

# 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. Zevgolts, 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: November 27, 2018

MUNICIPAL BUILDING

Closed Meeting: 6:30 p.m.  
Regular Meeting: 7:30 p.m.

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### OPEN MEETING

6:30 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 (boards and commissions); (2) discussion or consideration of the acquisition of real property for a public purpose, and of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council; (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), (3), 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

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

Roll Call

**REGULAR MEETING**

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

Prayer by Rev. Michael Wyche 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**

*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:** All minutes not yet approved by Council (separate attachment)
- C-2 Pending List:** Attached
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report:** Attached
- C-5 Ordinances on Second & Final Reading:** Personal Property Tax Relief for Disable Veterans
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:**
- C-8 Information for Council Review:** Minutes: Appomattox Regional Library System-October 16, 2018; Architectural Review Board – September 24, 2018; Community Policy & Management Team – October 15, 2018 and October 16, 2018, Electoral Board – November 1, 2018
- C-9 Resolutions/Proclamations/Presentations:** American Legion Centennial Day; National Adoption Month; NLC Annual Business Meeting
- C-10 Additional Announcements:** Holiday Boat Parade; Light Up the Night; Virginia Recreation and Park Society Awards; Virginia Building Code Official Association award; Watoto Children’s Choir from Uganda performing at the Beacon

**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 Request for Conditional Use Permit**

**ISSUE:** A request from Barber Construction Company, Inc. for a Conditional Use Permit (CUP) to build a single family detached dwelling on Sub-Parcel 035-0010 also identified as Lots 3-4, Block 5, Dupont Gardens, Section 2, within the Residential, Medium Density District (R-2)

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

**Roll Call**

**PH-2 Request for Vacation**

**ISSUE:** A request from Hubert Swimelar, and James and Ruby Stanley to vacate a portion of undeveloped Trenton Street located between 1411 Pine Avenue and 1307 Pine Avenue

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

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**Roll Call**

**PH-3 Request for Addition to Permitted Uses Within M-2**

**ISSUE:** A request from SRRS Inc. to consider adding training facility/school to the list of permitted uses within the Intensive Industrial District, (M-2).

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

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**Roll Call**

**PH-4 Request to Dispose of Public Property**

**ISSUE:** A request to dispose of the public property and improvements at 402 East Poythress Street also identified as Lots 1, 2, 3 and 4, Block 24, West City Point Annex Subdivision, further identified as Sub-Parcel 079-0213.

**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 Approval of disposition of public property**

**ISSUE:** At the September 25, 2018 meeting, the Hopewell City Council held a public hearing in accordance with §15.2-1800 (Purchase, sale, use, etc., of real property) of *the Code of Virginia* to consider citizen comments regarding the disposition of the property identified above. The City and the purchaser have agreed upon the terms of sale and Staff is now requesting City Council vote to approve the disposition of the property and authorize the City Manager to sign the development agreement.

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

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**Roll Call**

**R-2 Approval of Fire Department Grants**

**ISSUE:** The Fire Department has received allocation letters and request budget increase under the grants line item. These amounts will be reimbursed back to the City once the money has been spent. Fire Department Grants - 1. Regional Unmanned Aircraft System Equipment \$34,000. 2. Crater Regional Technical Rescue Team Equipment \$55,000. 3. Crater Regional Hazardous Materials Team Equipment \$71,000

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

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**Roll Call**

**R-3 2019 Draft Legislative Priorities**

**ISSUE:** In anticipation of the 2019 General Assembly Session, Administration has prepared the City's Annual Legislative Priorities for presentation to the City's Legislative Delegation, including the draft resolution.

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

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**Roll Call**

**Reports of the City Attorney:**

**Reports of the City Clerk:**

**Reports of City Council:**

**Committees**

**Individual Councilors**

**Citizen/Councilor Requests**

CCR-1	Gore	Participatory Budgeting
CCR-2	Gore	Community Policing and Shooting Taskforce

**Other Council Communications**

**Adjournment**

# **REGULAR MEETING**

# **CONSENT AGENDA**

# **PENDING LIST**

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC                      City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17  2-21-17</p>	<p>Date when LLC can be dissolved  Mayor requested Plan when submitted.</p>	<p>March Altman Stefan Calos</p>	<p><b>ONGOING</b>                      2/1/2018, if notice is given on the first possible business day of the year.                      2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis.                       1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option.   <b>2-13-18 – Council reviewed</b>                       2-27-18 – to come back to Council   <b>2-27-18 – Discussed with Council in closed session – City Manager and City Attorney to present alternatives to Council</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VML training VML training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15 3-15-16 2-7-17  2-21-17  3-13-17</p>	<p>Council to review Code of Ethics &amp; City Attorney to review Code of Ethics  Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat.  City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>March Altman Stefan Calos City Clerk</p>	<p><b>PENDING</b></p> <p>2-19-18 - Council to provide next steps.</p> <p><b>Stefan Calos is providing revised rules in each agenda packet for Council review and approval and will continue to do so until all are done</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>4 Cost update on City taking control of Mallonee Gym</p>	<p><b>6-19-17</b>  2-23-17</p>	<p>Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson &amp; requested City Manager to provide those quotes to her and the members of Council.</p>	<p>March Altman Ed Watson</p>	<p><b>PENDING</b> <b>Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</b></p> <p>7-7-17 – due to scheduling conflicts, meeting with Gore, Hackney, Watson, etc. is being rescheduled.</p> <p>Waiting on quote from Ed Watson re windows, bathroom and A/C unit to schedule meeting</p> <p>3-19-18 – Altman discussed with Watson. Will bring back before Council after budget session</p> <p><b>9-19-18 – Cost estimate has been completed. Project will be submitted in FY20 CIP for Council consideration.</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Branding &amp; City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding</p>	<p>5/12/15 3-15-16 2-7-17  2-21-17</p>	<p>Email/Printed logos collected used  City Manager to provide RFP for Branding during the Retreat In March 2017.</p>	<p>March Altman</p>	<p><b>PENDING</b> <b>6-23-17 email reminder sent to Haley</b></p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p><b>No RFP needed.</b></p> <p><b>THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE</b></p> <p>3-19-18 – Altman will review and bring back options, proposals etc.</p> <p><b>9-19-18 City Manager to include proposal and budget request as part of FY20 budget</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Council wants to review and revise its travel policy	4-25-17	Current travel policy is outdated	Council March Altman	<p><b>PENDING</b></p> <p>7-7-17 – Council to review it policy, along with its revised rules with Tyler St. Claire when Retreat is scheduled</p> <p>2-1-18 – Council to have a work session regarding its travel policy.</p> <p>3-18-18 – Altman to review existing employee travel policy; and to work with HR and Council re work session</p> <p><b>9-19-19 – Per Travel Policy, City Manager has adjusted the mileage reimbursement to be consistent with IRS policy.</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Council requested RFP/design for Riverwalk</p>	<p>4-25-17</p>	<p>Council to be provided with a copy of the RFP that was issued or will be issued re the Riverwalk project</p>	<p>March Altman</p>	<p><b>PENDING</b></p> <p>7-7-17 - A copy of the RFP has been placed in your packets. Administration will appear before Council at the Aug. 8 2017 meeting to discuss the Riverwalk project</p> <p>9-5-17 – sent email to Dane re status</p> <p>1-23-18 – Council has been updated on the status of the Riverwalk previously, and there will be a brief update provided at the 1-23-18 meeting.</p> <p>3-19-18 – Altman will provide regular project updates</p> <p><b>9-19-18 – Phase I Groundbreaking to be held at City Park Friday, September 28 at 2:00 p.m.</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17  2-21-17  1-9-18	Letter/Email Request and CC City Council  Clerk to meet with Mayor for review of completed DRAFT letter.	Council City Clerk	<p><b>PENDING</b></p> <p>Clerk prepare Letter for Mayor to send to the Boards &amp; Commissions who are not sending minutes as required.</p> <p>1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change.</p> <p><b>8-28-18 – City Clerk’s Office revised the Boards and Commissions list. Vice Mayor Gore presented the revised list and council approved it. Boards and Commissions Appreciation dinner scheduled for this year, which will coincide with marketing plan to bring people in</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
City Council and School Board to have additional joint meetings or to establish sub-committees	3-1-18	Vice Mayor Gore	School Board City Council March Altman	<p><b>COMPLETE</b></p> <p>3-18-18 – Superintendent Hackney and Altman have discussed re-establishing School Board City Council Facilities Committee</p> <p><b>8-14-18 – Council appointed two members of the school board to the School Facilities Committee (Joyner and Cuffey).</b></p>
Work session with Human Resources to discuss HR Manual and employee travel policy	1-9-18	Councilor Pelham Councilor Gore	March Altman	<p><b>PENDING</b></p> <p>3-18-18 – City Manager and HR Director to review current policy and schedule work session to make recommendations for changes</p> <p>9-19-18 – Awaiting hiring of New HR Director</p> <p><b>10-20-18 – City Manager and HR Director will schedule work session next calendar year.</b></p>
Repair five poles at shed by the dock – said the shed leans 10 degrees.	2-27-18	Councilor Zevgolis	Aaron Reidmiller	<b>PENDING</b>
Restore the National Park Service Waterfront Committee Status of planned workshop, secure new contacts	2-27-18	Councilor Luman-Bailey	Aaron Reidmiller	<b>PENDING</b>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Can we partner with Resource Conservation Development to aid with Community Garden in park	2-27-18	Councilor Luman-Bailey	March Altman Aaron Reidmiller	<b>PENDING</b>  3-18-18 – City Manager/Recreation Director to get with Community Garden specialist in other municipality
Obtain information about Workforce Initiative	2-27-18	Vice Mayor Gore	March Altman	<b>PENDING</b>
Who to reach out to increase the allocation to youth services (Connie Townes)	2-27-18	Vice Mayor Gore	March Altman	<b>PENDING</b>
Request for program for seniors who use their dumpsters sparingly and need to pay less	1-23-18	Councilor Zevgolis	Ed Watson	<b>COMPLETE</b>  8-28-18 this was discussed during the Council meeting and it was explained that this is not feasible due to the costs associated with the equipment needed to make this change.
Council wanted to confirm that Prince George was paying their part for the HPG Chamber. Since this was an ongoing problem, they want to confirm prior to the next budget session	4-4-17	Council	March Altman	<b>PENDING</b>  3-18-18 – Altman has discussed with Prince George – they are funding for this year – will discuss at FY20 budget
Current financial assessment of fiscal year 2017	12-2017	Gore Pelham	March Altman Michael Terry	<b>PENDING</b>  9-19-18 - FY17 Audit is ongoing

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT	3-6-18	Council	March Altman	<b>PENDING</b> <b>CPMT is reviewing draft policies</b>
Request to review credit card policy		Pelham	March Altman	<b>PENDING</b>
Boards & Commissions - Dock Commission – Councilors Luman-Bailey and Zevgolis will discuss the revival of the this Commission and come back to Council with a plan	4-5-18	Council	Christina Luman-Bailey Anthony Zevgolis	<b>PENDING</b>
Boards & Commissions – How much is the Planning Commission paid?	4-5-18	Council	Tevya Griffin	<b>PENDING</b>
Requested a study to determine why there was so much trouble retaining Hopewell employees, especially police and fire; interested in employee retention; programs to encourage employees to live in the City	3-27-18	Anthony Zevgolis Brenda Pelham	March Altman John Keohane	<b>PENDING</b>
Councilor Gore requested the data that was provided to Springsted prior to them creating their report. She specified the data that caused Springsted to make position and title changes.	3-27-18	Jasmine Gore	March Altman Renia Coles	<b>PENDING</b>
Of the \$75,000 set aside by Council for constitutional officers, how much has been used? For what? How much remains?	3-27-18	Council	March Altman	<b>PENDING</b>
Request information regarding status of Fire Department collections from last year	5-1-18	Council	March Altman Donnie Hunter	<b>PENDING</b>
Springsted Comp Study	5-15-18	Jasmine Gore	March Altman Renia Coles	<b>PENDING</b>

**PERSONNEL**

**CHANGE**

**REPORT**

**&**

**FINANCIAL**

**REPORT**

**DATE:** November 7, 2018  
**TO:** The Honorable City Council  
**FROM:** Michelle Ingram, Human Resources Specialist  
**SUBJECT:** Personnel Change Report – October 2018

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**ADDITIONS (Regular FT and PT positions only)**

NAME	DEPARTMENT	POSITION	DATE
AGHA, SHWAN	POLICE	POLICE OFFICER	10/10/2018
FERGUSON, DENISE	GEN DIST COURT	ADMIN ASST	10/22/2018
HANNUKSELA, DONALD	SHERIFF	P/T SHERIFF DEPUTY	10/10/2018
HORNE, BRYAN	WATER RENEWAL	ELEC & INST TECH SR	10/24/2018
JONES, ALVIN	PUBLIC WORKS	P/T ST MAINT WORK	10/02/2018

**SEPARATIONS**

NAME	DEPARTMENT	POSITION	DATE
FERGUSON, DENISE	GEN DIST COURT	ADMIN ASST	10/26/2018
GOODWYN, EVERETTE	RECREATION	P/T VAN DRIVER	10/31/2018
HORNE, BRYAN	WATER RENEWAL	ELEC & INST TECH SR	10/26/2018

March Altman, City Manager  
Charles Dane, Assistant City Manager  
Jennifer Sears, Interim HR Director  
Dave Harless, Risk & Safety Coordinator  
Debbie Pershing, Administrative Services Manager  
Michael Terry, Finance Director  
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director  
Jay Rezin, IT  
Carol Scarbrough, Parks & Rec  
Kim Hunter, Payroll

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**10.31.2018**

**Implementation Plan**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (New – FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  
- **Budget Development FY19**
  
- **Internal Reporting (reporting for the period of 01.03.2018 – 10.31.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**10.31.2018**

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

City of Hopewell, VA October 31, 2018					
External Reporting -- CAFR					
Compliance Implementation Plan					
FY 2016, FY 2017 & FY 2018					
	<b>Date Start</b>	<b>Date Due</b>	<b>% Completion Status</b>	<b>Comment(s)</b>	
<b>Perform Assessment &amp; Planning Requirements:</b> for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%		
<b>Communicate Implementation Plan:</b> to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- Inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).	
<b>FY 2016 Implementation Plan Activities</b>	<b>Date Start</b>	<b>Date Due</b>	<b>% Completion Status</b>	<b>Comment(s)</b>	
<b>FY 2016 Audit &amp; CAFR Preparation</b>	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18	
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18	
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18	
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18	
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18	
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18	
<b>Schools:</b> Task completion pending Schools providing corrected fund statements information to auditor (PBM)				Task completion ( 100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.	
City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit. (08.21.2018)				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit	
				Schools communicated fund statements information to auditor (PBM) 9.26.18	
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task completion ( 100%) (see % completion status & comments of the City CRAW implementation plan)	
<b>FY 2016 Audit</b>	04.01.18	04.30.18		Task completion ( 80%)	
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18	
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18	
FY 2016 Single Audit Issued			35%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process and prior FY15 issues resolution in process 10.31.18	

FY 2017				
Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<b>FY 2017 Audit &amp; CAFR Preparation</b>	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools (07.09.18 to 07.13.18 Field Work Period)	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools ( postpone to 08.06.18 )
			40%	Schools ( estimated as of 09.30.18 )
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools (08.06.18 to 08.17.18 Field Work Period)	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on return date to continue audit field work & testing process for both City & Schools (09.10.18 to 09.14.18 Continued Field Work Period)	09.04.18	09.05.18	100%	Task completed
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task work in process ( 55% ) (see % completion status & comments of the City CRAW Implementation plan)
<b>FY 2017 Audit</b>	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued				
FY 2017 APA Report(s) Issued				
FY 2017 Single Audit Issued				
FY 2018				
Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<b>FY 2018 Audit &amp; CAFR Preparation</b>	08.01.18	10.31.18		
<b>FY 2018 Audit</b>	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued				
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				

City of Hopewell, Virginia								
Closing, Reporting and Audit Workflow (CRAW)								
				Date Start	Date Due	% Completion Status		Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%		
<b>Fiscal Year Ended June 30, 2016</b>				01.03.18	04.30.18	100%		Overall estimated % of completion as of 09.30.18
<b>Phase:</b>								
<b>Comprehensive Annual Financial Report (CAFR)</b>								
			Cash reconciliations			100%		Task completed
			Beginning general ledger balance reconciliation			100%		Task completed
			Year end closing process			100%		Task work in process
			Fund Balance classifications			100%		Task completed
			Pension (GASB 68)			100%		Task work in process
			Other postemployment benefits (GASB 45)			100%		Task work in process
			Government Wide Reconciliations			100%		Task work in process
			Financial Statement Preparation			100%		Task work in process
			Auditor of Public Accounts (APA) Report			100%		Actual Completion date 10.30.18
			Single Audit Report			35%		Task work in process 10.31.18
				Date Start	Date Due	% Completion Status		Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%		
<b>Fiscal Year Ended June 30, 2017</b>				05.01.18	08.31.18	55%		Overall estimated % of completion as of 10.31.18
<b>Phase:</b>								
<b>Comprehensive Annual Financial Report (CAFR)</b>								
			Cash reconciliations			85%		Task work in process
			Beginning general ledger balance reconciliation			65%		Task work in process
			Year end closing process			60%		Task work in process
			Fund Balance classifications			20%		Task work in process
			Pension (GASB 68)			20%		Task work in process
			Other postemployment benefits (GASB 45)			20%		Task work in process
			Government Wide Reconciliations			0%		
			Financial Statement Preparation			0%		
			Auditor of Public Accounts (APA) Report			0%		
			Single Audit Report			0%		

City of Hopewell, VA				
October 31, 2018				
Other				
FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements	12.01.17	12.31.17	100%	
Anticipated and Prep for:				
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting	01.03.18	03.31.18	95%	Overall estimated % of completion as of 10.31.18
Not Anticipated:				
State Compensation Board Reimbursement -- SCB (July 2018)			100%	Actual completion date 08.21.18
(August 2018)			100%	Actual completion date 09.13.18
(September 2018)			100%	Actual completion date 10.15.18
Department of Criminal Justice System -- DCJS (FY18 4th Quarter)			100%	Actual completion date 07.25.18
Healthy Families Grant (FY18 4th Quarter)			100%	Actual completion date 07.16.18
Community Based Child Abuse Program (CBCAP) Grant (FY18 4rd Quarter)			100%	Actual completion date 07.16.18
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
VDOT/Weldon Cooper Center 2017 Highway Finance Survey (Due 03.15.18)			15%	Inquiry of City submission in process
VDOT/Weldon Cooper Center 2016 Highway Finance Survey (Due 03.15.17)			15%	Inquiry of City submission in process
FY18 Reimbursement Filing-General Registrar & Electoral Board (Due 05.11.18)			100%	Actual completion date 05.29.18
APA 01.31.18 requirement to submit the reason(s) for the City's non submission of the FY17 comparative transmittal on 11.30.17			100%	Actual completion date 01.30.18
FOIA Request (City Attorney & City Clerk Confidential)			100%	Actual completion date 02.26.18
Healthy Families Grant Compliance Monitoring Site Visit (Postpone FY16 & FY17 ---Required to occur by 03.31.18)			100%	Actual completion date 03.29.18
Rating Agency Monitoring Call ( 02.23.18)			100%	Actual completion date 02.23.18
Rating Agency requested the City to provide written responses to information inquiry.	7.23.18	7.31.18	100%	Actual completion date 07.31.18
(Electronic Municipal Market Access (EMMA) Continuing Disclosure Agreement "CDA" requirements -- rating withdrawal notification)	8.3.18	8.17.18	100%	Actual completion date 08.15.18
Residential Sewer Rates Cost of Service Study				Task on hold pending CAFR project completion
Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit preparation by Finance Staff (site visit 07.24.18)	6.25.18	6.30.18	100%	Actual completion date 06.30.18
Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit	7.24.18	7.24.18	100%	Actual completion date 07.24.18
City of Hopewell Cost Allocation Plan FY 2017 (preparation by Finance Staff and coordinating Maguire & Associates of Va. site visit )	8.15.18	8.28.18	100%	Actual completion date 08.28.18

City of Hopewell, VA October 31, 2018				
External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report)				
DEQ (Landfill Financial Assurance Report)				
Single Audit Report				
Federal Audit ClearingHouse (FAC) Reporting				
Other				
<u>Implementation Plan:</u>				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<u>APA Reports</u>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of 01.31.18 the City had not made such request for FY15 or FY14.  The City requested on 02.01.18 CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18)  APA advised on 02.05.18 it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on 02.01.18 DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17.  DEQ advised on 02.02.18 since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis (12.31.18)
Single Audit Report FAC Reporting	01.03.18	01.31.18	85%	CBH provided the City with a draft FY15 report on 03.30.18.  Finalization & Issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP).  CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for 12.31.18

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
10.31.2018**

- **Budget Development FY19**

City of Hopewell, VA				
October 31, 2018				
Budget Development				
FY 2018 - 2019				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2018 - 2019 Budget Development:	12.01.17	12.31.17	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
<u>Draft Proposed City Budget Calendar for FY 2018 - 2019</u> (Received input from Key Stake Holders)	01.03.18	01.31.18	100%	Actual completion date 02.21.18
City Manager				Lapse in achieving due date:
City Attorney				City closings -- Inclement weather, holidays.
City Administration & Staff				Calendar availability of stake holders & essential participants (prescheduled commitments).
School Administration & Staff				
City Council				
School Board				
				The City received notification from APA regarding the required submission due date of 01.31.18 pertaining to the reason for non submission of the
				FY17 comparative transmittal on 11.30.17. (Note: On 01.31.18 APA confirmed receiving the City response.)
				Transition, orientation and prioritization joint discussion with the new City and the former Interim City Manager.
<u>Communicate Draft to Stake Holders:</u>	02.15.18	02.23.18	100%	Task completion 100% 02.23.18
<u>Finalize City Budget Calendar for FY 2018 - 2019</u>	02.23.18	02.28.18	100%	Task completion 100% 03.27.18
<u>Implement City Budget Calendar for FY 2018 - 2019</u>	03.01.18	05.31.18	100%	Actual completion date 06.12.18
<u>Prepare the approved FY19 City Budget for loading to the City's accounting administrative system ( MUNIS)</u>	6.18.18	6.30.18	100%	Task completion 100% 06.29.18
<u>Review &amp; verify the loaded approved FY19 City Budget to the City's accounting administrative system ( MUNIS)</u>	6.25.18	6.30.18	100%	Task completion 100% 06.29.18
<u>Confirm &amp; verify City departments having access to their loaded approved FY19 City Budget to the City's accounting administrative system ( MUNIS)</u>	6.29.18	6.30.18	100%	Task completion 100% 07.02.18
Finance Department preparing DRAFT FY 2018-2019 Financial Plan (i.e. City budgetary document) -- September 2018	7.16.18	8.31.18	100%	Task completion 100% 10.31.18

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
10.31.2018**

- **Internal Reporting (reporting for the period of 01.03.2018 – 10.31.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

**ORDINANCES  
ON SECOND  
& FINAL  
READING**

**ORDINANCE 2018-XX**

**An Ordinance amending and reenacting Article III, Tax on Public Service Corporations and Tangible Personal Property Other than Machinery and Tools of Chapter 34, Taxation, of the Code of the City of Hopewell.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Article III, Tax on Public Service Corporations and Tangible Personal Property Other than Machinery and Tools of Chapter 34, Taxation, of the Code of the City of Hopewell is amended and reenacted as follows:

**CHAPTER 34 – TAXATION**

**ARTICLE III. TAX ON PUBLIC SERVICE CORPORATIONS AND TANGIBLE PERSONAL PROPERTY OTHER THAN MACHINERY AND TOOLS**

**Sec. 34-47. - Tax exemption for motor vehicles of certain veterans.**

One motor vehicle owned and regularly used by a veteran who meets the requirements of Virginia Code § 58.1-3506(A)(6), as certified to the commissioner of revenue in writing by the Virginia Department of Veterans Services, shall be exempt from taxation under this article.

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**State law reference**—Virginia Code § 58.1-3506 (*Other classifications of tangible personal property for taxation*) (1950, as amended).

In accordance with City Charter Chapter IV, Sec. 7 (*Effective date of ordinances and resolutions; emergency measures*), this ordinance shall become effective after 30 days from the date of its adoption by City Council.

## § 58.1-3506. Other classifications of tangible personal property for taxation

A. The items of property set forth below are each declared to be a separate class of property and shall constitute a classification for local taxation separate from other classifications of tangible personal property provided in this chapter:

1. a. Boats or watercraft weighing five tons or more, not used solely for business purposes;
- b. Boats or watercraft weighing less than five tons, not used solely for business purposes;
2. Aircraft having a maximum passenger seating capacity of no more than 50 that are owned and operated by scheduled air carriers operating under certificates of public convenience and necessity issued by the State Corporation Commission or the Civil Aeronautics Board;
3. Aircraft having a registered empty gross weight equal to or greater than 20,000 pounds that are not owned or operated by scheduled air carriers recognized under federal law, but not including any aircraft described in subdivision 4;
4. Aircraft that are (i) considered Warbirds, manufactured and intended for military use, excluding those manufactured after 1954, and (ii) used only for (a) exhibit or display to the general public and otherwise used for educational purposes (including such flights as are necessary for testing, maintaining, or preparing such aircraft for safe operation), or (b) airshow and flight demonstrations (including such flights necessary for testing, maintaining, or preparing such aircraft for safe operation), shall constitute a new class of property. Such class of property shall not include any aircraft used for commercial purposes, including transportation and other services for a fee;
5. All other aircraft not included in subdivisions A 2, A 3, or A 4 and flight simulators;
6. Antique motor vehicles as defined in § 46.2-100 which may be used for general transportation purposes as provided in subsection C of § 46.2-730;
7. Tangible personal property used in a research and development business;
8. Heavy construction machinery not used for business purposes, including land movers, bulldozers, front-end loaders, graders, packers, power shovels, cranes, pile drivers, forest harvesting and silvicultural activity equipment and ditch and other types of diggers;
9. Generating equipment purchased after December 31, 1974, for the purpose of changing the energy source of a manufacturing plant from oil or natural gas to coal, wood, wood bark, wood residue, or any other alternative energy source for use in manufacturing and any cogeneration equipment purchased to achieve more efficient use of any energy source. Such generating equipment and cogeneration equipment shall include, without limitation, such equipment purchased by firms engaged in the business of generating electricity or steam, or both;
10. Vehicles without motive power, used or designed to be used as manufactured homes as defined in § 36-85.3;

11. Computer hardware used by businesses primarily engaged in providing data processing services to other nonrelated or nonaffiliated businesses;
12. Privately owned pleasure boats and watercraft, 18 feet and over, used for recreational purposes only;
13. Privately owned vans with a seating capacity of not less than seven nor more than 15 persons, including the driver, used exclusively pursuant to a ridesharing arrangement as defined in § [46.2-1400](#);
14. Motor vehicles specially equipped to provide transportation for physically handicapped individuals;
15. Motor vehicles (i) owned by members of a volunteer emergency medical services agency or a member of a volunteer fire department or (ii) leased by volunteer emergency medical services personnel or a member of a volunteer fire department if the volunteer is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. One motor vehicle that is owned by each volunteer member who meets the definition of "emergency medical services personnel" in § [32.1-111.1](#) or volunteer fire department member, or leased by each volunteer member who meets the definition of "emergency medical services personnel" in § [32.1-111.1](#) or volunteer fire department member if the volunteer is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle, may be specially classified under this section, provided the volunteer regularly responds to emergency calls. The volunteer shall furnish the commissioner of revenue, or other assessing officer, with a certification by the chief of the volunteer emergency medical services agency or volunteer fire department, that the volunteer is an individual who meets the definition of "emergency medical services personnel" in § [32.1-111.1](#) or a member of the volunteer fire department who regularly responds to calls or regularly performs other duties for the emergency medical services agency or fire department, and the motor vehicle owned or leased by the volunteer is identified. The certification shall be submitted by January 31 of each year to the commissioner of revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the volunteer, to accept a certification after the January 31 deadline. In any county that prorates the assessment of tangible personal property pursuant to § [58.1-3516](#), a replacement vehicle may be certified and classified pursuant to this subsection when the vehicle certified as of the immediately prior January date is transferred during the tax year;
16. Motor vehicles (i) owned by auxiliary members of a volunteer emergency medical services agency or volunteer fire department or (ii) leased by auxiliary members of a volunteer emergency medical services agency or volunteer fire department if the auxiliary member is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. One motor vehicle that is regularly used by each auxiliary volunteer fire department or emergency medical services agency member may be specially classified under this section. The auxiliary member shall furnish the commissioner of revenue, or other assessing officer, with a certification by the chief of the volunteer emergency medical services agency or volunteer fire department, that the volunteer is an auxiliary member of the volunteer emergency medical services agency or fire department who regularly performs duties for the emergency medical services agency or fire department, and the motor vehicle is identified as regularly used for such purpose; however, if a volunteer meets the definition of "emergency medical services personnel" in § [32.1-111.1](#) or volunteer fire

department member and an auxiliary member are members of the same household, that household shall be allowed no more than two special classifications under this subdivision or subdivision 15. The certification shall be submitted by January 31 of each year to the commissioner of revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the auxiliary member, to accept a certification after the January 31 deadline;

17. Motor vehicles owned by a nonprofit organization and used to deliver meals to homebound persons or provide transportation to senior or handicapped citizens in the community to carry out the purposes of the nonprofit organization;

18. Privately owned camping trailers as defined in § 46.2-100, and privately owned travel trailers as defined in § 46.2-1500, which are used for recreational purposes only, and privately owned trailers as defined in § 46.2-100, which are designed and used for the transportation of horses except those trailers described in subdivision A 11 of § 58.1-3505;

19. One motor vehicle owned and regularly used by a veteran who has either lost, or lost the use of, one or both legs, or an arm or a hand, or who is blind or who is permanently and totally disabled as certified by the Department of Veterans Services. In order to qualify, the veteran shall provide a written statement to the commissioner of revenue or other assessing officer from the Department of Veterans Services that the veteran has been so designated or classified by the Department of Veterans Services as to meet the requirements of this section, and that his disability is service-connected. For purposes of this section, a person is blind if he meets the provisions of § 46.2-100;

20. Motor vehicles (i) owned by persons who have been appointed to serve as auxiliary police officers pursuant to Article 3 (§ 15.2-1731 et seq.) of Chapter 17 of Title 15.2 or (ii) leased by persons who have been so appointed to serve as auxiliary police officers if the person is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. One motor vehicle that is regularly used by each auxiliary police officer to respond to auxiliary police duties may be specially classified under this section. In order to qualify for such classification, any auxiliary police officer who applies for such classification shall identify the vehicle for which this classification is sought, and shall furnish the commissioner of revenue or other assessing officer with a certification from the governing body that has appointed such auxiliary police officer or from the official who has appointed such auxiliary officers. That certification shall state that the applicant is an auxiliary police officer who regularly uses a motor vehicle to respond to auxiliary police duties, and it shall state that the vehicle for which the classification is sought is the vehicle that is regularly used for that purpose. The certification shall be submitted by January 31 of each year to the commissioner of revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the member, to accept a certification after the January 31 deadline;

21. Until the first to occur of June 30, 2019, or the date that a special improvements tax is no longer levied under § 15.2-4607 on property within a Multicounty Transportation Improvement District created pursuant to Chapter 46 (§ 15.2-4600 et seq.) of Title 15.2, tangible personal property that is used in manufacturing, testing, or operating satellites within a Multicounty Transportation Improvement District, provided that such business personal property is put into service within the District on or after July 1, 1999;

22. Motor vehicles which use clean special fuels as defined in § 46.2-749.3, which shall not include any vehicle described in subdivision 38 or 40;
23. Wild or exotic animals kept for public exhibition in an indoor or outdoor facility that is properly licensed by the federal government, the Commonwealth, or both, and that is properly zoned for such use. "Wild animals" means any animals that are found in the wild, or in a wild state, within the boundaries of the United States, its territories or possessions. "Exotic animals" means any animals that are found in the wild, or in a wild state, and are native to a foreign country;
24. Furniture, office, and maintenance equipment, exclusive of motor vehicles, that are owned and used by an organization whose real property is assessed in accordance with § 58.1-3284.1 and that is used by that organization for the purpose of maintaining or using the open or common space within a residential development;
25. Motor vehicles, trailers, and semitrailers with a gross vehicle weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce;
26. All tangible personal property employed in a trade or business other than that described in subdivisions A 1 through A 20, except for subdivision A 18, of § 58.1-3503;
27. Programmable computer equipment and peripherals employed in a trade or business;
28. Privately owned pleasure boats and watercraft, motorized and under 18 feet, used for recreational purposes only;
29. Privately owned pleasure boats and watercraft, nonmotorized and under 18 feet, used for recreational purposes only;
30. Privately owned motor homes as defined in § 46.2-100 that are used for recreational purposes only;
31. Tangible personal property used in the provision of Internet services. For purposes of this subdivision, "Internet service" means a service, including an Internet Web-hosting service, that enables users to access content, information, electronic mail, and the Internet as part of a package of services sold to customers;
32. Motor vehicles (i) owned by persons who serve as auxiliary, reserve, volunteer, or special deputy sheriffs or (ii) leased by persons who serve as auxiliary, reserve, volunteer, or special deputy sheriffs if the person is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. For purposes of this subdivision, the term "auxiliary deputy sheriff" means auxiliary, reserve, volunteer, or special deputy sheriff. One motor vehicle that is regularly used by each auxiliary deputy sheriff to respond to auxiliary deputy sheriff duties may be specially classified under this section. In order to qualify for such classification, any auxiliary deputy sheriff who applies for such classification shall identify the vehicle for which this classification is sought, and shall furnish the commissioner of revenue or other assessing officer with a certification from the governing body that has appointed such auxiliary deputy sheriff or from the official who has appointed such auxiliary deputy sheriff. That certification shall state that the applicant is an auxiliary deputy sheriff who regularly uses a motor vehicle to respond to such auxiliary duties, and it shall state that the vehicle for which the classification is sought is the vehicle that is regularly used for that purpose. The certification shall be submitted by January

31 of each year to the commissioner of revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the member, to accept a certification after the January 31 deadline;

33. Forest harvesting and silvicultural activity equipment;

34. Equipment used primarily for research, development, production, or provision of biotechnology for the purpose of developing or providing products or processes for specific commercial or public purposes, including medical, pharmaceutical, nutritional, and other health-related purposes; agricultural purposes; or environmental purposes but not for human cloning purposes as defined in § 32.1-162.21 or for products or purposes related to human embryo stem cells. For purposes of this section, biotechnology equipment means equipment directly used in activities associated with the science of living things;

35. Boats or watercraft weighing less than five tons, used for business purposes only;

36. Boats or watercraft weighing five tons or more, used for business purposes only;

37. Tangible personal property which is owned and operated by a service provider who is not a CMRS provider and is not licensed by the FCC used to provide, for a fee, wireless broadband Internet service. For purposes of this subdivision, "wireless broadband Internet service" means a service that enables customers to access, through a wireless connection at an upload or download bit rate of more than one megabyte per second, Internet service, as defined in § 58.1-602, as part of a package of services sold to customers;

38. Low-speed vehicles as defined in § 46.2-100;

39. Motor vehicles with a seating capacity of not less than 30 persons, including the driver;

40. Motor vehicles powered solely by electricity;

41. Tangible personal property designed and used primarily for the purpose of manufacturing a product from renewable energy as defined in § 56-576;

42. Motor vehicles leased by a county, city, town, or constitutional officer if the locality or constitutional officer is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle;

43. Computer equipment and peripherals used in a data center. For purposes of this subdivision, "data center" means a facility whose primary services are the storage, management, and processing of digital data and is used to house (i) computer and network systems, including associated components such as servers, network equipment and appliances, telecommunications, and data storage systems; (ii) systems for monitoring and managing infrastructure performance; (iii) equipment used for the transformation, transmission, distribution, or management of at least one megawatt of capacity of electrical power and cooling, including substations, uninterruptible power supply systems, all electrical plant equipment, and associated air handlers; (iv) Internet-related equipment and services; (v) data communications connections; (vi) environmental controls; (vii) fire protection systems; and (viii) security systems and services;

44. Motor vehicles (i) owned by persons who serve as uniformed members of the Virginia Defense Force pursuant to Article 4.2 (§ 44-54.4 et seq.) of Chapter 1 of Title 44 or (ii) leased by persons

who serve as uniformed members of the Virginia Defense Force pursuant to Article 4.2 (§ 44-54.4 et seq.) of Chapter 1 of Title 44 if the person is obligated by the terms of the lease to pay tangible personal property tax on the motor vehicle. One motor vehicle that is regularly used by a uniformed member of the Virginia Defense Force to respond to his official duties may be specially classified under this section. In order to qualify for such classification, any person who applies for such classification shall identify the vehicle for which the classification is sought and shall furnish to the commissioner of the revenue or other assessing officer a certification from the Adjutant General of the Department of Military Affairs under § 44-11. That certification shall state that (a) the applicant is a uniformed member of the Virginia Defense Force who regularly uses a motor vehicle to respond to his official duties, and (b) the vehicle for which the classification is sought is the vehicle that is regularly used for that purpose. The certification shall be submitted by January 31 of each year to the commissioner of the revenue or other assessing officer; however, the commissioner of revenue or other assessing officer shall be authorized, in his discretion, and for good cause shown and without fault on the part of the member, to accept a certification after the January 31 deadline;

45. If a locality has adopted an ordinance pursuant to subsection D of § 58.1-3703, tangible personal property of a business that qualifies under such ordinance for the first two tax years in which the business is subject to tax upon its personal property pursuant to this chapter. If a locality has not adopted such ordinance, this classification shall apply to the tangible personal property for such first two tax years of a business that otherwise meets the requirements of subsection D of § 58.1-3703;

46. Miscellaneous and incidental tangible personal property employed in a trade or business that is not classified as machinery and tools pursuant to Article 2 (§ 58.1-3507 et seq.), merchants' capital pursuant to Article 3 (§ 58.1-3509 et seq.), or short-term rental property pursuant to Article 3.1 (§ 58.1-3510.4 et seq.), and has an original cost of less than \$500. A county, city, or town shall allow a taxpayer to provide an aggregate estimate of the total cost of all such property owned by the taxpayer that qualifies under this subdivision, in lieu of a specific, itemized list; and

47. Commercial fishing vessels and property permanently attached to such vessels.

B. The governing body of any county, city or town may levy a tax on the property enumerated in subsection A at different rates from the tax levied on other tangible personal property. The rates of tax and the rates of assessment shall (i) for purposes of subdivisions A 1, 2, 3, 4, 5, 6, 8, 11 through 20, 22 through 24, and 26 through 47, not exceed that applicable to the general class of tangible personal property, (ii) for purposes of subdivisions A 7, 9, 21, and 25, not exceed that applicable to machinery and tools, and (iii) for purposes of subdivision A 10, equal that applicable to real property. If an item of personal property is included in multiple classifications under subsection A, then the rate of tax shall be the lowest rate assigned to such classifications.

C. Notwithstanding any other provision of this section, for any qualifying vehicle, as such term is defined in § 58.1-3523, (i) included in any separate class of property in subsection A and (ii) assessed for tangible personal property taxes by a county, city, or town receiving a payment from the Commonwealth under Chapter 35.1 (§ 58.1-3523 et seq.) for providing tangible personal property tax relief, the county, city, or town may levy the tangible personal property tax on such qualifying vehicle at a rate not to exceed the rates of tax and rates of assessment required under such chapter.

Code 1950, §§ 58-829.2:1, 58-829.3, 58-829.5 to 58-829.9, 58-831.01; 1960, c. 418; 1970, c. 655; 1976, c. 567; 1978, c. 155; 1979, cc. 351, 576; 1980, c. 412; 1981, cc. 236, 445; 1982, c. 633; 1984, c. 675; 1985, c. 220; 1986, c. 195; 1988, c. 822; 1989, cc. 80, 694; 1990, cc. 677, 693; 1991, cc. 247, 330, 478; 1992, cc. 642, 680; 1993, c. 100; 1994, cc. 171, 221, 266, 631; 1995, c. 142; 1996, cc. 537, 603, 605; 1997, cc. 244, 250, 433, 457; 1999, cc. 289, 358; 2000, cc. 409, 413, 441, 442, 604; 2001, cc. 41, 447; 2002, cc. 6, 63, 148, 337; 2003, cc. 657, 670; 2004, cc. 4, 556, 591; 2004, Sp. Sess. I, c. 1; 2005, cc. 271, 325, 357; 2006, cc. 200, 231, 400; 2007, cc. 88, 322, 609; 2008, cc. 26, 94, 143; 2009, cc. 40, 44; 2010, cc. 264, 849; 2012, cc. 97, 288; 2013, cc. 39, 271, 287, 393, 652; 2014, cc. 50, 409; 2015, cc. 487, 502, 503, 593, 615; 2016, c. 483; 2017, cc. 116, 447; 2018, cc. 28, 292.

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

**INFORMATION  
FOR COUNCIL  
REVIEW**

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

October 16, 2018

Burrowsville Community Center  
1:00 p.m.

**ARLS Board of Trustees - Minutes of September 18, 2018**

**Rohoic Library**

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on September 18, 2018 at 1:02 PM at the Rohoic Library.

**Trustees present:** Lillian Boyd, Chair (PG), William Thomas (PG), Juanita Thorne (PG), Carly Baskerville (D), Mary Benjamin (D), Martha Sykes (D), Libbie Dragoo (H), Fran Halupka (H), Ann Williams (H)

**Trustees absent:** None

**Trustee positions vacant:** None

**Staff present:** Brian Manning, Chris Wiegard, Sarah Finch, and Nicole Coleman

**Approval of Agenda:** Mrs. Benjamin moved to approve the agenda and Mrs. Sykes seconded the motion. The motion to approve the agenda passed unanimously.

**Consent Agenda:** After review of the documents, Mrs. Dragoo moved to approve the consent agenda, including the minutes from the July 17, 2018 meeting and Mrs. Benjamin seconded the motion. The motion to approve the consent agenda passed unanimously.

- It was noted that the John Randolph Foundation will now disperse all endowment funds in July. The FY18-19 funds total \$20,910.

**Communications:** ARLS has received numerous compliments on presentations given by Jean Langford on local history. Because of the success of these programs, winter programming at City Point will potentially be moved to Hopewell Library.

**Citizen Comment:** Beth Hoover Lipp spoke on behalf of the Women's Club of Prince George County and provided the Board with the history of ARLS and the Women's Club of Prince George County's role in supporting ARLS over time.

**Report of the Library Director:**

**R1. Community Involvement.** Mr. Manning discussed the many community partnerships the ARLS has developed over recent years, citing Progress Index articles, personal experiences, and

more. It is ARLS's hope that we will continue to maintain existing partnerships and develop new partnerships in the future.

**R2. New Prince George Board Member --Juanita Thorne.** Mrs. Thorne introduced herself to the Board.

**R3. Staff Update.** The library is finishing hiring the new librarian who will be responsible for the library's electronic resources. Anne Rappe-Epperson will start with the library on September 24, 2018.

**R4. Hopewell Adult Area Project.** Furnishings have arrived and Mr. Manning is looking at how furniture from other branches can be repurposed to support the project. The project is expected to be finished in October.

**R5. Hopewell Technology Upgrade.** The updates made to the Prince George and Carson branches last year initiated the idea to develop a rotating schedule for updating technology in all branches. The hope is to build technology updates into the annual budget. The hope is to have technology updated in each branch on a three to five year rotation schedule. This year's technology upgrade will occur at Hopewell.

**R6. Strategic Plan-Patron Surveys/Comment Cards.** Paper comment boxes were reinstalled at every location, and we now have a system in place that will allow us to send out electronic surveys to patrons. Both the electronic responses and the paper responses can be entered into the system to allow us to keep all data in one location for analysis.

**R7. Sarah Finch-Youth Services Manager presentation.** Ms. Finch gave an overview of her position at ARLS, the accomplishments of this year's Summer Reading program (approximately 9,400 participants!), and the successes and continued growth of youth programming. She encouraged the board to reach out to her if we would like to volunteer or have any questions. It was also noted that Ms. Finch is now overseeing the coordination of the ARLS's presence in the local Christmas parades.

**Committee Reports:** None.

**New Business:**

- **Board of Trustees training provided by Library of Virginia.** Because of the number of new Board members, it was determined that it would be helpful for the Board to receive the Board of Trustees training provided by the Library of Virginia. The Board agreed,

and Mr. Manning will reach out to the Library of Virginia to see if a Board of Trustees training can be provided at the Board's January 15, 2019 meeting.

- **Report on the Assistant Director.** As a result of the Director Review, the Report of the Library Director will now include a brief report on the Assistant Director.

**Unfinished Business:**

- Prince George Women's Club has requested we make an exception to our meeting room policy for their group. Mr. Manning will review usage statistics and create a poll to ask Prince George patrons how likely they are to use the library after 7:00 pm. November 3, 2018 is the next date the group is requesting to use the space, and the Board hopes to resolve this issue by then.

**Announcements:** The next ARLS Board of Trustees Meeting will be at the Burrowsville Library on Tuesday, October 16, 2018 beginning at 1:00 PM.

**Adjournment:** Mrs. Benjamin moved to adjourn, Mr. Thomas moved to second it. Meeting adjourned at 2:19

Appomattox Regional Library System

Revenue and Expenses

July 1, 2018 - June 30, 2019

fund#	FY2019		Monthly Receipts	Total Receipts	Percentage Received	Balance/Due
	Revenue 06/30/19	Proposed				
100	Carry Over	\$20,000	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$606,264	\$151,566	\$303,132	50.0%	\$303,132
103	Dinwiddie	\$276,330	\$69,083	\$69,083	25.0%	\$207,248
104	Prince George	\$598,146	\$149,537	\$149,537	25.0%	\$448,610
105	State Funds	\$393,480	\$98,883	\$98,883	25.1%	\$294,598
106	Fines/Fees/Lost	\$22,700	\$3,340	\$4,349	19.2%	\$18,351
107	Copying Receipts	\$20,200	\$4,106	\$5,521	27.3%	\$14,679
108	Endowment Funds	\$20,050	\$20,910	\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$0	\$0	0.0%	\$50,000
110	Gifts/Donations	\$7,000	\$50	\$550	7.9%	\$6,450
111	Grants	\$5,000	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$4,524	\$6,095	25.4%	\$17,905
<b>TOTALS</b>		<b>\$2,143,170</b>	<b>\$502,448</b>	<b>\$658,060</b>	<b>30.7%</b>	<b>\$1,485,110</b>

Fund#	EXPENSES 09/30/18	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 09/30/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MLS Salaries & Wages	\$476,247	\$83,087	\$30,917	\$114,005	23.9%	\$362,242
201	Non-MLS Salary & Wages	\$598,898	\$111,316	\$43,020	\$154,335	25.8%	\$444,563
202	Benefits for Staff/Retirees	\$280,000	\$60,136	\$22,008	\$82,144	29.3%	\$197,856
	<b>Total Personnel</b>	<b>\$1,355,145</b>	<b>\$254,539</b>	<b>\$95,945</b>	<b>\$350,484</b>	<b>25.9%</b>	<b>\$1,004,661</b>
<b>Books &amp; Materials</b>							
300	Books	\$70,700	\$6,547	\$5,194	\$11,741	16.6%	\$58,959
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$4,460	\$3,335	\$7,795	21.4%	\$28,605
303	Print News & Periodicals	\$12,276	\$1,238	\$585	\$1,824	14.9%	\$10,452
304	Audiovisual Materials	\$26,000	\$1,420	\$1,816	\$3,236	12.4%	\$22,764
305	Electronic Materials	\$4,500	\$0	\$1,764	\$1,764	39.2%	\$2,736
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Family Resource Books	\$1,010	\$0	\$0	\$0	0.0%	\$1,010
310	Econtent	\$35,600	\$10,800	\$0	\$10,800	30.3%	\$24,800
	<b>Total Books &amp; Materials</b>	<b>\$214,619</b>	<b>\$24,466</b>	<b>\$12,693</b>	<b>\$37,160</b>	<b>17.3%</b>	<b>\$177,459</b>
<b>Capital Expenditures</b>							
400	Library Non-Computer Equip.	\$25,000	\$233	\$1,065	\$1,298	5.2%	\$23,702
401	Computer Hardware	\$52,650	\$3,914	\$55,879	\$59,793	113.6%	(\$7,143)
	<b>Total Capital Expenditures</b>	<b>\$77,650</b>	<b>\$4,147</b>	<b>\$56,944</b>	<b>\$61,091</b>	<b>78.7%</b>	<b>\$16,559</b>
<b>Contractual</b>							
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$30,000	\$4,131	\$8,260	\$12,391	41.3%	\$17,609
502	Audit	\$18,000	\$0	\$7,950	\$7,950	44.2%	\$10,050
503	Cataloging MARC Records	\$3,605	\$364	\$185	\$549	15.2%	\$3,056
504	Unique Management	\$7,000	\$1,020	\$358	\$1,378	19.7%	\$5,622
505	Computer Support Service Calls	\$25,000	\$24,225	\$5,397	\$29,622	118.5%	(\$4,622)

506 Other Computer Software Serv.	\$20,000	\$542	\$271	\$812	4.1%	\$19,188
507 Telecomm Internet Line Charges	\$22,000	\$4,444	\$2,534	\$6,978	31.7%	\$15,022
508 Printing and Publications	\$9,500	\$0	\$3,015	\$3,015	31.7%	\$6,485
509 Security Guard Service	\$26,500	\$4,429	\$2,199	\$6,628	25.0%	\$19,872
<b>Total Contractual</b>	<b>\$163,605</b>	<b>\$39,155</b>	<b>\$30,170</b>	<b>\$69,324</b>	<b>42.4%</b>	<b>\$94,281</b>
<b>Facilities/Maint./Operations</b>						
600 Equip. Repair & Maintenance	\$5,000	\$1,405	\$216	\$1,622	32.4%	\$3,378
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603 Supplies	\$32,000	\$2,972	\$1,617	\$4,589	14.3%	\$27,411
604 Travel / Workshops / Conf. Fees	\$9,000	\$2,004	\$1,497	\$3,501	38.9%	\$5,499
605 Training / Education	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
606 Utilities	\$6,000	\$615	\$372	\$987	16.4%	\$5,013
607 Telephone (Voice)	\$13,000	\$2,354	\$1,188	\$3,542	27.2%	\$9,458
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$284	\$185	\$469	10.4%	\$4,031
610 Job & Contracting Advertising	\$2,500	\$263	\$0	\$263	10.5%	\$2,237
611 Promotional Advertising	\$2,000	\$740	\$0	\$740	37.0%	\$1,260
612 Organization/Association Dues	\$3,500	\$334	\$0	\$334	9.5%	\$3,166
613 Postage	\$4,500	\$1,357	\$0	\$1,357	30.2%	\$3,143
614 Janitorial	\$64,500	\$10,103	\$5,022	\$15,125	23.4%	\$49,375
615 Other Building Maintenance	\$12,500	\$2,448	\$1,038	\$3,485	27.9%	\$9,015
<b>Total</b>	<b>\$272,587</b>	<b>\$37,479</b>	<b>\$17,435</b>	<b>\$54,914</b>	<b>20.1%</b>	<b>\$217,673</b>
<b>Facilities/Maint./Operations</b>						
<b>Programs/Activities/Other</b>						
700 YS Summer Reading Program	\$7,000	\$1,103	\$0	\$1,103	15.8%	\$5,897
701 YS Programming & Supplies	\$4,864	\$430	\$159	\$589	12.1%	\$4,275
702 Adult Programming	\$2,200	\$604	\$360	\$964	43.8%	\$1,236
703 Adult Programming Supplies	\$5,000	\$27	\$18	\$45	0.9%	\$4,955
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0

707 Hopewell Project	\$9,000	\$0	\$0	\$0	\$0	0.0%	\$9,000
708 Prince George Project	\$0	\$0	\$0	\$0	\$0	0.0%	\$0
709 Misc. Professional Serv. & Other	\$16,000	\$4,725	\$519	\$5,244	\$10,756	32.8%	\$10,756
710 Endowment	\$3,500	\$0	\$0	\$0	\$0	0.0%	3500
<b>Total Programs/Activ./Other</b>	<b>\$59,564</b>	<b>\$6,889</b>	<b>\$1,056</b>	<b>\$7,945</b>	<b>\$51,619</b>	<b>13.3%</b>	<b>\$51,619</b>
<b>GRAND TOTALS</b>	<b>\$2,143,170</b>	<b>\$366,675</b>	<b>\$214,244</b>	<b>\$580,919</b>	<b>\$1,562,251</b>	<b>27.1%</b>	<b>\$1,562,251</b>

**MINUTES OF THE SEPTEMBER 24, 2018 MEETING  
OF THE ARCHITECTURAL REVIEW BOARD  
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Monday, September 24, 2018, at the Hopewell Municipal Building, in the 2<sup>nd</sup> Floor Conference Room, located at 300 North Main Street at 6:00pm.

Architectural Review Board Members present:

Rita E. Joyner, Chairman  
Joseph Bailey, Vice Chairman  
Mary Calos  
Edith Holsopple  
Kathleen Vincent

Absent:

None

Staff:

Chris Ward, Senior Planner

Citizens Present:

Cassandra Vanderkeift

The meeting was called to order at 6:04 p.m. by Mrs. Joyner. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the guest, Ms. Vanderkeift, to the meeting.

**ADMINISTRATIVE MATTERS / CONSENT ITEMS**

Ms. Joyner asked if there were any requested changes to the agenda. There were none. Ms. Joyner asked if there were any corrections to the minutes. Ms. Holsopple requested that the word 'note' be changed to 'not' in the last full paragraph on page 1.

Ms. Holsopple made the motion to accept the meeting minutes from April, June, and July 2018 with the correction. Ms. Vincent seconded. The motion passed 5-0.

Mr. Bailey made a motion to approve the consent agenda. Ms. Vincent seconded. The motion passed 5-0.

**CITIZEN COMMENTS**

Ms. Joyner asked if there were any citizen comments. There were none.

**CERTIFICATES OF APPROPRIATENESS (COAs)**

Ms. Joyner asked Mr. Ward to present the COA application for the handicap ramp at 1000 Bank St. Mr. Ward informed the members that the ramp was constructed by a non-profit after one of the residents suffered a stroke and had subsequent mobility issues. Mr. Ward also noted that a building permit was not pulled for the construction of the ramp. The first violation notice was not sent certified mail so Mr. Ward sent another notice, this time via certified mail. The owner, Ms. Lynn Yancey called Mr. Ward upon receipt of the second notice and explained why the ramp was installed. She also apologized for not obtaining a COA, stating that it never crossed her mind. Ms. Calos asked if the Board could stipulate

approval of the COA with the provision that the ramp be removed once it's no longer needed. Mr. Bailey made a motion to approve the COA for the handicap ramp at 1000 Bank St. with the stipulation that it be removed when no longer needed. Ms. Calos seconded. The motion carried 5-0.

Mr. Ward explained that the next COA application for 611 Cedar Lane was received earlier in the day. The COA application states that the original single-paned, double-hung, six-over-six windows will be replaced with more energy-efficient double-paned, double-hung, six-over-six windows with matching mullions. The windows are scheduled to be installed before April 2019. Ms. Vincent asked if there was anything particularly wrong with the original windows. Ms. Joyner responded that the original windows are likely not energy efficient. Ms. Holsopple noted that she supports the COA application but also questioned whether the windows needed to be replaced since old windows sometimes work better than replacement windows. Ms. Vincent asked about interior storm windows. Ms. Calos noted that she has interior storm windows in her house. Ms. Joyner noted that the owners of this property have invested and continue to invest a lot of money into this house and that she supports that. Mr. Bailey commented that he has a hard time with window replacement. Ms. Calos made a motion to approve the COA application as presented. Ms. Vincent seconded. The motion carried 5-0.

### **VIOLATIONS**

Mr. Ward explained that he has developed property sheets to track issues with individual properties. He started with 608 Prince Henry and noted that it was discovered that this property is not in the Vacant Structures Registry. A notice was sent to the owner on September 21<sup>st</sup> about the registry. Mr. Ward has spoken with a relative of the property owner about having the landscaping trimmed back and also mailed a courtesy letter to the owner on September 7<sup>th</sup>. At this time, no response from the owner has been received. Mr. Ward stated that he was having difficulty determining which violation applied to hedges growing against the house. Ms. Joyner replied that her interpretation of the ordinance (City Point Handbook, Appendix A, page 10) would allow for a protective maintenance citation. Mr. Ward stated that he would meet with the Building Official about this. Ms. Joyner reiterated that this property is quite old and has been vacant for nearly 40 years. Ms. Calos commented that she also believes the house is older than what's noted on the plaque – likely 1700's. Ms. Vincent made a motion to have Mr. Ward request that the Building Official assess this structure under the protective maintenance section of the ordinance. Ms. Calos seconded the motion. The motion carried 5-0.

Mr. Ward next explained the issues with 613 Prince Henry, namely that a shed and fence were installed without a COA or a permit for the fence. Mr. Ward noted that he made a mistake with the first notice by not sending it certified mail so he sent a second notice via certified mail on September 13<sup>th</sup>. The certified letter sent to the owner address on file with the City was returned as 'undeliverable.' Ms. Calos stated that the owner lives in this property and is surprised to see a Petersburg mailing address. Ms. Vincent looked up the owner online and found a different mailing address in Petersburg. Ms. Calos noted that there are other violations at this property such as the totes being left out, inoperable vehicles, and vehicles being parked in the yard. Mr. Ward stated that he would have the Zoning Inspector assess these issues. Ms. Calos made a motion to have Mr. Ward send the Zoning Inspector to assess the property, check whether taxes are paid, and send new violation letter to the new Petersburg address. Ms. Vincent seconded. The motion carried 5-0.

Mr. Ward updated the members about 1010 Pelham and that the account is being handled by Sands Anderson. The person responsible for this property is on vacation but the Treasurer is working on getting an update.

Ms. Joyner noted that the issue with 1000 Bank was taken care of earlier.

Mr. Ward stated that the owner of 505 Prince Henry contacted the Director of Development and agreed to meet to discuss options about the property. The meeting should happen in early October.

As an aside, Ms. Joyner noted that the front door and shutters at 506 Cedar Lane were painted without a COA. Mr. Bailey stated that he thought they had also cut windows into the door. Ms. Vincent made a motion to have Mr. Ward send a respectful letter to the owners reminding them that they need to submit a COA application. Mr. Bailey seconded. The motion carried 5-0.

### **OLD BUSINESS**

Mr. Ward next updated the members about the Cost Share Grant. Blake McDonald has communicated that the Department of Historic Resources has selected the top contractor for the survey of the historic district and they are currently in negotiations. The contractor's proposed fee is less than the budget so DHR is proposing expanding the survey area to include A Village. If DHR is unsuccessful with the top contractor and have to move to the second ranked contractor, the project area expansion will not be a part of the negotiation.

### **NEW BUSINESS**

Mr. Ward explained that he spoke with the City Attorney about the possibility of establishing fines for COA violations. The City Attorney stated that COAs are in the ordinance; therefore, a COA violation is a zoning violation and a fine can be assessed just like any other zoning violation. Several members asked what the fine amount would be for a COA violation. Mr. Ward stated that he did not know as they have not been assessed before. Several members asked Mr. Ward to determine fine amounts for other zoning violations. Mr. Ward said he would do that and bring the information to the next meeting. Ms. Joyner noted that the public will need to be notified if fines will start to be assessed for COA violations.

The members next reviewed the list of architects in the area that could potentially serve on the Board or as an advisor. Mr. Ward could find only 3 groups within the area outside of Richmond and had heard of Enteros before. Ms. Joyner noted that she was familiar with the name Gil Entzminger and that she thought he was quite familiar with Hopewell and some of the recent projects in town. Ms. Calos made a motion for Mr. Ward to contact Enteros and 2 City Studio to see if they had any interest in serving on the Board or as an advisor. Ms. Vincent seconded. The motion carried 5-0.

Mr. Ward updated the members about 600 Prince Henry. Ms. Griffin has spoken with the property management company and they agreed to clean up the leaves and ivy. As of today, Mr. Ward noted that those tasks had not been done. Mr. Ward also sent a letter to the owners in Alaska asking what they were planning to do with the property but has not received a response. He also noted that, oftentimes, when owners walk away from properties, banks will leave the property in the owners' names for balance sheet purposes. He also noted that this structure is not on the Vacant Structures Registry. Only when the property becomes a problem for the bank will something be done. The management company has already indicated that they will not make repairs to the structure. Ms. Joyner suggested that this property be inspected under protective maintenance. Mr. Ward agreed to have the Building Official assess this property.

Mr. Ward explained that he had a nice phone conversation with Julie Steele with the Petersburg National Battlefield. She related that the person responsible for the land swap involving the Aderholt-Hunter house abruptly left the National Park Service so that process has slowed down. The interim superintendent will be officially named on October 1 but Superintendent Rogers will be returning to the post in mid-November.

Ms. Joyner noted that she is still working on the letter to the National Park Service. She is taking her time with the wording to make sure she gets it right. The NPS sets the standard for preservation, especially in

City Point, and the current state of the park and its structures is an embarrassment. The condition of the structures is nearing demolition by neglect. The letter will be sent to the Acting Superintendent, Regional Director, Superintendent, Secretary of the Interior, President, Congress members, and the National Trust. Mr. Ward stated that he informed Ms. Steele that the letter would be sent and she supported it. Ms. Joyner stated that she is trying to get the letter finished by the end of the week.

Mr. Ward concluded with comments from the City Attorney about an advisor architect. The City Attorney believes that the ARB can have any number of advisors – he is just not sure if that meets the CLG requirement.

**REPORTS OF BOARD MEMBERS**

There were no reports from board members.

Ms. Vincent made a motion to adjourn. Mr. Bailey seconded. The motion carried 5-0.

The meeting adjourned at 7:33 PM.

Submitted by

  
\_\_\_\_\_

Rita Joyner, Chairperson

Date: Nov. 7, 2018

  
\_\_\_\_\_

Christopher Ward, Senior Planner



***Hopewell Community Policy & Management Team  
Minutes of the Meeting  
October 15, 2018***

**Present:** Diana Barnes, District 19; Joseph Bizzell, Treasurer’s Office; Janice Denton, City Council; Joan Gosier, Fiscal Agent; Lauren Grounds, Private Provider; Jermaine Harris, Hopewell Public Schools; Woodrow Harris, Court Services; Raymond Spicer, Social Services Director; Chris Wright, Health Department

**Absent:** Anthony Zevgolis, City Council

**Others Present:** Wanda Brown, CSA Manager; and Christene Teasley, CSA Senior Administrative Assistant

- I. **Call to Order** - Chairman Barnes called the meeting to order at 2:10 p.m.
- II. **Adoption of Agenda** – A motion was made by Joseph Bizzell and seconded by Janice Denton to adopt the October 15, 2018 meeting agenda with the addition of Thomas Brothers under Old Business. The motion passed unanimously.
- III. **Public Comments** - None
- IV. **Approval of Minutes** – A motion was made by Lauren Grounds and seconded by Ray Spicer to approve the amended September 24, 2018 Minutes with the correction on page 4, paragraph 3 changing seconded by Joseph Bizzell to seconded by Janice Denton. The motion approving the amended minutes passed unanimously.
- V. **Financial Report** – Joseph Bizzell presented the CSA Financial Review & Update for July 1, 2018 thru September 30, 2018. He explained that for account 505712, program income was \$501,963.31 and program expenses were \$276,723.99. Other items reviewed by Mr. Bizzell were CSA refunds of \$4,189.91 and CSA administrative expenses totaling \$27,323.95.

Joan Gosier reviewed the CSA Performance Measures for FY2015 thru FY2017. She explained that the chart shows a comparison between Hopewell CANS scores and statewide CANS scores that indicates a clear record of decline.

**VI. Old Business**

- A. Policy and Procedures** – Diana Barnes stated that she would meet with Ray Spicer and Lauren Hovis on Wednesday, October 24<sup>th</sup> from 9:30 a.m. to 2:00 p.m. at the social services building for a work session to go over the policy and procedures manual. She said they plan to attack as much of the manual as possible and report back to members at the November meeting. Wanda Brown and Joan Gosier said that they plan on attending. Ray Spicer stated that he would like to keep the group small. Diana Barnes said that anyone is welcomed to join them.
- B. Thomas Brothers** – Ray Spicer stated that the social services department had moved forward to implement Thomas Brothers. He was hopeful that CSA could also benefit from utilizing the system. A letter dated July 2016 was distributed and reviewed by Mr. Spicer. He explained that 98 localities currently use the Thomas Brothers program to process their CSA payments and upload their CSA information directly to the Office of Comprehensive Services. Wanda Brown stated that utilizing Thomas Brothers would be critical for accuracy and generating reports. Ms. Brown stated that she was told the Munis system could perform the same processes as Thomas Brothers. However, she has found that not to be true because there would be a cost to make program changes to Munis. Diana Barnes asked Ms. Gosier and Mr. Bizzell to initiate the conversation with the finance department about the cost. Ms. Barnes said that if the City Manager still says no to Thomas Brothers, then CPMT would have to go in a different direction to make it work. She said that she was going to work hard to find a solution before her time is up as Chair. Ms. Barnes explained that the audit report questioned CSA generating purchase orders after services were performed. Joan Gosier said that from an audit perspective, utilizing Thomas Brothers should be enough of a reason for solving the audit problem. Mrs. Gosier stated that she would provide a flow chart of Munis and Thomas Brothers at the November meeting. Mrs. Gosier asked Ms. Barnes to speak to the City Manager regarding this matter.

**VII. New Business**

- A. Long Range Goals/Strategic Plan** – Diana Barnes stated that CSA is growing and changing a lot. She recommends looking at some things CPMT wants to tackle and focus on, such as using community based services versus congregate care. Ms. Barnes feels that policy and procedures could be tied into the long-range goals and strategic plan. Ray Spicer said that he served on the long-range goals/strategic plan committee four years ago. He stated that the committee was very task driven but did not deliberate regarding vision because their backs were against the wall due to the audit.

**CMPT Minutes**  
**October 15, 2018**

**VIII. Closed Meeting** – Chairman Barnes declared at 3:01 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.

**IX. Open Session**

Chairman Barnes reconvened the open session at 4:06 p.m.

**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, heard, discussed, or considered. Diana Barnes, Joseph Bizzell, Wanda Brown, Janice Denton, Lauren Grounds, Jermaine Harris, Woody Harris, Ray Spicer, Chris Wright, and Anthony Zevgolis responding “yes.”

**A. Approval of Purchase Order Request**

A motion was made by Joseph Bizzell, and seconded by Joan Gosier to approve and authorize the October 2018 total expenditures of \$322,565.50, and to approve and authorize the remaining eleven (11) months of payment that was postponed for the LEAD Center, as discussed in closed session. The motion passed, with Diana Barnes, Joseph Bizzell, Janice Denton, Joan Gosier, Laura Grounds, Jermaine Harris, Woody Harris, Ray Spicer, Chris Wright, and Anthony Zevgolis, voting “aye.”

**X. Items of Interest**

Diana Barnes reminded members of the policy and procedures work session on Wednesday, October 24<sup>th</sup> from 9:30 a.m. – 2:00 p.m.

**XI.** The next meeting is scheduled for November 19, 2018 @ 2:00 p.m.

**XII.** Chairman Barnes adjourned the meeting at 4:15 p.m.

**Approval of the October 15, 2018 Minutes**

**Motion by:**

**Seconded by:**

**All members voting**



# CITY OF HOPEWELL ELECTORAL BOARD

## MEETING OF THE ELECTORAL BOARD

October 16, 2018

### MINUTES

1. Call to Order, Roll Call and Welcome to Visitors

Pledge Allegiance to the Flag –

- (a) Chairman Washington led the Board in the pledge of allegiance to the flag;
- (b) Opening Prayer/Invocation – Yolanda W. Stokes, Registrar

(c) Roll Call:

1. Patrick Washington – Present
2. David Silvestro - Present
3. Herbert Townes - Absent – Approved.
4. Yolanda W. Stokes, Registrar- Present

Patrick Washington, Chairman appointed Mr. David Silvestro as acting Secretary in the absence of the Secretary Mr. Herbert F. Townes.

2. Quorum: - The Chairman, Mr. Washington announced that a quorum had been established.
3. In the absence of the Secretary, Mr. Herbert Townes, the Board voted to approve the August 22, 2018 meeting minutes at the next scheduled meeting.

NOVEMBER 6, 2018 – GENERAL ELECTION:

4. Setting of time(2) for the:
  - a. Provisional Ballots – 10:00 a.m
  - b. Canvass - Immediately following the 10:00 a.m. Provisional Ballots meeting.
5. Chairman’s Report –
  - a. Announced that there would be a General Election on November 6, 2018;
  - b. Reminded that Poll Worker training would be held on October 23, 2018 at GunCotton, a local Hopewell business, at 10:00 a.m.



# CITY OF HOPEWELL ELECTORAL BOARD

## 6. Secretary's Report –

- a. Selection of Poll Workers: - It was properly moved by Mr. David Silvestro; and seconded by Chairman Washington that this matter would be moved to the end of the Agenda, and the Board would enter into “closed” session regarding the issue of Poll Workers, more specifically a personnel matter regarding a “resigned” staff member of the Registrar’s Office.
- b. Chairman Washington moved to amend the Agenda to place the matter at the end of the Agenda, seconded by Mr. David Silvestro, Vice Chairman to amend this agenda item.
- c. Matter to be addressed at the end of the Regular agenda in “closed” session.

## 7. Board Reports:

### a. David Silvestro:

- i. Mr. Silvestro gave an updated report of the request to the local government to move the Voter Registration Office to a more accessible location.
- ii. After speaking with Mr. Charlie Dane the Asst. City Manager, he assured the Board that Mr. Dane was in on-going negotiations with the persons at the Cavalier Square regarding a possible relocation there; also Mr. Dane would be looking at other possible locations per guidance from the local City Council.
- iii. Mr. Silvestro would keep the Board updated on any other new information.

### b. Registrar’s Report:

- i. Absentee voting was in full “swing.”
- ii. Voter Registration closed as of 5:00 p.m. on October 15, 2018
- iii. Training of Poll Workers and introduction of new Poll Workers applications for Board review and consideration.
- iv. Introduction of Mr. James Nickerson – Seasonal part time employee – Asst. Registrar for Coordination of Election.
  1. Duties would include assistance with the Board on Election day and the day after for the Canvass; assisting in the Community with Voter Registration of those who were elderly or otherwise confined and needed to register or apply to absentee vote.



# CITY OF HOPEWELL ELECTORAL BOARD

## Old Business:

None in the absence of the Secretary's Report.

## New Business:

- a. Election Day is November 6, 2018;
  - i. Public Works and School Officials have been notified to pick up voting materials and the canvass materials to be delivered to the Circuit Court after the Canvass was completed.
- b. Registrations;
  - i. Closed. Approximately 12, 072 voters on the books..
- c. Absentee Voting
  - i. The office would be open on the last two Saturdays prior to Tuesdays Elections from 8:30 a.m . – 5:00 p.m. for Voting.

## Other Business and Public Comments:

Having no other business and/or public comments, the Board moved and properly seconded to enter into "closed" session.

1. Upon a motion made by Electoral Board member David Silvestro, Chairman and seconded by Electoral Board member Patrick Washington, Chairman, the Electoral Board entered into "closed" session pursuant to Section 2.2-1711(A)(1) of the Code of Virginia to discuss, consider or interview of prospective candidates for employment, appointment or re-appointment of personnel. New Poll Worker applications; and to consider the continued appointment of Poll Workers as needed for the November 6, 2018 General Election. Performance reviews were considered.
2. Upon a motion made by Chairman Patrick Washington, Chairman and seconded by Vice-Chairman David Silvestro, and passed by a vote of the Electoral Board, the Electoral Board certified that only public business matters (1) lawfully exempted from open meeting requirements and (2) identified in the closed meeting motion discussion were discussed; the Electoral Board reconvened in open session.
3. A motion to accept the Poll Worker list as presented by the Registrar was put on the floor by Chairman Patrick Washington.
  - a. Patrick Washington – Yes
  - b. David Silvestro – Yes



# CITY OF HOPEWELL ELECTORAL BOARD

- i. With the following amendment: to “re-visit” at a later date, the personnel matter discussed in closed session.
4. Vice-Chairman David Silvestro motioned and Chairman Patrick Washington seconded; the motion to call for a “special” meeting to address the issues, should it become necessary.

Upon a motion by Chairman, Patrick Washington and seconded by Mr. David Silvestro the meeting was adjourned at approximately 7:58 p.m.

ADJOURNMENT: 7:58 P.M.

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Patrick N. Washington, Chairman

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David Silvestro, - Vice Chairman/Acting Secretary

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Herbert Townes - Secretary



# CITY OF HOPEWELL ELECTORAL BOARD

## MEETING OF THE ELECTORAL BOARD

November 1, 2018

### MINUTES

(1) Meeting was called to order at 7:00 PM

(George Uzzle and Shelia Mickelson were added to the Electoral Board due to the suspension of Hebert Townes and David Silvestro.)

(a) Pledge of Allegiance was led by new Member George Uzzle;

(b) Invocation was given by Registrar Yolanda Stokes:

(c) Roll Call:

1. Patrick Washington Present
2. Sheila Mickelson Present
3. George Uzzle Present

(d) Quorum: - Chairman Washington announced that a quorum has been met.

(2) Motion to delay vote on the Minutes from August 22 and October 16 was unanimously approved in order to give the new members time to review them.

(3) Reorganization of Board

(a) Chairman Washington presented to the board for reorganization and in accordance to Code of Virginia 24.2-106 (b) that the chairman and secretary must be members of the different parties.

(b) Nomination of Chairman – Member Mickelson nominated Member Uzzle for chairman, seconded by Chairman Washington. Member Uzzle was unanimously elected chairman.

(c) The election of Uzzle as Chairman automatically places Washington as secretary and then places Member Mickelson as vice-chair.

(4) Registrar's Report



# CITY OF HOPEWELL ELECTORAL BOARD

(a) The Registrar gave update on the election day activities. She went over the training for the poll workers which was held at the GunCotton. She also presented applications of new poll workers.

- Motion to accept new poll workers' applications as presented by Registrar was approved unanimously.

## (5) Announcement of Canvass

It was announced that the provisional hearing & canvass will be November 7, 2018 beginning 10:00 AM at the Registrar's Office, 245 East Broadway, Hopewell VA 23860

## (6) Next Regular meeting

(a) Motion by Vice-Chair Mickelson to have a regular meeting on November 26 time to be determined so that we can review board reorganization, operating procedures, reporting, compliance with FOIA, meeting, agendas and review memorandum of understanding between Registrar and Electoral Board, election best practices and other matters pertaining to the operations of the board.

- Seconded by Secretary Washington and approved unanimously.

## (7) Adjournment

(a) Motion to adjourn by Secretary Washington and seconded by Vice-Chair Mickelson, approved unanimously. Meeting adjourned at 8:24 PM.

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George Uzzle, Chair

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Sheila Mickelson, Vice-Chair

---

Patrick N. Washington, Secretary

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**

# Proclamation

OFFICE OF MAYOR JACKIE SHORNAK

*City of Hopewell, Virginia*



## *American Legion Centennial Day*

*Whereas,*

*The American Legion has been a staunch advocate for veterans and their families since 1919; and*

*Whereas,*

*The American Legion was founded on the four pillars of care for veterans, a strong national defense, Americanism, and children and youth; and*

*Whereas,*

*The American Legion has played a leading role in initiatives and breakthroughs that have affected the lives of Americans in every community, from U.S. Flag Code to the GI Bill; and*

*Whereas,*

*Hopewell Memorial Post 146 has fulfilled the Legion's mission since 1975 through programs such as Veterans Administration Assistance for local veterans and their families; sponsors candidates for Boys State, Girls State, and Virginia Law Enforcement Training Programs and provides educational scholarships; supports the Hopewell High School JROTC; conducts patriotic essay contests at the Carter G. Woodson Middle School, and provides continuing support for Hopewell's Police, Fire, and Recreation & Parks Departments, and Sheriff's Office; and initiated and coordinated the Hometown Heroes Recognition Program and Veteran's Day celebrations and;*

*Whereas,*

*The American Legion is celebrating its centennial in 2018-2019;*

***NOW, THEREFORE, I, Jackie M. Shornak, Mayor of the City of Hopewell do hereby proclaim November 30, 2018 as American Legion Centennial Day.***

***I*** ***N*** ***W*** ***I*** ***T*** ***N*** ***E*** ***S*** ***S*** ***W*** ***H*** ***E*** ***R*** ***E*** ***O*** ***F***, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia, this 27th day of November, 2018.

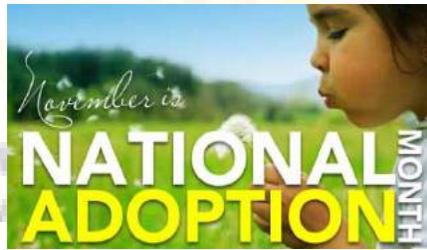
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*Jackie M. Shornak*  
*Mayor of the City of Hopewell*

# Proclamation

OFFICE OF MAYOR JACKIE SHORNAK

*City of Hopewell, Virginia*



## *National Adoption Month*

- Whereas,* the health and safety of all Virginians is important to the happiness, prosperity, and well-being of our Commonwealth's families and communities; and
- Whereas,* every child in Virginia, regardless of physical, medical or emotional challenges, age or race, needs love, support, security and a place to call home; and
- Whereas,* these children can thrive and reach their full potential when given a firm foundation and love from a family with a desire to parent a child who would otherwise not have permanency in their lives; and
- Whereas,* in addition to adoption from foster care, it is appropriate to recognize those who have chosen other adoption options to build a family; and
- Whereas,* it is important for every child who cannot be raised by a birth parent to find a permanent home because children have better outcomes when they are raised in families; and
- Whereas,* there are more than 5,000 children in Virginia's foster care program and more than 600 children have the goal of adoption and are available for placement in an adoptive home; and
- Whereas,* not all children waiting to be adopted are newborns; many older youth who live in foster care desire to be adopted, just as many siblings who are separated in foster care long to be adopted by the same family, and all of these children want a sense of belonging that adoptive parents can provide; and
- Whereas,* the collaboration of both public and private adoption agencies along with community agencies, religious organizations, and businesses, should be recognized for their commitment to the needs of the children throughout the Commonwealth;

**NOW, THEREFORE,** I, Jackie M. Shornak, Mayor of the City of Hopewell do hereby recognize November 2018 as Adoption Awareness Month in our City of Hopewell, Virginia, and I call this observance to the attention of all our citizens.

**I**N WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia, this 27th day of November, 2018.

---

**Jackie M. Shornak**  
Mayor of the City of Hopewell

**ADDITIONAL  
ANNOUNCEMENTS**

# HOLIDAY BOAT PARADE



**Saturday, December 1**

The James and Appomattox Rivers will twinkle and shine as boaters display their creativity and holiday spirit! Boats will depart from the Jordan Point Yacht Haven at 5:30 p.m. and will make their way upriver to Anchor Point Marina. The Hopewell City Marina will serve as the main viewing area and will feature entertainment, food trucks, and other activities. Parking at the marina is limited. Overflow parking will be available at Weston Manor. Interested boaters should contact Tabitha Martinez at [tmartinez@hopewellva.gov](mailto:tmartinez@hopewellva.gov).



**HOPEWELL RECREATION AND PARKS**

# Light Up the Night

## Sunday, December 2



### Christmas Parade

The parade will begin at 4:00 p.m. at Cavalier Square Shopping Center and will follow 15th Avenue, City Point Road, and Main Street to its terminus at the Ashford Civic Plaza. Spectators can view the parade from any public property along the parade route. Please respect private property and parking restrictions on the day of the parade.

### Grand Illumination

The grand illumination of the Ashford Civic Plaza will take place following the conclusion of the parade. A brief ceremony will be held on the front steps of City Hall along with a choral performance by students from Hopewell City Public Schools.



### Downtown Celebration

Following the grand illumination of Ashford Civic Plaza, Hopewell's downtown will come to life with a variety of exciting activities for the entire family! Check out the Beacon Theatre for visits with Santa and musical performances. Horse and carriage rides, food vendors, and other activities will be provided by the Hopewell Downtown Partnership. And don't forget to stop in the Hopewell Library for children's activities and more fun! There is no better way to start your holiday season than by Lighting Up the Night in Hopewell!



# Watoto



We  
Will  
Go

## YOU'RE INVITED

Be a part of this vibrant worship experience

The Historic Beacon Theatre, 401 N. Main Street Hopewell, VA (804) 446-3457

Friday, December 7, 2018

7:30 p.m. (Doors open at 6:30 p.m.)

Tickets will be distributed at the Theatre box office beginning Friday, November 30, 2018

The Watoto Children's Choir from Uganda, performing  
a FREE CONCERT of their new album, "We Will Go".

YOU ARE INVITED TO

# We Will Go

We're excited to bring you the Watoto Children's Choir performing their brand new album, "We Will Go".

As the children share their personal stories and present live worship music from Uganda, you'll see firsthand the power of God's love transforming lives around the world.

Watoto Children's Choirs have travelled extensively since 1994, sharing a message of hope for Africa's most vulnerable children and women. On almost every day of the year, the choir is performing somewhere in the world. That means thousands of people get to meet some of our future leaders. People see their smiles and are embraced by their hugs. Our children have the distinct privilege of telling people, "It's possible to have joy, to laugh and to have hope, no matter what you're going through. Look at what God's done in my life."

Other than coming to Africa yourself, what better way to learn about all the good work God is doing through Watoto than by meeting the children and hearing their stories.

## **WATOTO USA**

13617 N Florida Ave, Tampa, FL 33613

PHONE: +1 813 948 4343

EMAIL: USA@WATOTO.COM

CELEBRATING CHRIST • CARING FOR COMMUNITY



WATOTO.COM

# **PUBLIC HEARINGS**

**PH-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 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 single family detached home on a non-conforming lot in the Residential, Medium Density District (R-2).

**ISSUE:** In order to build a single family detached home in the R-2 Zoning District on a non-conforming lot of record the owner must apply for a Conditional Use Permit and be approved for such permit by the City Council.

**RECOMMENDATION:** The Hopewell Planning Commission held a public hearing on this matter on October 4, 2018. The Commission voted 3-0 to recommend approval of the request for a Conditional Use Permit, with conditions.

**TIMING:** City Council will hold a public hearing to consider citizen comments on Tuesday, November 27, 2018.

**BACKGROUND:** The property is located on Liberty Street in Ward 6. It is approximately 6,000 square feet.

**FISCAL IMPACT:** Property currently vacant. A home on property would generate real estate taxes.

- 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                        |  | 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 Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony J. Zevgolis, Ward #3       | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine E. Gore, Ward #4          |                          |                          |                                  |



**Agent: Barber Construction**  
**Sub-Parcel #035-0010, also identified as Lots 3-4,**  
**Block 5, Dupont Gardens, Section 2**  
**Conditional Use Permit**

Staff Report prepared for the City Council Regular Meeting

*Last Revised November 19, 2018*

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

**I. PUBLIC HEARINGS:**

Planning Commission	October 4, 2018	Recommended Approval
City Council	November 27, 2018	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	6,000 square feet 50' wide, 120' depth
Owner:	Joseph Walton
Location of Property:	Located on Liberty Street adjacent to 1816 Liberty Avenue
Election Ward:	Ward 6
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 035-0010
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

**III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request from Barber Construction for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Non-Conforming Lots, R-2, Medium Density Residential Zoning District, of the Hopewell Zoning Ordinance. The applicant is requesting to build a single family detached home on

Sub-Parcel #035-0010, further identified as LOTS 3-4 BLK 5 SUBDIVISION: DUPONT GARDENS, SECTION 2.

#### **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 I, Special Conditions for Non-conforming Lots*

For property consisting of less than seven thousand five hundred (7,500) square feet but five thousand (5,000) or more square feet and/or less than seventy (75) feet but fifty (50) feet or more of frontage, an applicant may appeal to City Council for a Conditional Use Permit as allowed in Section XVIII of the Zoning Ordinance for approval to construct a single family dwelling on such lot in accordance with the procedures given in Section XVIII of the Zoning Ordinance.

*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 vacant lot in question is located on Liberty Avenue adjacent to 1816 Liberty. The property is approximately 6,000 square feet and has 60 feet of frontage along Liberty. It is zoned R-2, and is surround by R-2 zoned property to the north, south, east and west.

#### **VI. ZONING/STAFF ANALYSIS:**

Article IV, Section I of the Zoning Ordinance allows a property owner with a non-conforming lot of record in the R-2 zoning district to appeal to the Planning Commission and City Council for approval of a Conditional Use Permit to construct a single family dwelling on a non-conforming lot consisting of less than 7,500 square feet but at least 5,000 square feet and/or less than 75 feet but at least 50 feet or more of frontage.

The subject property is non-conforming because it has 50' feet of frontage and is 6,000 square feet. The property meets the criteria to apply for a Conditional Use Permit.

The attached table provides characteristics of the housing stock within the neighborhood. Staff used architectural elements that were consistent in the homes in the neighborhood to provide recommendations for conditions in accordance with Article XVIII, Section G, sub-section d. of the Hopewell Zoning Ordinance.

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.

The average square feet of homes surveyed is 1,389. The average number of bedrooms is three (3) and the average number of baths is two (2). Vinyl and brick siding is a common exterior building material used on homes located on Liberty Street. The applicant proposes to build a 1,300 square foot home with three (3) bedrooms and two (2) full baths. The exterior siding would be vinyl with a porch and deck on the side. A pictorial example of the home has been provided in this packet.

#### **VII. STAFF RECOMMENDATION:**

The Staff sees no reason why a single family detached home cannot be built on the parcel. The parcel is zoned for this use and is surrounded by the same. Furthermore the Comprehensive Plan designates this areas as Urban Residential categorized by detached homes 1,000-3,000 square feet in size on small to medium lots. The applicant is willing

to build a 1,300 square foot home. Since the homes on the street are one and two story homes, the one story home provided is compatible.

At the Planning Commission level the single family detached home proposed by the applicant lacked architectural appeal and material variation. Staff has been working with the agent to provide a more architectural appealing exterior. The applicant is willing to meet the following conditions:

**Conditions imposed by the Planning Commission**

1. The exterior material of the proposed single-family dwelling shall be two materials with varying facades;
2. The proposed single-family dwelling 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. Tree and shrubs presently located on the property shall be preserved to the highest extent possible, except, if located within the proposed building footprint;
4. The single-family dwelling shall have a minimum of 1,300 square feet of finished living area;
5. The proposed single-family dwelling shall have a brick porch. A brick porch includes the steps, treads, risers, floor and side veneer. A brick porch consists of a concrete porch. The porch should be enclosed from the ground level to the finished floor elevation with block and brick enclosure
6. The architecture of the home shall be compatible with the surrounding homes. The agent will work with City Staff to build a home that is some variation of the three examples provided by Staff (see examples enclosed in this packet).
7. The driveway must be located on the same side as the porch.

**VIII. PLANNING COMMISSION RECOMMENDATION:**

At their meeting on October 4, 2018 the Hopewell Planning Commission voted 3-0 to approve the Conditional Use Permit with seven conditions.

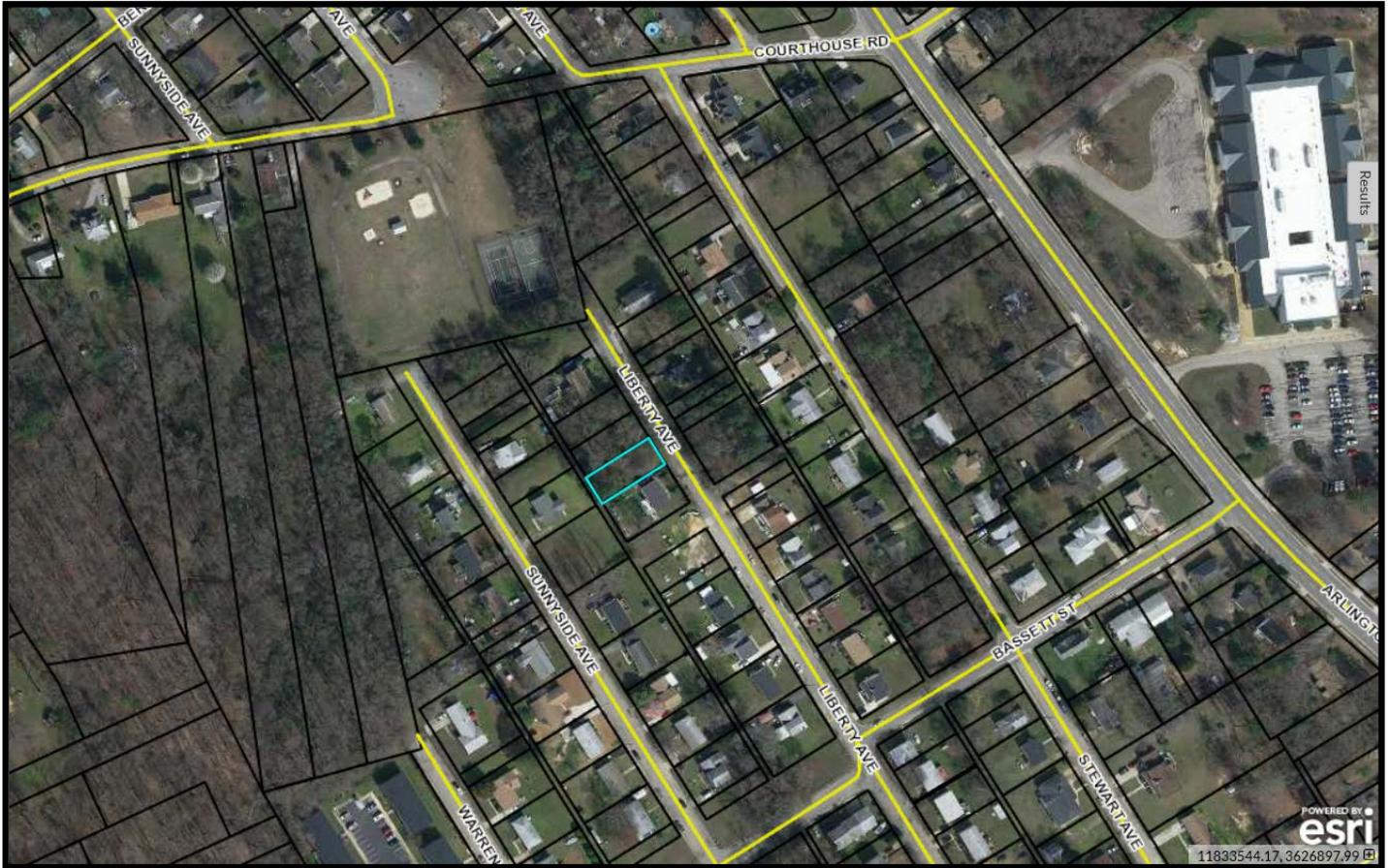
**IX. CITY COUNCIL RESOLUTION:**

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell City Council votes \_\_\_ - \_\_\_ to (approve) (approve with conditions) (deny) the request submitted by Barber Construction for a Conditional Use Permit for Sub-Parcel 035-0010, also identified as Lot 3-4, Block 5, Dupont Gardens, Section 2.

**Attachment(s):**

1. Application for Conditional Use Permit
2. Aerial Map
3. Pictures (Proposed home, homes along Liberty Street, and Staff recommendations)

**AERIAL MAP**



Sub-Parcel # 035-0010



The City  
of  
Hopewell, Virginia

City of Hopewell, VA  
Permits / Inspect... - 20180582|CUP - 2018  
007973-0004 Melissa ... 08/09/2018 01:45PM  
0 -  
CONDITIONAL USE PERMIT - REVIEW  
Payment Amount: 300.00  
Transaction Amount: 300.00  
CHECK: 001082

300 N. Main Street · Department of Development · (804) 541-2220 · Fax: (804) 541-2318

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20180582

APPLICANT: Barber Construction Co Inc. 1124376  
ADDRESS: 101 Queen Anne Dr.  
Hopewell, VA 23860  
PHONE #: 804-731-1051 FAX #: NA  
EMAIL ADDRESS: dannieb@vt.edu Crossbarber@gmail.com

INTEREST IN PROPERTY: X OWNER OR \_\_\_\_\_ AGENT  
IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER  
OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: Joseph A Walton  
ADDRESS: 21401 Warrior Dr.  
South Chesterfield, VA 23803  
PHONE #: NA FAX #: NA

PROPERTY ADDRESS / LOCATION:

0 Liberty, Hopewell, VA 23860  
PARCEL #: 035-0010 ACREAGE: 0.1377 ZONING: R2

Lots 3, 4, B1K5, Dupont Gardens Section 2  
\*\*\* IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, \*\*\*  
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. \_\_\_\_\_
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. \_\_\_\_\_

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION  
OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

wooded land.

THE CONDITIONAL USE PERMIT WILL ALLOW:

Builder to build a single family dwelling.

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

Purpose will be to build a SF dwelling. This will help increase the value in the surrounding area with a new construction.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

The new construction will help increase the value of the area.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

Single family new construction that will meet all set backs and will add more tax revenue for the city.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.



APPLICANT SIGNATURE

8/9/18

DATE

Donald S. Barber

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_

DATE OF ACTION \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

APPROVED WITH THE FOLLOWING CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Vacant Parcel #0350010



Home proposed by the applicant during the Planning Commission review process

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Home proposed by the applicant during the Planning Commission review process

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# 1817 Liberty Ave.



# 1822 Liberty Ave.



# 1821 Liberty Ave.



# 1816 Liberty Ave.



# 1899 Liberty Ave.



# 1904 Liberty Ave.



# Liberty Ave. (South)



# Liberty Ave. (North)



# 1899 Liberty Ave.



# 1901 Liberty Ave.



# 1904 Liberty Ave.



# 2711 Basset St.



# 2001 Liberty Ave.



# 1909 Liberty Ave.



# 2610 Bassett St.



# Staff suggested Home #1

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