rule 209 may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

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*Current . . .*

106. **Presiding Officer – Leaving Chair** - The presiding officer at a meeting may call any other member to take his place in the chair for a single issue and in no instance shall ~~**Presiding Officer – Leaving Chair**~~ - The presiding officer at a meeting may call any other member to take his place in the chair for a single issue and in no instance shall substitution extend beyond adjournment. By Presiding Officer shall mean either the Mayor, Vice Mayor or Chairman of the meeting.

*Proposed changes (redlined) . . .*

106. ~~**Presiding Officer – Leaving Chair – Officer's Designee**~~ - The presiding officer ~~at a meeting may call any other member~~ designate another councilor to ~~take his place in the chair~~ preside for a single issue ~~and in no instance shall substitution extend beyond adjournment. By Presiding Officer shall mean either.~~ If the mayor is the Mayor, Vice Mayor or Chairman of presiding officer, the meeting vice mayor is designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

*Proposed (clean) . . .*

106. **Presiding Officer's Designee** – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

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204. **Method of Voting**

- A. Every member present when a question is put shall vote either “yes” (or “aye”) or “no” (or “nay”). No member shall be excused from voting except on matters involving the consideration of his official conduct, or where his financial or personal interests are involved. (City Charter §8) Application to be excused from voting must be made before the vote is called. The member having briefly stated the reason for his request, the decision shall be made without debate in accordance with City Charter and State Law.
- B. Roll call for voting on motions shall be chronological by ward numbers. At the first meeting in July, the roll call shall start with the Councilor from Ward 1 and proceed with Councilors through Ward 7. Each Council meeting thereafter, the roll call shall be rotated by beginning with the next chronological Ward and continue to rotate throughout the fiscal year. (See Minute Book No. 23, Page No. 348).

Proposed changes (redlined) . . .

204. **Method of Voting**

~~C. — Every member present when a question~~  
~~“yes” (or “aye”) or “no” (or “nay”). No member shall be excused from voting except~~  
~~on matters involving~~  
~~conduct, or where his~~  
~~involved. (City Charter §8) Application to be excused from voting must be made~~  
~~before the vote is called. The member having briefly stated the reason for his request,~~  
~~the decision shall be made without debate in accordance with City Charter and State~~  
~~Law.~~

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~~D. — )~~ Roll call for voting ~~on motions shall be chronological~~ is by ward ~~numbers~~ number.  
 At the first meeting in July, the roll call ~~shall start~~ starts with the ~~Councilor from~~ Councilor from Ward 1 ~~and~~  
~~proceed with Councilors~~ councilor, and proceeds numerically, through the Ward 7. ~~Each~~  
~~Council~~ councilor. At each meeting thereafter, the roll call ~~shall be~~ is rotated by beginning  
 with the ~~next chronological~~ Ward ~~and continue to rotate throughout~~ 2 councilor at the  
 second meeting, and so on until each councilor has voted first. Once all councilors have  
 voted first, the ~~fiscal year~~. (See Minute Book No. 23, Page No. 348). ~~process repeats.~~

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*Proposed (clean) . . .*

204. **Voting Order** – Roll call for voting is by ward number. At the first meeting in July, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward 7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

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*Current . . .*

209. **Excuse During Meeting** – Any member desiring to be excused while Council is in session shall obtain such permission from the presiding officer.

*Proposed changes (redlined) . . .*

209. **Excuse During Meeting** – Any ~~member desiring to~~councilor may be excused ~~while Council is in session shall obtain such~~during a meeting, with permission ~~from~~of the presiding officer.

*Proposed (clean) . . .*

209. **Excuse During Meeting** – Any councilor may be excused during a meeting, with permission of the presiding officer.

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**REPORTS  
OF THE  
CITY CLERK**

**Reports of the City Clerk: Boards, Committees, Commissions & Authorities:**

<b>Name of Board, Committee, etc.</b>	<b>Vacancies</b>	<b>TBR's</b>
Ashford Civic Plaza Commission	9	2
Board of Building Code and Fire Prevention Code Appeals	5	1
Board of Zoning Appeals	3	1
Board of Equalization	4	1
District 19 Community Services Board	1	0
Dock Commission	5	1
Downtown Design Review Committee	1	2
Historic Preservation Committee	11	0
HRHA	1	1
Keep Hopewell Beautiful	5	0
Youth Services Commission	5	4
Recreation Commission	3	1
Social Services Advisory Board	5	0
Social Services Advisory Board	5	0
Transportation Safety Board	3	0
Technology Fund Committee	1	0

# **REPORTS OF THE CITY COUNCIL**

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