

# AGENDA



**CITY OF HOPEWELL**  
Hopewell, Virginia 23860

**CITY COUNCIL**

Jasmine E. Gore, Mayor, Ward #4  
Patience Bennett, Vice Mayor, Ward #7  
Debbie Randolph, Councilor, Ward #1  
Arlene Holloway, Councilor, Ward #2  
Johnny Partin, Councilor, Ward #3  
Janice Denton, Councilor, Ward #5  
Brenda S. Pelham, Councilor, Ward #6

**AGENDA**

PHONE: 541-2249  
FAX: 541-2248

e-mail: [info@hopewellva.gov](mailto:info@hopewellva.gov)  
[www.hopewellva.gov](http://www.hopewellva.gov)  
[rarrington@hopewellva.gov](mailto:rarrington@hopewellva.gov)

John M. Altman, Jr., City Manager  
Stefan M. Calos, City Attorney  
Ronnieye L. Arrington, City Clerk

**Date: February 26, 2019**

**MUNICIPAL BUILDING**

**Closed Meeting: 5:30 p.m.**  
**Work Session 6:30 p.m.**  
**Regular Meeting: 7:30 p.m.**

**OPEN MEETING**

**5:30 p.m.** Call to order, roll call, and welcome to visitors

**SUGGESTED MOTION:** To go into closed meeting for (1) discussion, consideration and interview of specific appointees of city council (boards, commissions, authorities); (2) discussion of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (Bank Street garages); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (letterhead policy), requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], 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**

**SUGGESTED MOTION:** To amend/adopt agenda

**Roll Call**

**WORK SESSION**

**6:30 p.m.** Conditional Use Request and Zoning Ordinance Amendments

## REGULAR MEETING

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

Prayer by Rev. Pamela Cooper of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Denton.

### Consent Agenda

*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: Amended minutes for Jan., 2, 2019; Jan. 8, 2019 and Jan. 22, 2019
- C-2** Pending List:
- C-3** Routine Approval of Work Sessions:
- C-4** Personnel Change Report & Financial Report: Financial report
- C-5** Ordinances on Second & Final Reading:
- C-6** Routine Grant Approval:
- C-7** Public Hearing Announcement: March 26, 2019 - Conditional Use Request and Zoning Ordinance Amendments
- C-8** Information for Council Review: Minutes: ARLS Feb 2019 Abbreviated Board Report; CPMT Jan 22, 2019 minutes
- C-9** Resolutions/Proclamations/Presentations: Recreation Commission Annual Report by Aaron Reidmiller, Director of Recreation & Parks
- C-10** Additional Announcements: Recreation & Parks: public meeting for renovation of King's Court playground; possible Dog Park

### 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 may. 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)*

### 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:**

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

**Reports of the City Clerk:** Boards, Committees, Commissions Vacancies

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	1	6
Board of Building Code and Fire Prevention Code Appeals	2	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	3	4
Historic Preservation Committee	5	2 (citizens)*
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	11	4
Virginia Gateway Region	1	1

**Reports of City Council:**

**Committees**

**Establish and appoint members to the City Council Retreat Committee**

**Individual Councilors**

- IR-1          Gore          Letterhead- There is an unofficial policy pertaining to the use of City Council letterhead. Request, that City Council approve a policy and incorporate it in its Rules and Procedures. (return item)
  
- IR-2          Gore          Mayor Memo to City Council – Address issues and workflow of City Council, City staff and Council appointees. Request that City Council provide direction on all items listed in the memo via consensus or vote. Request that all items be included in City Council’s Rules of Procedure as an addendum (return item).
  
- IR-3          Gore          There is an official policy pertaining to the request and approval of City proclamation, resolutions and certificates. Request that City Council approve the current policy and incorporate it into its Rules and Procedures. (return item)
  
- IR-4          Denton        Proclamations and condolence certificates (return item)
  
- IR-5          Pelham        2017-8-19 Budget Resolution- In previous years City Council regulated the transfer of funds between accounts and appropriations. Request City Council reinstate the practice that the City Manager and Finance Director shall come before City Council to transfer funds between funds, accounts and departments \$25,000 in the budget Resolution. (return item)

- IR-6            Gore            Tyler (TIMS) training – Asking Council to set date(s) for Tyler (TIMS) training for itself and for the City Clerk. (return item)
  
- IR-7            Gore            ClearGov – ClearGov is a budget app that assists cities with transparency and budgeting. I am asking Council to use a portion of its marketing budget to purchase this tool (return item)
  
- IR-8            Gore            Polco – this site offers municipalities a way to get verified and civil input on demand. It is a way for the City to solicit and receive direct input from its citizens. I am asking Council to use a portion of its marketing budget to purchase this software. (return item)
  
- IR-9            Randolph        Limiting agenda IR and CCR’s for each council meeting. In order to keep the regular agenda from continually going into the early hours of the next day and having constituents leaving or turning council off, I would like to propose that we limit per councilor and per meeting the number of IRs and CCRs. While suggesting a total for both IR and CCR per meeting at a total of 8 or per councilor a total per meeting of 2, I am also looking for suggestions from the other councilors as to what we all feel is reasonable.
  
- IR-10          Denton  
Partin            Public Declaration of Personal and Economic Interests-- The City of Colonial Heights has a section on their agendas where city councilors publically declare any personal or economic interests they may have on agenda items. We would like council to add this to all agendas and place it after adopting the consent agenda and before the public hearings. We believe this will improve the professionalism of council meetings and increase transparency.
  
- IR-11          Partin            5 Year Plan to Raise the City's Rainy Day Fund to 15%-- The City of Hopewell currently has a rainy day fund that is approximately 10% of the budget. The idea is to increase the "rainy day fund" by 1% for the next consecutive five years, so that by the fiscal year 2025 the city will have a rainy day fund that is 15% of the budget. I am asking council to allow the city manager to research this idea and to bring back a proposal for city council to consider.

**Citizen/Councilor Requests**

**Other Council Communications**

**Adjournment**

# **Work Session**



**City of Hopewell**  
Department of Development

300 North Main Street  
Hopewell, VA 23860

**TO:** Honorable Mayor Jasmine Gore, and Honorable Members of  
City Council

John M. Altman, Jr., City Manager

Charlie Dane, Assistant City Manager

**FROM:** Tevya W. Griffin, Director, Department of Development

**DATE:** February 20, 2019

**RE:** February 26, 2019 City Council Work Session

The purpose of the work session is to introduce land use applications previously heard and voted upon by the City's Planning Commission. During this session, staff will review a request for a conditional use permit and two (2) zoning ordinance amendments. Separate public hearings will be held at the March 26, 2019 City Council meeting for each item. A brief description of the requests are provided below. Attached to this memorandum are three corresponding staff reports and supplemental documents for your review. If there are questions regarding the material after the work session, please contact the Department of Development at (804) 541-2220 or via email at [tgriffin@hopewellva.gov](mailto:tgriffin@hopewellva.gov).

1. A request from Barber Construction Company, Inc. for a Conditional Use Permit (CUP) to build a single family detached dwelling on Sub-Parcel 014-2365 also identified as Lots 1,2,3, and 4, Block 138, Battleground Annex, within the Residential, Medium Density District (R-2).
2. A Zoning Ordinance Amendment to consider adding a Rooming House to the Residential, Low Density (R-1) Zoning District. A rooming house is defined as; A dwelling in which, for compensation, lodging is furnished to three (3) or more, but not exceeding nine (9) guests.
3. A Zoning Ordinance Amendment to revise Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, to require a Conditional Use Permit be obtained by the City Council in order to construct a permitted structure on a nonconforming lot of record.

# City Council Work Session

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February 26, 2019

# Conditional Use Permit

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- **Agent: Barber Construction**
- **Sub-Parcel #014-2365, also identified as Lots 1-5, Block 138, Battleground Annex**
- **Planning Commission Public Hearing: January 10, 2019 – Recommended Denial 3-0**

# IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning:	R-2, Residential, Medium Density
Acreage:	7,081 square feet
Owner:	Jesse Elder Page
Location of Property:	Located at the intersection of Moultrie Avenue, Petersburg Street, Hill Avenue, and Bristol Street
Election Ward:	Ward 5
Land Use Plan Recommendation:	Urban Residential
Map Location(s):	Sub Parcel #: 041-2365
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

# Aerial Map showing neighborhood and parcel



Sub-Parcel  
# 014-2365

# Zoning Ordinance Amendment- Rooming House

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- Request to amend Article III, Low Density Zoning District (R-1), Section A. Use Regulations - Adding Rooming House.
- Definition of Rooming House: A dwelling in which, for compensation, lodging is furnished to three (3) or more, but not exceeding nine (9) guests.
- Planning Commission recommended denial 4-0.

# Zoning Ordinance Amendment – Non-conforming Lots of Record

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- Currently, in all zoning districts except the Residential, Medium Density District, (R-2) the Zoning Ordinance allows owners to build structures on residential non-conforming lots of record if all required setbacks are met and provided that the parcel is in separate ownership and not of continuous frontage with other lots in the same ownership.
- When a permitted structure is built on a residential non-conforming lot of record through an administrative process, there are no architectural, material, or size requirements that ensure the structure is compatible with the surrounding neighborhood.

# Zoning Ordinance Amendment – Non-conforming Lots of Record

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- The amendment will allow input from adjacent property owners regarding infill development within their community. It also provides review by the Planning Commission and City Council.
- Planning Commission recommended approval of amendment 4-0.



The City  
of  
Hopewell, Virginia

City of Hopewell, VA  
Permits / Inspect... - 20180888|CUP - 2018  
008490-0004 Melissa ... 11/02/2018 01:02PM  
1124376 - BARBER DONNIE  
CONDITIONAL USE PERMIT - REVIEW  
Payment Amount: 300.00  
Transaction Amount: 300.00  
CHECK: 001254

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Barber Construction Co. inc.  
ADDRESS: 101 Queen Anne Dr.  
Hopewell, VA 23860  
PHONE #: 804-731-1051 FAX #: N/A  
EMAIL ADDRESS: Donnie.b@va.edu

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: Jesse Elder Page  
ADDRESS: 10409 Old Stage Rd.  
Prince George, VA 23875  
PHONE #: N/A FAX #: N/A

PROPERTY ADDRESS / LOCATION: Petersburg St. Lots 1, 2, 3, 4, 5 Blk 138  
Battleground Annex  
PARCEL #: 014-2365 ACREAGE: 7,081<sup>SF</sup> ZONING: R2  
.1626

\*\*\* 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. ✓

APP # 20180888

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

PRESENT USE OF PROPERTY:

Lot - open field

THE CONDITIONAL USE PERMIT WILL ALLOW:

New construction house

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.

Construction of a new single family residence will increase the value of the surrounding area.

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

Having a new construction will allow the values to increase in 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.

more tax revenue

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

11/1/18

DATE

Donald S. Bamber

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 11/02/2018

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

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

APPROVED WITH THE FOLLOWING CONDITIONS:

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



**Summary**

Parcel ID 0142365  
 Tax ID 0142365  
 Neighborhood 6  
 Property Address Petersburg  
 Hopewell, VA 23860  
 Legal Description LOTS 1-2-3-4-5 BLK 138 SUBDIVISION: BATTLEGROUND ANNEX  
 (Note: Not to be used on legal documents)  
 Acreage N/A  
 Class 1 - 1 Single Family Urban  
 Tax District/Area 05

[View Map](#)

**Owner**

Primary Owner  
 Elder Jesse Page  
 10409 Old Stage Rd  
 Prince George, VA 23875

**Site Description**

Zoning R2

**Land**

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Homesite			0.000			1.00	1.00		2,900.00	2,900.00	2,900.00		2,900.00

Land Detail Value Sum 2,900.00

**Transfers**

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
10/12/1967	PARR LESLIE A				\$1.00
11/1/1962	A				\$0.00

**Valuation**

Assessment Year		01/01/2017	01/01/2015	01/01/2013	01/01/2011	01/01/2009
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$2,600	\$2,600	\$2,600	\$2,900	\$3,100
(Assessed Value)	Improvements	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,900</b>	<b>\$3,100</b>

**Recent Sales In Area**

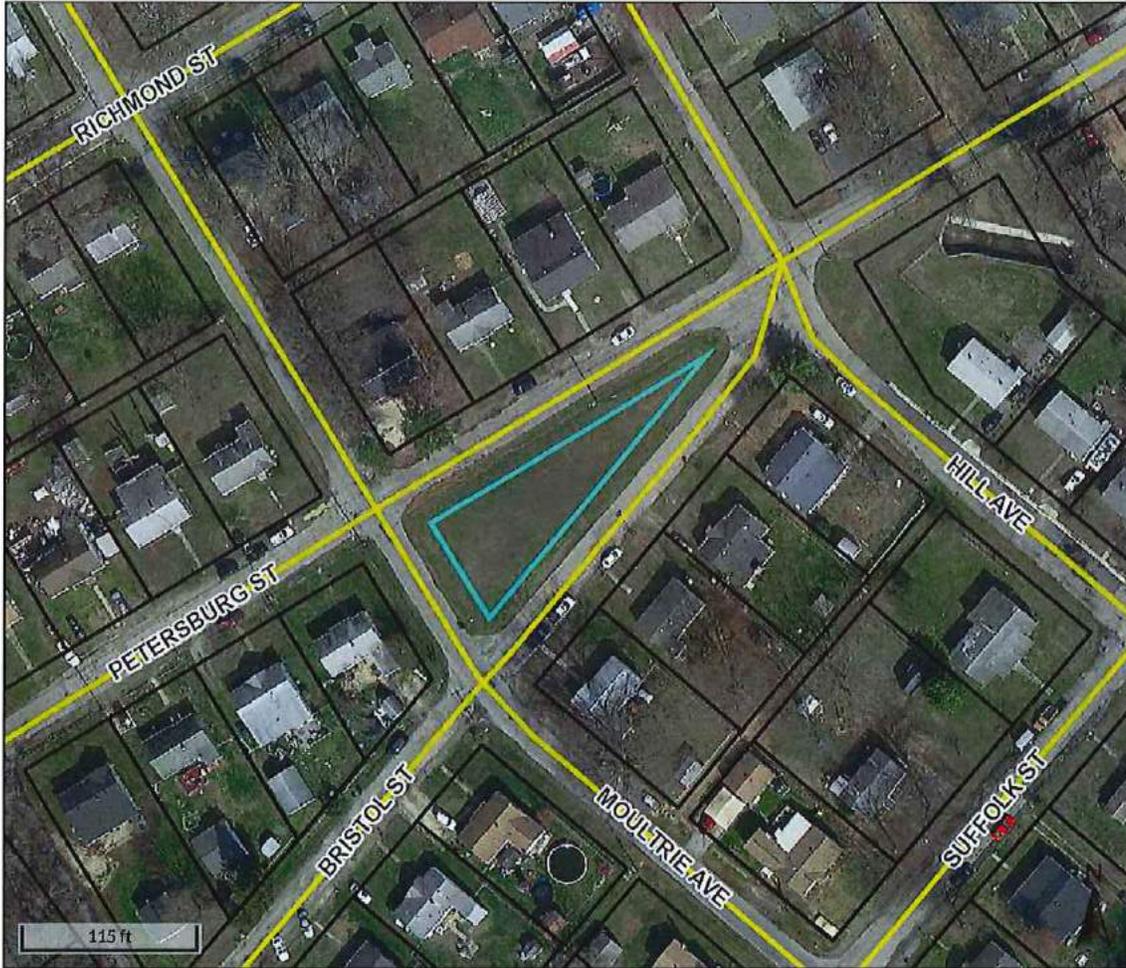
[Recent Sales in Neighborhood](#)

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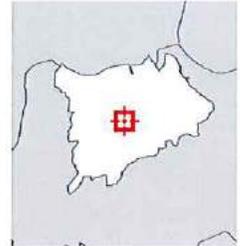
The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Last Data Upload: 12/13/2018 5:07:05 AM





Overview



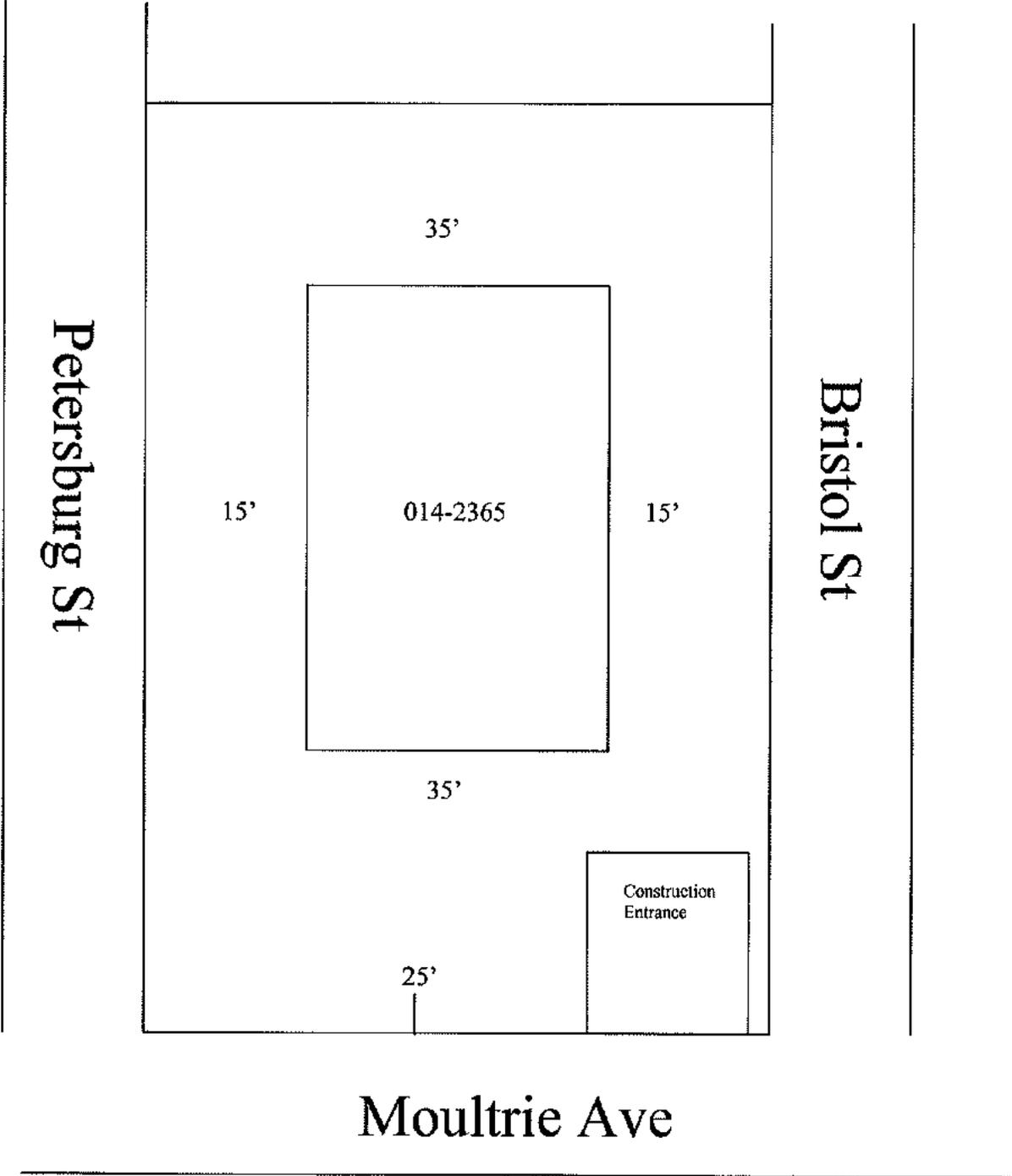
Legend

-  Parcels
-  Roads
-  Water

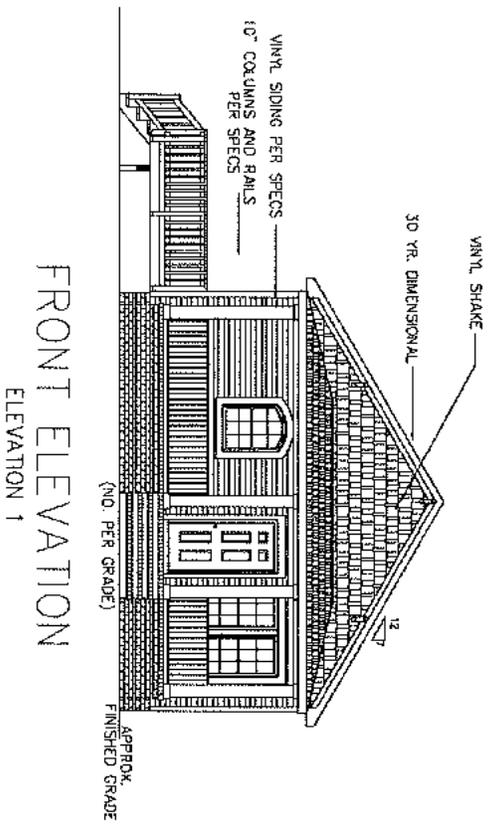
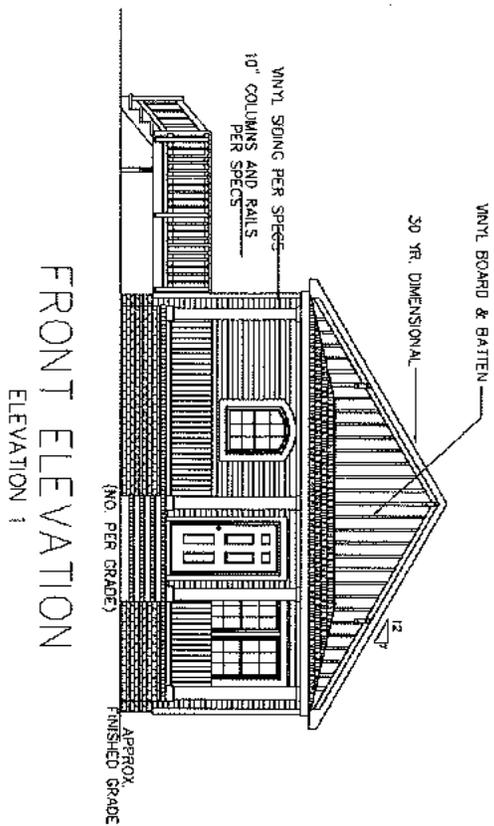
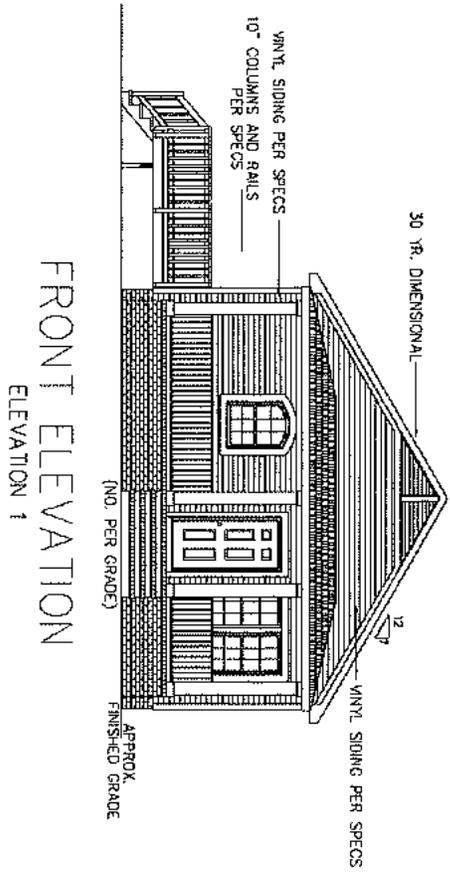
Parcel ID	0142365	Alternate ID	0142365	Owner Address	ELDER JESSE PAGE
Sec/Twp/Rng	n/a	Class	1 Single Family Urban		10409 OLD STAGE RD
Property Address	PETERSBURG HOPEWELL	Acreage	n/a		PRINCE GEORGE, VA 23875
District	n/a				
Brief Tax Description	LOTS 1-2-3-4-5 BLK 138 SUBDIVISION: BATTLEGROUND ANNEX <b>(Note: Not to be used on legal documents)</b>				

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Developed by  **Schneider**  
GEO SPATIAL

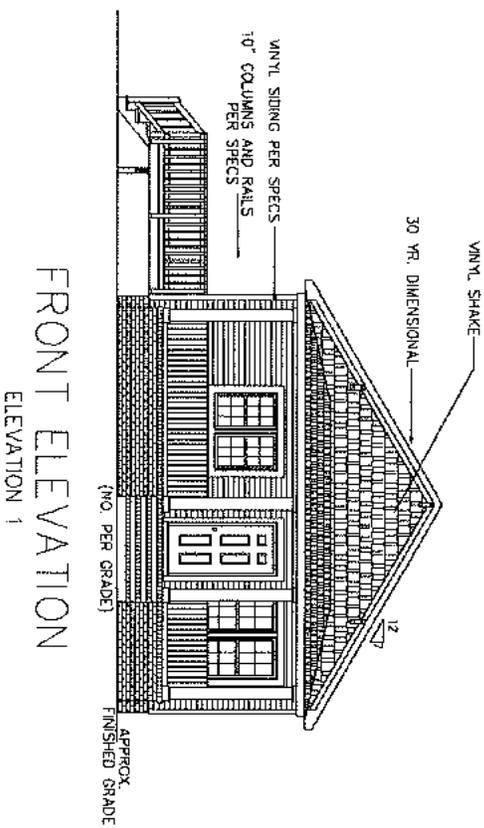
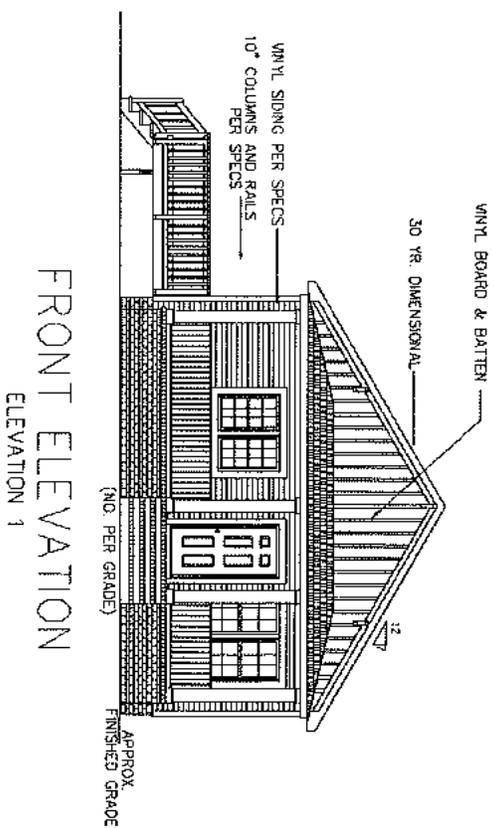
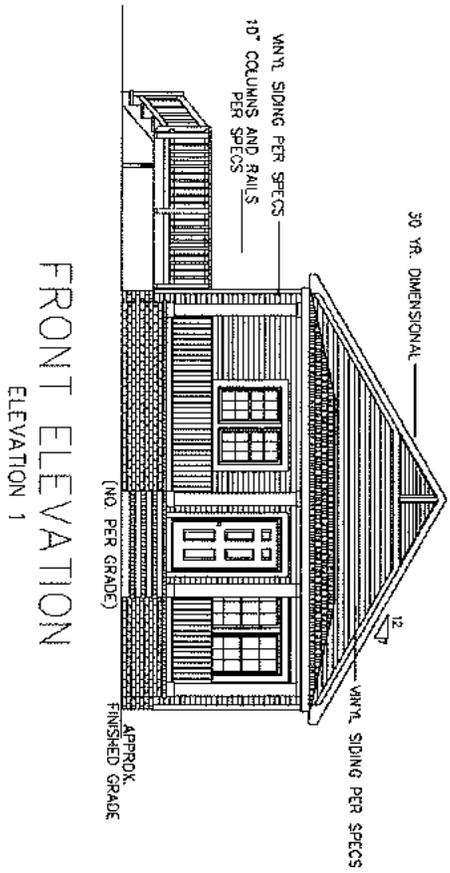


# DESIGN I



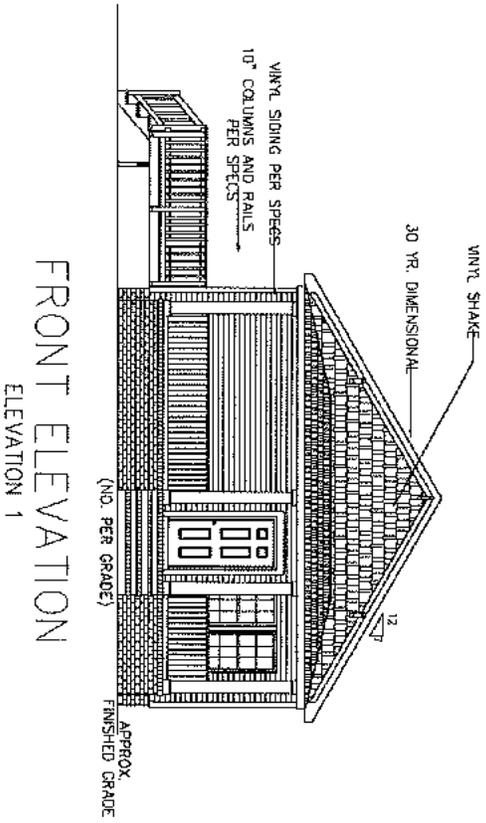
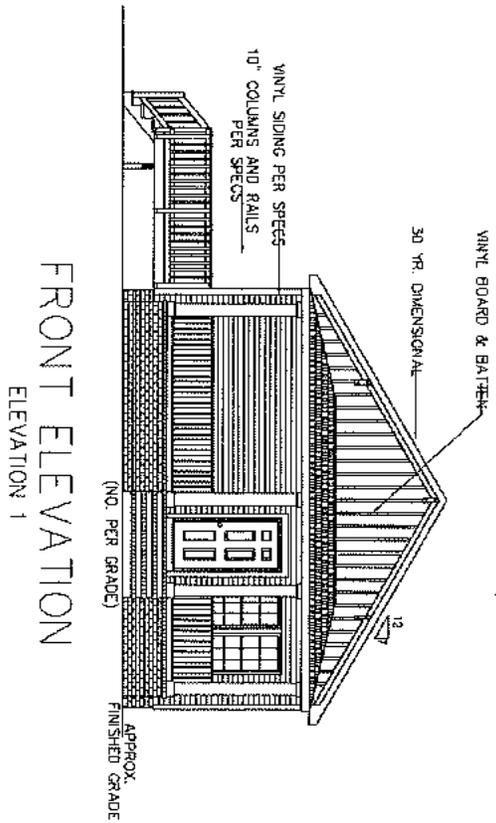
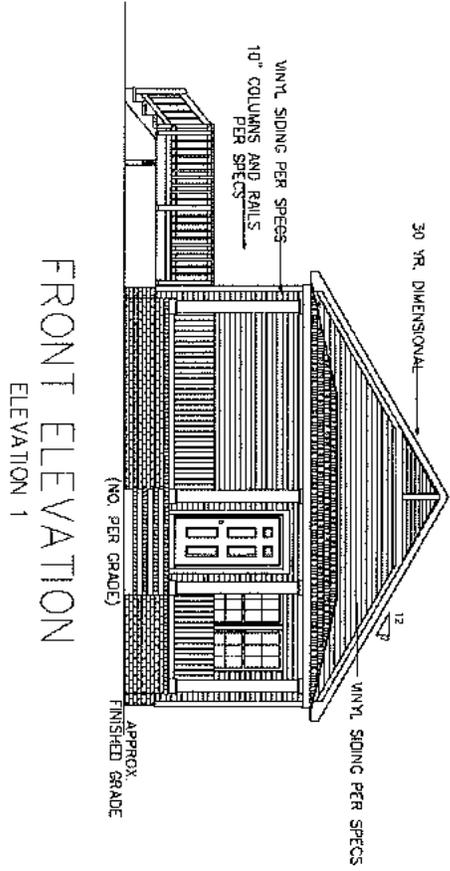
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# DESIGN II

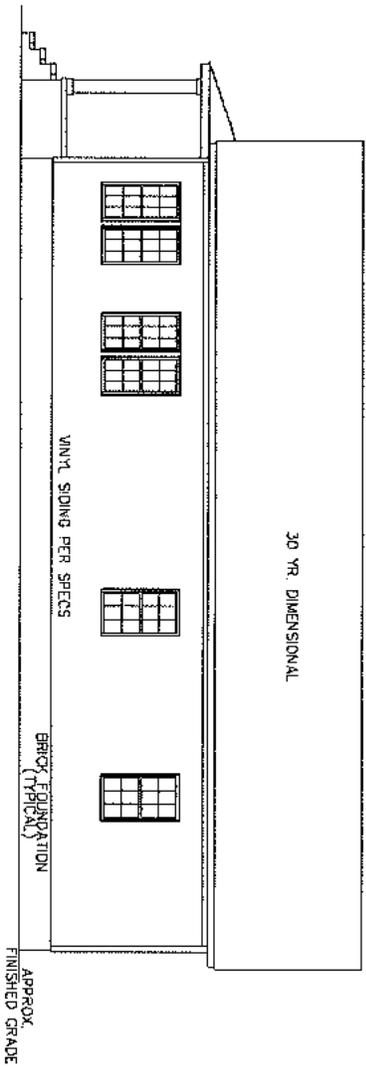


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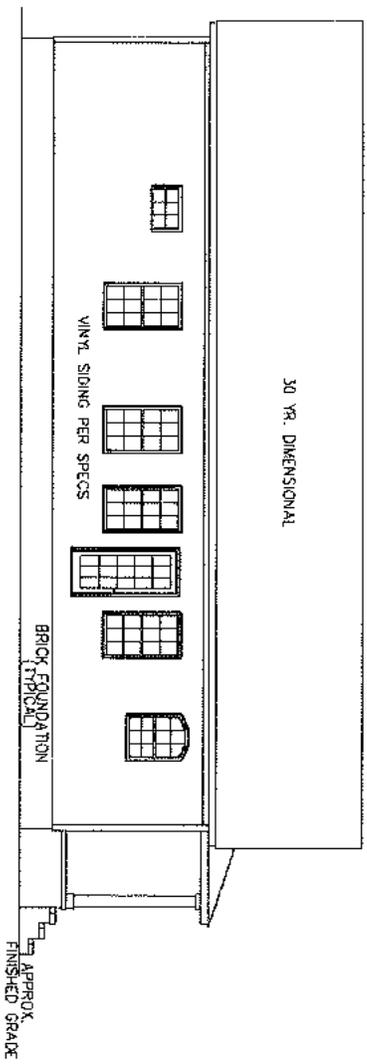
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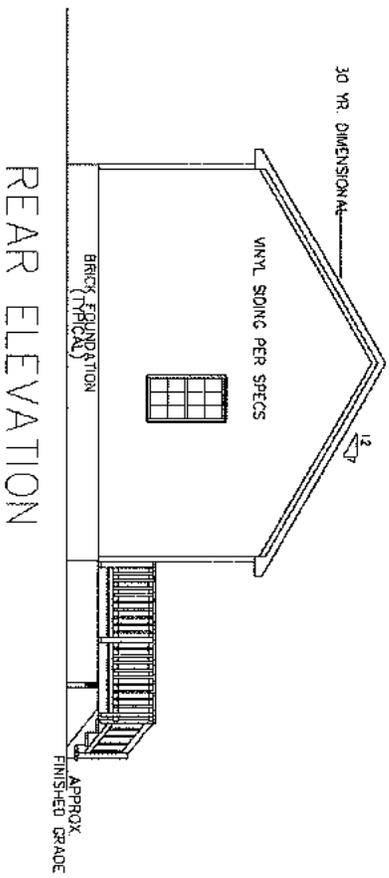


RIGHT ELEVATION



LEFT ELEVATION

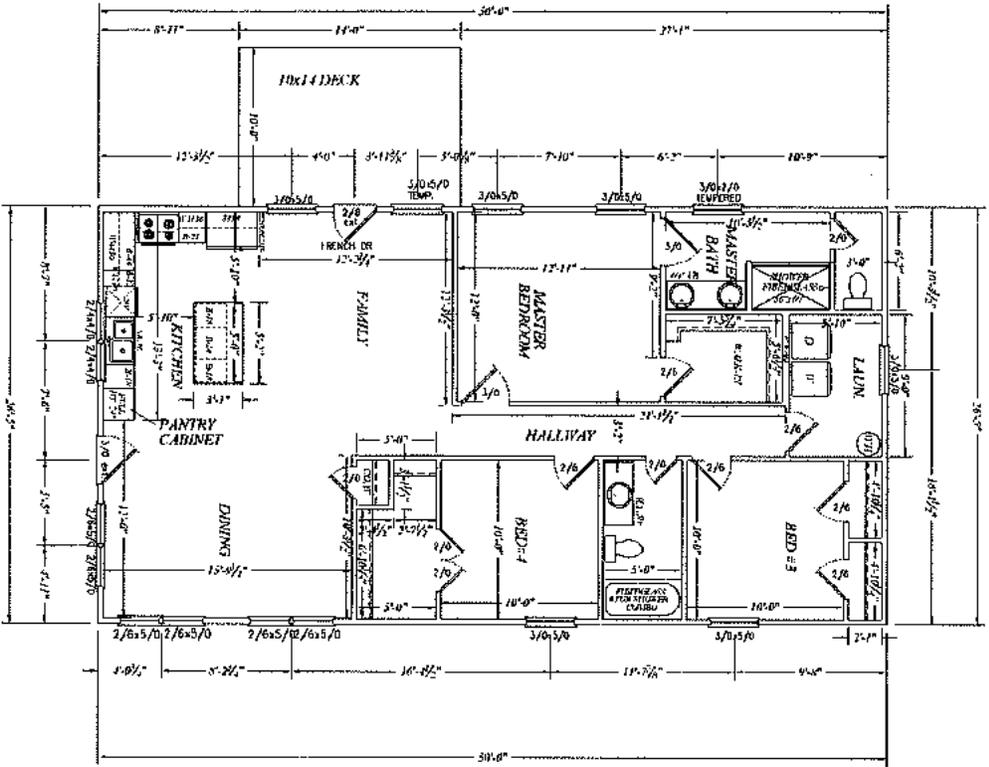
SCALE: 1/8" = 1'-0"



SCALE: 1/8" = 1'-0"

SCALE: 1/8" = 1'-0"

FLOOR PLAN



NOTE:  
 (2) 2X4 STUDS BETWEEN  
 MULTIPLE WINDOWS (TYPICAL)

Smoke Detectors shall be interconnected and shall receive primary power from permanent connection to dwelling's electrical system, with secondary power coming from internal batteries

NOTE:  
 - ALL BATHROOMS, WATER CLOSET COMPARTMENTS AND SIMILAR SPACES TO BE PROVIDED WITH INTERMITTENT MECHANICAL VENTILATION TO EXTERIOR (50 CFM - MINIMUM)

ALL DOORS AND C.O.S TO BE 6'8" IN HEIGHT (U.N.O.)



**Agent: Barber Construction**  
**Sub-Parcel #014-2365, also identified as Lots 1-5,**  
**Block 138, Battleground Annex**  
**Conditional Use Permit**  
Staff Report prepared for the Planning Commission Regular  
Meeting *January 10, 2019*

*Revised January 15, 2019*

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

**I. PUBLIC HEARINGS:**

Planning Commission                      January 10, 2019                      Recommended Denial

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:    N/A  
Existing Zoning:    R-2, Residential, Medium Density  
Acreage:    7,081 square feet  
  
Owner:    Jesse Elder Page  
Location of Property:    Located at the intersection of Moultrie Avenue,  
Petersburg Street, Hill Avenue, and Bristol Street  
  
Election Ward:    Ward 5  
Land Use Plan Recommendation:                                      Urban Residential  
Strategic Plan Goal:    N/A  
Map Location(s):    Sub Parcel #: 041-2365  
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 would like to build a single family detached home on

Sub-Parcel #014-2365, further identified as LOTS 1-5 BLK 138 SUBDIVISION: BATTLEGROUND ANNEX.

#### **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 XXI, Amendments, Section D. Conditional and Special Use Permits, sub-section c. Review of Application*

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.
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.

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 a property located in the Battleground Annex Subdivision surrounded on four sides by right-of-way; Petersburg Street, Moultrie Avenue, Hill Avenue, and Bristol Street. The property is approximately 7,081 square feet and has 71 feet of frontage along Moultrie. It is zoned R-2, and is surround by R-2 zoned property to the north, south, east and west. The property is vacant and functionally operates as open space.

## **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 71' feet of frontage and is 7,081 square feet. The property meets the criteria to apply for a Conditional Use Permit. The map attached to this document, illustrates the property line in blue. The remaining property in the triangle is public right-of-way and cannot be utilized by the owner. Due to the triangular shape of the property, if approved, the backyard of the home would be substantially small. The applicant has provided for a driveway on the property, however, off street parking is allowed. Guests of the home could park on the street which would be problematic in an area with three four way stops exist.

The subject property has never been developed. The 2017 assessment was \$2,600. The location and shape of the property has warranted the low assessment as the property has appeared to be undevelopable. The property is the only vacant property located in the center of the Battleground Annex subdivision.

The applicant requests to build a one story single family detached home at 1,325 square feet. Three potential renderings and floor plans of the dwelling has been provided with this report. The applicant is willing to build either design.

The table on the last page of this document provides characteristics of the housing stock within the neighborhood.

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.

## **VII. STAFF RECOMMENDATION:**

The Staff recommends denial of the construction of a single family detached home on the subject property. While this property meets the square footage and zoning criteria to be considered for a conditional use permit, the property's location is not suitable for

development. The applicant must demonstrate adherence to the seven criteria outlined in the Ordinance. Staff contends that the application does not meet criteria #2 and #3 found in Article XXI of 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.

Staff offers the following explanation. The property is an island surrounded entirely by right of way. There are four way intersections with problematic connectivity. The size of the yard surrounding the home would be substantially limited as the backyard narrows and the public right-of-way surrounds the property on all sides.

The property, while not public, has served as an open space courtyard for the homes located on Petersburg Street, Moultrie Avenue and Bristol Street. Staff suggest the property not be developed because it would be injurious to the use and enjoyment of other property. Staff further contends that the development of the property could endanger the public health and comfort of the surrounding area. Lastly, staff suggests the City purchase the property at market value and that it be maintained as open space. This suggestion would have to be explored further.

The Comprehensive Plan 2028 outlines eight initiatives to improve the health of citizens in Chapter 8, Community Health. One initiative is the strategic placement of parks/areas designated for physical activity. As the Plan reads, “Exercise is extremely important to one’s level of health. With the steady and dramatic rise in adult obesity, promoting regular physical activity is a public health priority. It is time to think about new ways to make physical activity and exercise more available, accessible, affordable, and enjoyable ...” The recommendation of denial of the conditional use permit is warranted without the development of a recreational amenity for the immediate neighborhood, however, the City will only see a shift in health outcomes when projects such as this arise and are seized.

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

In accordance with Article XXI, Section D, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends denial by a vote of 3-0 of the request submitted by Barber Construction for a Conditional Use Permit for Sub-Parcel 014-2365, also identified as Lots 1-5, Block 138, Battleground Annex. The Planning Commission made this recommendation because the application did not meet criteria #2 and #3 of Article XXI, Section D of the Hopewell Zoning Ordinance (see page 3 of this document).

#### Attachment(s):

1. Application for Conditional Use Permit
2. Aerial Map

**AERIAL MAP**

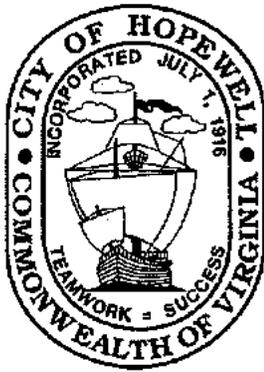


Sub-Parcel # 014-2365

**Comparison Table**

<b>Sub-Parcel #</b>	<b>Square Footage</b>	<b>Stories</b>	<b>Bathroom</b>	<b>Bedrooms</b>
0142310	912	1	1	3
0142315	1,368	1	1	3
0142305	1,520	1	1	3
0142300	1,144	1	1	3
0142270	912	1	1	3
0142265	1,032	1	1	3

Exterior siding on all homes surveyed is either vinyl or masonite. Each home has a stoop in the front yard leading to the front door.



*The City of  
Hopewell, Virginia*

Department of Development

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300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

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January 16, 2019

Barber Construction  
Donnie Barber  
101 Queen Anne Drive  
Hopewell, Virginia 23860

Re: Conditional Use Permit Application for Parcel #014-2365, Lots 1, 2, 3, 4, 5  
Block 138, Battleground Annex, Petersburg St.

Dear Mr. Barber:

At their January 10, 2019 meeting, the Hopewell Planning Commission voted 4-0 to deny your request for a Conditional Use Permit to build a single family detached home at Parcel #014-2365, Lots 1, 2, 3, 4, 5 Block 138, Battleground Annex, Petersburg St.

This Conditional Use Permit Request will be introduced to the City Council at the February 12, 2019 City Council meeting. The work session will be held in the City Council Chambers located at 300 North Main Street, Hopewell, VA at 5:30 p.m. The public hearing is attentively scheduled for February 26, 2018 at the same location at 7:30 p.m. You will be notified in advance if either of these dates or times change.

If you have any questions or concerns please do not hesitate to contact me.

Sincerely,

Tevya W. Griffin, Director  
Department of Development



The City  
of  
Hopewell, Virginia

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

City of Hopewell, VA  
Permits / Inspect... - 20180883|ZOA - 2018  
008477-0004 Melissa ... 10/31/2018 03:43PM  
0 -  
ZONING ORDINANCE AMENDMENT - REVIEW  
Payment Amount: 300.00  
Transaction Amount: 300.00  
CASH:

# 079.0825

### ZONING ORDINANCE AMENDMENT APPLICATION

Application fee: \$300

The Hopewell Planning Commission meets the 1<sup>st</sup> Thursday of each month. The deadline for submittal of a Hopewell Zoning Ordinance Amendment application is shown in the attached Planning Commission calendar. This amendment application, the fee, any supporting documentation and any other information deemed pertinent or necessary by the Zoning Administrator for the Planning Commission to make their decision are required to be submitted jointly. If any of these items are not included, it is considered an incomplete application and will not be accepted.

I (we) the undersigned do hereby respectfully petition and make application to the Hopewell City Council to amend the City of Hopewell Zoning Ordinance text as hereinafter requested, and in support of this application, the following facts are shown.

APPLICANT: Beecher Watson (14311 South Crater Road LLC)

ADDRESS: 311 Cedar Lane  
Hopewell Va 23860

PHONE #: 804-731-6623

FAX #: Home Address:

EMAIL: findabone3@gmail.com

2841 River Bank Circle  
Charles City Va  
23030

\*\*\*\*\*

1) I (WE) WISH TO PROPOSE THAT THE FOLLOWING SECTION(S) OF THE HOPEWELL ZONING ORDINANCE BE AMENDED.

Special Use Permit for a Veterans Group  
Home, non-profit. Helping Homeless &  
low income Veterans.

20180883

2) I (WE) WISH TO PROPOSE THAT THE TEXT BE REVISED TO ACCOMPLISH THE FOLLOWING PURPOSES (S) AND/OR TO READ AS FOLLOWS: (ATTACH ADDITIONAL SHEETS IF NECESSARY)

Rooming house for Veterans home  
Grapp home.

Helping Homeless Veterans with a safe, clean & affordable living home

3) PLEASE DEMONSTRATE HOW THE AMENDMENT WILL BE IN HARMONY WITH THE PURPOSE OF THE SPECIFIC DISTRICT IT WHICH IT WILL BE ADDED.

Home has been rehabbed from an eyesore drug invested home to house for Veterans. Its Quiet and no traffic. Its kept clean and monitored.

4) PLEASE GIVE THE REASON FOR FILING THE PROPOSED ZONING ORDINANCE AMENDMENT.

Helping Veterans in Need. Low cost, safe. Quiet, Veterans get little money for housing and will help with Homeless Veterans.

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

*(14311 South Center Road LLC)*  
Dorvalson *Officer of*  
APPLICANT(S) SIGNATURE 10/31/2018  
DATE

14311 South Center Road LLC  
APPLICANT(S) PRINTED NAME

OFFICIAL USE ONLY

DATE RECEIVED: 10/31/2018 DATE OF FINAL ACTION: PC Jan 10

ACTION TAKEN:

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



**Summary**

Parcel ID 0790825  
 Tax ID 0790825  
 Neighborhood 2  
 Property Address 311 Cedar Ln  
 Hopewell, VA 23860  
 Legal Description PT OF O & ALL LOT 1 BLK 37 SUBDIVISION: WEST CITY POINT ANNEX  
 (Note: Not to be used on legal documents)  
 Acreage N/A  
 Class 1 - 1 Single Family Urban  
 Tax District/Area 01

[View Map](#)



**Owner**

Primary Owner  
 14311 South Crater Road LLC  
 2841 Riverbank Cir  
 Charles City, VA 23030

**Site Description**

Zoning R1

**Land**

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Lot Site - Low		70.000	0.000	70.000	115.000	1.00	0.86		19,300.00	19,300.00	21,200.00		21,200.00

Land Detail Value Sum 21,200.00

**Residential Dwellings**

Card 01  
 Residential Dwelling 1

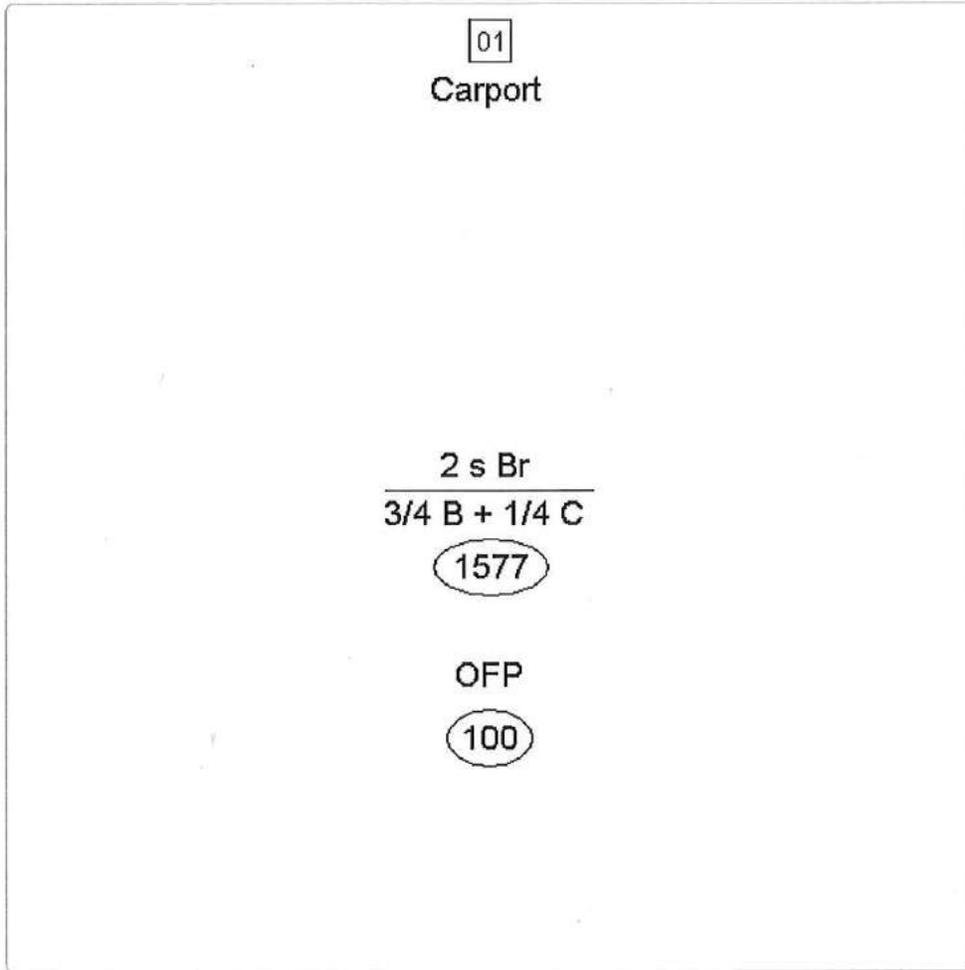
Occupancy	Other residential
Story Height	2.0
Roofing	Material: Asphalt shingles
Attic	None
Basement Type	1/4
Basement Rec Room	None
Finished Rooms	6
Bedrooms	3
Family Rooms	0
Dining Rooms	1
Full Baths	1; 3-Fixt.
Half Baths	0; 0-Fixt.
4 Fixture Baths	0; 0-Fixt.
5 Fixture Baths	0; 0-Fixt.
Kitchen Sinks	1; 1-Fixt.
Water Heaters	1; 1-Fixt.
Central Air	No
Primary Heat	Hot water or steam
Extra Fixtures	0
Total Fixtures	5
Fireplace	Yes
Features	Masonry fireplace
Porches and Decks	Open Frame Porch 100
Yd Item/Spc Fture/Outbidg	Carport 616 SF
Last Updated	9/24/2014

Construction	Exterior Cover	Floor	Base Area (sf)	Fin. Area (sf)
Wood frame	Brick	1.0	1577	1577
Wood frame	Brick	2.0	1577	1577
Concrete block	Conc block	B	1050	0
		Crawl	527	0

**Improvements**

Card 01

ID	Use	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Features	Adj Rate	Size/ Area	Comp Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
D	DWELL		C	1927	1927	F	0.00	MAS	0	3154	246620	51	0	0	100	90600
01	FLATCP		C	1927	1927	F	7.77		7.77	14 x 44	4790	60	0	0	100	1900



**Recent Sales In Area**

Recent Sales in Neighborhood

No data available for the following modules: Commercial Buildings.

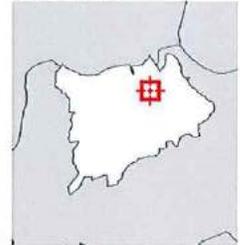
The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Last Data Upload: 12/13/2018 5:07:05 AM





Overview



Legend

-  Parcels
-  Roads
-  Water

Parcel ID	0790825	Alternate ID	0790825	Owner Address	14311 SOUTH CRATER ROAD LLC
Sec/Twp/Rng	n/a	Class	1 Single Family Urban		2841 RIVERBANK CIR
Property Address	311 CEDAR LN HOPEWELL	Acreage	n/a		CHARLES CITY, VA 23030
District	n/a				
Brief Tax Description	PT OF O & ALL LOT 1 BLK 37 SUBDIVISION: WEST CITY POINT ANNEX <b>(Note: Not to be used on legal documents)</b>				

Date created: 12/13/2018  
Last Data Uploaded: 12/13/2018 5:07:05 AM

Developed by  Schneider  
GEOSPATIAL



**Zoning Ordinance Amendment  
Article III, Low Density Zoning District  
(R-1)  
Section A. Use Regulations  
Adding Rooming House**

*Staff Report prepared for the Hopewell Planning Commission  
January 10, 2019 meeting*

Last Revised January 15, 2019

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

**I. STATUS:**

Planning Commission      January 10, 2019      Recommended Denial

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:                      No Change Requested  
Existing Zoning:                         R-1  
Election Ward:                            Ward 1  
Land Use Plan Recommendation:    Residential

**III. EXECUTIVE SUMMARY:**

A property owner located in Ward 1 of the City of Hopewell is requesting a room house in Ward -1 of the Zoning Ordinance. A rooming home is defined as a dwelling in which, for compensation, lodging is furnished to three (3) or more, but not exceeding nine (9) guests. The rooming house is requested at 311 Cedar Lane, Hopewell, VA.

**IX. RELEVANT ZONING ORDINANCE LANGUAGE**

Staff provides the following relevant references to future land use planning and zoning district amendments:

**Zoning Ordinance**

The Zoning Ordinance allows for amendments as follows (Article XXI, Amendments Section B):

1. No zoning ordinance shall be adopted, amended, or re-enacted unless City Council has referred the proposal to the Planning Commission for its recommendation. The commission shall hold at least one (1) public hearing on such proposed amendment, after notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. Following the hearing, the Planning Commission shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing, and shall transmit such recommendations, together with any explanatory matter, to the City Council.
2. In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the comprehensive plan of the city and would be in furtherance of the purpose of this ordinance.

Staff also provides the following language, also from Article XXI, Amendments.

**F. Not Provided For**

1. If, in any district established under this ordinance, a use is not specifically permitted and an application is made by a property owner to the administrator for such use, the administrator shall refer the application to the planning commission. The planning commission shall make its recommendations to the governing body within sixty (60) days as to whether (a) to amend the ordinance to allow the unrestricted use in that district, (b) to amend the ordinance to allow the use with a conditional use permit, (c) to amend the ordinance by rezoning the district and thereby allow the use, or (d) to deny the use in that district. The planning commission may hold a separate public hearing or a joint public hearing, as provided by law, with the governing body.
2. If, after sixty (60) days, after the first meeting of the planning commission, no public hearing has been set or no recommendation.

**V. STAFF ANALYSIS:**

The property was rehabbed by the applicant after being placed on the spot light list in 2018. The applicant has fixed the house and moved single persons into the home. The residents share common areas like the kitchen and living room. Compensation is provided for bedrooms. The rooming house is operating in violation. The applicant is requesting a rooming house be added to the R-1 Zoning District.

## **2028 Comprehensive Plan**

In regards to the Future Land Use Map, properties located in the R-1 Zoning District are within the Urban Residential Land Use Designation.

They are categorized by:

Detached and Attached Residences

Small to Medium Lots

Multifamily permitted within Planned Residential Neighborhoods

1,000-3,000 Dwelling

### **Rooming Houses**

A rooming house is similar to what is now referred to as home away dwelling or an AirBnB. The difference is that residents of a rooming house are permanent dwellers not temporary. Currently, rooming houses are not allowed in any zoning district in the City. Boarding houses are allowed in the RO-4 and R-4 Zoning District. A boarding house is defined as a building where, for compensation, lodging and meals are provided for at least five (5) and up to fourteen persons.

A rooming house and boarding house allows persons, normally unrelated, to live in the same dwelling. There should be no other activity taking place in the home that would distinguish a single family detached that houses a family unit versus that of a non-biological unit. However, group quarters becomes an issue when residents are disruptive to the fabric of a neighborhood. This has taken place in group home settings throughout the City.

The applicant claims to house only veterans at 311 Cedar Lane. However, the zoning inspector has spoken to the residents of the property and all are not veterans. There haven't been any disruptive behavior at this location.

Allowing rooming homes in the R-1 district would affect neighborhoods such as Cameron's Landing, City Point, Prince George Court, Appomattox Heights, Mansion Hills, and Crescent Hills. All zoned R-1, these long standing subdivisions could be forever altered if rooming houses were allowed.

Placing conditions on a rooming house such as limiting it to veterans or any other group may have fair housing implications, moreover, the City does not have the resources to investigate alleged violations of conditions.

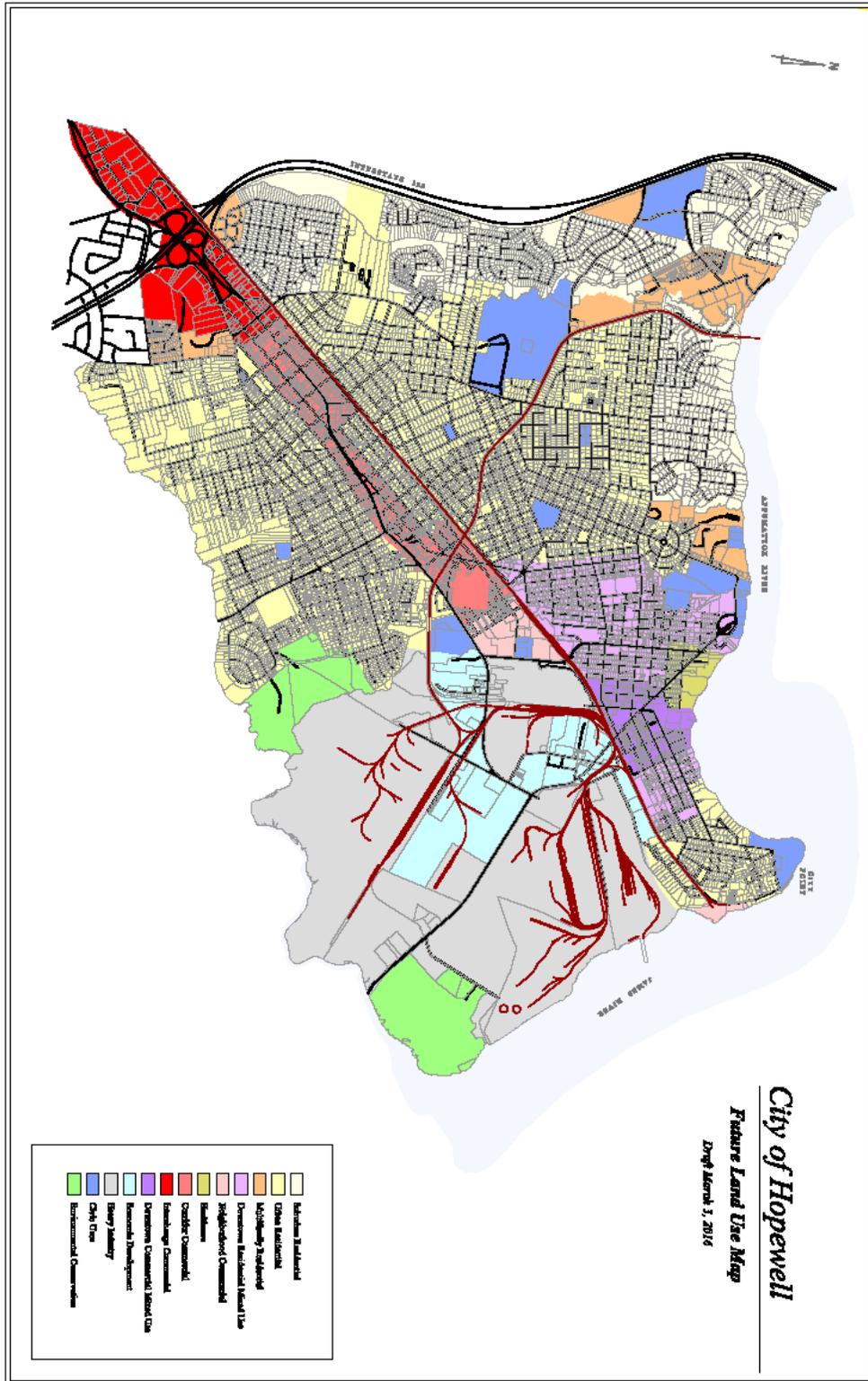
**VI. STAFF RECOMMENDATION:**

Staff recommends denial of the request to add a Rooming House to the R-1, Residential, Low Density District by right or by Conditional Use Permit. Furthermore, Staff does not recommend rezoning the district. If rooming houses are added as a use in the Zoning Ordinance it should be allowed by Conditional Use Permit in the same districts as a Boarding House; RO-4 and R-4.

**VIII. PROPOSED RESOLUTION:**

The Hopewell Planning Commission recommended denial 3-0 to amend the R-1, Residential Low Density District to include a Rooming House as a Permitted Use. The Planning Commission made this recommendation because they concluded that a rooming house is not compatible to uses currently allowed in the R-1 Zoning District and that the use is not compatible with the purpose of the R-1 Zoning District.

**Future Land Use Map – 2028 Comprehensive Plan**





*The City of  
Hopewell, Virginia*

Department of Development

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300 N. Main Street ● Hopewell Virginia 23860 ● (804) 541-2220 ● Fax: (804) 541-2318

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January 11, 2019

Beecher Watson  
Donna Howlett Watson  
2841 River Bank Circle  
Charles City, Virginia 23030

Re: Zoning Ordinance Amendment Request for the Allowance of a Rooming House at 311 Cedar Lane, Hopewell, VA 23860

Dear Mr. & Mrs. Watson:

At their January 10, 2019 meeting, the Hopewell Planning Commission voted 4-0 to deny your request for a Zoning Ordinance Amendment request to add 'Rooming House' as an allowable use under Section A of the Residential, Low Density (R-1) District.

This Zoning Ordinance Amendment Request will be introduced to the City Council at the February 12, 2019 City Council meeting. The work session will be held in the City Council Chambers located at 300 North Main Street, Hopewell, VA at 5:30 p.m. The public hearing is attentively scheduled for February 26, 2018 at the same location at 7:30 p.m. You will be notified in advance if either of these dates or times change.

If you have any questions or concerns please do not hesitate to contact me.

Sincerely,

Tevya W. Griffin, Director  
Department of Development





## **Zoning Ordinance Amendment Non-conforming Lots of Record Article XXII. Section F. Non-conforming Lots of Record**

*Staff Report prepared for the Hopewell Planning Commission  
October 4, 2018 meeting*

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

### **I. STATUS:**

Planning Commission public hearing	October 4, 2018	Tabled
Planning Commission meeting	December 6, 2018	Recommended Approval

### **II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	No Change Requested
Existing Zoning:	No Change Requested
Election Ward:	City Wide
Land Use Plan Recommendation:	All Zoning Districts

### **III. EXECUTIVE SUMMARY:**

Currently, in all zoning districts except the Residential, Medium Density District, (R-2) the Zoning Ordinance allows owners to build structures on residential non-conforming lots of record if all required setbacks are met and provided that the parcel is in separate ownership and not of continuous frontage with other lots in the same ownership. Staff is requesting an amendment to this language to require a conditional use permit be approved by the Hopewell City Council in order to build on a non-conforming lot of record.

### **IV. STAFF ANALYSIS:**

When a permitted structure is built on a residential non-conforming lot of record through an administrative process, there are no architectural, material, or size requirements that ensure the structure is compatible with the surrounding neighborhood. Requiring a conditional use permit for buildings constructed on non-conforming lots of record in all residential zoning districts will allow input from adjacent property owners regarding infill

development within their community. It also provides review by the Planning Commission and City Council.

The zoning ordinance amendment will move the City closer to fulfilling one of the seven housing goals outlined in Chapter 9, Housing, of the 2028 Comprehensive Plan; to “upgrade deteriorating neighborhoods”. Unfortunately, home builders, given no minimum quality standard, often provide a low cost product that transfers to poor quality materials, and minimum to no architectural character. This does not improve the quality of the community oftentimes reduces it by not being able to demand higher rents or mortgage payments. This ordinance amendment will require a minimum standard of quality, and computability that will benefit the City’s housing stock.

### **Zoning Ordinance**

The Zoning Ordinance allows for amendments as follows (Article XXI, Amendments Section B):

1. No zoning ordinance shall be adopted, amended, or re-enacted unless City Council has referred the proposal to the Planning Commission for its recommendation. The commission shall hold at least one (1) public hearing on such proposed amendment, after notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. Following the hearing, the Planning Commission shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing, and shall transmit such recommendations, together with any explanatory matter, to the City Council.
2. In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the comprehensive plan of the city and would be in furtherance of the purpose of this ordinance.

Staff also provides the following language, also from Article XVII, Non-conforming Uses

### **NONCONFORMING LOTS OF RECORD:**

1. In any district, permitted structures may be erected on any nonconforming lot of record; provided that said lot is in separate ownership and not of continuous frontage with other lots in the same ownership which could be combined with said nonconforming lot to provide one or more lots which would comply with applicable set back and yard requirements.
2. In any district, existing permitted structures may be enlarged on any nonconforming lot of record; provided that it is in separate ownership and not of

continuous frontage with other lots in the same ownership, and provided that the setback and yard requirements are met.

**VI. STAFF RECOMMENDATION:**

Staff recommends approval of the Zoning Ordinance Amendment to require a conditional use permit to build a single family detached home on all residential zoning districts in the City of Hopewell.

**VIII. PROPOSED RESOLUTION:**

The Hopewell Planning Commission *recommended approval with a vote of 3-0 to amend* Article XVII. Non-conforming Uses, Section F. Non-conforming Lots of Record, to require permitted structures on all non-conforming lots of record obtain a Conditional Use Permit from the Hopewell City Council.

# **REGULAR MEETING**

# **CONSENT AGENDA**

**January 2, 2019**  
**Reorganizational Meeting**

**AMENDED MINUTES OF THE CITY COUNCIL MEETING**

A Reorganizational Meeting of the City Council of the City of Hopewell, Virginia, was held Wednesday January 2, 2019, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:**

Patience Bennett, Councilor  
Jasmine E. Gore, Vice Mayor  
Debbie Randolph, Councilor  
Arlene Holloway, Councilor  
Johnny Partin, Councilor  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor

John Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk (left at )  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

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

Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Vice Mayor Gore	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Councilor Bennett	-	present

**SPECIAL MEETING**

**AMEND/ADOPT AGENDA**

Councilor Denton made a motion to amend the agenda to change the word “appoint” to “choose”. The motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	no
Councilor Bennett	-	yes

**Motion passed 6-1**

**January 2, 2019  
Reorganizational Meeting**

**SB-1 Choose the Mayor, in accordance with Chapter IV, Sec. 4 (a) of the City Charter.**

Councilor Denton moved to appoint ~~Johnnie-Johnny~~ Partin as Mayor. Her motion was seconded by Councilor Randolph.

Councilor Pelham moved to accept all nominations for Mayor, close the nominations, and then vote. After all are done make a motion to close nominations and then vote on each name. Upon discussion and query, she clarified her motion state: to take all nominations for Mayor, after all nominations received, then make a motion to close the nominations, and then to vote on each name. The motion was seconded by Vice Mayor Gore who also approved the amendment/clarification.

Councilor Denton made a substitute motion to take all nominations, vote on each individually, if no mayor elected, restart the process. Her motion failed for lack of a second.

Council then voted on Councilor Pelham's motion. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Councilor Bennett	-	yes

**Motion passed 6-1**

Councilor Pelham nominated Jasmine Gore for mayor. Councilor Denton renewed her motion to nominate Councilor Johnny Partin for Mayor. There were no other nominations. Councilor Pelham moved to close nominations, which motion was seconded by Vice Mayor Gore. There was additional discussion. Councilor Pelham moved to call for the vote and end debate, which motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Bennett	-	yes

**Motion passed 7-0**

Council voted on the motion to close nominations. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Bennett	-	yes

**Motion passed 7-0**

**January 2, 2019  
Reorganizational Meeting**

Council voted on Jasmine Gore for Mayor. Upon the roll call, the vote resulted:

Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	no
Vice Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Councilor Bennett	-	yes

**Motion passed 4-3**

Council voted on Johnny Partin for Mayor. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes
Vice Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Councilor Bennett	-	no

**Motion failed 4-3**

**SB-2 Choose the Vice mayor, in accordance with Chapter IV, Sec. 4 (a) of the City Charter.**

Councilor Holloway nominated Councilor Patience Bennett for Vice Mayor. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	no
Vice Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Councilor Bennett	-	yes

**Motion passed 4-3**

Councilor Denton nominated Councilor Johnny Partin for Vice Mayor. Her motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes
Vice Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Councilor Bennett	-	no

**Motion failed 4-3**

**January 2, 2019**  
**Reorganizational Meeting**

Mayor Gore and Vice Mayor Bennett were then officially sworn in by Tamara J. Ward, Clerk of the Circuit Court.

**SB-3 Establish City Council regular meeting dates for 2019, and dates for special meetings and work session, pursuant to Virginia Code Virginia Code § 15.2-1416.** John M. Altman, Jr., City Manager, reviewed the calendar month-by-month. Council agreed to start the closed session at 5:30 p.m. and to start the regular meeting at 7:30 p.m. Councilor Denton made a motion to adopt the calendar with flexibility for staff on the agenda process for the January 8, 2019 and the July 9, 2019 meetings. The motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
<del>Vice</del> -Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
<del>Councilor</del> - <u>Vice Mayor</u> Bennett	-	yes

**Motion passed 7-0**

**SB-4 Adopt Resolution regarding adverse weather or other emergency conditions.** Councilor Denton made a motion to adopt the resolution as written. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
<del>Vice</del> -Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
<del>Councilor</del> - <u>Vice Mayor</u> Bennett	-	yes

**Motion passed 7-0**

**SB-5 Appointments to Standing Committee of Council. Council to submit recommendations to the Mayor. Appointments will be made at the January 8, 2019 meeting.**

**ADJOURN**

At 10:43 p.m. motion was made by Councilor Denton and seconded by Councilor Pelham to adjourn. All council responded "aye" to the question.

/s/ Jasmine Gore  
Jasmine Gore, Mayor

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

**AMENDED MINUTES OF THE JANUARY 8, 2019 CITY COUNCIL MEETING**

A meeting of the Hopewell City Council was held Tuesday, January 8, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jasmine E. Gore, Mayor, Ward 4  
Patience Bennett, Vice Mayor, Ward 7 (arrived at 5:40 p.m.)  
Deborah Randolph, Councilor, Ward 1  
Arlene Holloway, Councilor, Ward 2  
John B. Partin, Jr., Councilor, Ward 3  
Janice B. Denton, Councilor, Ward 5

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk  
Frazelle Hampton, Assistant City Clerk

**ABSENT:** Brenda S. Pelham, Councilor, Ward 6

**ROLL CALL**

Mayor Gore opened the meeting at 5:30 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:40 p.m.)
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent

**CLOSED MEETING**

At 5:35 p.m., Councilor Randolph moved to go into closed meeting for (1) discussion and consideration of the appointment of specific appointees of city council (boards, commissions, authorities, and committees); (2) discussion and consideration of specific appointees or employees of city council (city attorney); and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items] and (8), respectively. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	<del>Yes</del> ---- (arrived at 5:40 p.m.)
Councilor Randolph	-	Yes

**Motion passed 6-0**

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**RECONVENE OPEN MEETING**

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

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

**AMEND/ADOPT AGENDA**

Councilor Holloway moved to adopt the agenda without amendment. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

**Motion passed 6-0**

Councilor Partin moved to amend the agenda to move the report of the City Attorney for council rules and procedures and make it item number seven under reports of Council. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

**Motion passed 6-0**

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**REGULAR MEETING**

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

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

**Consent Agenda**

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

- C-1 **Minutes:** None
- C-2 **Pending List:** None
- C-3 **Routine Approval of Work Sessions:** None
- C-4 **Personnel Change Report & Financial Report:** None
- C-5 **Ordinances on Second & Final Reading:** None
- C-6 **Routine Grant Approval:** None
- C-7 **Public Hearing Announcement:** None
- C-8 **Information for Council Review:** None
- C-9 **Resolutions/Proclamations/Presentations:** None
- C-10 **Additional Announcements:** None

**PUBLIC HEARINGS**

There were no public hearings.

**COMMUNICATION FROM CITIZENS**

There were no communications from citizens.

**REGULAR BUSINESS**

**Reports of City Manager:** There were no reports of the City Manager.

**Reports of City Attorney:** Council Rules - Upon consensus of City Council, this item moved to the January 22, 2019 Regular City Council Meeting.

**Reports of City Council:**

1. **STATE OF THE CITY ADDRESS AND TOWN HALLS** - Mayor Gore presented information regarding a proposed timeline to conduct a State of the City Address. The timeline included the State of the City Address, Community Town Halls, a City Council Advance, a City staff Advance, Adoption of a Strategic Plan and presentation of the plan to the public. Mayor Gore requested that City Council approve the City Manager, Vice Mayor and her to present on behalf of the City. She also requested a notification be

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sent to all City of Hopewell residents via USPS services. The notification would include information about how to contact each member of Council, event dates and useful information to residents. She requested to present a draft to City Council for review and approval. Vice Mayor Bennett moved to approve drafting a timeline for the City Address, Town Halls, and a draft flyer to distribute to residents of Hopewell. Councilor Holloway seconded the motion. Upon roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

**Motion passed 6-0**

2. **COUNCIL ADVANCE** - Mayor Gore presented information regarding a selection of dates and locations for the upcoming City Council Advance. She suggested that the Advance be held within driving distance. In addition, she proposed for City Council to create an Ad-Hoc Committee consisting of two members of City Council, the City Clerk and City Manager to create a draft agenda and to recommend a facilitator. Councilor Denton moved to agree to the Council Advance process in which two members of Council are appointed to serve with the City Manager and City Clerk to meet with members of Council to develop a draft agenda for Council's advance, and also look at hiring a facilitator for the days of the Advance, and for the City Manager to begin the process of trying to narrow down some options for Council to consider, and in the interim for Council to submit some days and weeks available in Feb or March for the City Manager to look at options within driving distance so Council can choose a venue, and for Council to further discuss the process at its next meeting. Vice Mayor Bennett seconded the motion. Councilor Randolph amended the motion to add that Council conduct a two day Advance for the Strategic Plan, and to consider future dates for quarterly one-day events for City Council meet. Upon roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

**Motion passed 6-0**

3. **COUNCIL AND ADMINISTRATION OFFICE LOCATION** - Mayor Gore presented information regarding the proposed relocation of the Mayor, City Clerk, Assistant City Clerk, City Attorney and Paralegal Office. She requested that City Council support Option #2, with the exception of the City Payroll office and provide \$5,500.00 of unused travel money to fund the renovation costs, with the exception of paint. Vice Mayor Bennett moved to approve the requested relocation as proposed in Option #2 with the exception of the proposed City Treasurer space and the budget for all is not to surpass \$5,500, not including paint. Only the City Clerk, Assistant City Clerk and Mayor's Office would be move relocated now and the City Attorney and City Paralegal offices would be addressed after the renovations of the police station is done. Councilor Randolph moved to amend the motion and requested that the \$5,500.00 come

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from leftover budgeted council travel/conference expenses. Councilor Denton seconded the motion. Upon roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	<del>Yes</del> No
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	<del>Yes</del> No

**Motion passed ~~4-26-0~~**

4. **COUNCIL STANDING COMMITTEES APPOINTMENTS** - Councilor Partin moved to postpone item #4 until the January 22, 2019 Regular City Council Meeting. Councilor Denton seconded the motion. Upon roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

**Motion passed 6-0**

5. **CITY ATTORNEY SELECTION PROCESS** - Councilor Partin moved to postpone item #5 until the January 22, 2019 Regular City Council Meeting. Vice Mayor Bennett seconded the motion. Upon roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

**Motion passed 6-0**

**BOARDS, COMMISSIONS, AND AUTHORITIES APPOINTMENTS**

Mayor Gore proposed the following appointments:

Julia Allen- Ashford Civic Plaza

Mary Calos- Architecture Review Board

Fara Jenkins and Wayne Taylor- Board of Building Code and Fire Prevention

Patricia Dostie and Minerva Jackson - Board of Zoning Appeals

~~Clarenstine~~-Clarenctene Jones- Crater Area on Agency

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Shamika Lewis- District 19  
Dave Harless and Susan Eliades- Library Board  
Patrick Plourde – Recreation Commission  
Kevin Johnson and David Hair- Transportation Board

Councilor Partin moved to approve all appointments. The motion was seconded by Councilor Holloway. Upon roll call, the vote resulted:

Councilor Holloway	-	Yes
Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

**Motion passed 6-0**

**Individual Councilors**

**Citizen/Councilor Requests**  
**Other Council Communications**  
**Adjournment**

**ADJOURN**

At 8:45 p.m. motion was made by Councilor Denton and seconded Councilor Partin to adjourn. All councilors present responded “aye” to the question.

/s/ Jasmine Gore  
Jasmine Gore, Mayor

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

**AMENDED MINUTES OF THE JANUARY 22, 2019 CITY COUNCIL MEETING**

A meeting of the Hopewell City Council was held Tuesday, January 22, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor  
Patience Bennett, Vice Mayor  
Debbie Randolph, Councilor  
Johnny Partin, Councilor  
Arlene Holloway, Council  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk  
Frazelle Hampton, Assistant City Clerk

**ROLL CALL**

Mayor Gore opened the meeting at 5:33 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

Councilor Partin moved to go into closed meeting for (1) discussion and consideration of the appointment of specific appointees of city council (boards, commissions, authorities, and committees); (2) discussion of specific appointees or employees of city council (city attorney); (3) discussion and consideration of the investment of public funds where competition or bargaining is involved, where if made public, the financial interest of city council would be adversely affected (Cube Smart Storage); (4) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigation posture of city council (employment litigation) and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (council rules- seating, proclamations) requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (6), (7), and (8), respectively. Councilor Randolph seconded the motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	No
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-1**

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**RECONVENE OPEN MEETING**

Council returned to the dais and announced that they would not be coming out of closed meeting.

**ROLL CALL**

Mayor Gore requested a roll call, the result of which was:

Councilor Partin	-	present
Mayor Gore	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present

**AMEND/ADOPT AGENDA**

Councilor Pelham moved to amend the agenda to exclude item R-3 (Request for appropriation of \$10,000 for Riverside Park repairs). Councilor Randolph seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

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

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Deidre Bryant of the John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Partin.

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**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: December 19, 2018; December 28, 2018
- C-2** Pending List:
- C-3** Routine Approval of Work Sessions: School Security February 12, 2019
- C-4** Personnel Change Report & Financial Report: November and December Personnel  
Change reports attached
- C-5** Ordinances on Second & Final Reading:
- C-6** Routine Grant Approval:
- C-7** Public Hearing Announcement: February 26, 2019- Conditional Use Request and Zoning  
Ordinance amendments
- C-8** Information for Council Review: Minutes: Planning Commission - July 12, 2018, August 2,  
2018, August 16, 2018 & December 6, 2018; Recreation Commission - January 2, 2019;  
Hopewell Redevelopment and Housing Authority- October 15, 2018
- C-9** Resolutions/Proclamations/Presentations: Cities of Opportunity Grant Presentation by  
Mayor Gore
- C-10** Additional Announcements:

Councilor Pelham moved to approve the Consent Agenda in its entirety, which motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	No
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-1**

**AMEND AGENDA**

Councilor Pelham moved to amend the agenda to move the Unfinished Business items after the Closed Session section on the agenda. Councilor Partin seconded her motion. Upon the roll call, the final vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

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**PUBLIC HEARINGS**

There were no public hearings.

**COMMUNICATIONS FROM CITIZENS**

There were no communications from citizens.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Request for appropriation of \$19,000 for purchase of Monitor Lifepak 15 Defibrillator** – Councilor Denton moved to approve the requested appropriation of \$19,000 from funds in the capital project line per the City Manager, for the Hopewell fire department to purchase a Monitor Lifepak 15 Defibrillator. Vice Mayor Bennett seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

**R-2 Request for appropriation of \$150,000 towards purchase of a new ambulance** – Councilor Partin moved to approve the appropriation of \$150,000 of funds from the capital fund for purchase of a new ambulance for the Hopewell fire department. Councilor Pelham seconded his motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

**R-3 Removed per Council motion**

**R-4 Recreation Trails Program (Riverwalk Phase II)** – Councilor Partin moved to approve the appropriation of \$14,318.80 from FY19 Economic Development salary savings to fund the local match required for the preliminary engineering for the Riverwalk Phase 2 and that these funds be released upon approval of the City Attorney. Councilor Denton seconded his motion. Upon the roll call, the vote resulted.

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	No

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Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-1**

**Reports of the City Attorney:** Council rules – Stefan Calos of Sands Anderson PC, City Attorney presented Council with several revised rules. By consensus of Council, each Rule was voted on individually:

**Rule 203** – Councilor Partin moved to approve the revised Rule 203 as presented here, which motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	No
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-1**

**Rule 205-** Councilor Pelham moved to approve the revised Rule 205 as submitted, which motion Mayor Gore seconded. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

**Rule 206** – Councilor Pelham moved to approve the revised Rule 206 as is. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

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**Rule 207** – Councilor Denton moved to approve the revised Rule 207 as submitted. Councilor Pelham seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

**Rule 403** – Upon discussion and by consensus, Council requested that rule 403 be removed, revised and brought back to Council for review.

**Rule 208** – Councilor Denton moved to approve the revised Rule 208 as amended. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

**Rule 201** – Upon discussion and by consensus, Council requested that rule 201 be removed, revised and brought back to Council for review.

At 9:50 p.m., upon the completion of the review of the rules, Councilor Pelham moved to continue the meeting until 11:00 p.m. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

**CLOSED SESSION**

Council left the dais and returned to Closed session.

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At 10:58 p.m., Council returned to the dais. Councilor Denton moved to waive the rules and extend the meeting past 11:00 p.m., which motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	No
Councilor Holloway	-	Yes

**Motion passed 6-1**

**RECONVENE OPEN MEETING**

Council convened into open meeting at 12:45 a.m., and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	--- (not on dais)
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0 (per Council rules)**

**UNFINISHED BUSINESS**

Councilor Pelham moved to table the Unfinished Business items until the next meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	--- (not on dais)
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0 (per Council rules)**

**DRAFT**  
**January 22, 2019**  
**Regular Meeting**

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**APPOINTMENTS**

Councilor Pelham moved to appoint Billie Glass to the Board of Equalization, and Shamika Lewis to the Hopewell Redevelopment and Housing Authority. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	Yes
Councilor Holloway	-	Yes

**Motion passed 7-0**

Councilor Pelham moved to adjourn. Her motion died for lack of a second.

**APPOINTMENT OF STANDING COMMITTEES OF COUNCIL**

Councilor Partin moved to appoint the following members of Council to its Standing Committees:

1. Chamber of Commerce Liaison – Councilor Denton
2. Community Development Block Grant – Councilors Randolph, Holloway, Pelham and Bennett
3. Crater Planning District Commission – Mayor Gore (executive board member), Councilor Partin
4. Chief Local Elected Official – Mayor Gore
5. Ethics Committee – Councilor Denton and Vice Mayor Bennett
6. Finance Committee – Mayor Gore, Councilor Pelham, Michael Terry-Finance Director is Staff
7. Historic Preservation Committee – Councilors Denton and Randolph, Staff: Tevya Griffin and Aaron Reidmiller, and the National Parks Superintendent
8. Investment Policy Committee – Mayor Gore, Joan Gosier
9. Law Library – Mayor Gore
10. Legislative Committee – Vice Mayor Bennett, Mayor Gore, Staff City Attorney and Herbert Bragg
11. Metropolitan Planning Organization – Councilor Pelham, Staff Johnnie Butler
12. Resource Conservation and Development Council of the South Centre Corridors – Mayor Gore, Councilor Partin
13. Riverside Community Corrections Board – Police Chief Afzal and City Manager Altman
14. School Board Facilities Committee – Vice Mayor Bennett and Councilor Pelham, Nelson Cuffey and Wesley Joyner
15. Technology Fund Committee – Mayor Gore, Vice Mayor Bennett, Police Chief Afzal, Commonwealth Attorney Newman
16. Telecommunications Regulation Committee – Mayor Gore and Councilor Holloway
17. Virginia First Cities – Vice Mayor Bennett, Staff City Manager Altman and Mr. Bragg
18. Virginia Gateway Region – Councilor Randolph
19. Hopewell Water Renewal Commission – Councilor Partin
- 19-20. National Parks – Councilor Denton and Councilor Randolph

**DRAFT**  
**January 22, 2019**  
**Regular Meeting**

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Councilor Pelham seconded his motion. Upon the roll call, the vote resulted:

Councilor Partin	-	Yes
Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Vice Mayor Bennett	-	Yes
Councilor Randolph	-	No
Councilor Holloway	-	Yes

**Motion passed ~~6-17-0~~**

**ADJOURN**

At 12:55 a.m., motion was made by Councilor Pelham and seconded by Mayor Gore to adjourn. All council responded “aye” to the question.

/s/ Jasmine E. Gore  
Jasmine E. Gore, Mayor

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

# **FINANCIAL REPORT**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**01.31.2019**

**Implementation Plan**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  
- **Budget Development FY20**
  
- **Internal Reporting**
  - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
  - **Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan**

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
01.31.2019**

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



FY 2017				
Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<u>FY 2017 Audit &amp; CAFR Preparation</u>	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 <b>(07.09.18 to 07.13.18 Field Work Period)</b>	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 <b>(08.06.18 to 08.17.18 Field Work Period)</b>	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 <b>(09.10.18 to 09.14.18 Continued Field Work Period)</b>	09.04.18	09.05.18	100%	Task completed
Schools: <u>To expedite the completion of the FY 2017 CAFR and the Audit the City Finance Director recommended to the City Manager the necessity to deploy City CAFR Team accounting support to Schools.</u>	1.24.19	2.28.19		Task work In process ( 25%) Schools Superintendent welcomed the recommendation as advised by the City Manager. Schools Finance Staff is working closely with the City to complete the FY 2017 CAFR and the Audit.
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task work In process ( 70%) (see % completion status & comments of the City CRAW implementation plan)
<u>FY 2017 Audit</u>	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued FY 2017 APA Report(s) Issued FY 2017 Single Audit Issued				
FY 2018				
Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<u>FY 2018 Audit &amp; CAFR Preparation</u>	08.01.18	10.31.18		
<u>FY 2018 Audit</u>	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued FY 2018 APA Report(s) Issued FY 2018 Single Audit Issued				

City of Hopewell, 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
<b>Phase:</b>								as of 09.30.18
Comprehensive Annual Financial Report (CAFR)								
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						65%		Task work in process 01.31.19
				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	70%		Overall estimated % of completion
<b>Phase:</b>								as of 01.31.19
Comprehensive Annual Financial Report (CAFR)								
Cash reconciliations						85%		Task work in process
Beginning general ledger balance reconciliation						80%		Task work in process
Year end closing process						70%		Task work in process
Fund Balance classifications						30%		Task work in process
Pension (GASB 68)						60%		Task work in process
Other postemployment benefits (GASB 45)						60%		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 January 31, 2019				
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.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
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 02.28.19

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
01.31.2019**

- **Budget Development FY20**

City of Hopewell, VA				
January 31, 2019				
Budget Development				
FY 2019 - 2020				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2019 - 2020 Budget Development:	12.01.18	12.31.18	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
<u>Draft Proposed City Budget Calendar for FY 2019 - 2020</u>	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<u>Communicate Draft to Stake Holders:</u>	01.31.19	02.22.19	50%	Task work in process
<u>Finalize City Budget Calendar for FY 2019 - 2020</u>	02.22.19	02.28.19		
<u>Implement City Budget Calendar for FY 2019 - 2020</u>	03.01.19	05.31.19		
<u>Prepare the approved FY20 City Budget for loading to the City's accounting administrative system ( MUNIS)</u>	6.17.19	6.28.19		
<u>Review &amp; verify the loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</u>	6.24.19	6.28.19		
<u>Confirm &amp; verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</u>	6.27.19	6.28.19		
Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)	7.15.19	8.30.19		

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**01.31.2019**

- **Internal Reporting**
  - Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
  - Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan

City Manager's Report on Transfers					
07.01.2018 to 2.19.2019					
Activity	Account	Fund	From	To	Comment(s)
Date	Description	Type			
08/1/2018	Contingency/Litigation	General Fund	\$ 300		Transfer for Med-Flight (Invoice for \$1,000 only \$700 included in FY19 budget)
	Regional Med-Flight (Chesterfield County)	General Fund		\$ 300	
08/20/2018	Disaster Recovery	Capital Fund	\$ 70,000		Transfer for Email Server Upgrade
	Exchange Email Server	Capital Fund		\$ 70,000	
10/16/2018	Contingency/Litigation	General Fund	\$ 90,000		Transfer for CSA Repayment
	CSA Litigation/Repayment	General Fund		\$ 90,000	
10/22/2018	Contingency/Litigation	General Fund	\$ 70,000		Transfer for Disaster Recovery (offsite data storage)
	IT Disaster Recovery	General Fund		\$ 70,000	
12/26/2018	Police Full-time Salaries (salary savings)	General Fund	\$ 35,000		Transfer for VOIP (Phone System)-City Hall
	IT EDP Equipment-VOIP	General Fund		\$ 35,000	
1/23/2019	Police Full-time Salaries (salary savings)	General Fund	\$ 32,803		Transfer for Council Chambers Rehab-FY 19
	Council Add Furniture/Fixtures/Equip	General Fund		\$ 32,803	
1/29/2019	Police Full-time Salaries (salary savings)	General Fund	\$ 4,298		Transfer for VA Assoc of Chiefs of Police Consultation
	Police Management Consulting Services	General Fund		\$ 4,298	
1/29/2019	HR Full-time Salaries (salary savings)	General Fund	\$ 16,639		Transfer for Tyler Training Costs
	IT Management Info System	General Fund		\$ 16,639	

**INFORMATION  
FOR COUNCIL  
REVIEW**

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

February 19, 2019

Dinwiddie Library  
1:00 p.m.

**ARLS Board of Trustees - Minutes of January 15, 2018**  
**Hopewell Library**

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on January 15, 2019 at 1:00 PM at the Hopewell Library.

**Trustees present:** Lillian Boyd, Chair (PG), William Thomas (PG), Carly Baskerville (D), Martha Sykes (D), Ann Williams (H), Juanita Thorne (PG), David Harless (H) and Susan Eliades (H).

**Trustee positions vacant:** 1 Dinwiddie

**Staff present:** Brian Manning and Nicole Coleman

**Approval of Agenda:** Mrs. Williams moved to approve the agenda and Mr. Thomas seconded the motion. The motion to approve the agenda passed unanimously.

**Consent Agenda:** After review and discussion of the consent agenda documents, Mr. Thomas moved to approve the consent agenda, including the minutes from the December 4, 2018 meeting and Mrs. Williams seconded the motion. The motion to approve the consent agenda passed unanimously.

**Communications:** None.

**Citizen Comment:** None.

**Report of the Library Director:**

**R1. Staff Update.** The Library still has one opening, a part-time Youth Services Assistant. Otherwise, the library is fully staffed.

**R2. Board of Trustees Vacancies.** The Board welcomed two new board members representing the City of Hopewell, Susan Eliades and David Harless. There remains one vacancy for the County of Dinwiddie.

**R3. National Parks Service Winter Lecture Series.** Due to the federal government shutdown, the first of the winter lecture series presented by the National Parks Service will have to be cancelled. The expectation is that the remaining lectures will be held with the next lecture scheduled for February 14 at 6:00 p.m.

**Committee Reports:** None.

**New Business:** None

**Unfinished Business:** None.

The remainder of the meeting consisted of two presentations.

Ms. Lisa Sharpe, Executive Director and Kiffy Werkheiser, Development Program Officer from the John Randolph Foundation discussed the library's endowment fund established with the foundation in 2007. The board received information on the endowment fund's performance over the past years as well information on the general operation of the foundation. At the end of the presentation Ms. Werkheiser requested the board consider modifying the agreement with the foundation regarding administrative costs associated with the endowment fund. The board tabled consideration of the request until a later date.

Ms. Kim Armentrout of the Library of Virginia presented training to the board on its roles and responsibilities as the governing board for the Appomattox Regional Library.

**Announcements:** The next ARLS Board of Trustees Meeting will be at the Dinwiddie Library on Tuesday, February 19, 2019 beginning at 1:00 p.m.

**Adjournment:** Meeting adjourned at 3:15 p.m.

Appomattox Regional Library System  
 Revenue and Expenses  
 July 1, 2018 - June 30, 2019

100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$606,264	\$454,698	\$0	\$454,698	75.0%	\$151,566
103	Dinwiddie	\$276,330	\$138,165	\$69,083	\$207,248	75.0%	\$69,083
104	Prince George	\$598,146	\$299,073	\$149,537	\$448,610	75.0%	\$149,537
105	State Funds	\$393,480	\$197,765	\$0	\$197,765	50.3%	\$195,715
106	Fines/Fees/Lost	\$22,700	\$7,614	\$1,347	\$8,961	39.5%	\$13,739
107	Copying Receipts	\$20,200	\$10,635	\$1,742	\$12,377	61.3%	\$7,823
108	Endowment Funds	\$20,050	\$20,910	\$0	\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$43,051	\$0	\$43,051	86.1%	\$6,949
110	Gifts/Donations	\$7,000	\$550	\$115	\$665	9.5%	\$6,335
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$11,806	\$2,452	\$14,258	59.4%	\$9,742

**Personnel**

200	MIS Salaries & Wages	\$476,247	\$218,207	\$51,808	\$270,015	56.7%	\$206,232
201	Non-MIS Salary & Wages	\$598,898	\$287,286	\$63,181	\$350,467	58.5%	\$248,431
202	Benefits for Staff/Retirees	\$280,000	\$160,486	\$27,598	\$188,084	67.2%	\$91,916

**Books & Materials**

300	Books	\$70,700	\$37,099	\$5,609	\$42,708	60.4%	\$27,992
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$17,034	\$1,868	\$18,902	51.9%	\$17,498
303	Print News & Periodicals	\$12,276	\$4,177	\$655	\$4,832	39.4%	\$7,444
304	Audiovisual Materials	\$26,000	\$11,883	\$2,832	\$14,715	56.6%	\$11,285
305	Electronic Materials	\$4,500	\$1,764	\$0	\$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

**Capital Expenditures**

400	Library/Non-Computer Equip.	\$25,000	\$2,414	\$166	\$2,580	10.3%	\$22,420
401	Computer Hardware	\$52,650	\$68,359	\$2,855	\$71,214	135.3%	(\$18,564)

**Contractual**

500	Library/ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$18,082	\$0	\$18,082	60.3%	\$11,918
502	Audit	\$18,000	\$15,804	\$0	\$15,804	87.8%	\$2,196
503	Cataloging/MARC Records	\$3,605	\$1,105	\$185	\$1,290	35.8%	\$2,315
504	Unique Management	\$7,000	\$2,801	\$501	\$3,302	47.2%	\$3,698

505 Computer Support Service Calls	\$25,000	\$29,622	\$2,147	\$31,769	127.1%	(\$6,769)
506 Other Computer Software Serv.	\$20,000	\$17,654	\$3,430	\$21,084	105.4%	(\$1,084)
507 Telecomm Internet Line Charges	\$22,000	\$12,266	\$2,034	\$14,300	65.0%	\$7,700
508 Printing and Publications	\$9,500	\$6,455	\$0	\$6,455	67.9%	\$3,045
509 Security Guard Service	\$26,500	\$14,549	\$1,733	\$16,282	61.4%	\$10,218

**Facilities/Maint./Operations**

600 Equip. Repair & Maintenance	\$5,000	\$3,119	\$690	\$3,809	76.2%	\$1,191
601 TLC Maintenance Contract	\$19,500	\$205	\$0	\$205	1.1%	\$19,295
602 Facilities and Rent	\$76,650	\$37,800	\$6,300	\$44,100	57.5%	\$32,550
603 Supplies	\$32,000	\$11,753	\$1,205	\$12,958	40.5%	\$19,042
604 Travel / Workshops /Conf. Fees	\$9,000	\$6,732	\$531	\$7,263	80.7%	\$1,737
605 Training / Education	\$4,500	\$350	\$0	\$350	7.8%	\$4,150
606 Utilities	\$6,000	\$1,959	\$709	\$2,668	44.5%	\$3,332
607 Telephone (Voice)	\$13,000	\$7,091	\$1,198	\$8,289	63.8%	\$4,711
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$3,903	\$176	\$4,079	90.6%	\$421
610 Job & Contracting Advertising	\$2,500	\$378	\$100	\$478	19.1%	\$2,022
611 Promotional Advertising	\$2,000	\$845	\$175	\$1,020	51.0%	\$980
612 Organization/Association Dues	\$3,500	\$989	\$0	\$989	28.3%	\$2,511
613 Postage	\$4,500	\$2,652	\$0	\$2,652	58.9%	\$1,848
614 Janitorial	\$64,500	\$30,049	\$4,932	\$34,981	54.2%	\$29,519
615 Other Building Maintenance	\$12,500	\$4,488	\$0	\$4,488	35.9%	\$8,012

**Programs/Activities/Other**

700 YS Summer Reading Program	\$7,000	\$1,135	\$0	\$1,135	16.2%	\$5,865
701 YS Programming & Supplies	\$4,864	\$1,175	\$1,171	\$2,346	48.2%	\$2,518
702 Adult Programming	\$2,200	\$1,928	\$341	\$2,269	103.1%	(\$69)
703 Adult Programming Supplies	\$5,000	\$96	\$219	\$315	6.3%	\$4,685

Fund	Description	Balance	Encumbrance	Committed	Unencumbered	Percentage	Total Available
704	Funds for Local History Collection	\$5,000	\$350	\$0	\$350	7.0%	\$4,650
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	\$7,392	\$7,392	82.1%	\$1,608
708	Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0
709	Misc. Professional Serv. & Other	\$16,000	\$7,413	\$931	\$8,344	52.2%	\$7,656
710	Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500

Total Projects: 10  
 Total Available: \$35,000  
 Total Encumbered: \$7,413  
 Total Committed: \$7,392  
 Total Unencumbered: \$20,195



***Hopewell Community Policy & Management Team  
Minutes of the Meeting  
January 22, 2019***

**Present:** Diana Barnes, District 19; Joseph Bizzell, Treasurer’s Office; Joan Gosier, Fiscal Agent; Jermaine Harris, Hopewell Public Schools; Woodrow Harris, Court Services

**Absent:** Janice Denton, City Council; Raymond Spicer, Social Services Director; and Chris Wright, Health Department

**Others Present:** Wanda Brown, CSA Manager; Michelle Bennett, Social Services Department; Patrick Ploude, Office on Youth; and Christene Teasley, CSA Senior Administrative Assistant

- I. **Call to Order** - Chairman Barnes called the meeting to order at 2:01 p.m.
- II. **Adoption of Agenda** – A motion was made by Joseph Bizzell and seconded by Joan Gosier to adopt the January 22, 2019 meeting agenda.
- III. **Public Comments** - None
- IV. **Approval of Minutes** – A motion was made by Woody Harris and seconded by Joseph Bizzell to approve the November 19, 2018 minutes, with all members voting aye.
- V. **Financial Report** – Wanda Brown reported that 10.4% of the FY19 budget was expended in November and 13.5% expended in December. She explained that 48.8% of the FY19 CSA budget was expended between July-December. Ms. Brown explained that CSA received an increase this year in funding for wrap around services. Last year, CSA received \$31,000 and this year funding was increased to \$67,000. She said that \$43,000 had been expended thus far and that additional funding could be allocated, if needed.

Joan Gosier reviewed the CSA Financial Review and Update Report for July 1-November 30, 2018. She reported that 89 clients had received services from twenty-three vendors, for a total of \$943,140.12. Joseph Bizzell reviewed the CSA Financial Review and Update Report for July 1-December 31, 2018. He explained that, for account 505712, the 2019 Actual Program Income was \$1,136,081.05 and Program Expenses of \$990,865.94. Mr. Bizzell also reviewed CSA Refunds of \$18,723.54, CSA Administrative Expenses of \$53,983.29, and a breakdown of Vendor Expenditures.

**CMPT Minutes**  
**January 22, 2019**

Wanda Brown noted that the Lead Center services the largest number of students in alternative day placements. Jermaine Harris stated that there was a slight drop in day placements. He said that many meetings were held discussing ways to improve the process and programs. Mr. Harris stated that it looks promising in the future that the number of elementary/middle school students attending the Lead Center would be going down.

**VI. Old Business**

**A. Policy and Procedures** – Diana Barnes stated that the manual is still a work in progress.

**B. Long Range Goals/Strategic Plans** – Diana Barnes reported that she was contacted by OCS proposing a joint training session with Hopewell CPMT and Petersburg CPMT. She stated that the original training date was in November and was to be held in Hopewell from 1:00 – 4:00 p.m. The next date suggested by OCS was March 18<sup>th</sup>. Ms. Barnes will now propose April 15<sup>th</sup> or April 22<sup>nd</sup> to OCS for the joint training.

**VII. New Business**

**A. Office on Youth** – Patrick Ploude addressed CPMT members with information on the Office on Youth. He stated that the organization had been in existence for decades until funding dried up, but was reestablished by City Council in 2014. Mr. Ploude stated that he is considered an independent contractor and is working with Vice-Mayor Gore and City officials. Cameron Moore was hired in November, 2018 to serve as the Office on Youth Coordinator. Mr. Ploude said he plans to look at different services offered by CSA, but not individual cases. His evaluation will be presented to CPMT and the City Manager when completed. Woody Harris stated that the Office on Youth typically does not have a role with the internal operations of CSA and asked Mr. Ploude to provide CPMT with a letter from the City Manager authorizing this review. Mr. Harris acknowledged that Hopewell CPMT has no choice but to cooperate with what City Council recommends. Joan Gosier asked Mr. Ploude for the start and end dates for his review. Mr. Ploude stated that his work began three weeks ago and that his preliminary report should be presented to the City Manager no later than May. Diana Barnes wanted to know if Mr. Ploude plans to come back to give CPMT recommendations and updates. Mr. Ploude stated that he would like to return monthly to provide updates. Joan Gosier asked what Mr. Ploude's relationship would be with FAPT. He stated that he will be working with Ms. Brown regarding attending FAPT meetings.

**CMPT Minutes**  
**January 22, 2019**

Diana Barnes declared a recess at 3:10 p.m. The meeting reconvened at 3:18 p.m.

- B. Mental Health Case Report** – Wanda Brown reviewed a Memorandum of Agreement regarding a new service provided exclusively by District 19 Community Services Board. She explained that this service will be called “Case Support” and will be funded, through the FAPT process and indicated on the IFSP, for children placed in congregate care and not able to use Medicaid funding for community case management. This effort will provide financial support to the local CSB to meet the significant growing need for these services. Diana Barnes stated that she can see some of the strengths, however, she still has mixed feelings. She suggested that members review the memorandum and bring it back for a vote next month.
- C. Community Needs Assessments** – Michelle Bennett reviewed information regarding the PSSF Grant that is due by March 22<sup>nd</sup>. Mrs. Bennett stated that CSA and John Randolph Hospital had just completed a needs assessment and asked if she had permission from CPMT to use the needs assessment from John Randolph. Diana Barnes felt it was a good idea. Mrs. Bennett said she will complete the grant and bring it back to CPMT for approval and signature.
- D. Agreement and Plan of Repayment** – Diana Barnes reviewed the Agreement and Plan of Repayment between the Office of Children’s Services and Hopewell CPMT. Ms. Brown stated that she had requested a copy with all required signatures, but only received a copy with the signature of Scott Reiner, Executive Director with the Office of Children’s Services. The copy does not have the signatures of the CPMT Chair and the City Manager.

**VIII. Closed Meeting** – Chairman Barnes declared at 3:59 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 4:34 p.m.

**CMPT Minutes**  
**January 22, 2019**

**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, Michelle Bennett, Joseph Bizzell, Wanda Brown, Jermaine Harris, and Woody Harris voting “yes.”

**A. Approval of Purchase Order Request**

**December 5, 12, 2018**

A motion was made by Joseph Bizzell, and seconded by Michelle Bennett to deny a payment of \$3,900 under foster care prevention services. The motion passed, with Diana Barnes, Michelle Bennett, Joseph Bizzell, Jermaine Harris, and Woody Harris voting “aye. A motion was made by Joseph Bizzell and seconded by Woody Harris to deny payment of \$2,000 (\$1,000 x 2) under foster care prevention services for parent coaching, pending termination of residence of parents. The motion passed, with Diana Barnes, Michelle Bennett, Joseph Bizzell, Jermaine Harris, and Woody Harris voting “aye.” A motion was made by Woody Harris and seconded by Joseph Bizzell to approve and authorize the December 5 & 12, 2018 total expenditures of \$118,122.50. The motion passed, with Diana Barnes, Michelle Bennett, Joseph Bizzell, Jermaine Harris, and Woody Harris voting “aye.”

**January 9, 2019**

A motion was made by Joseph Bizzell, and seconded by Michelle Bennett to approve and authorize the January 9, 2019 total expenditures of \$84,162.00 as discussed in closed session. The motion passed, with Diana Barnes, Michelle Bennett, Joseph Bizzell, Jermaine Harris, and Woody Harris voting “aye.”

**X. Items of Interest**

Diana Barnes stated that the CSA office will be getting the Thomas Brothers’ program.

**XI.** The next meeting is scheduled for February 25, 2019 @ 2:00 p.m.

**XII.** Chairman Barnes adjourned the meeting at 4:41 p.m.

**Approval of the January 22, 2019 Minutes**

**Motion by:**

**Seconded by:**

**All members voting**

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**

2018

# Annual Report

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January 1-December 31, 2018

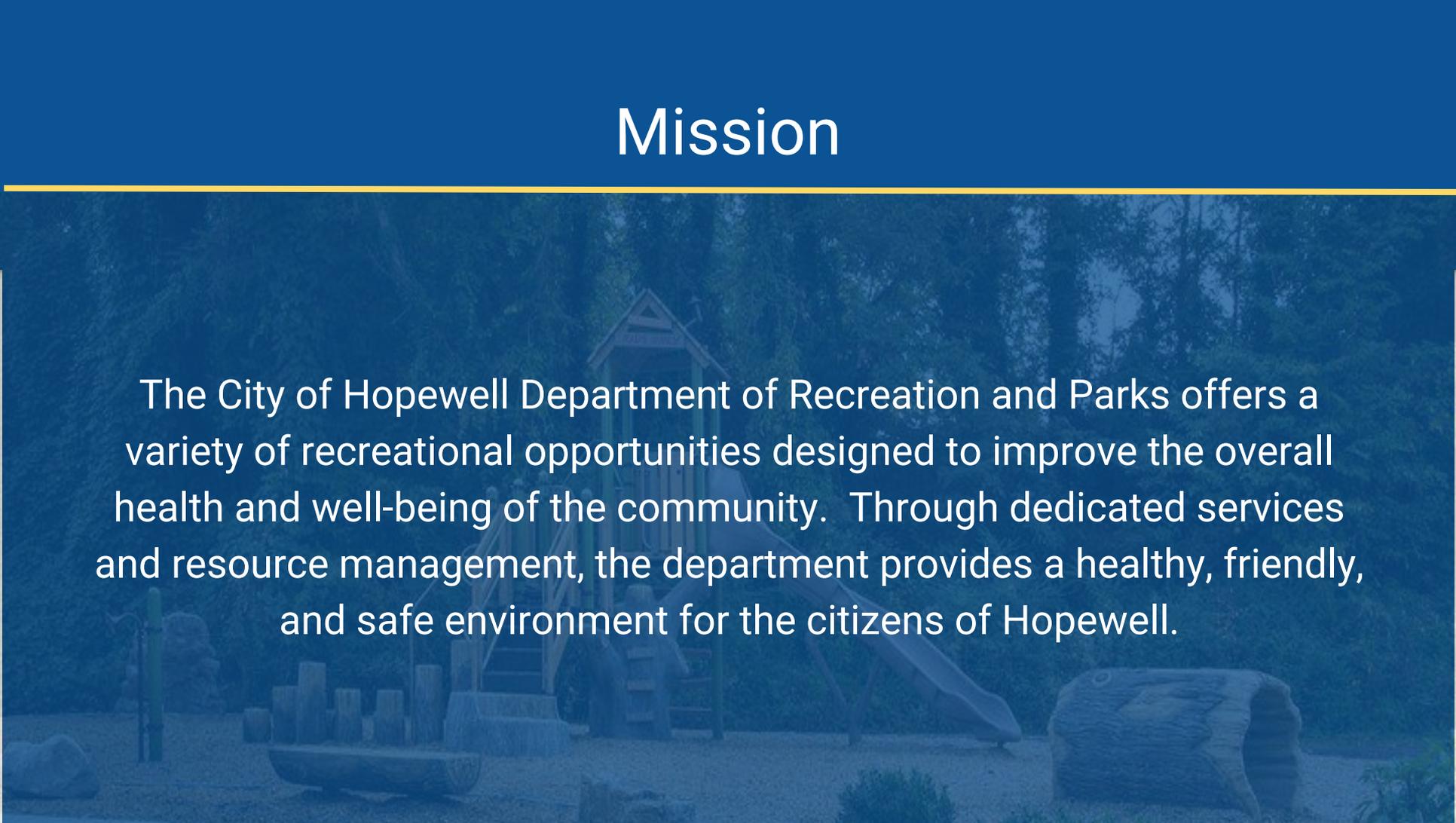


CITY OF HOPEWELL  
RECREATION AND PARKS

# Mission

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

A photograph of a park playground, overlaid with a semi-transparent blue filter. The scene features a wooden play structure with a slide, a large rock formation, and a wooden boat-like structure in the foreground. The background is filled with trees.

# Department Structure

---

## Recreation Programming

- Special Events
- Athletics
- Aquatics
- Active Lifestyles
- Fitness/Wellness
- Community engagement/  
outreach

## Parks, Facilities, and Maintenance

- Capital projects
- Buildings & grounds
- Athletic fields
- Parks
- Playgrounds
- Event support
- Warehousing
- Logistics

## Customer Service and Business Administration

- Customer service delivery
- Human resources
- Accounting
- Payroll
- Membership sales
- Records retention
- Database oversight

A photograph of four children hugging each other on a grassy field. The image is overlaid with a blue tint and a yellow rectangular border. The text 'Recreation Programming' is centered in white.

# Recreation Programming



# Special Events

**22,625**

**Event Attendees**

- Hoppin' Happenings
- Rockin' on the River
- Kids to Parks
- Movies in the Park
- Heritage Band of America Patriotic Performance
- Dixie District Baseball Tournament
- Fireworks on the Appomattox
- Hopewell Haunts/Fall Festival
- City Point 5K and Kids Fun Run
- HEAL Fest
- Veterans Day Parade
- Holiday Boat Parade
- Light Up the Night
- Winter Wonderland

*\*special event attendance is estimated for some events*

# Special Event Highlights



## Hopewell Haunts

Partnership with Patrick Copeland Elementary School PTO allowed for expansion of the event resulting in attendance of more than 2,000



## Veterans Day Parade

Partnership with the American Legion and VFW allowed the department to facilitate a Veterans Day Parade for the first time in many years!



## Winter Wonderland

Over 200 attendees enjoyed a new pop-up event, designed specifically for children ages six and under, that featured mini snow plows and a snowball-making craft



Fireworks on the Appomattox



Hopewell Haunts



Veterans Day Parade



Rockin' on the River

# Athletics

**950**

Youth Athletes

Baseball - 170

Basketball - 226

Soccer - 490

Softball - 64

**85**

VOLUNTEER COACHES

**2,188**

VOLUNTEER HOURS

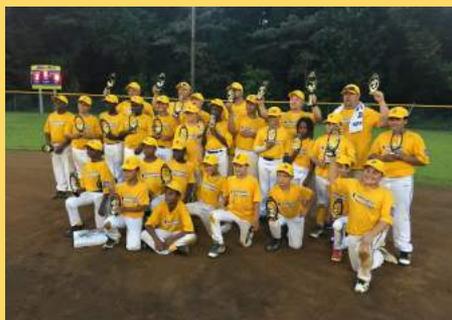
2016  
699

2017  
849

2018  
950



# Athletic Program Highlights



## Dixie Baseball

Both the Minors (ages 9-10) and Majors (ages 11-12) divisions qualified for the Dixie Baseball State Tournament after success at the district level



## U14 Soccer Tournament

The U14 Blue recreational soccer team competed in the inaugural Sklisky Memorial Soccer Tournament, finishing in second place



## Basketball Increase

The 2018 basketball season saw an increase of more than 100 additional players from the previous year



# Aquatics

**7,419**

Program Participants

5 Lifeguard Rescues

36 Party Rentals

Special Olympics Host Site

- Swim lessons
- Military training participants
- Competitive swim team
- Water aerobics
- Learn-To-Swim
- Boy Scouts
- Daycare participants
- Guided kayaking trips
- Beginner kayaking classes
- Scuba lessons

# Aquatic Program Highlights



## HHS Football Training

The Hopewell High School Varsity Football team joined senior water aerobics class for pre-season conditioning



## Air Force Special Ops

Members of the Air Force complete special operations training at the Hopewell Community Center pool



## Learn to Swim

Through a partnership with SwimRVA and the John Randolph Foundation, the Hopewell Community Center hosted 381 second grade students for a free seven-week swim lesson

# Active Lifestyles

**11,881**

Program Participants

Physical activity

Social engagement

Health and wellness

- Holiday events
- Driver improvement
- Lunch Bunch
- Trips and tours
- Respite program
- Fitness programs
- Wellness events
- Transportation services
- Social gatherings
- Gardening programs
- Cooking classes
- Visual arts
- Guest presenters
- Congregate meals



City Point 5K and Kids Fun Run



Healthy Garden Series



Youth Baseball



Fitness Warriors Class



Summer Camp Field Trip





# Youth Summer Programs

**1,552**  
Participants

Summer Camps - 269

Summer Free Time - 1,126

Summer School Visits - 157

- Kiddie Camp (ages 3-4)
- Explorers Camp (ages 5-7)
- Adventure Camp (ages 8-12)
- Community Builders (ages 13-17)

*Hopewell Recreation and Parks Summer Camps are funded by the John Randolph Foundation*





# Wonder City Ice Skating

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**506**

Passes Sold

## VRPS Best New Program Award

Wonder City Ice Skating was awarded Best New Program at the 2018 Virginia Recreation and Park Society Annual Conference

## Joint Programming

The Department teamed up with the Hopewell Optimist Club to offer live Christmas trees and Brunswick stew sales at the Wonder City Ice Skating Rink

A wide-angle photograph of a large indoor basketball court. The court is filled with people, some standing and some sitting on the floor, suggesting a community event or a game. The ceiling is high with visible structural beams and lights. A basketball hoop is visible in the background. The entire image has a blue tint and a yellow rectangular border around the central text.

# Hopewell Community Center



Archery Range for Classes



Heroes Camp Dodgeball



Fitness Equipment



Obstacle Course



Tai Chi



Competitive Swimming



# Hopewell Community Center

**35,825**

Membership Card Swipes

Student Free Time Visits - 3,082

Military Training Visits - 1,219

Free Fitness Warrior Visits - 567

Silver Sneakers Memberships - 194



## Amenities

- Fitness equipment
- Swimming pool
- Gymnasium
- Meeting space
- Tennis courts
- Skate Park

## Usage

- Fitness memberships
- Special interest classes
- Meetings
- City functions
- School functions
- Private rentals

# Community Center Highlights



## Day Care Visits

More than 600 children participating in summer daycare programs visited the Hopewell Community Center pool in 2018



## PETA Clinics

The PETA mobile spay and neuter clinic visited the Hopewell Community Center 24 times in 2018 and performed 624 surgeries



## CDAAA Joint Event

Over 150 active adults attended a performance of "Hamlet" at the Hopewell Community Center held in conjunction with the Crater District Area Agency on Aging

An aerial, semi-transparent blue-tinted photograph of a park. The park features a large, circular playground area with various equipment, a picnic shelter with a roof and benches, and several winding walking paths. Trees and greenery are scattered throughout the scene. The word "Parks" is centered in white text within a yellow rectangular frame.

# Parks



# Arlington Park

**\$173,800**

Park Renovation Budget

## Site Amenities

- New playground
- New picnic pavilion with electricity
- New walking trails
- Resurfaced and expanded basketball courts
- Outdoor fitness equipment

## Design

- Accessibility greatly improved per ADA standards
- 18 trees and 75 shrubs added for environmental improvement

## Art and History

- Arlington School historic marker added
- Public statue added to commemorate school site



# Woodlawn Park

**\$180,000**

Design/Build Budget

## Site Amenities

- New inclusive playground with wheelchair access
- New picnic pavilion with electricity
- New paved walking trails
- New outdoor seven-station fitness apparatus

## Design

- Accessibility greatly improved per ADA standards
- 38 trees installed to improve environmental quality and aesthetics

## Grant Award and National Recognition

- \$20,000 grant from Virginia Department of Health for outdoor fitness equipment installation
- Recognized as a National Demonstration Site for inclusive playground design and accessibility





# Riverwalk - Phase I

**\$615,000**

Design/Build Budget

## Design and Scope

The Hopewell Riverwalk - Phase I is a 1,700-linear-foot elevated timber walkway. Construction began in October of 2018 and is slated to be completed in spring of 2019. The Riverwalk will originate at City Park and eventually connect to the Hopewell City Marina after the completion of Phase II. The Riverwalk will be the most significant portion of the Appomattox River Trail, a proposed 23-mile network of trails that connects Hopewell to Dinwiddie by way of the Appomattox River.

## Funding Sources

The Hopewell Riverwalk - Phase I has received most of its funding from the City of Hopewell through its capital improvement plan. Additional funding support has been provided by Friends of the Lower Appomattox River, the General Assembly, and various corporate partners.

# Riverside Park

## Stormwater Greenway

**\$3,000,000**

**Park Renovation Budget**

### Design and Scope

- 24 acres of natural and newly constructed wetlands
- Streambed completely restored for proper depth
- Invasive species removed from more than 5 acres
- Regenerative stormwater conveyance constructed
- Filters water from over 290 acres of urban development
- Removes 453 pounds of phosphorus, 1,616 pounds of nitrogen, and 78,843 pounds of sediment
- Renovated greenway trail allows for recreational use
- Project was planned and facilitated by Public Works Stormwater Management Division

### Funding

- National Fish and Wildlife Foundation
- Chesapeake Bay Foundation
- Virginia Department of Environmental Quality
- City of Hopewell





# Environmental Improvements

Hopewell Recreation and Parks partnered with the Chesapeake Bay Foundation to accomplish a variety of environmental improvement projects to protect waterways, improve air quality, and educate the general public on stewardship practices

**191**

**Trees Planted**

- 100 trees planted at Riverside Park
- 35 trees planted at the Hopewell Community Center
- 38 trees planted at Woodlawn Park
- 18 trees planted at Arlington Park
- Invasive species removal performed at City Park
- Rain garden installed at Mathis Park
- Tree identification walk and talk at Crystal Lake Park
- Over 100 volunteers assisted with tree planting and invasive species removal projects



**CHESAPEAKE BAY FOUNDATION**

*Saving a National Treasure*



# Customer Service Delivery and Response



# Hopewell Recreation and Parks

[HOME](#)[ACTIVITIES AND EVENTS](#)[PARKS AND FACILITIES](#)[HOPEWELL COMMUNITY CENTER](#)

## SPRING SOCCER

[Learn More](#)

### Stay Connected!

Make sure you don't miss any of the action or excitement by staying connected with Hopewell Recreation and Parks! Check out our social media pages on [Facebook](#) and [Instagram](#) or subscribe to our e-newsletter to get the most up-to-date information on classes, events, athletic programs, and more. Click on the icons to get connected today!

[REC NOTES E-NEWSLETTER](#)

# New Website

## \$72

Cost to Build Website

Improved Customer Navigation

Efficient Control of Content

Improved Information Sharing

Online Registration

[hopewellrecandparks.com](http://hopewellrecandparks.com)

# Information Sharing

## Social Media



### Social Media

The Department utilizes social media platforms such as Facebook, Instagram, and YouTube to share important information with customers

## Activity Guide



### Activity Guide

The seasonal activity guide, available online and in hard copy, is produced three times a year and contains a variety of programming and facility information

## E-Newsletter



### E-Newsletter

The Rec Notes E-Newsletter is shared with an audience of more than 1,900 customers and contains important information about upcoming programs, events, and projects

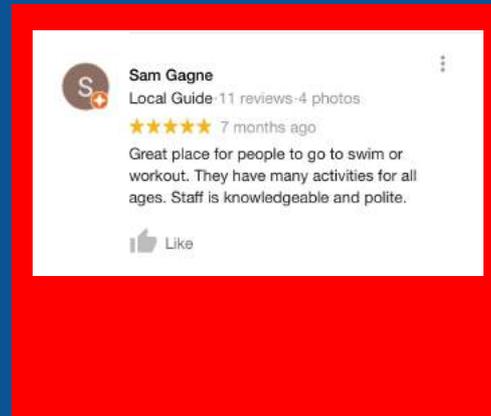
# Customer Responses

## Facebook Review



Winter Wonderland Event

## Google Review



Hopewell Community Center

## Google Maps Review



City Park



# Notable Accomplishments



# Grants

Virginia Department  
of Health

**\$20,000**

Funding for the purchase and installation of the Thrive 450 outdoor fitness apparatus as part of the Woodlawn Park Renovation Project

GameTime/  
Cunningham  
Recreation Grant

**\$56,810**

Grant awarded in the form of discounted inclusive playground equipment used for the Woodlawn Park Renovation Project

John Randolph  
Foundation

**\$25,000**

Funding allowed for the implementation of summer youth programs offered for children ages 3-17



# Awards

Best New Program Award

## **Wonder City Ice Skating**

Virginia Recreation and Park Society

Best Park Renovation

## **City Park Improvement Project**

Virginia Recreation and Park Society

VRPS Promotes Play and  
Recreation Initiative

## **Woodlawn Park Inclusive Design**

PlayCore

Outstanding Host Site Award

## **Hopewell Community Center**

Sports Backers Fitness Warriors



# Report Summary

The Hopewell Recreation and Parks Department experienced a great deal of success and growth in 2018. The Department facilitated a wide range of programs and opportunities throughout the city that allowed citizens to improve health, increase social engagement, and be proud of the City in which they live. New program areas were explored and have allowed the department to increase its service delivery impact.

The Department pursued a variety of large projects that improved the overall infrastructure of the city, allowing citizens the opportunity to be physically active and to enjoy the outdoors. Improvements to parks and facilities open the door for economic growth and prosperity, and set the tone for a healthy and organized community. Parks are our neighborhood's most vital assets.

Hopewell Recreation and Parks continued to grow its customer base, reaching more customers electronically and in person than ever before. Communication channels have expanded and increased the speed and efficiency in which the department can relay information to the general public. The Department has continued to grow its brand and familiarity with the general public.

The Department interacts with tens of thousands of customers each year. It is imperative that the Department continue to set the standard, the highest standard, for customer interactions and customer service delivery. The Department is excited to continue its growth in pursuit of new programs, projects, and customers. We hope you will find your next adventure with Hopewell Recreation and Parks!

Aaron Reidmiller, Director of Recreation and Parks

# Information

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Hopewell Recreation and Parks  
100 W. City Point Road  
Hopewell, VA 23860

(804) 541-2353  
[customerservice@hopewellva.gov](mailto:customerservice@hopewellva.gov)

[hopewellrecandparks.com](http://hopewellrecandparks.com)



# **PUBLIC HEARINGS**

**NONE**

**COMMUNICATIONS  
FROM CITIZENS**

**REPORTS  
OF THE  
CITY  
MANAGER**

**NONE**

**REPORTS  
OF THE  
CITY CLERK**

<b>Board, Commission, Committee</b>	<b>Current members</b>	<b>Vacancies</b>
Ashford Civic Plaza	1	6
Board of Building Code and Fire Prevention Code Appeals	2	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	3	4
Historic Preservation Committee	5	2 (citizens)*
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	11	4
Virginia Gateway Region	1	1

# **REPORTS OF THE CITY COUNCIL**

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

**IR-1**

### **City Council Letterhead Policy- Draft Language**

**The Governing Body shall have a group letterhead that includes the names of all members of City Council and their title. The official point of contact listed will be the City Clerk and the address shall be City Hall, City Council's Office Suite.**

**A majority of the Governing Body must approve the use of the group letterhead on behalf of City Council and the addition of the City Seal. The Mayor shall be the signee on any correspondence using group letterhead unless authorized by a majority of City Council**

**Members of the Governing Body shall be entitled to individual letterhead to conduct official business in their capacity as elected officials on behalf of their constituents. The use of individual letterhead is reserved to each individual City Councilor. Correspondence must not state or imply that the letter is on behalf of City Council or the City of Hopewell. Such correspondence must not include the City Seal without consent of City Council.**

**IR-2**

# COMMUNICATIONS

## CONFIDENTIALITY AND PRIVILEGE

City Council, City of Hopewell, Virginia



*"Loose Lips . . . Sink Ships"*

### CITY COUNCIL RULES OF CONDUCT [Rules of City Council § 421]

The Hopewell City Council Rules of Conduct were adopted pursuant to Sec. 4, Chapter IV of the Hopewell City Charter, which provides that City Council may establish rules of procedure and conduct to govern itself. By their signatures, Council members affirm that they have read and understand the Rules.

- **Confidentiality:** Council members shall respect and preserve the confidentiality of information concerning matters of the Council, and shall not disclose confidential information without proper legal authorization.
- **Communication:** Council members shall share with all other Council members substantive information received from sources outside of the public decision-making process that is relevant to a matter under consideration by City Council.
- **Compliance with Law:** Council members shall comply with the law, including the United States and Virginia constitutions, the Hopewell City Charter, laws pertaining to open processes of government, and City ordinances and policies.
- **Enforcement:** Council members are responsible for upholding the laws of the City and Commonwealth, and shall disclose to the appropriate authorities and City Council any behavior or activity that may qualify as a violation of the law.

### POWERS AND DUTIES OF MAYOR (PRESIDENT OF COUNCIL) [City Charter, Ch. IV, Sec. 5]

The powers and duties of the President (*ex officio* mayor) are conferred by general law, the Hopewell City Charter, and City Council.

- The President shall preside at meetings of City Council.
- The President shall be recognized as the head of the City for ceremonial, judicial, and military purposes.
- The President may use the title of mayor when required, but this title shall not be construed to confer administrative or judicial functions, or other powers or functions of a mayor under the general laws of the Commonwealth.

### ATTORNEY-CLIENT PRIVILEGE [Rules of Supreme Court of Virginia, Pt. 6, § II, Rule 1.6]

Communications between the City Attorney and City Council are protected by the attorney-client privilege, which protects those communications and keeps them confidential. **Caveat:** Disclosure of such communications to third parties destroys the privilege for the entire Council.

## ENFORCEMENT

The City Council derives its authority to enforce violations of law and to discipline members of Council from the Code of Virginia, the City Charter, and other law.

- **Code of Virginia:** Section 15.2-1400 (*Governing bodies*) gives City Council the authority to punish or fine a Council member.
- **City Charter:** Sec. 4, Chapter IV of the City Charter provides that City Council may punish its members for misconduct.
- **Other Law:** Courts have held that governing bodies have the inherent authority to discipline their members. For example, in *Whitener v. McWatters*, 112 F.3d 740 (4th Cir. 1997), the United States Court of Appeals held that discipline is a core legislative act and that a governing body has an inherent right to discipline a member that failed to follow its rules.

## DISCIPLINE

Section 2.2-3711 (*Closed meetings*) of the Virginia Freedom of Information Act allows a governing body to hold a closed meeting with respect to the discipline of public officers. The above authorities make several methods of discipline available to City Council, including:

- **Censure:** A censure is a public statement condemning a Council member's misconduct. Councilors may be censured for violating confidentiality. Under *Robert's Rules of Order*, censure requires a majority vote, which cannot be reconsidered.
- **Removal from Meeting.**
- **Removal from Committees.**
- **Fines.**
- **Removal from Office:** Under Virginia Code § 24.2-233 (*Removal of elected and certain appointed officers by courts*), City Council may petition the circuit court to remove a Council member for misuse of office that has a materially adverse effect on the conduct of the office. The Commonwealth's Attorney represents the Commonwealth in the removal hearing.

### SAMPLE MOTION TO CENSURE

**Councilor A:** I call to the attention of City Council that Councilor X has been revealing to the public information that was discussed in closed meeting, thereby breaking Council's rule that discussion in closed meeting is confidential. This breach of confidentiality is causing harm to Council, and we must show our disapproval of this behavior. I move that we censure Councilor X.

**Councilor B:** I second the motion.

**Mayor (or Vice-Mayor, if Councilor X is Mayor):** It is moved and seconded to censure Councilor X. Is there any discussion?

After discussion, the Mayor (or Vice-Mayor) takes a vote, which requires a majority for censure.

**Mayor (or Vice-Mayor):** The affirmative has it, and the motion is carried. Councilor X, you have been censured by City Council. The censure indicates City Council's displeasure with your conduct. This censure is a warning. If you do not conduct yourself according to Council's rules in the future, you may face further disciplinary action.

# Confidential Memo



To: The Honorable City Council  
From: Mayor, Jasmine Gore

Date: January 22, 2019

Re: Council Appointees Delegation of Duties

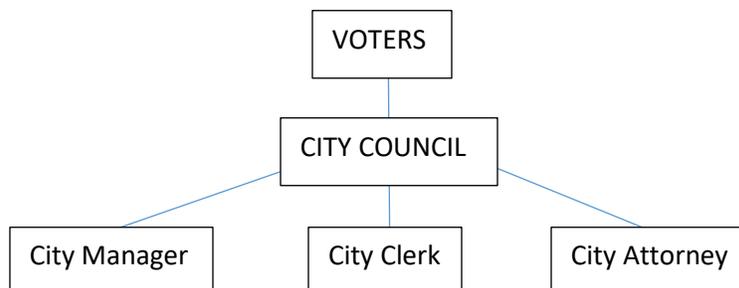
## Distribution of Information with Members of City Council

- **Communication** – “It is the responsibility of City Council members to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Council members.” - Rule 11

### QUESTION-

- Does City Council wish to direct Council staff, City Manager, City Attorney and City Clerk to blind copy all members of City Council on all communication by any member of City Council?
  - Does City Council wish for the same to apply for all communication outside of electronic messages?
- **Coordination with City Staff** – “Appropriate city staff should be involved when City Council members meet with officials from other agencies and jurisdictions to ensure proper staff support as needed and to keep staff informed. City Council members shall coordinate requests for city staff participation in these and other activities with Council- appointed staff only. City Council shall not contact other appointed staff for matters other than citizen request for service.”- Rule 8

- City Council staff is equal within the organizational chart of City Hall.



In accordance with the Council-Manager form of government, the City Manager would like for City Council to contact him prior to contacting any member of his staff. In the event that that request cannot be obliged, he would like to be copied on all communication with his staff. If a member of Council contacts a members of his staff without his knowledge, he has instructed them to inform him of the communication. Moreover, there are some items that the City Clerk, City Attorney will need to contact staff in the course of fulfilling their job duties.

# Confidential Memo



To: The Honorable City Council  
From: Mayor, Jasmine Gore

Date: January 22, 2019

Re: Council Appointees Delegation of Duties

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## QUESTION-

- City Council will need to acknowledge this request. City Council will need to provide direction/policy about outreach in unique scenarios:
  1. Is it proper for a member of City Council to contact staff to get an opinion about a member of the public applying for an City Council appointed position?
  2. Is it proper for a member of City Council to contact certain City staff with items that are personal, routine/in the course of their job duties? For example: Can members of City Council directly contact the IT department or visit to be able to reset passwords, or get technical assistance? Can a member of City Council directly contact the HR department about their benefits or personal paperwork?
  3. Is it proper for the City Clerk or City Attorney to directly contact members of City Staff to resolve:
    - Submitting a Constituent complaint
    - Asking for information requested by City Council
    - Matters in the course of fulfilling their job duties. For example: Resolving a legal matter, purchasing City Council supplies, Coordinating a Meeting request, etc.
- **Constituent Complaint POC**-Per the City Clerk job descriptions-"Receives all Citizens' complaints against the City, registers them and processes them for action."

## QUESTION-

- Does City Council wish to establish a policy for the workflow of the Clerk addressing City Council's constituents in the new Tyler system to include Administrative Rights and Reporting capability?
- City Council will need to establish training dates for the City Clerk, Assistant Clerk and City Council to beta test system prior to being "Live" and available for constituents usage.
- Does City Council wish to have a bi-weekly report of their Ward complaints provided in the Closed Session Agenda packet?
- **Weekly outreach**- The City Manger's Office has requested that no member of City Council contact a member of City staff without him being copied in email or notified in

# Confidential Memo



To: The Honorable City Council  
From: Mayor, Jasmine Gore

Date: January 22, 2019

Re: Council Appointees Delegation of Duties

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advance. Per the City Clerk's job description the City Clerk, "provides administrative support to the Mayor and the City Council such as scheduling appointments and meetings, making travel arrangements, processing incoming and outgoing mail, preparing correspondence screening calls and directing visitors."

- In order to create clear lines of communication, City staff should not directly reach out to members of City Council without going through the Governing Body's administrative support team. Doing so creates confusion if a member of Council reciprocates the act and conducts direct outreach to staff. Since the City Clerk's office manage all administrative duties for City Council, much of what City Staff would reach out to City Council for automatically funnels through the City Clerk's Office.
- Several members of City staff send communication to City Council that the Clerk office has supplied to City Council. The same information is sent in duplicate or triplicate to members of City Council. Moreover, city staff contact City Council outside of the City Clerk's Office that require action. On many occasions, she is not notified or aware of the request.
- City Staff and Admin (Council Appointees) could forward all "Non-Routine" information to City Clerk for weekly dissemination to City Council. "Routine" information is information provided by staff that is sent to "ALL Users". The City Manager will continue to Council directly for emergencies, crime updates, new reports, etc. However, requests for attendance, RSVPs, and any other non-routine action will go through the City Clerk.

## QUESTION-

- Does City Council want to apply the same standard by directing that all City Staff/Admin and outside agencies communicate "Non-Routine" items directly to the City Clerk to disseminate to City Council?
- Does City Council want the Clerk's Office to relay the "Non-Routine" information in a weekly report?
- **Pending List-** The City Council Pending List created from discussions during Council Meeting was created about 4 years ago. The Pending List was under the City Clerk to coordinate with City staff and Admin to get responses for City Council by the date established or the next Regular Meeting. About 2 years ago, the City Manager took over the list and the list grew. No one is currently managing the Pending List and the proactive of responding to it/tracking items has gone dormant. City staff has

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Re: Council Appointees Delegation of Duties

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independently tracked requests to fulfill items. However, City Council will need to log our requests, deadline and POC to keep order and accountability.

## QUESTION-

- Does City Council want the Assistant Clerk to track requests made during City Council meetings to maintain a Pending List? The City Clerk and City Manager can schedule weekly/bi-weekly meetings to review deadlines. Both should submit information to the Clerk's Office for reported back in City Council's agenda packet and marked off the list for completion. Alternatively, does City Council want the report provided in the weekly update from the City Clerk's Office?
  - Does City Council only want staff to act on items requested during City Council meetings? If so, will items be fulfilled if they are an individual request or approved by consensus?
  - Does City Council want all requests made outside of City Council meetings submitted for Council Review during City Council meetings and added to the pending list upon approval?
- **Council Polling/Reporting from Mayor-** The Mayor serves the POC on behalf of City Council and historically has served in this capacity. City Council rules state, "The Mayor or council-appointed staff shall present the city position on various issues to communities, state, and federal representatives unless otherwise directed by the City Council. The city shall disseminate only those positions."
    - In order to for the Mayor to report back to Council staff the position of Council on Closed Session or pertinent matters, the Mayor will need to poll members of the Governing Body (permissible by FOIA). The same goes for Council's staff when matters come up that require immediate attention. In the past, the City Clerk's policy (supported by City Council) was to contact all members of City Council at the same time; however, the determination about what to do would result from those that respond by the designated deadline. City Council must determine how to set guidelines for Council responses.

# Confidential Memo



To: The Honorable City Council  
 From: Mayor, Jasmine Gore

Date: January 22, 2019

Re: Council Appointees Delegation of Duties

**QUESTION-**

- Does City Council agree that items discussed during City Council Meetings, that require City Council response will have a day/time established prior to Council adjourning the Council Meeting? Those timelines will be reported out by the Mayor when Council comes out of Closed Session. The final determination will be made by those that respond in writing.
- Does Council want the Mayor to report out the position of each member of City Council or the final tally?

POLL FROM: CLERK/MAYOR	RESPONSE TIME	DATE	TIME	RESPONSE REQUIREMENT	PROVIDE POLL/TALLY
Standard: Specific Issue(s) Identified by City Council Consensus	Varies	Must have Set Date	Must have Set Deadline Time	Email Council @ Once or State During Open Council Meeting  Request BBC Email/Direct Email or Call Response	
Urgent	24 Hours	The next day	4:00 P.M. the next day	Email Council @ Once  Request BBC Email/Direct Email or Call Response	
Immediate	Less than 25 hours/Same Day	Same Day	Provided Time	Email Council @ Once  Request BBC Email/Direct Email or Call Response	

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To: The Honorable City Council  
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Date: January 22, 2019

Re: Council Appointees Delegation of Duties

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- **Conduct of Members** – Council rules state, “City Council members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff, or the public. City Council members agree to be respectful of other Council members, city staff, and the public, and shall not degrade them in oral or written communication.” Rule 12
  - Members of Council have chosen to use City Council meetings Open Public session as the time to air grievances about Council staff without providing him/her to have a chance to refute or defend himself. Doing so would make any individual appear as insubordinate.

## QUESTION-

- Does City Council want to establish a complaint policy that states all Council staff concerns/ reprimands must be placed on Closed Session Agendas for discussion?
  - Does Council wish to create a grievance policy that will be in writing for members within Local Government to file to address complaints against members of City Council and/or Council Appointees? Process should include the utilization of the Ethics Committee. If so, can this matter be referred to the Ethics Committee to prepare a recommendation about process to submit/hear a complaint and possible consequences?
- **Decorum** – Council rules state, “Council Members and Administration shall be addressed to Title or Mr., Mrs., or Miss during meetings. **Any person making personal, impertinent, abusive or slanderous statements, or who shall incite disorderly conduct while addressing Council or present in Council Chamber shall be reprimanded by the Mayor and may be barred from further audience before Council.** A second occurrence shall require removal from the meeting and subsequent meetings except by petition to Council which must be approved by majority vote. Any Council member making personal, impertinent, abusive or slanderous statements, or who shall incite disorderly conduct shall be reprimanded by the Mayor and may removed from the meeting, but only upon a majority vote of the members of Council, not including the member being so reprimanded..” Rule 406
    - Does City Council want to extend City Council Rule 406 to include conduct outside of City Council Meetings while attending City events? This will include attendance to City Board, Commission and/or Authority Meetings. It would also include City sponsored events. If so, can this matter be referred to the Ethics Committee to prepare a

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recommendation about process to submit/hear a complaint and possible consequences?

- Does City Council want to extend City Council Rule 406 to include conduct outside of City Council Meetings via Social Media and printed media? If so, can this matter be referred to the Ethics Committee to prepare a recommendation about process to submit/hear a complaint and possible consequences?

FYI- The Website Committee has drafted a City-Wide Social Media policy for Council Review.

- **Confidential Information-** City Council rules state, City Council members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Council. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests." Rule 13
  - There have been several instances of members of City Council leaking confidential information to the media, members of the community by members of Council.

## QUESTION-

- Does City Council wish to impose sanctions or Council discipline for violations of FOIA and breaches of confidentiality? If so, can this matter be referred to the Ethics Committee to prepare a recommendation about process to submit/hear a complaint and possible consequences?
- **Ordinance Updates-** City ordinances need updating in the MUNIS systems so that the City's legal library is current. There is a backlog of ordinance updates. The backlog has caused confusion with vetting the legal language for boards and commissions. In addition, it is not accurate tool for the public to reference.

## QUESTION-

- Does City Council want Sands Anderson, City Attorney, to update MUNIS and track all changes? If not, this responsibly will fall under the City Clerk's Office or IT to process, since MUNIS is a web-based program.
- **Legal Services Invoice-** A member of Council has requested a copy of invoices incurred by the City Manager's/City Attorney's Office for outside legal expenses. The City

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Attorney legal fees are billed in two separate invoices. The standard invoice for the (\$189,000) contract agreement and for outside legal expenses. The City Attorney will begin to provide an itemized invoice for outside legal Services during the monthly VML insurance report.

- A concern was brought to my attention and addressed with City Council about the current amount listed in the monthly invoice provided to the Mayor for approval. City Council needs to determine how to proceed so that the Mayor can act on behalf of City Council.

## QUESTION-

- Does City Council want the Mayor to:
  1. Approve the invoices at the rate listed
  2. Approve the invoices for the rate listed in the contract
  3. Submit an amended contract to adjust the monthly invoice rate

## Agenda-

- **“Ownership” of the Agenda-** The City Council Agenda is created for the Governing Body to conduct official business during its City Council Meetings. Therefore, the agenda is the City Council Meeting Agenda.
  - Per the City Clerk’s job description- The City Clerk, “Prepares and distributes City Council agenda packets.”
    - City Council’s adopted rules divides the agenda into sections. City Council and its staff all have sections within the agenda layout. Each group is responsible for his/her section as it pertains to the City Council Agenda.
      - Consent Agenda
      - Public Hearings
      - Communications from Citizens
      - Unfinished Business
      - Regular Business
      - Citizen/Councilor Request
      - Presentations from Boards & Commissions
      - Council Communications
      - Adjournment

# Confidential Memo



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- The Closed Session Agenda is a section that the City Manager, City Clerk, City Attorney or any member of Council may place an item. Council reserves the right to limit items on its Closed Session Agenda.
- Any item placed on the Agenda by a member of City Council cannot be removed prior to the meeting per Council rules. However, members of Council bypass the City Clerk's Office and request items to be placed on the agenda by other members of staff. At times requests are overlooked by accident because they were not submitted directly to the City Clerk's Office.

## QUESTION-

- When Council limits agenda items- How does Council wish for the Clerk to be notified? Does Council want to be blind copied and provided and/or tally/Councilors opinions?
  - Does Council agree to submit all agenda requests directly to the City Clerk's Office for Agenda creation?
- **Agenda Packet Deadlines**- City Clerk will enforce hard deadlines and guidelines listed in Council's Rules and Procedures for the City Council Agenda Packet. Per the Council, information not submitted to the City Clerk directly will not be included in the Agenda Packet.
    - "All matters to be placed on the agenda shall be submitted no later than the Monday one week prior to a regularly scheduled meeting, and all backup and supporting materials shall be submitted no later than one week prior to the regularly scheduled meeting by 10:00 a.m. All Citizen Councilor Requests and supporting documentation shall be submitted no later than 5:00 PM on the Monday one week prior to the regularly scheduled meeting. Agenda meeting can be held at 10:00 AM on Tuesday one week Rules and Procedures-Amended and Adopted 9.9.14 5 prior to the regularly scheduled meeting. The final draft shall be prepared and submitted to the City Manager and City Attorney for review no later than 10:00 AM on Wednesday one week prior to the regularly scheduled meeting. Their review shall be completed no later than 5:00 PM on the same Wednesday. The final agenda and packet will be given to the paralegal no later than 3:00 PM on the Thursday prior to the regular scheduled meeting." - Rule 303
    - "The City Manager will represent the City's administrative staff at the work session. With Council approval and at the City Manager's recommendation, staff

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and outside agencies may make presentations to the Council. Again, presentations do not include public comment.” – Rule 411

## QUESTION-

- Does Council want to move the Agenda Packet submission up in order to have more than 4 ½ days to review the material? Packets are normally sent out Thursday afternoon with meetings held on Tuesday night.
- **Agenda Packet Background-** City Clerk will enforce hard guidelines about the presentation of documentation not included in packet per Agenda Timeline.
  - “All matters to be placed on the agenda shall be submitted no later than the Monday one week prior to a regularly scheduled meeting, and all backup and supporting materials shall be submitted no later than one week prior to the regularly scheduled meeting by 10:00 a.m.”- Rule 303

## QUESTION-

- Does Council want to apply this rule to presentations, handouts, videos, etc.?
- Does Council want to uphold the decision to give the City Clerk the authority to remove items from the agenda that have no backup material, if the request is not a statement?
- In order to improve workflow for the consolidation of Agenda Packets, Does Council approve making the City Clerk’s Office offline every Thursday (the day the packets are released), in order to ensure no interruption to compile all packets?
- **Transition-** The Clerk’s Office has been transitioning from paper to electronic for the past two years. The process is noted below.
  - City Council received tablets in 2014
  - Council Chambers received T.V. monitors for the public and Council to view Agenda packet information
  - The Clerk began the process of showing the Agenda Packet on the screen during meetings for the public and Council to view. Future goal to submit for Go Green VML Award.

# Confidential Memo

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- New Software was purchased to automate the agenda creation process and catalog meeting minutes/videos.
  - Transition to all electronic Agenda Packets, to include tabbed PDFs.
  - Upgrade Council Chambers to include desktop monitors or screen sharing monitors for City Attorney rulings and to control presentations

## QUESTION-

- Does City Council wish to continue reduce the costs of paper by shifting towards electronic Agenda packets? If members of Council wish to still receive hard copy Agenda Packets, the City Clerk will continue to print copies.
- Does City Council wish to move forward with updating the Council dais to include technology that will allow members of Council to control the monitor when making presentations and to screen share to view with the City Attorney cites in response to “Point of Orders”?
- In order to improve workflow for the creation of minutes, I recommend that the City Clerk’s Office be “offline” the morning (Until 12:00 p.m.) following any City Council meeting to prepare minutes. This will allow uninterrupted time to complete this critical task?
- The City Council Closed Session information for Boards and Commission is a separate binder that is compiled. It includes all active TBR’s/Letters. The book is essentially “another” Agenda Packet that the City Clerk’s Office has to create for each meeting. The information included rarely changes. Recreating this additional binder for each meeting consumes a tremendous amount of manpower and is a waste of paper. Does Council agree to keep the binders created for this meeting and moving forward receive only new TBRs in a folder? Those TBR’s can be added to the existing binder for consistency, reduce manpower and save resources. Councilors can leave their binders at their office desk in the Alcove if he/she wishes for the Clerk’s Office for updating.

FYI-The City Clerk will be creating an internal policy for the request of documents to manage workflow requests? Once all past agendas, agenda packets, and minutes are scanned into the new system-anyone will be able to conduct his/her own research. However, in the event that the record is not readily available, a policy must be created to set expectations outside of FOIA requests.

# Confidential Memo



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- **Public Hearings-** Discussion occurred about an option to move all land/zoning related public hearing to the 2<sup>nd</sup> Meeting of the month to free up time for Council to conduct a large percentage of Regular Business the 1<sup>st</sup> meeting of the month. This is because some Agendas include several Public Hearings that prolong when Council will be able to address items on the Regular Agenda for action. By the time City Council gets to the Regular Meeting Agenda, the meeting is has already ran late. This change will require the City Manager to coordinate with this staff to plan in advance which items need to be on the 1<sup>st</sup> meeting agenda.
  - If this occurred the Development Department will hold Work Sessions during the 1<sup>st</sup> meeting to brief Council on upcoming Public Hearing topics.

## QUESTION-

- Does City wish to move all land/zoning public hearings to the 2<sup>nd</sup> meeting of the month?
  - Will Council commit to holding Work Sessions on the 1<sup>st</sup> of the month for Public Hearing items, if needed?
- **City Council Meeting Video Recordings-** City Clerk Manages Council Chambers and aspects of setting up, documenting and recording Council meetings. Per the City Clerks job description her office, “takes minutes and/or audio recording of all Council meetings and work sessions, indexes all items and records minutes as public records as required by law.” The Clerk is the keeper of all of City Council’s official meeting documents and recordings. However, she is not able to exercise authority to 1) Cancel/Schedule Video Recording 2) Set meeting times on Council Live.

## QUESTION-

- Does City Council wish to direct the City Clerk to manage scheduling of recording and Council Live dates/times? This will require her office to communicate directly to IT and Finance.
- There currently is no contract on file between the City and Mr. Wells. His company charges the City \$100 per meeting to record Council meetings. The City does not have ownership rights to the tapes and his company is allowed to sell them for profit.

# Confidential Memo



To: The Honorable City Council  
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## QUESTION-

- Does City Council wish to continue hiring Mr. Wells to record City Council Meetings? If so, City Council will need to confirm the rate and approve a contract.
  - If City Council does not wish to continue the contract, the City Clerk with work with IT Director directly to determine a system that will provide audio recordings if/when Council Live is down. System will run in tandem with Council Live during each meeting.

## ADDITIONAL DISCUSSION:

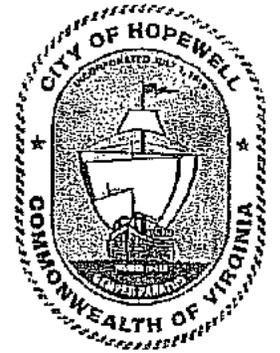
- **Legislative Recaps-** I have asked for City The City Manager will now include a blub in the City Manager's New Briefs about legislative updates from City Council.
- **Financial report-** City Council to resume receiving a monthly Finance Report about budget transfers.
- **Auditor Meeting-** City Manager has requested that the auditors not come before City Council but instead the Finance Committee.
- **City Clerk HR Status-** HR system has the City Clerk reporting to the City Manager as an exempt (part-time) employee.
  - March to fix with HR and report back when addressed.
- **Groundbreaking/City Events-** Within the past few years City groundbreaking's or ribbon cuttings have been scheduled without taking Council's attendance into consideration. The events were typically planned for during the work day and notice provided to City Council at the last-minute. Admin will work with the City Clerk for days more appropriate for Council attendance and staff will schedule events no earlier than 4:00 p.m.
- **Business Packet-** For years City Council is given verbal requests for action as it pertains to economic development. Staff will be creating a standard packet/form to provide to City Council each time they present an economic development request. That information will be provided to City Council in advance of the meeting.
  - Finance History
  - Departments Involved
  - Assessment/Appraisal
  - Terms in writing/proposal in writing
  - Draft contracts
  - Photos
  - Other businesses/business status
  - Tax history status

**IR-3**

## CITY OF HOPEWELL PROCLAMATION GUIDELINES

Proclamations are ceremonial documents signed by the Mayor and issued for:

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors (on recommendation of the Mayor)



Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Hopewell
- Campaigns or events contrary to City politics

Other:

- The Mayor's Office reserves the right to modify or deny any proclamation request
- An organization may request only one proclamation annually
- More than one cause can be proclaimed simultaneously
- An organization does not have exclusive rights to the day, week or month of their proclamation
- A Certificate of Recognition or Congratulatory letter is an alternative where proclamation criteria are not met

Who can make a proclamation request?

- Request must be made by a City of Hopewell resident
- Proclamations must affect a broad group of people. We will not issue proclamations for individuals. For individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter will be provided.

How should a proclamation request be made?

- All requests must be made in writing, completing the "Application To Request City Proclamation" form. Request can be mailed, faxed, emailed or hand-delivered. If mailed or faxed, please call to verify receipt by our office.
- Requests should be made at least 10 working days in advance of the date the document is needed. The exception to this rule is condolence requests. These requests should be made as soon as possible after the person's passing.

What must the request include?

- The completed "Application to Request City Proclamation" and a draft copy of a one-page proclamation, with 4 to 6 "whereas" clauses.

All questions may be directed to the City Clerk at (804) 541-2249. Direct requests may be directed via email to

Office of the City Clerk  
300 N Main Street  
Hopewell, VA 23860



CITY OF HOPEWELL  
300 N MAIN STREET  
HOPEWELL, VA 23860

**APPLICATION TO REQUEST CITY PROCLAMATION**

Requests for City Proclamations must be submitted two weeks prior to the requested Council Meeting date. The City Council meets the 2nd Tuesday of each month.

Topic and purpose of proclamation: \_\_\_\_\_

\_\_\_\_\_

Individual, Agency, or Organization Sponsoring the proclamation: \_\_\_\_\_

\_\_\_\_\_

Local resident attending council meeting to receive proclamation:

\_\_\_\_\_

Name

Phone

Council Meeting date requested: \_\_\_\_\_

Requested by:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

*Attach a draft copy of your one-page proclamation to this application and return to Hopewell City Council Clerk, 300 N Main Street Hopewell, VA 23860*

*For office use only*

_____ Approved	_____ Not approved	_____ Applicant Notified	_____ Date Proclaimed
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CITY OF HOPEWELL  
300 N MAIN STREET  
HOPEWELL, VA 23860

### APPLICATION TO REQUEST CITY PROCLAMATION

Requests for City Proclamations must be submitted two weeks prior to the requested Council Meeting date. The City Council meets the 2nd Tuesday of each month.

Topic and purpose of proclamation: \_\_\_\_\_

\_\_\_\_\_

Individual, Agency, or Organization Sponsoring the proclamation: \_\_\_\_\_

\_\_\_\_\_

Local resident attending council meeting to receive proclamation:

\_\_\_\_\_

Name

Phone

Council Meeting date requested: \_\_\_\_\_

Requested by:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone

**Attach a draft copy of your one-page proclamation to this application and return to Hopewell City Council Clerk, 300 N Main Street Hopewell, VA 23860**

*For office use only*

_____	Approved	_____	Not approved	_____	Applicant Notified	_____	Date Proclaimed
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# City Proclamation Guidelines

## Proclamations are ceremonial documents signed by the Mayor and issued for:

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors (on the recommendation of the Mayor)

## Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Cleveland *Hopewell*
- Campaigns or events contrary to City policies

## Others:

- The Mayor's Office reserves the right to modify or deny any proclamation request.
- An organization may request only one proclamation annually.
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- A Certificate of Recognition or Congratulatory letter is an alternative where proclamation criteria are not met.

## Who can make a proclamation request?

- Request must be made by a City of Cleveland resident. *Hopewell*
- Proclamations must affect a broad group of people. We will not issue proclamations for individuals. For individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter will be provided.

## How should a proclamation request be made?

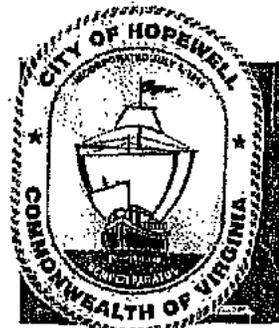
- All requests must be made in writing. Request can be mailed, faxed or hand-delivered or email. If mailed or faxed, please call to verify receipt by our office.
- Requests should be made at least 10 business days in advance of the date the document is needed. The exception to this rule is condolence requests—these should be made as soon as possible after a person's passing.

## What must the request include?

- Contact person's first and last name, address, and telephone number.
- A brief summary and/or background of the event or organization.
- The name and date (s) of the day, week, month or event to be proclaimed.
- Draft text for the proclamation, including 4-6 "whereas" clauses.
- An indication of whether the proclamation should be mailed or will be picked up and the date.
- A date when the proclamation is needed.

All questions may be directed to the *City Clerk* (804) 541-2249. Direct requests may be directed via email to *communications@city.cleveland.oh.us* via facsimile to 216-664-3999 or in writing to:

*City Clerk (804) 541-2249*  
*City of Hopewell*  
 Mayor's Office of Communications  
 City Hall, Room 227  
 501 Lakeside Avenue  
 Cleveland, OH 44114  
*300 N. Main St*  
*Hopewell, VA 23860*



Cleveland City Hall  
 501 Lakeside Ave.  
 Cleveland, Ohio 44114  
 Weekdays 8am-5pm

*Hopewell Info*

T: 216.664.3990  
 Relay Service: 711  
 Send Email

## City's Mission Statement

*Hopewell's Info*  
 We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens, and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play and grow old.

*Hopewell*  
 - City of Cleveland

**ORDINANCES, RESOLUTIONS, & PROCLAMATIONS  
Proclamations**

[Back](#)

**Council Policy for Reviewing Public Requests for Proclamations**

**PURPOSE:** To establish policies, guidelines, and procedures for responding to public requests for proclamations.  
**POLICY:** It is the policy of the Council to consider requests to proclaim certain events or persons, when such proclamations positively impact the community and convey an affirmative message to <sup>the</sup> ~~local~~ residents. Proclamations that are political in nature, that are controversial, or that likely would not enjoy a high level of community interest and support, are discouraged.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person (s) making the request should be a <sup>local</sup> ~~local~~ resident(s).
2. The request should be made at least <sup>four weeks</sup> ~~two weeks~~ in advance of a regularly scheduled Council meeting.
3. A local citizen should agree to be in attendance to accept the proclamation.
4. The city retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
5. The City of ~~the~~ <sup>the</sup> retains the right to decide if the proclamation will be issued or not.

**PROCEDURE:**

1. The person (s) making the request must submit a completed Application Requesting a City Proclamation and submit a copy of the proposed proclamation. A sample proclamation is attached to the application to provide format suggestions.
2. The Mayor, City Manager and/or staff designee will determine if the proposed proclamation meets the intent of this policy. When there is uncertainty in making this determination, the Mayor will consult with the ~~General Government~~ <sup>City</sup> ~~Government~~ <sup>Atty</sup> ~~Office~~ <sup>Office</sup> for their guidance.
3. Once approved, the proclamation will be added to the appropriate City Council agenda.
4. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

[Download Application to Request City Proclamation](#)

**IR-4**

**IR-5**

Sec. 1 (*Appropriation of Funds*)

Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted to city employees.

Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and unappropriated sum sufficient to meet such appropriation.

Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department ~~or appropriation function/category. The City Manager may transfer up to \$25,000. from the unencumbered balance of the appropriation of one appropriation function/category to another appropriation function/category.~~ No more than one transfer may be made for the same item causing the need for a transfer.

Sec. 5 The City Manager may increase appropriations for the following items of non-budgetary revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
- b. Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
- c. Any revenue source not to exceed \$25,000.

Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2018 shall be re-appropriated to the 2018-19 fiscal year to the same department and account for which they are encumbered in the previous year.

Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.

Sec. 8 Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary counting transfers between funds to enable the capital projects to be accounted for in the correct manner, with *City Council approval*. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2018 and appropriations in the 2018-19 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual

contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the Project with *City Council approval*.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action. City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds *within the applying department* towards any local match required.

Any grant application/award greater than \$50,000 must be approved by Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by Council.

Sec. 11 City Council approval of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until Council, by appropriate resolution, changes or eliminates the appropriation. The City Manager may reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between accounts to enable the grant to be accounted for in the correct manner, *with approval of City Council*. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding at June 30, 2018 and appropriations in the 2018-19 budget year.

Sec. 12 The City Manager may appropriate both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.

Sec. 13 The City Manager may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency *with approval of City Council*.

Sec. 14 The Director of Finance is authorized to make transfers to the various funds for which there are transfers budgeted *and adopted by City Council*. The Director shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfer are to be made.

Sec. 15 The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.

Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.

Sec. 17 The City Manager may appropriate revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on-hand at June 30, 2018, and all funds received in the 2018-19 budget year, shall not lapse but be carried forward into the next fiscal year.

Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may increase appropriations or authorize transfers of existing appropriation at June 30 as follows:

- a. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the unassigned fund balance of the Capital Projects Fund for future capital projects.
- b. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on-hand at June 30, 2018, and all funds received in the 2018-19 budget year.

Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to appropriate bond interest earning to minimize arbitrage rebates/penalties up to \$25,000. No more than one transfer may be made for the same item causing the need for a transfer. ~~This authority would include the appropriation of transfers among funds to accomplish such reallocation.~~ Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5. This applies to funds currently on-hand in at June 30, 2018 and all funds received in the FY 2018-19 budget year.

Sec. 20 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the VJCCA Grant to record transactions.

Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of monies associated with implementation of the Comprehensive Services Act for at-risk youth and families, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to Council for appropriation.

Sec. 22 The City Manager is authorized to disburse state Four-For-Life Program funding to the Hopewell Emergency Crew for authorized expenditures or to disburse funds between the Hopewell Emergency Crew and the Hopewell Bureau of Fire, all in the best interest of providing emergency services to Hopewell. Amount of funds authorized to be disbursed shall not exceed the state funding award.

Sec. 23 The City Manager is authorized, upon approval of Council, to transfer among appropriation categories any amount of monies associated with implementation of the Department of Social Services budget for services, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to city council for appropriation.

Sec. 24 ~~Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded, and~~ All transfer activity is to be reported to Council on a monthly basis.

~~Sec. 25 The City Manager is hereby authorized, upon approval of Council, to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Study Committee has approved the job evaluation and made its recommendation to the City Manager. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force. Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.~~

Sec. 26 Effective July 1, 2018, the following will be the City share of health care cost from The Local Choice (Anthem): (*CHART*)

Retirees hired before 7/1/03 retiring after 1/1/04:

Council authorizes and directs a policy change, effective July 1, 2017, that the City will continue to pay health insurance for the three spouses currently under the age of 65 until those spouses turn 65. The City will then cease payment of their health insurance. Also effective July 1, 2017, the City will continue to pay for the health care for the spouses of retirees until July 2018. Effective July 1, 2018, the City will pay 50% of the spousal coverage until June 30, 2019. Council authorizes and directs that effective July 1, 2019; the City will no longer pay any portion of health insurance costs for the spouses of any retirees. Any city retiree eligible for Virginia Retirement System health insurance credit shall have the city health insurance contribution reduced by a dollar amount equal to the VRS eligible health insurance credit amount. The VRS health insurance credit shall be calculated by an amount equal to \$1.50, or current rate approved by VRS, times the years of service with a maximum reduction amount of \$45.00 dollars, or the maximum amount authorized by VRS.

City Manager is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who is sixty (60) days delinquent on premium payments. Any retiree who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until the delinquent premiums are paid to the city and only at the next open enrollment period.

Sec. 27 Council authorizes and directs that the City shall only pay such amount equal to the City contribution share of the premium cost as authorized in Sec. 26, above, and any additional insurance coverage costs selected by employee shall be paid by employee by payroll deduction in the month prior to the premium due date. For any employee electing to enroll in the HSA plan of record, the city shall contribute the sum of \$1,400.00 for single coverage and \$2,700.00 for family coverage, to be paid monthly into employee HSA account; to include employee and child or employee and spouse, paid the second pay period of each month on the basis of 24 pays per year. If employee is hired before 15th of month credit for that month is given, after 15th of month credit and contribution payments shall begin the following month, to the employee HSA established at the city bank of record for HAS accounts.

Sec. 28 City Council authorizes and directs the employee contribution share (5%) of VRS pension contribution rate to be paid by all employees as of July 1, 2018 Employee share of VRS pension contribution shall be deducted on a bi-weekly basis on the assumption of 24 pays per year. Contribution will be effective for the month in which it is deducted. Prior to the 15th of the month, credit shall be given for the month and the monthly employee contribution shall be deducted. After the 15th of the month VRS deduction and credit shall begin 1st day the following month. Elected Constitutional Officers shall pay the VRS 5% employee contribution on the same basis as city employee.

Sec. 29 City Council authorizes a 2% cost-of -living pay increase, across the board, to all full-time employees, including the constitutional officers and their employees. Permanent part-time employees shall be awarded a 2% cost-of-living pay increase as well.

Seasonal part-time employees are not eligible.

Sec. 30 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

# **IR-6**

**TIMS training for Council  
set for 5:00 p.m. 3-5-19**

**IR-7**

*"We have received nothing but positive feedback from the public on our new ClearGov profile. It has helped us communicate our financials in a user-friendly and interactive way... It will be great to see how this will help save time and resources with public information requests moving forward."*



**John Frye**  
Financial Services Director

## PRIMARY OBJECTIVE:

**Easily communicate financial trend data and adhere to the North Carolina municipal transparency laws**

### Challenge:

The Village of Pinehurst, NC has been looking for a way to provide their financial information to the public in an easy to understand format.

"Before ClearGov, our financial data was published once a year," said John Frye, Financial Services Director in Pinehurst. "It was also not interactive and no live peer comparisons could be made, making it difficult for users to see trends since only one year could be viewed at a time."

Having this data easily accessible would help reduce the number of public information requests, which can take a great deal of time and incur significant costs.

Additionally, North Carolina passed a law in 2015 that required all municipalities to create transparency websites. "Although the state has not yet enforced this requirement, we wanted to be proactive and have a site in place when they did," said Frye.



### Solution:

"We uploaded all of our line item revenue and expenditure data since 2011 into the ClearGov system. Having seven years of data provides users with a clear picture of where we have come financially over that time, particularly how we have recovered from the Great Recession of 2008," said Frye.

Pinehurst took their transparency a step further and created a custom peer group that compares their finances to cities in the state that provide similar services.

"ClearGov having the baseline data for the non-subscribing cities and the US Census data is what really makes the system great. This allows for comparisons with peers at a department level cost," said Frye.

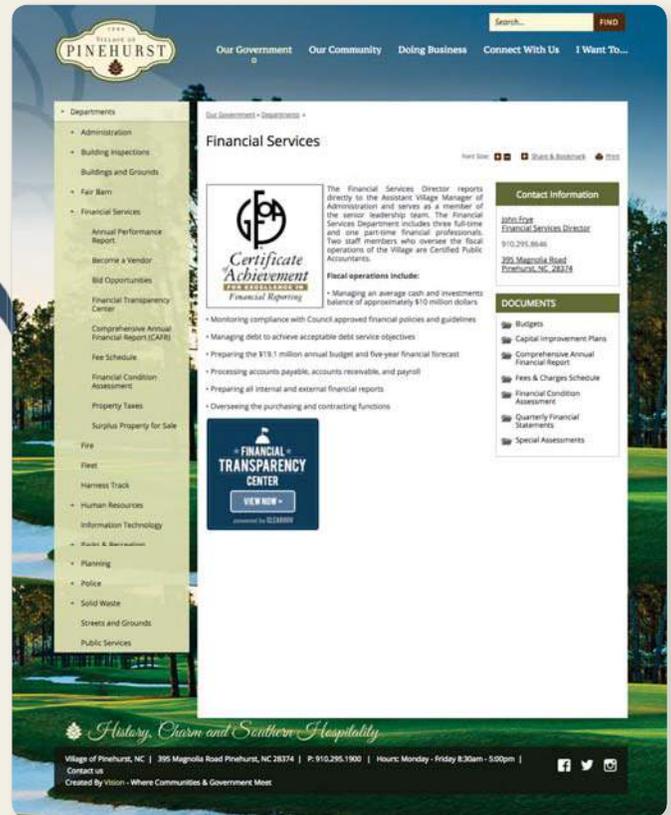
Over time, the dashboard will reduce the number of public information requests and increase public trust in their financial operations.

“ClearGov having the baseline data for the non-subscribing cities and the US Census data is what really makes the system great. This allows for comparisons with peers at a department level cost.”

John Frye  
Village of Pinehurst, Financial Services Director

CLEARGOV PAGE: VILLAGE OF PINEHURST

VILLAGE OF PINEHURST WEBSITE



**CLICK TO VISIT**  
ClearGov Transparency Page

**CLICK TO VISIT**  
Village of Pinehurst Website

ClearGov has become an invaluable tool to help the Village of Pinehurst educate and engage with everyone in the community.

**IR-8**

## Ronnieye Arrington

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**From:** Pat Cannon <pcannon@polco.us>  
**Sent:** Wednesday, February 20, 2019 9:03 AM  
**To:** Ronnieye Arrington  
**Subject:** Polco

Ms. Arrington:

My name is Patrick Cannon and I am with Polco. I see that you requested access to Polco. I hope you have had a chance to view the platform and see how it works. I am a retired City Administrator and I fully understand the need to obtain feedback as well as the time constraints in do that.

I also wanted to let you know that I have previously discussed Polco with Mayor Gore.

Polco's platform makes it both easy and safe for someone to respond to any question that you post. Each person is required to register by giving their name, email address and zip code. We use this data to verify if they are a resident of Hopewell through the current voter registration list. We can also further breakdown the results by age, gender and location within Hopewell. We have also become a Business Partner with Esri and we can begin to use their data to also assist in the overall analysis.

Polco is also an Enterprise Partner with the National League of Cities. Because of this relationship, we are offering a 25% discount to all members of NLC with join Polco. It is my understanding that your State League has enrolled all communities in Virginia as NLC members.

If you have any question or would like for a demonstration on how Polco works, please let me know

Thanks

Pat

608 286 0369



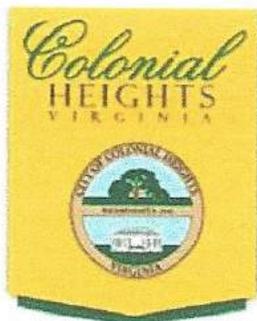
**Patrick Cannon**

Vice President - Community Outreach | [POLCO](#)

[Schedule a Meeting](#)

**IR-9**

**IR-10**



**COLONIAL HEIGHTS  
CITY COUNCIL  
AGENDA  
REGULAR MEETING  
CITY HALL**

**Council Members**

Michael A. Cherry  
Kenneth B. Frenier  
W. Joe Green, Jr.  
John E. Piotrowski  
John T. Wood  
Elizabeth G. Luck, Vice-Mayor  
T. Gregory Kochuba, Mayor

DATE: February 12, 2019

TIME: 7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - The Honorable John E. Piotrowski
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
  - A. A PROCLAMATION  
Recognizing Barrett Porter Smith Upon His Attaining Rank of Eagle Scout  
Documents:  
[PROC.EAGLESCOUT.BARRETTSMITH.PDF](#)
  - B. American Legion Post 284 Recognition  
Documents:  
[EX SUM AMERICAN LEGION 284.PDF](#)
  - C. Presentation Of The City's Annual Donation For The Colonial Heights High School After Prom Celebration
  - D. New Employee Introduction  
Introduction Of New City Employee Hired By The Police Department.  
Documents:  
[EX SUMMARY NEW EMP INTRODUCTION.PDF](#)
8. Reading Of Manner Of Addressing Council.  
ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.
9. Written Petitions And Communications

- A. Milton E. Freeland, Jr., Hanover Avenue - Update On Phase IV Of The Appomattox River Walk Trail
  - B. Presentation By Warren Hammond Of The Colonial Heights Food Pantry
- 10. Advertised Public Hearings
  - 11. Hearing Of Citizens Generally On Non-Agenda Items
  - 12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda
    - A. AN ORDINANCE NO 19-FIN-1  
(*Second Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in the aggregate amount of \$9,642 to appropriate 1) \$5,872 of assigned fund balance for the Office on Youth programs; 2) \$2,470 in donations to the Sheriff's Department; and 3) \$1,300 in prior year donations reserved for the police K9 program for K9 expenditures.

Documents:

[EX SUMMARY ORD 19-FIN-1.PDF](#)  
[BUDGET AMENDMENT JAN FY19.PDF](#)  
[SHERIFF DONATIONS.PDF](#)  
[AN ORDINANCE NO 19-FIN-1.PDF](#)

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 19-FIN-2

(*First Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in the aggregate amount of \$39,050 to appropriate 1) \$1,500 in sanctions relinquished to the Police Department and City Attorney; 2) \$2,000 in donations from the Southside Virginia Association of Realtors to the Police and Fire & EMS Departments; and 3) \$35,550 in Rescue Squad Assistance Grant Funds to the Fire & EMS Department.

To amend the Capital Projects Fund Budget by \$1,000,000 to appropriate State of Good Repair Funding from the Virginia Department of Transportation for the resurfacing of Temple Avenue.

Documents:

[EX SUMMARY ORD 19-FIN-2.PDF](#)  
[SANCTIONS MEMO.PDF](#)  
[RSAF GRANT AWARD.PDF](#)  
[TEMPLE AVE PROJECT WORKSHEET.PDF](#)  
[AN ORDINANCE NO19-FIN-2.PDF](#)

14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

A. AN ORDINANCE NO 19-2

(*Second Reading*) Amending §98-1 of Chapter 98, Animals, of the Colonial Heights City Code to specify which birds shall be considered a "Companion Animal".

Documents:

[EX SUMMARY ORD 19-2.PDF](#)  
[AN ORDINANCE NO 19-2.PDF](#)

B. Update On Matters Relating To Cal's

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. General Activity Report

Documents:

EX SUM CM ACTIVITY REPORT.PDF  
DATES OF INTEREST - FEBRUARY 2019.PDF

2. City Attorney

3. Director Of Planning And Community Development

16. Adjournment

**IR-11**

**ADJOURN**