

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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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

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

Date: January 22, 2019

MUNICIPAL BUILDING

Closed Meeting: 5:30 p.m.
Regular Meeting: 7:30 p.m.

OPEN MEETING

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

PROPOSED MOTION: To go into closed meeting for (1) discussion and consideration of 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 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); (4) 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); (5) 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 (6) 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] (3), (6), (7), and (8), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

PROPOSED MOTION: To amend/adopt agenda

Roll Call

REGULAR MEETING

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

Prayer by Rev. Deidre Bryant of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Partin.

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:

Public Hearings

CITY CLERK: *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to five minutes. No person shall be permitted to address Council a second time until all others have been heard, and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers may be barred by the mayor from further audience before Council, and removed, subject to appeal to a majority of Council. (See Rules 405 and 406)*

None

Communications from Citizens

CITY CLERK: *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to three minutes. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council, and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

Unfinished Business

UB-1 Council Standing Committees Appointments

MOTION: _____

Roll Call

UB-2 City Attorney Selection Process

ISSUE: Council to discuss and vote on the method of hiring a new city attorney (i.e., use a hiring firm, handle internally), budget and costs associated with hiring of new attorney, where to advertise (if applicable), etc.

MOTION: _____

Roll Call

UB-3 Boards, Commissions, and Authorities Appointments

MOTION: _____

Roll Call

Regular Business

Reports of City Manager:

R-1 Request for appropriation of \$19,000 for purchase of Monitor Lifepak 15 Defibrillator

ISSUE: The fire department is in need of a Monitor Lifepak 15 Defibrillator. The cost for the Monitor Lifepak is \$39,000. To defray the cost, the fire department applied for and received a grant from the John Randolph Foundation in the amount of \$20,000. The fire department is requesting appropriation of the remaining \$19,000 from funds identified within capital projects.

MOTION: _____

Roll Call

R-2 Request for appropriation of \$150,000 towards purchase of new ambulance

ISSUE: The fire department is in need of a new ambulance. The fire department applied for and received a grant from the Commonwealth of Virginia through the Rescue Squad Assistance Fund in the amount of \$125,000 for use towards the purchase of a new ambulance. The fire department is requesting appropriation of the remaining \$150,000 from funds identified within capital projects. The current Medic 3 ambulance is a 2004 model, which has cost approximately \$60,000 in the past year.

The purchase of a new ambulance will allow the fire department to move the Medic 3 ambulance to a reserve role and eventually out of service.

MOTION: _____

Roll Call

R-3 Request for appropriation of \$10,000 for Riverside Park repairs

ISSUE: When hurricane Michael swept through central Virginia on October 12, 2018, it caused damage to two athletic field light poles and several sections of the field fencing at Riverside Park. The cost to replace the light fixtures, light poles, and fencing is \$14,473. The City is insured by VML, and this loss is covered; however, the deductible is \$10,000. Staff is requesting funding for the amount of the deductible.

MOTION: _____

Roll Call

R-4 Recreation Trails Program (Riverwalk Phase II)

ISSUE: The Recreational Trails Program (RTP) is an 80-20 matching reimbursement program, provided through the Federal Highway Administration (FHWA), established to provide and maintain recreational trails. Staff is requesting that the City Manager be authorized to sign the project agreement for a grant award amount of \$71,594, upon approval and review by the City Attorney, to endorse the RTP- Riverwalk Connection by Council Resolution, and to appropriate \$14,318.80 from the FY 19 Economic Development salary savings to fund the local match required for the Preliminary Engineering.

MOTION: _____

Roll Call

Reports of the City Attorney: Council rules

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

Citizen/Councilor Requests

CCR-1	Gore	Participatory Budgeting
CCR-2	Gore	Community Policing and Shooting Taskforce
CCR-3	Partin	Endorsement of the Chesapeake Bay Foundation's Clean Water Blueprint
CCR-4	Partin	New City Borrowing/Bonding Policy
CCR-5	Partin	New Hopewell Small Business Procurement Policy

Other Council Communications

Adjournment

**CLOSED
MEETING**

REGULAR MEETING

CONSENT AGENDA

MINUTES

MINUTES OF THE DECEMBER 19, 2018 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was continued from the Tuesday, December 11, 2018 to Wednesday, December 19, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Christina J. Luman-Bailey, Councilor (arrived 6:35 p.m.)
Anthony J. Zevgolis, Councilor (arrived 6:35 p.m.)
Janice B. Denton, Councilor
Brenda S. Pelham, Councilor (arrived 6:34 p.m.)

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: Arlene Holloway, Councilor

ROLL CALL

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

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

CLOSED MEETING

Councilor Pelham moved to go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards and commissions); (2) discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (Riverview Inn and Suites); (3) discussion and consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the city would be adversely affected (Cube Smart facility); (4) consultation with legal counsel and briefings by staff members or consultants pertaining to actual and probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body (employment matter); (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel (independent contractor agreement, Charter amendments), in accordance with Virginia Code § 2.2-3711 (A), (1), (3), (6), (7), and (8) respectively. The motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

DRAFT
December 19, 2018
(continuation of December 11, 2018)
Regular Meeting

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes

Motion passed 6-0

RECONVENE OPEN MEETING

Council convened into open meeting at 8:12 p.m., and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes

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

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

AMEND/ADOPT AGENDA

Councilor Denton moved to amend the agenda to add discussion regarding the proposed Charter amendment previously discussed. Her motion was seconded by Mayor Shornak. After discussion, Vice Mayor Gore made a substitute motion to approve the agenda as written. Her motion was seconded by Councilor Pelham. There was additional discussion. Mayor Shornak called for the vote seeking to end debate. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	No
Vice Mayor Gore	-	No
Councilor Denton	-	Yes
Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No

Motion failed 4-2

DRAFT
December 19, 2018
(continuation of December 11, 2018)
Regular Meeting

Discussion continued. Council voted on Vice Mayor Gore’s substitute motion. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	No
Councilor Pelham	-	Yes
Mayor Shornak	-	No
Councilor Luman-Bailey	-	Yes

Motion passed 4-2

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

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

Consent Agenda

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

- C-1 **Minutes:** All minutes not yet approved by Council
- C-2 **Pending List:** Provided 11-27-18
- 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:**
- C-8 **Information for Council Review:** Minutes: Architectural Review Board-October 22, 2018; Appomattox Regional Library-December 4, 2018; HRHA September 10, 2018; Downtown Design Review Committee November 8, 2018
- C-9 **Resolutions/Proclamations/Presentations:** NLC, VML and Neighborhood Revitalization presentation by Councilor Luman-Bailey [**not done**]; Cities of Opportunity Grant presentation by Vice Mayor Gore [**not done**]; City Website presentation by Dr. Concetta Manker [**not done**]; DMV Select Award presentation by Commissioner Debra Reason; presentation to outgoing Councilors
- C-10 **Additional Announcements:** City Council Reorganizational Meeting- January 2, 2019

Councilor Pelham moved to approve the Consent Agenda, which motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

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Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes

Motion passed 6-0

Upon additional discussion, Mayor Shornak and Councilor Denton determined that they had voted in error, and requested permission to change their votes, which permission was granted. Upon the roll call, the final vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	No
Councilor Pelham	-	Yes
Mayor Shornak	-	No
Councilor Luman-Bailey	-	Yes

Motion passed 4-2

PUBLIC HEARINGS

PH-1 Riverview Inn and Suites – At 9:45 p.m. Mayor Shornak opened the public hearing. There was no one signed up but Eliot Eliades, resident of 900 Mansion Drive came forward and spoke in support of the proposed sale. Joan Gosier of Ward 2 spoke regarding appraised value of property. Mr. Patel, owner of the Riverview Inn and Suites, fielded questions. Mayor Shornak closed the public hearing at 9:46 p.m. Councilor Denton moved to proceed with the purchase per recommendation of Staff and to purchase the property at 711 West Randolph Road, further identified at parcel #066-0875 for the price of \$1.1 million dollars. Her motion was seconded by Councilor Mayor Shornak. There was discussion. Mayor Shornak called for the vote and to end debate. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	No
Councilor Denton	-	Yes
Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No

Motion failed 3-3

There was additional discussion, then Council voted on Councilor Denton’s motion. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	No
Councilor Denton	-	Yes
Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No

Motion failed 3-3

DRAFT
December 19, 2018
(continuation of December 11, 2018)
Regular Meeting

MOTION TO EXTEND

Councilor Luman-Bailey moved to extend the meeting beyond the 3-hour deadline (10:30 p.m.) The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes

Motion passed 6-0

PH-2 Amendment to Sec. 4 of Chapter IV of the City’s Charter – Public hearing to solicit citizen comments on the adoption of the Legislative Priorities and proposed Charter amendment to Sec. 4 of Chapter IV of the Charter. Mayor Shornak opened the public hearing at 10:34 p.m. No one was signed up to speak and no one came forward to speak. Mayor Shornak closed the public hearing at 10:34 p.m. Councilor Pelham moved to adopt the resolution as related to the Legislative Priorities and the proposed Charter amendment. Her motion was seconded by Vice Mayor Gore. Discussion ensued. Mayor Shornak called for the vote and to end debate. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes

Motion passed 6-0

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

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	No
Councilor Pelham	-	Yes
Mayor Shornak	-	No
Councilor Luman-Bailey	-	Yes

Motion passed 4-2

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*

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(continuation of December 11, 2018)
Regular Meeting

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.)

Eliot Eliades spoke to Council regarding time management.

UNFINISHED BUSINESS

UB-1 Hopewell Redevelopment & Housing Authority (HRHA) - Councilor Denton moved to grant HRHA's request to rezone property identified as parcels 042-0095, 042-0195, and 042-0252, from R-3 Residential Medium Density District and B-3, Corridor Development District to R-4, Residential. Her motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	No
Councilor Denton	-	Yes
Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No

Motion failed 3-3

MOTION TO ADJOURN

Councilor Denton moved to adjourn. Her motion was seconded by Mayor Shornak. Upon discussion, Vice Mayor Gore moved for Council to hear items R-1, R-4, R-5 and the presentation to Council. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	No
Councilor Pelham	-	Yes
Mayor Shornak	-	No
Councilor Luman-Bailey	-	Yes

Motion passed 4-2

Mayor Shornak left at midnight. At 12:06 a.m. Councilor Denton asked to be excused and also left the meeting.

DRAFT
December 19, 2018
(continuation of December 11, 2018)
Regular Meeting

REGULAR BUSINESS
Reports of City Manager:

R-1 VCU Performance Review Contract – Vice Mayor Gore moved to approve an appropriation to complete and Efficiency and Technology Review Study in the FY19 budget. Her motion was seconded by Councilor Zevgolis. Councilor Pelham amended the motion to add that VCU would report to the Mayor as well as to Council. Councilor Zevgolis seconded the amendment. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Pelham	-	Yes
Councilor Luman-Bailey	-	No

Motion passed 3-1

Councilor Luman-Bailey moved to amend the agenda to add items R-2 and R-3 to be heard. Stefan Calos opined that it would take 2/3 of Council to approve an amendment to the agenda, but that Council could waive that rule. Councilor Pelham moved to waive the rule requiring 2/3 vote of council to amend the agenda. Her motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Pelham	-	Yes
Councilor Luman-Bailey	-	Yes

Motion passed 4-0

R-4 Virginia First Cities 2019 Legislative Program – Councilor Luman-Bailey moved to approve the finalized Virginia First Cities 2019 Legislative Program, which motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Pelham	-	Yes
Councilor Luman-Bailey	-	Yes

Motion passed 4-0

R-5 Hopewell Water Renewal Capital Budget – Councilor Zevgolis moved to approve the City of Hopewell Water Renewal Department using \$1,100,000 from Outside Treatment Revenue to fund the Return Activated Sludge Motor Control Center project. His motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Pelham	-	Yes
Councilor Luman-Bailey	-	No

Motion passed 4-0

DRAFT
December 19, 2018
(continuation of December 11, 2018)
Regular Meeting

AMEND AGENDA

Councilor Pelham moved to add items R-2 and R-3 to be heard on the agenda. Her motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Pelham	-	Yes
Councilor Luman-Bailey	-	Yes

Motion passed 4-0

R-2 Amend portions of Chapter 6 (Animals and Fowl) of the City Code – Councilor Luman-Bailey moved to update Chapter 6 of the City Code and make it compliant with City Code. Vice Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Pelham	-	No
Councilor Luman-Bailey	-	Yes

Motion passed 3-1

R-3 Appropriation of DMV Select Funds – Councilor Pelham moved to approve the request from the Treasurer and Commissioner of Revenue seeking appropriation of 80% (40% each) of DMV select funding (\$6,767.25 each for 2017 and \$6,843.46 each for 2018). Councilor Zevgolis seconded the motion. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Pelham	-	Yes
Councilor Luman-Bailey	-	Yes

Motion passed 4-0

ADJOURN

At 12:25 a.m. motion was made by Councilor Pelham and seconded by Councilor Luman-Bailey to adjourn. All council responded “aye” to the question.

/s/ Jackie Shornak

Jackie Shornak, Mayor

/s/ Ronnieye L. Arrington

Ronnieye L. Arrington, City Clerk

**December 28, 2018
Special Meeting**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD DECEMBER 28, 2018

A Special Meeting of Hopewell City Council, was held Friday, December 28, 2018, at 5:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Arlene Holloway, Councilor
Brenda S. Pelham, Councilor (arrived at 5:01 p.m.)
Janice Denton, Councilor
Anthony Zevgolis, Councilor
Christina Luman-Bailey, 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

ABSENT: Frazelle Hampton, Assistant City Clerk

ROLL CALL

Mayor Shornak opened the meeting at 5:02 p.m. Roll call was taken as follows:

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

R-1 Riverside Inn and Suites (a/k/a Riverview Inn and Suites) – Charles Dane, Assistant City Manager, gave a brief presentation. Councilor Luman-Bailey spoke and explained her reason for reconsidering. Councilor Luman-Bailey made a motion to reconsider and renew the acquisition of the former Evergreen Motel (now Riverside Inn and Suites a/k/a Riverview Inn and Suites), located at 711 West Randolph Road, and further identified as parcel #066-0875 with new price of exactly one million dollars (\$1,000,000.00). The motion was seconded by Councilor Denton. Councilor Pelham objected to formation of wording of the motion made by Councilor Luman-Bailey.

Councilor Luman-Bailey amended the motion to renew the previous motion as modified. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

**December 28, 2018
Special Meeting**

Councilor Holloway - no

Motion failed 4-3

The discussion continued. Councilor Pelham expressed concerns regarding the city losing money. Mr. Dane provided follow-up to Councilor Pelham's concerns. Councilor Luman-Bailey spoke on the difference between appraised and assessed value. Councilor Denton spoke in favor and felt it was a wonderful opportunity. Mayor Shornak also spoke in favor of the deal. Councilor Pelham made a motion to call for the vote to end debate. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion failed 5-2

Debate and discussion continued. Vice Mayor Gore spoke about changes and the outcry of cost. Councilor Zevgolis expressed concerns about contract and lack of support from the public. Councilor Denton spoke in favor of the agreement once again. Councilor Zevgolis made a motion to call for the vote. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 4-3

ADJOURN

At 6:10 p.m., motion was made by Mayor Shornak, and seconded by Councilor Denton to adjourn. All councilors agreed to adjourn by saying "aye" in unison.

/s/ _____
Jackie M. Shornak, Mayor

/s/ _____
Ronnieye L. Arrington, City Clerk

**ROUTINE
APPROVAL
OF WORK
SESSIONS**

February 12, 2019

**PERSONNEL
CHANGE
REPORT**

DATE: January 7, 2019
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – November 2018

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
CHIASSON, TAYLOR	POLICE	PT ANIM CONT CUST	11/26/2018
CLEMENT, SAMUEL	SHERIFF	PT SHERIFF DEPUTY	11/28/2018
ENNAS, JOSEPH	WATER RENEWAL	SR ELEC & INST TECH	11/07/2018
LILLY, MICALAH	POLICE	PT ANIM CONT CUST	11/26/2018
MITCHELL, CATHERINE	RECREATION	PT ATH SITE ASST	11/21/2018
MOORE, CAMERON	CITY MANAGER	YTH COORDINATOR	11/19/2018
WHEELER, SHANTAE	HEALTHY FAMILIES	FAM SUPP SP	11/27/2018

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
CALDWELL, GRAYSON	FIRE	FIREFIGHTER/ALS	11/15/2018
DIX, EDWARD	WATER RENEWAL	ELEC & INST TECH III	11/01/2018
POWERS, ANDREW	RECREATION	SR REC MAINT SPEC	11/01/2018
RECTA, MINA	RENEWAL	SCADA ADMIN	11/22/2018
ROBERTSON, JESSE	WATER RENEWAL	WWT OPER I	11/01/2018
ROBINSON, MELODY	RECREATION	PT CUST SVC AGNT	11/16/2018

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

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

DATE: January 7, 2019
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – December 2018

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
COSTLEY, KELCEY	FIRE	ALS/FIREFIGHTER	12/05/2018
DUMAS, LAUREN	FIRE	ALS/FIREFIGHTER	12/05/2018
GARRETT, WESLEY	WATER RENEWAL	WWT OPER TRAINEE	12/19/2018
HOUTS, THOMAS	FIRE	ALS/FIREFIGHTER	12/05/2018
PRICE, HEATHER	FIRE	ALS/FIREFIGHTER	12/05/2018
REDFEARN, JAMES	SHERIFF	PT SHERIFF DEPUTY	12/19/2018
SUMMA, ASHLEY	RECREATION	PT CUST SVC AGT	12/19/2018

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
ATKINS, KEEBA	SOCIAL SERVICES	FAM SERV SPEC I	12/13/2018
BURT, JENNIFER	DEVELOPMENT	EXEC ASST	12/03/2018
CHIASSON, TAYLOR	POLICE	PT ANIM CONT CUST	12/06/2018
FRANKLIN, ANTHONY	POLICE	POLICE OFFICER	12/19/2018
LILLY, MICALAH	POLICE	PT ANIM CONT CUST	12/06/2018
PULLEY, ANTHONY	POLICE	POLICE SGT	12/03/2018

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

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

FINANCIAL REPORT

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
12.31.2018

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 has been 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
12.31.2018**

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

City of Hopewell, VA December 31, 2018				
External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements: for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%	
Communicate Implementation Plan: to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- Inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
FY 2016 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
FY 2016 Audit & CAFR Preparation	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18
Schools: Task completion pending Schools providing corrected fund statements information to auditor (PBM)				Task completion (100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit. (08.21.2018)				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit
				Schools communicated fund statements information to auditor (PBM) 9.26.18
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task completion (100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2016 Audit	04.01.18	04.30.18		Task completion (80%)
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18
FY 2016 Single Audit Issued			45%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process and prior FY15 issues resolution in process 12.31.18

FY 2017				
Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
FY 2017 Audit & CAFR Preparation	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools (07.09.18 to 07.13.18 Field Work Period)	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools (postpone to 08.06.18)
			40%	Schools (estimated as of 09.30.18)
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools (08.06.18 to 08.17.18 Field Work Period)	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on return date to continue audit field work & testing process for both City & Schools (09.10.18 to 09.14.18 Continued Field Work Period)	09.04.18	09.05.18	100%	Task completed
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task work in process (60%) (see % completion status & comments of the City CRAW implementation plan)
FY 2017 Audit	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)
FY 2018 Audit & CAFR Preparation	08.01.18	10.31.18		
FY 2018 Audit	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued				
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				

City of Hopewell, VA				
December 31, 2018				
Other				
FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for 2018:	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2018:	01.01.19	02.15.19		
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting	07.01.18	06.30.19	95%	Overall estimated % of completion as of 12.31.18
State Compensation Board Reimbursement -- SCB				
(July 2018)			100%	Actual completion date 08.21.18
(August 2018)			100%	Actual completion date 09.13.18
(September 2018)			100%	Actual completion date 10.15.18
(October 2018)			100%	Actual completion date 11.15.18
(November 2018)			100%	Actual completion date 12.12.18
Department of Criminal Justice System -- DCJS (FY18 4th Quarter)			100%	Actual completion date 07.25.18
Healthy Families Grant (FY18 4th Quarter)			100%	Actual completion date 07.16.18
Community Based Child Abuse Program (CBCAP) Grant (FY18 4rd Quarter)			100%	Actual completion date 07.16.18
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
VDOT/Weldon Cooper Center 2017 Highway Finance Survey (Due 03.15.18)			15%	Inquiry of City submission in process
VDOT/Weldon Cooper Center 2016 Highway Finance Survey (Due 03.15.17)			15%	Inquiry of City submission in process
Rating Agency requested the City to provide written responses to information inquiry.	7.23.18	7.31.18	100%	Actual completion date 07.31.18
(Electronic Municipal Market Access (EMMA) Continuing Disclosure Agreement "CDA" requirements -- rating withdrawal notification)	8.3.18	8.17.18	100%	Actual completion date 08.15.18
Residential Sewer Rates Cost of Service Study				Task on hold pending CAFR project completion
Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit	7.24.18	7.24.18	100%	Actual completion date 07.24.18
City of Hopewell Cost Allocation Plan FY 2017 (preparation by Finance Staff and coordinating Maguire & Associates of Va. site visit)	8.15.18	8.28.18	100%	Actual completion date 08.28.18

City of Hopewell, VA December 31, 2018				
External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report)				
DEQ (Landfill Financial Assurance Report)				
Single Audit Report				
Federal Audit ClearingHouse (FAC) Reporting				
Other				
Implementation Plan:				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
APA Reports				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of 01.31.18 the City had not made such request for FY15 or FY14. The City requested on 02.01.18 CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18) APA advised on 02.05.18 it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on 02.01.18 DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17. DEQ advised on 02.02.18 since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis (12.31.18)
Single Audit Report FAC Reporting	01.03.18	01.31.18	85%	CBH provided the City with a draft FY15 report on 03.30.18. Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for 01.31.19

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
12.31.2018**

- **Budget Development FY20**

City of Hopewell, VA				
December 31, 2018				
Budget Development				
FY 2019 - 2020				
	Date	Date	% Completion	
	Start	Due	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)				
Draft Proposed City Budget Calendar for FY 2019 - 2020	01.15.19	01.31.19		
(Received input from Key Stake Holders)				
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	02.15.19	02.22.19		
Finalize City Budget Calendar for FY 2019 - 2020	02.22.19	02.28.19		
Implement City Budget Calendar for FY 2019 - 2020	03.01.19	05.31.19		

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
12.31.2018

- **Internal Reporting**

- Reporting for the period of 01.03.2018 – 11.30.2018 has been 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 12.31.2018					
Activity	Account	Fund			
Date	Description	Type	From	To	Comment(s)
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	
10/18/2018	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	

PUBLIC HEARING ANNOUNCEMENTS

February 26, 2019

**INFORMATION
FOR COUNCIL
REVIEW**

**MINUTES OF THE JULY 12, 2018 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, July 12, 2018, at 6:00 p.m. in the library, located at 209 E Cawson St, Hopewell, Virginia.

Planning Commission Members present:

Absent:

Todd Butterworth, Vice-Chairman
Chris Neal
Cassandra Vanderkeift

Elliott Eliades, Chairman
John Jones

Staff Members present:

Tevya W. Griffin, Director
Chris Ward, Senior Planner

Vice Chairman Butterworth opened the meeting at 6:02 p.m. The prayer was rendered by Commissioner Vanderkeift. The pledge of allegiance was led by Vice Chairman Butterworth.

By roll call, 3 members present. Chairman Eliades and Commissioner Jones were absent.

Administrative Matters

1. A motion was made by Commissioner Neal to move public hearing #2 before public hearing #1. The motion was seconded by Commissioner Vanderkeift. The motion carried with a vote of 3-0.

Public Hearings

1. Request to vacate an undeveloped right of way at 4013 Old Woodlawn Avenue and 4017 Western Avenue.

Mrs. Griffin gave overview and showed aerial photos. Mentioned concept plan meeting with city staff, the engineering team and the owner. The right of way will provide required space for fire lane. Mike Naulty, representative from Timmons Group, the engineering firm hired by owners to complete site plan and street vacation administrative resubdivision, was present to answer questions. Using the plat provided, Mr. Naulty briefly explained the area in question and described the site. A motion was made by Commissioner Neal to approve the street vacation, seeing no objection from city staff, and that the vacation was in keeping with the City Council policy on street vacation and the Comprehensive Plan. The motion was second by Vanderkeift. The motion carried 3-0.

2. Request to vacate an alley located between 2300 Bluefield St & 2301 Atlantic St and 2308 Bluefield St & 2323 Atlantic St.

Mrs. Griffin gave an overview of the request and mentioned its conjunction with the enclosed storage facility approved through the conditional use permit process approved by City Council in February 2018. The public hearing was opened at 6:15 p.m. The applicants, a representative from City Point Restoration Church and Joseph Letendre spoke regarding the request. The church would like to enclose property with a fence. Wants to vacate alley and build a playground and wants to close property and have a gate at each end that is child proof. They would not build anything in alley. Commissioner Vanderkeift asked about the property owned by the church. Mr. Letendre spoke about the changes he has seen in the neighborhood. He contends that two years ago he was going to sell his house. He has a six year old, and he sees that the church has been improving the neighborhood. Church is growing and neighborhood is getting cleaned up. Believes the gate would be beneficial; would see a big change. The church has a food pantry, clothes closet, teaching classes. They are trying to get kids off the street. Pastor sends apologies that he cannot be here. Two candidates graduating from drug rehabilitation program sponsored by the church. After brief discussion, staff suggested the item be tabled until further discussions were held between the applicants and the City Engineering office. There is a drainage system and overhead utilities that belong to the cable and telephone company. City staff concludes that an authorization agreement may be able to provide the church with what they desire and well as protect and maintain access to the utilities. Vice Chairman Butterworth asked if there was a motion based on the information provided. Commissioner Vanderkeift moved to table the application until more information is received from staff and a meeting held with city engineer. The motion was seconded by Commissioner Neal. The public hearing closed at 6:19 p.m.

3. Request to rezone Lots 1, 2 Copeland Subdivision from B-1 to PUD.

Mrs. Griffin gave an overview of the project. The City has been discussing this project for some time with the developers. A zoning ordinance amendment was approved by City Council to add B-1 to the Planned Unit Development district.

Chip Bowman and Ed Bowman, of W.E Bowman are the developers for this mix of use development. They gave an overview of land uses, the phase of construction, and the establishment of public areas. There will be a plaza at top of the hill, a promenade, and the referenced amphitheater. They are working with the city to figure out archeologically where amphitheater was located. The phase of development is as follows:

1. Buildings G1, G2, public spaces (promenade and plaza)
2. Building I, Building E (commercial buildings) (built to suit when tenants identified)
3. Building J, Building F
4. Amphitheater

Vice Chairman Butterworth asked how phasing would work if occupancy is not achieved in a preceding building. Ed Bowman said that is the benefit of identifying what the markets need. They have conducted this research and believe the mix is forty five (45) one bedrooms, forty five (45), two bedrooms, and ten (10) three bedrooms. Chip Bowman said that if absorption is slow it will provide insight into the needed unit mix. If absorption is slow, the phasing would be slow. Commissioner Vanderkeift asked about Building I. Ed Bowman said the first floor of Building G2 would be a restaurant; Buildings I & E are reserved for commercial tenants. Commissioner Vanderkeift asked about parking – specifically, where is parking located for the development. The Bowman's answered between G2, G & F and behind F and parking behind I building and also use

Appomattox Street, and the City's gravel lot would be a part of future use. The gravel lot would be available for our project and other uses – the future of that site would have to relocate parking, which may include a parking deck.

Vice Chairman Butterworth stated that a parking study would be provided for the development. Ed Bowman said the goal is to have one parking space per unit if not higher. Chip Bowman said there is the belief that there is plenty of parking in this phase of the development (Phase I). There will have to be a paradigm shift from being able to come down town and being able to park in front of the establishment you wish to patronize. There will have to be a balance between demand and utilization of parking. This project is focused on a walkable community.

Vice Chairman Butterworth asked if the study will consider this project. The study will be in two parts – study of parking adequacy for the PUD overlay and the second phase – comprehensive parking study on the entire downtown. Vice Chairman Butterworth asked if the parking study would cover economic impact. The answer was the study would use the Urban Land Institute methodology based on parking availability and demand at peak parking for planned and existing uses. There was discussion about open space; clean up bank with kudzu. Vice Chairman Butterworth asked about open space. He asked if they could elaborate further on the open space requirement. He also asked if there would be any enhancement to the gateway of the cemetery. e;

The Bowman's answered that they will increase the breath of open space already there. They plan to layer the trees to bring shade, provide a nice transition to the cemetery as part of public space. The planned Appomattox Riverwalk is an asset. The grand stairway will be enhanced but remain close to where it is located currently. The location of the access road would change; no longer from Appomattox but from Hopewell Street. There was discussion of the 3D renderings

Commissioner Vanderkeift asked about material of the roof. It will be PVC, TPO, white membrane with tapered insulation system; pitched roof. They plan to provide a roof feature on G1 and G2, screened by the owner. Chris Ward, Senior Planner, informed the Commission that the Downtown Design Review Committee approved the Certificate of Appropriateness for Building GI and G2 for height, rhythm of structure, material and consistency with the 2028 Comprehensive Plan and Downtown Plan at their most recent meeting. Chip Bowman explained the materials and mentioned that samples were provided to the DDRRC members at the meeting. The brick is similar to library (modulation on the varied red brick); fire finish stucco varied lighter in color, metal clad on windows (railings/downspouts) in keeping with library without mimicking. The project will continue streetscapes, pavers, and lighting. They mentioned their family history and tie to the City and this property in particular. They are descendants of Peter Francisco.

Vice Chairman Butterworth asked Mr. Ward the meaning of building rhythm. Mr. Ward answered that is a variation in urban wall texture; using recesses, arcades, columns. The architects for this project are Glave & Holmes.

Bowman said when first saw the Waterfront study completed last year through the ULI technical assistance program they listed. This project is careful to not alienate the downtown As Robert Gibbs mentions in the study, any project on this property should leverage waterfront for residential and not take away from the established business spaces on East Broadway. Butterworth said w/commercial tenants/will try to compliment – gym, meeting areas; don't want to compete against existing spaces.

The public hearing was opened at 7: 15 p.m. Kathryn Podlewski, lives at 507 N 2nd Ave. spoke and said she is surprised the churches are not here. She tried to save Patrick Copeland School. she

would love to keep the site green. This project does not consider the huge drainage basin. She also does not see how the green space be adequate to meet storm water requirements. The map is showing Eppes Street flowing straight to Appomattox Court. This is not accurate. She is also stunned to see buildings on the sandy hills. She also has issue with the buildings placement because it blocks the view of river from Route 10 and Appomattox Street. Seeing no one else to speak the public hearing was closed at 7:17 p.m.

Ed Bowman said civil engineer is required to meet stormwater management requirements and that more detail will be provided during the site plan process but preliminary study has been conducted. This area will not be a BMP but a level spreader. The goal is not to create a swamp. Mrs. Griffin answered the question regarding site vistas of the river. She mentioned the ULI study that suggested building be perpendicular to the river. The first design provided by Bowman blocked the river view this version opens up the view from Library Street and Appomattox.

Commissioner Neal made a motion to defer decision on the PUD rezoning until the parking study results were provided. The motion was second by Commissioner Vanderkeift. The motion carried with a vote of 3-0. Vice Chairman Butterworth asked the purpose of the Letter of Intent. This is the agreement between city and applicant to develop this plan. This rezoning is one step in the process. The Vice Chairman asked when the commission can expect the parking study. Mr. Bowman said that it was expected first on June 30th and then for tonight's meeting. They will provide a copy of the letter.

Unfinished Business

1. Implementation of Comprehensive Plan Report – discussion and comments, Vanderkeift discussed her progress on item #6.

New Business

None

Reports of Council's Boards & Commissions

1. City Council – August 14, 2018
2. BZA – August 1, 2018
3. ARB – July 23, 2018
4. DDRC – July 11, 2018

Closing Comments Board Members

None

Report of the Director

None

Adjourn

The meeting was adjourned with a motion from Commissioner Vanderkeift and a second from Commissioner Neal. The motion carried with a vote of 3-0.

Respectfully submitted,

Tevya W. Griffin

Tevya W. Griffin
Director

Todd Butterworth

Todd Butterworth
Vice Chairman

**MINUTES OF THE AUGUST 2, 2018 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, August 2, 2018, at 6:00 p.m. in City Council Chambers, located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Absent:

Elliott Eliades, Chairman
John Jones
Cassandra Vanderkeift
Chris Neal

Todd Butterworth

Staff Members present:

Tevya W. Griffin, Director

Chairman Eliades opened meeting at 6:05pm.

By roll call, 5 members present.

Administrative Matters

1. No Requests for withdrawals/deferrals or amendments to the agenda
2. Move meeting minutes to 8/16/2018
3. No citizen comments

Public Hearings

None

Presentation

None

Unfinished Business

1. To vacate an alley between 2300 Bluefield Street and 2301 Atlantic Street and 2308 Bluefield Street and 2323 Atlantic Street. Mrs. Griffin gave an overview of Encroachment Authorization.
2. To amend the Hopewell Zoning Map to rezone Lots 1, 2 Copeland Subdivision from B-1 to PUD. Mrs. Griffin gave an overview of the previous meeting that included the public hearing. She mentioned the parking study that was completed and that the consultant would be available telephonically to answer questions from the Planning Commission. She reintroduced Chip Bowman and asked him to come forward to present.

Mr. Bowman used boards showing the concept plan to orient Commissioners to the property. He explained what Phase I of the project would entail; Buildings G1, G2, E, I, and J and F. He explained that the parking study parking space numbers were conservative compared to their

analysis. W.E. Bowman used 1.1 spaces, while the study used 1.5 parking spaces. Vanderkeift asked about the gravel lot and if this space was used to determine parking availability. The answer was yes, this was used as part of the count in the study. There are 138 spaces in Copeland site, 33 along Appomattox Street, and 100 on gravel lot. There would need to be improvements made on the gravel lot.

Mr. Neal asked if Social Services lot was included in study. The answer was no. Chip Bowman said Cawson, Library St., Hopewell St., Broadway north of Randolph Road were not included. Vanderkeift's major concern is whether the gravel lot will be sufficient. She also asked the meaning of the number 5 shown at the bottom of Table 9 of the report. Mr. Bowman explained that the number referred to analysis that showed that once in Building J there is a deficit of 5 parking spaces during peak Christmas hours. He went on to say that the analysis showed that when the F Building is added the project will be over capacity for parking.

Mr. Bowman acknowledged that their assumptions are different than that of the consultant. He believes the study gives clarity on timing of additional spaces that will need to be addressed in a structured parking facility, and traffic calming. Chairman Eliades asked who will pay for parking improvements of the gravel lot. Bowman stated this he is working with the city on that issue. Chairman Eliades also asked if traffic generated from the Beacon is a part of the parking calculations. Mr. Bowman said it was not a part of their calculation. Phase II will include downtown as a whole, to include the Beacon, and the area across Route 10. There was discussion of valet parking for the Beacon, traffic calming measures, and police involvement in directing traffic when the project is in full swing, and parking demands have increased.

Commissioner Neal asked about parking possibilities including the Social Services parking lot, parking at the lot off of East Cawson, and along Library Street. He felt these are possible spots that could be utilized. There was a question about what would happen if there was a sold out show at the Beacon. Commissioner Jones mentioned the public parking spaces behind the court's building.

Commissioner Eliades asked if a traffic study would be conducted. He mentioned that the study being discussed is a parking study. Chip Bowman said they are comfortable with the study provided and did not plan to have a traffic study completed. He contended that traffic will be minimal. They are trying to create a walkable community with this development. He mentioned the Phase II study that he believes would include a discussion about internal traffic within the development. He believes Appomattox at Route 10 should be reevaluated. Chairman Eliades stated that the Planning Commission is responsible to look at traffic for PUD projects. He asked Mrs. Griffin to speak regarding this issue. Mrs. Griffin read, Article VIII. Section M., Application (11).

"Where required by the Planning Commission, a traffic impact analysis, showing the effect of traffic generated by the project on surrounding roads."

Commissioner's Neal, Jones and Vanderkeift stated that they did not see a need for a traffic impact analysis. Andy Hill, of DESMAN, Inc., the consultant that completed the parking analysis was called on the phone by Chip Bowman. He was unable to attend the meeting in person but was available to review the analysis telephonically. He will be in person to present the results of phase II. He began by explaining the methodology used for the analysis. He stated that the methodology is utilized by the Urban Land Institute (ULI).

Chairman Eliades asked Mr. Hill if the Beacon Theatre was included in the calculation. He said no not this one but it would be included in Phase II. This phase would expound on boundaries to

include the entire downtown. Mr. Eliades asked if that would include Freedman Point. Mr. Hill said it would include the hospital to the train tracks, the Appomattox River, across Route 10 to include three blocks. The total circumference for Phase II extends a mile.

Commissioner Neal spoke to Mr. Hill and stated that he was pleased with the parking for residential development. He wanted to ensure the parking is adequate for the Beacon. He referred to Table I on page 3. He asked about the reference about spaces per seat. The scenario assumes there will be 3 people per car for a show. For example at maximum capacity at 667 seats – 222 vehicles. A movie would require 167 vehicles.

Chairman Eliades asked Mr. Hill if he knew when Phase II of the parking study would be complete. Mr. Hill answered that this phase would be initiated shortly and would take five weeks from August 2, 2018, to complete. Chairman Eliades asked Mr. Bowman about his timeline. He asked if he would wait for Phase II to be complete. Mr. Bowman said that this would instantly tighten schedule, if Planning Commission wanted to see Phase II. Mr. Bowman stated that he would like the Commission to approve the rezoning tonight. He stated that he could proffer to come back with the comprehensive plan. He mentioned that he is drafting development agreement with assistant city manager.

Commissioner Vanderkeift would like to recommend approval of the rezoning. She stated that we tend to delay and hold things up. The Commission thanked Mr. Hill for his time. Commissioner Jones asked about Building F. He asked which building were in Phase 3. Mr. Bowman answered Buildings J & F. He explained that G1 and G2/restaurant is Phase I and Phase 2 are Buildings I & E and Phase 3 is J & F. Mr. Bowman stated that the question is about Phase 3. When you get to F, the last building additional parking is needed. His team believes the ULI number is conservative. The study used 1.55 parking spaces for 2 to 3 bedrooms apartments and 1.15 for 1 bedroom apartments. Bowman used 1 parking space per unit.

Commissioner Jones asked if the study considered a parking deck. Mr. Bowman said no, it uses, 100 on the site now. The relief will come through traffic calming and parking on the other side of Randolph Road which is 200 parking spaces. Commissioner Neal discussed traffic calming – traffic diet on Route 10 that was referenced in ULI waterfront study. Commissioner Neal asked about unmarked spaces specifically around Building I – a commercial building. He reminded Commissioners that this parking would continue to be available until a commercial tenant is found, and the building constructed. Mr. Bowman said yes, the building would not be built prior to finding a tenant. They don't want to spec the building before this time.

The Chairman asked Director Griffin to ask the questions provided by Vice Chairman Butterworth who was unable to make the meeting. There was a question about the ownership of the gravel lot during the development of the project. The City would maintain ownership of the gravel lot. The developers would gain options on the lot if development would occur on the gravel lot.

There was question about the designation of parking for apartment residents. Mr. Bowman stated that the full details had not yet been finalized but that one parking space would be provided to each apartment and the remaining would depend on demand of parking from residents. There was also a question about the utilities being provided by the City within five (5) feet of development. Mrs. Griffin reported that based conversation with city management the city will bring adequate utilities to site which would include sewer. Other utilities are private such as water.

Chairman Eliades asked about parking for City Park. Mr. Bowman stated that this project would not provide designated parking for the park. Commissioner Jones asked if the access road be

widened. He feels that two lanes are feasible. Mrs. Griffin provided breakdown of the parking spaces required for the residential portion of the project if outside of the B-1 zoning district. Based on Staff's analysis there is adequate parking for the residential units provided by the project.

Chairman Eliades believes there is a tipping point for a need for a parking deck and that it is coming sooner rather than later. There was discussion of timing of parking deck and the City's capital improvement plan. Commissioner Vanderkeift stated that the City needs a capital improvement plan and that it needs to include a parking deck. A motion was made by Commissioner Neal to approve the rezoning of the property from B-1 to PUD/B-1 for Bowman based on proffer conditions and for the following reasons: redevelopment, density increase, and the concept plan is consistent with the Comprehensive Plan. The motion was seconded by Vanderkeift. The motion carried with a vote of 4-0. Chairman Eliades suggested that the applicants speak to the Beacon board.

3. Comprehensive Plan Implementation Report.

Commissioner Vanderkeift made a motion to discuss the Comprehensive Plan implementation strategy after New Business. The motion was seconded by Commissioner Neal. The vote carried with a vote of 4-0.

New Business

1. The City of Hopewell has submitted a request to the Virginia Marine Resource Commission to build a Riverwalk along the Appomattox River.

Mrs. Griffin introduced Austin Anderson as the lead on the river walk project. Mr. Anderson provided a presentation on the process of choosing a contractor. Austin Anderson gave overview of project; creativity, design features, cost (307k), past history, marine projects. Gave overview of evaluation committee, design build – gave summary of this method. A design build projects allows flexibility of design. He also reviewed the project schedule. He then introduced the contractor, Mr. John George. Mr. George described the project and answered questions. He provided a graphic of the project.

Commissioner Jones asked the definition of an open pile. Mr. George explained that an open pile is when wood is put in the ground held in place by friction – no concrete – with structure. Mr. George offered to provide a technical presentation. John George, design builder instructor combination of what the city requests, budget and most environmentally responsible way, minimizing impacts to sensitive areas, in this instance wetlands. The wetlands were flagged and given GPS coordinated. We now have a wetlands inventory of the area. The Riverwalk is close to the water and avoid impacts to wetlands. The Riverwalk is 1700 feet from City Park to just beyond hospital site. John George provided an overview (Joint Permit Application JPA). The Virginia Marine Resource Commission (VMRC) is the keeper of the application and sends it out to agencies which have purview; designed to meet agencies expectations. The Army Corp, DEQ and the local Wetlands Board will all comment, among other agencies like Department of Historic Resource, if applicable. This project is an exempt activity in accordance with the City's wetland ordinance. Chairman Eliades asked about the shade of the walk blocking the sun from wetland plants. Mr. George commented that this would not be an issue because the walk will be higher than 4ft. Mark Eversole, Engineer with the Marine Resources Commission spoke. He commented that he has been involved with this project from the beginning. He was invited to walk the property by Mr. George. He talked about the mitigation bank that would be required if this project negatively affected the wetlands. Since there are no non tidal wetlands that will be affected the wetlands mitigation bank is not necessary. Mr. Anderson commented that if this was the case the City was willing to pay. A motion to approve the 1,700 Hopewell Riverwalk project as submitted in accordance with Chapter

27.5, Section 27.3 (10) of the City Code was made by Commissioner Neal and seconded by Commissioner Vanderkeift. The motion carried 4-0.

Comprehensive Plan Implementation

Commissioner Vanderkeift gave an overview of the last Economic Development Authority meeting she attended. She voiced her frustration about attending the meeting only to determine that most of the meeting is closed. She mentioned an article in the Progress Index that discussed extensions being provided to a business owner downtown. Key owned properties should be talked to by Mr. Dane or Mrs. Griffin.

Chairman Eliades -Police Dept. building- moving forward, Dunbar – preschool committee meeting – Woodlawn Learning Center; better playground. Eliades – Capital Improvement Plan -contact Mrs. Griffin for a game plan – Economic Development Program – will take to Charlie Dane -September/October – start Zoning Ordinance rewrite
-Commissioner Neal – no updates
Commissioner Jones – Site Plan and Chesapeake Bay Preservation districts complete

Reports of Council's Boards & Commissions

1. City Council – August 14, 2018
2. BZA – August 1, 2018
3. ARB – August 27, 2018
4. DDRC – August 8, 2018

Closing Comments Board Members

None

Report of the Director

1. Next Planning Commission Meeting August 16, 2018
2. Please mark your calendars for the upcoming 95th Certified Planning Commissioner Program September 24-25, 2018 (location to be announced)

Adjourn

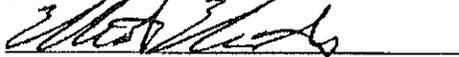
The meeting was adjourned at 8:40 p.m.

Respectfully submitted,



Tevya W. Griffin

Director



Elliott Eliades

Chairman

**MINUTES OF THE AUGUST 16, 2018 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, August 16, 2018, at 6:00 p.m. in City Council Chambers, located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Absent:

Elliot Eliades, Chairman
Todd Butterworth
John Jones
Cassandra Vanderkeift
Chris Neal

Staff Members present:

Tevya W. Griffin, Director

Chairman Eliades opened meeting at 6:04pm. Prayer by John Jones.

By roll call, 5 members present.

Administrative Matters

1. Move Public Hearings to top of agenda; Move Administrative Matters

MOTION: Todd Butterworth

SECOND: John Jones

APPROVED

Public Hearings

1. A request from CDR Rentals LLC for a Conditional Use Permit to build a duplex on Lot 1R, also identified as Sub-Parcel #014-0056, Block 5 in the Battleground Annex located in the Medium Residential Zoning District (R-2). The property is located on the corner of City Point Road and Wagner Avenue.

Mrs. Griffin provided overview of the Conditional Use Permit Application. The owner introduced himself. He was asked by the Chairman if his original plan was to build a duplex. He stated that the building was in bad shape. It was \$60,000.00 just to fix the foundation. The applicant decided to separate the properties to build duplexes. He was asked if he ever wanted to a do a single family home. He said that he never could see putting one house on a big lot so that's why he wanted to subdivide the property. The

Chairman later asked the applicant if he knew he had to get permission to build a duplex. The applicant stated, yes sir.

Commissioner Vanderkeift asked about the subdivision; Lot 1R had a building and Lot 2R had an empty lot; will each lot have a duplex. There will be two units per lot. Due to the soil conditions on the property the duplexes will be built on slab instead of foundation. Each unit will be 1,200 square feet per unit for a total of 2,400 square feet for each building. Commissioner Vanderkeift asked if lot will be cleaned. He stated yes, that they had taken down the majority of trees. The brick veneer will face West City Point Road. West City Point face both; will come in on the back of Grant, no garages – parking in the back. Residents will walk to the front. Eliades asked about veneer brick; applicant explained veneer is still brick. Hardiplank and stone on the front. Jones asked about soil and slab instead of foundation. Applicant explained soil issues will not be an issue. Vanderkeift asked for explanation of slab – solid slab versus crawl space for a foundation. Jones asked if there had been soil testing before. Applicant said yes, it had been done. Recommended steel; couldn't save the walls. Two builders he's talked to said it would be better to use a slab instead of foundation because it wouldn't move as much. Butterworth asked if the builder had ever built a duplex before; no he had not. Eliades asked if these buildings would be for rent, ball park rent would be \$1200-\$1400. Public Hearing opened at 6:20pm. Tim Tatreupa building new house across the street at 103 Wagner; sold house on Smithfield, built there because of renovations being done and new homes. No curbing on Wagner or Grant, no place for extra cars to park. Believes a community/single family homes; is there a way to keep single family homes on their lots. Concern of placement of second building, both would face City Point, between there will be congested parking. Michael Creamer spoke, lives at 101 Crescent directly across the street from the lots in question. Is a native of Hopewell had issues with new neighbors that moved in. Was pleased to see a new home being built by Tim Tatreupa. Crescent Hills is an older neighborhood; happy people are moving back. Not in favor of duplexes, concerned with property values. Hopewell is 50% rental. He's seen the Comprehensive Plan; no in compelling reason to grant. Vanderkeift expressed concern about rentals. 101 Crescent is concerned that rentals for some time have been negative; in my experience homeowners care for homes. This area is not zoned for duplexes. Mrs. Griffin read Anthony Zevgolits' letter. Public Hearing closed at 6:32pm. Butterworth asked about compatibility of duplexes in the neighborhood. Staff read Article XVIII #4.

MOTION to deny request for a CUP to build a duplex on Lot 1R Battleground Annex.

MOVED: Todd Butterworth

SECOND: Chris Neal

APPROVED 5-0

2. A request from CDR Rentals LLC for a Conditional Use Permit to build a duplex on Lot 2R, also identified as Sub-Parcel #014-0057, Block 5, in the Battleground Annex located in the Medium Residential Zoning District (R-2). The property is located at the corner of Mesa Drive and City Point Road.

MOTION to deny request for a CUP to build a duplex on Lot 2R Battleground Annex.

MOVED: Todd Butterworth

SECOND: Chris Neal

APPROVED 5-0

3. A request from Enox Jaya Gonzalez to rezone 100 South 8th Avenue, also identified as Sub-Parcel #046-0285, from Limited Commercial District (B-2), to R-4, Residential Apartment District in order to use a single family detached home as a residence. Mrs. Griffin gave an overview; provided background of application. Public Hearing opened at 6:50 pm and closed at 6:52pm. Owners of 105 S 9th were present to hear the public hearing but had not comment. The applicants did not attend the meeting. Butterworth asked about current zoning; asked questions of staff.

MOTION: A motion was made to table the application to ask questions of the applicant.

MOVED: Todd Butterworth

SECOND: Chris Neal

APPROVED 5-0

1. Meeting Minutes – July 12, 2018; vote to approve amended minutes

MOTION: Todd Butterworth

SECOND: Chris Neal

APPROVED

Meeting Minutes – August 2, 2018; vote to approve amended minutes

MOTION: Todd Butterworth

SECOND: Chris Neal

APPROVED

2. No citizen comments

Presentation

None

Unfinished Business

1. Comprehensive Plan Implementation Report – will revamp engagement process; Butterworth met with ACM – came to meeting quarterly to provide updates, he is following the Comp Plan.
2. Zoning Ordinance Rewrite - #1 agreed and #2 agreed discussed HRHA; Staff do timeline; get pricing.

New Business

1. Fair Housing Training – August 21, 2018; 1:00 p.m. – 5:00 p.m. at the Hopewell Library, sponsored by HRHA, gave flyer.

Reports of Council's Boards & Commissions

1. City Council – August 14, 2018 (HRHA rezoning). Eliades said the meeting was a disaster; he is embarrassed.
2. BZA – August 1, 2018; Mrs. Griffin gave report of success, next meeting October 17, 2018.
3. ARB – August 27, 2018
4. DDRC – August 8, 2018 (approved revised landscaping plan for new police station, advised of new streetscape for western side of library Street).

Closing Comments Board Members

None

Report of the Director

1. Next Planning Commission Meeting September 6, 2018
2. Please mark your calendars for the upcoming 95th Certified Planning Commissioner Program September 24-25, 2018 (Short Pump, VA); register Todd Butterworth, Cassandra Vanderkeift, Chris Neal

Report of Planning Commission Members

Vanderkeift reported that she spoke to Debbie Randolph

EDA has two things in the works

September 11th

Other item will take a little longer

Adjourn

The meeting was adjourned at 7:37 p.m.

MOTION: John Jones

SECOND: Todd Butterworth

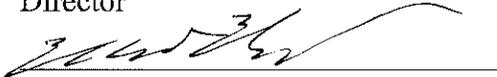
APPROVED

Respectfully submitted,



Tevya W. Griffin

Director



Elliott Eliades

Chairman

**MINUTES OF THE OCTOBER 4, 2018 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, October 4, 2018, at 6:00 p.m. in Second Floor Conference Room, located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Elliot Eliades, Chairman
Todd Butterworth
Cassandra Vandergrift

Absent:

Chris Neal
John Jones

Staff Members present:
Tevya W. Griffin, Director

Chairman Eliades opened meeting at 6:01pm.

By roll call, 3 members were present.

Administrative Matters

1. No Requests for withdrawals/deferrals or amendments to the agenda
Butterworth made a motion to move Public Hearings to top of agenda; second by Vandergrift. Motion carried 3-0.
2. Meeting minutes – move to next meeting
3. No citizen comments

Public Hearings

1. Request from Barber Construction Co. Inc. for a Conditional Use Permit (CUP) to build a single family detached dwelling on Sub-Parcel 035-0010 also identified at Lots 3-4, Block 5, Dupont Gardens, Section 2, within the Residential, Medium Density District (R-2). Director provided overview. Public Hearing opened at 6:03 p.m. Joseph Walton spoke in favor of the Conditional Use Permit. He is the owner of the property and owns other property on the street. Tonight was the first night Mr. Barber met Mr. Walton since the sale of the property was handled through a broker.

The director read an email from Shirley Kennedy who opposed the Conditional Use Permit.

It reads:

I would like to oppose the request from Barber Construction Company, Inc. to build on Sub-Parcel 035-0010 also identified as Lots 3-4, Block 5, DuPont Gardens, Section 2.

Concerns:

1. The dwelling may not be comparable to other homes on the street - structural and frontage.
2. Homes will be too close.
3. Added traffic for the dead end street

Submitted by:

Shirley Kennedy
Liberty Avenue

There was no one that requested to speak. The public hearing closed at 6:06 p.m. Commissioner Butterworth read Item #3 from required criteria of a Conditional Use Permit in Article XXI, Amendments. He referenced Ms. Kennedy's comments. Commissioner Butterworth asked the applicant, Mr. Barber about comparable valued properties in the neighborhood and others he's built before. Barber said the house is 1,170 square feet and will sale for \$130,000.00 - \$140,000.00. It is the same in cost as what he is building now on 7th Avenue. There will be off-street parking. The home will have a driveway. Chairman Eliades asked if the home would be sold. Barber said yes. There was discussion of Mr. Barber's goal of staying in Hopewell. He does not do rental housing. He mentioned to the Commission that the house that be built and sold off of 4th Avenue was sold to someone from New York. The house that he sold located off of Berry Street is owned by someone that works at Amazon, and the house sold off of 7th Avenue was sold to a Sheriff's deputy. There was discussion of staff recommendations regarding the architectural design of the home. Staff will work with the applicant to improve the exterior design of the home. Commissioner Vanderkeift asked if there would be any change to the interior of the home. Mr. Barber stated that due to the size of yard there was no way of avoiding the shotgun house. The driveway will be on the side of the house. Butterworth made a motion to approve the Conditional Use Permit as it meets conditions in Article XXI and Comp Plan 2028 with the six conditions recommended by Staff and a driveway located on side of porch. Second by Vanderkeift. Motion carried 3-0.

2. Request from Hurbert A. Swimelar and James & Ruby Stanley to vacate a portion of undeveloped Trenton Street located between 1403 Pine Avenue and 1307 Pine Avenue. The director gave an overview of the proposal. The public hearing opened at 6:26 pm. Mr. Stanley has no issues providing easements. The public hearing was closed at 6:28 pm. Commissioner Butterworth said the case meets the requirement of the Right-Of-Way vacation policy. Commissioner Vanderkeift made a motion to approve the 5,000 square foot undeveloped Trenton Street between 1307 & 1403 Pine Avenue. The motion was seconded by Commissioner Butterworth. Motion carried 3-0.
3. A request from SRRS Inc. to consider adding a training facility/school to the list of permitted uses within the Intensive Industrial District (M-2). Mrs. Griffin gave an overview

of the request. The applicant owns property at 201 Hummel Ross Road. He works at United Rentals with industrial safety equipment. The property is three acres of land. He works for industrial plants. The corporate headquarters is in Surry. He mentioned the name of his (Industrial Safety Equipment) Academy. Questions about training, forklifts, excavators. Commissioner Vanderkeift asked about licenses and proof of training. The applicant answered that participants do not provide license; that is the State's job. Public Hearing opened at 6:36 p.m., no one spoke. Public Hearing closed at 6:37 pm. Eliades asked about 2028 Land Use Map. Butterworth made a motion to approve the addition of an industrial training facility. The motion was second by Vanderkeift. Motion carried 3-0.

4. 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. Staff gave overview of the request. The public hearing opened at 6:50 pm. Donnie Barber thinks this is a good idea. He is concerned because the Conditional Use Permit process takes a long time. He wants to build on lots that need to be turned over quickly. Mr. Barber asked that the Planning Commission figure out a new process that allows review but not with the same time frame as a Conditional Use Permit. The public hearing was closed at 6:56 p.m. There was a motion made by Todd Butterworth to table this issue for next meeting with staff input.

Unfinished Business

1. A request from Enox Jaya Gonzalez to rezone 100 South 8th Avenue, also identified as Sub-Parcel #046-0285, from Limited Commercial District (B-2), from Limited Commercial District (B-2), to R-4, Residential Apartment District in order to use a single family detached home as a residence.

Staff provided an overview of the request. Councilor Vanderkeift said it was tabled once and it needs to go before the Board of Zoning Appeals (BZA). Commissioner Butterworth made a motion to waive the rules to discuss the application with the applicant. The motion was seconded by Commissioner Vanderkeift. A motion carried 3-0. Chairman Eliades asked the applicant if he understood the difference between the BZA and the Planning Commission. Mr. Gonzalez asked about the required parking for a business. Griffin gave the pros and cons of Mr. Gonzalez having his case heard before the BZA versus the Planning Commission.

Presentation

None

New Business

None

Reports of Council's Boards & Commissions

1. City Council – September 25, 2018
2. BZA – No September meeting

3. ARB – September 24, 2018
4. DDRC – September 5, 2018

Closing Comments Board Members

None

Report of the Director

1. Next Planning Commission Meeting: November 1, 2018

Adjourn

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,



Tevya W. Griffin

Director



Elliott Eliades

Chairman

WORKSESSION

ADMINISTRATIVE MATTERS

1. The work session was opened at 7:29 p.m.
2. Mrs. Griffin gave an overview of the purpose of the Work Session.

NEW BUSINESS

1. As requested by the Hopewell City Council, the Planning Commission will discuss the rezoning request from the Hopewell Redevelopment & Housing Authority (HRHA) to amend the Hopewell zoning Map to rezone property at Cedar, Cypress and Westover streets, identified as Sub-Parcel #s 042-0195, 042-0095, and 042-0252 respectively from Residential High Density (R-3) District and Highway Commercial (B-3) District to Residential Apartment (R-4) District.

Members of the Hopewell City Council have provided questions to the Executive Director of the Authority. Chairman Eliades addressed Steve Benham to answer Council questions. Define eligibility – HRHA will provide. Intent is 100% transition; dependent upon HUD approval. 9% LIHTC – mixing of incomes, 40%, 50%, ½ of 60% all of median income. 4% - LIHTC; less than 60% of area median income. Davisville is currently public housing.

From HUD standpoint – move from public housing to something else. Discussed transition of public housing to another product. People don't have to make transitions unless they want to. Asked about felony convictions, asked about occupancy – can additional people live in an apartment? The rule currently certain felony convictions are not allowed to live in public housing. Trending of crimes has greatly reduced from Langston Park versus the Summit. Intention of relocation is a priority. Who makes the rules of relocation? The Department of Housing and Urban Development.

Do assessment of all people in units. See who want to move into the new development. Can you provide criteria – who will move first is disabled, elderly, family single; no discrimination. Discussed assessment; they will craft an assessment for this project – preserve relationships. Eliades asked if they can provide a template of previous assessments. Tavaris McCoy said every family will have a place to go. One on One replacement; HRHA wants to do 120. If we don't build the G8, will want the city to be proud of what is built. They are prepared to move forward with or without the city.

What are the economic rules for people already in Davisville? The 40%, 50%, 60% are maxes. These people would not reach these ceilings. Commissioner Vanderkeift asked if we can get Council to focus on one scenario at a time. HRHA can provide scenarios. What is the order? Why start on this side? Fits Section 18. That process takes 12 months to tear

property down. When HUD gives the ok they want the project to start; find funding. Zoning approval takes 18-24 months. When you have HUD approval the demo of Davisville doesn't require city approval. When we submit the plan to HUD we need to tell them where people are going. The sketch is underway and will be complete in mid October.

Mrs. Griffin will provide write up of spot zoning. Discussed providing a timeline and/or sequence of events. Do we want to do the better project. By denying it the project will still be done at a lower density. Rationale for 68 units to 40 units doesn't make sense. Approved WODA group. 120 – 40 units/80 vouchers. Acquire 600 E Broadway, they own other land. 120 – 68 units. Mrs. Griffin summarizes: Tavaris McCoy – will work on their follow up. Staff and Planning Commission will put together a packet for Council. Steve Benham provided an email he sent to Mr. Dane on 8/31/2018.

A motion was made by Vandergrift to adjourn, and seconded by Commissioner Butterworth.

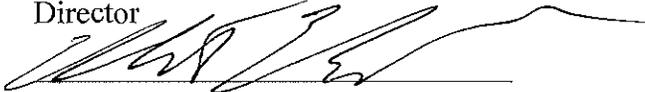
The meeting was adjourned at 8:50 p.m.

Respectfully submitted,



Tevya W. Griffin

Director



Elliot Eliades
Chairman

**MINUTES OF THE DECEMBER 6, 2018 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, December 6, 2018, at 6:00 p.m. in City Council Chambers/City Council Board Room, located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Elliot/~~Eliades~~, Chairman
Chris Neal
Cassandra Vandergrift

Absent:

Todd Butterworth

Staff Members present:
Tevya W. Griffin, Director

Chairman Eliades opened meeting at 6:00 pm.

By roll call, 3 members were present. Todd Butterworth, Vice Chairman, was absent due to travel related to his job. The prayer was led by Tevya W. Griffin.

Administrative Matters

1. No Requests for withdrawals/deferrals or amendments to the agenda
2. Meeting minutes

The August 16, 2018 meeting minutes.
Motion to approve: Commissioner Neal
2nd: Commissioner Vanderkeift
Approved 3-0

The October 4, 2018 meeting minutes
Motion to approve: Commissioner Vanderkeift
2nd: Commissioner Neal
Approved 3-0

The October 4, 2018 work session minutes
Motion to approve: Commissioner Vankerkeift
2nd: Chairman Eliades
Approved 2-0

3. No citizen comments

Public Hearings

No public hearings

Presentation

None

Unfinished Business

1. Hopewell Redevelopment and Housing Authority rezoning request before City Council on December 11, 2018.

The Commission discussed the packet provided to City Council regarding the HRHA rezoning request for the meeting on December 19, 2018. Mrs. Griffin will provide the Chairman with the power point presentation for the Council meeting on Friday, December 7, 2018.

2. A Zoning Ordinance Amendment to revise Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, to require a Conditional Use Permit to be obtained by the City Council in order to construct a permitted structure on a nonconforming lot of record.

The Commission discussed the current conditional use permit process and the time frame for review. Currently, per state code, an applicant must hold a public hearing before the Planning Commission and a public hearing before the City Council. Mr. Donnie Barber spoke at the public hearing regarding this issue and requested a shorter review time and maybe another process instead of a conditional use permit like a variance or exception before the Board of Zoning Appeal (BZA). Staff has reviewed the BZA idea but concluded this is not an option because the state code is specific about the duties of the BZA and they do not include this type of request. Because a conditional use permit should include public input and requires a public hearing it could not be handled administratively. It was concluded that staff would work to ensure the application moved as swiftly as possible through the process but that an alternative application could not be used.

A motion was made by Commissioner Neal to approve a zoning ordinance amendment to require a Conditional Use Permit to be obtained by the City Council in order to construct a permitted structure on a nonconforming lot of record in all residential zoning districts.

2nd by Commissioner Vanderkeift
Motion passed with a vote of 3-0.

3. A request from Enox Jaya Gonzalez to rezone 100 South 8th Avenue, also identified as Sub-Parcel #046-0285, from Limited Commercial District (B-2), to R-4, Residential Apartment District in order to use a single family detached home as a residence.

The applicant has contacted the Department of Development and received paperwork to request a special exception from the Board of Zoning Appeals. He is awaiting a plat from the surveyor.

New Business

1. Planning Commission proposed 2019 calendar
Staff provided the Commissioner's with a draft 2019 calendar. Dates were revised for the January and July 2019 meetings. The calendar was approved by the Commissioners.

2. Comprehensive Plan – Public Facilities Chapter

Mrs. Griffin gave an overview of a conversation she had with the City Manager, Mr. Altman regarding the Comprehensive Plan. Mr. Altman praised the newly adopted Comprehensive Plan but thought that a dedicated chapter would be beneficial for the capital improvement program as outlined in the state code. Mrs. Griffin agreed and said that while the document speaks about needed public facilities throughout the document there is not a dedicated public facilities chapter.

Mrs. Griffin provided the Planning Commission with Chapter 15.2-2239 of the State Code that speaks to the duty/authority of the Commission to assist with the preparation of the capital improvements program.

§ 15.2-2239. Local planning commissions to prepare and submit annually capital improvement programs to governing body or official charged with preparation of budget.

A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

Localities may use value engineering for any capital project. For purposes of this section, "value engineering" has the same meaning as that in § [2.2-1133](#).

Code 1950, § 15-966; 1962, c. 407, § 15.1-464; 1975, c. 641; 1976, c. 650; 1996, c. [553](#); 1997, c. 587; 2006, c. [565](#); 2011, c. [658](#).

The Commission continued their discussion. It was concluded that the Commission should not provide an operational number. Staff will provide the following: (1) examples of other Comprehensive Plans with a Public Facilities Chapter, (2) references to public facility needs in the Comprehensive Plan.

The Chairman asked if this charge was included in the Commission's by-laws. If it is not currently, it should be added.

This item will be moved to unfinished business.

3. Official Zoning Map Revisions

The Planning Commission will begin to hold work sessions to review the official zoning map in comparison to the Future Land Use Map located in the Comprehensive Plan. The purpose of the work sessions is to analyze and discuss potential changes to zoning.

4. Housing Summit 2019

The City will host a housing conference in the first quarter of

5. Vacancy on Planning Commission

The Planning Commission has a vacancy that needs to be filled. The Clerk has two

Reports of Council's Boards & Commissions

1. City Council – September 25, 2018
2. BZA – No September meeting
3. ARB – September 24, 2018
4. DDRC – September 5, 2018

Closing Comments Board Members

A Commissioner asked about the Bluffs property. Staff advised him of when the property was purchased and the cost.

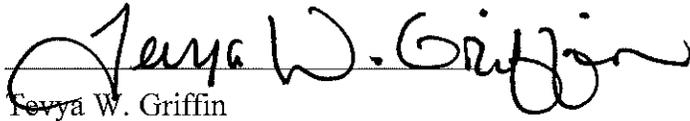
Report of the Director

None

Adjourn

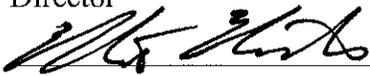
The meeting was adjourned at 8:15 p.m.

Respectfully submitted,



Tanya W. Griffin

Director



Elliot Eliades
Chairman



Recreation and Parks

100 W. City Point Road
Hopewell, VA 23860

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

www.hopewellva.gov

RECREATION COMMISSION MEETING SUMMARY

Wednesday, January 10, 2018
Hopewell Community Center

Present: Faithea Foster, Patrick Plourde
Absent: Terence Doctor, Janelle Taylor, Anthony Sylvester
Staff: Aaron Reidmiller, Arlethia Dearing
Guests: None

With only two members of the Recreation Commission present, a formal meeting was not called to order. Mr. Reidmiller, Director of Recreation and Parks, provided the following report to the members who were present.

OLD BUSINESS

Reports of Staff

Programs

Holiday Boat Parade-The event was well-attended despite rainy conditions. Hopewell is the only locality offering a boat parade with the cancellation of the James River Parade of Lights. Traffic coming into the marina had to be stopped because the area reached its maximum capacity. The department hopes to continue to expand viewing opportunities with the involvement of the National Park Service at City Point and Anchor Point Marina to alleviate crowding at the Hopewell City Marina in 2019.

Light Up the Night-This year's Light Up the Night parade featured over 80 different organizations (the largest in recent history). The event was very well attended due to warm weather conditions. The parade was followed by the grand illumination of the Ashford Civic Plaza and activities throughout the downtown area. The activities downtown were more impressive this year due to the presence of businesses like Guncotton Coffee and Haley's Honey Meadery.

Winter Wonderland Pop-Up Program-To fill the void between the large holiday events and the actual Christmas holiday, the department offered a "pop-up" program for children ages 6 and under at the Hopewell Community Center. The Winter Wonderland event featured a walking trail of more than 30 inflatable holiday characters, miniature snow plows and fake snow, snowball making craft activity, snacks/drinks, and visits with Santa and Mrs. Claus. The event attracted just under 150 persons and received a great deal of positive praise from attendees. It will be offered as a regular program in 2019.

Capital Projects

Hopewell Riverwalk-The Riverwalk project Phase I is currently under construction. The timber walkway is about 50% complete at this time and the contractor is making good progress. Weather has been a slight hindrance but progress continues. Construction should be completed by the end of February and a grand opening will be set for early spring. Phase II of the Riverwalk has been funded in the amount of \$443,000 through the Department of

Conservation and Recreation Trails program. Phase II of the Riverwalk will connect Phase I of the project to the Hopewell City Marina. The Riverwalk will originate at City Park.

Woodlawn Park-The Woodlawn Park renovation project has been heavily impacted by wet conditions. Although all of the major site amenities (playground, fitness equipment, and picnic pavilion) have been installed, the grounds and paved trails are incomplete. Wet conditions and cold weather have prevented paving operations for all of the park walking paths. As soon as the weather provides optimal conditions, the project will be completed. A grand opening is planned for early spring.

Special Recognition

VRPS Annual Conference-The Department was recognized at the Virginia Recreation and Park Society Annual Conference in November for several projects and programs offered/completed in 2017. The Department received the Best New Program Award for the Wonder City Ice Skating Rink, the Best New Park Renovation Award for the City Park Improvement Project, and a special recognition for the design of the Woodlawn Park renovation as part of the VRPS Promotes Play and Recreation Initiative. A record 114 applications were received for 14 award categories from departments across the state.

NEW BUSINESS

Spring Programs-Mr. Reidmiller presented Commission members with copies of the new Spring Activity Guide. The guide is available online via the department's website and social media platforms, as well as in person at the Hopewell Community Center and other public buildings throughout the City. The guide features program information for January through early May.

New Website-Mr. Reidmiller provided a presentation on the department's newly revised webpage. With approval from the City's website committee, the department created its own webpage that is linked from the City website. The new webpage offers a more user-friendly experience and allows the department to update information with better efficiency and frequency. Mr. Reidmiller explained the contents of the webpage and its features, including direct links to online registration for most of the department's spring programs. The new webpage can be viewed at www.hopewellrecandparks.com or by clicking the link on the City of Hopewell website.

Budget Update-Mr. Reidmiller explained that the budget entry process had begun and that departments had recently been provided instructions for how to make requests for personnel, operating increases, and capital projects. Several priority capital projects were discussed, including the renovation of the Carter Woodson basketball courts and paving at Mathis Park. Priorities are being re-evaluated for all projects that are scheduled to be completed in the next five years. A more detailed discussion will be held at the February Commission meeting.

Annual Report and Presentation-Staff is finalizing details and statistics for the 2018 Annual Report for the department. The report will be presented to Commission members at the February meeting and presented to City Council at the February 26 meeting.

Chair and Vice Chair Appointments-Appointments could not be made due to lack of a quorum. If possible, appointments will be made at the February meeting of the Recreation Commission.

841

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

REGULAR MEETING OF October 15, 2018

*** MINUTES ***

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, October 15, 2018 at 5:15 p.m.

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

Present: Sheila Flowers, Chairman
 Johnny Jones, Vice-Chairman
 John Tunstall, Commissioner
 Rogers Henry, Commissioner – arrived at 5:45 p.m.
 Ruth Johnson, Commissioner – arrived at 5:20 p.m.

Absent: Sherman Cross, Commissioner
 Wendy Gant, Commissioner

Also Present: Steve Benham, Executive Director
 Sherry Henderson, Executive Secretary
 Madelyn Peay, Deputy Executive Director
 Michelle Coleman, Director of Finance and Administration
 Laticia Salter-Collins, HCVP/PBV Senior Specialist
 Justin Costley, HCVP/PBV Specialist

CONSENT AGENDA

C-1, C-2, & C-3 Upon motion made by Commissioner Tunstall and seconded by Commissioner Johnson with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Johnson	- Yes
Commissioner Tunstall	- Yes

4 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Introduction of new employee, Justin Costley, HCVP/PBV Specialist.

Mrs. Salter-Collins introduced our new employee, Justin Costley, to the Board of Commissioners.

R-2 Discussion of Pending List.

Mrs. Peay and Ms. Coleman discussed the items on the Pending List with the Board of Commissioners.

R-3 Financial Statement Review.

Mr. Benham and Ms. Coleman discussed the financial statements with the Board of Commissioners.

R-4 Discussion/Other Matters

The following are questions and answers the Board of Commissioners and Mr. Benham discussed:

Commissioner Jones – What is the status of Piper Square redevelopment?

Steve Benham – We are on track, funding is coming together. Another resident meeting will be scheduled in October or November. We have the drawings for Piper Square and we are planning to close in February 2019.

Commissioner Tunstall – If you are moving Piper Square resident from one place and then back to the same apartment, how will them receiving their mail be affected?

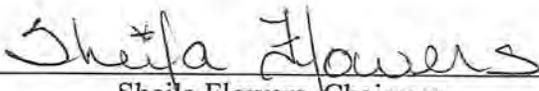
Steve Benham – I will make sure Tarvaris McCoy will have something in place for the mail. The mail will follow them.

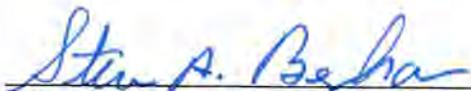
Commissioner Johnson – What is the status of Davisville?

Steve Benham – City Council voted to return the rezoning request back to the Planning Commission. City Council had seven questions they requested to be answered by the Planning Commission. HRHA responded to the seven questions.

ADJOURNMENT

Upon motion made Commissioner Tunstall and seconded by Commissioner Johnson, with all Commissioners present responding affirmatively, the meeting was adjourned at 6:27 p.m.


Sheila Flowers, Chairman


Steven A. Benham, Secretary-Treasurer

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS

**COMMUNICATIONS
FROM CITIZENS**

UNFINISHED BUSINESS

UB-1

2019 – 2021
City Council Standing Boards and Committees
(City Council and City Staff Members only)

Board	Members
Chamber of Commerce Liaison	Councilor
CDBG – Community Development Block Grant	Councilor – Ward 1 Councilor – Ward 2 Councilor – Ward 6 Councilor – Ward 7 Staff: Tevya Griffin
Crater Planning District Commission	Councilor Councilor John M. Altman, Jr., City Manager
CLEO	Mayor
Ethics Committee	Councilor Councilor Sands Anderson PC, City Attorney
Finance Committee	Councilor Councilor Michael Terry, Finance Director John M. Altman, Jr., City Manager
Historic Preservation Committee	Councilor Councilor College of William & Mary member ARB member National Park Service member Historic Hopewell Foundation member At large citizen At large citizens Tevya Griffin Aaron Reidmiller Department of Tourism

Board	Members
Investment Policy Committee	<p>Mayor Joan Gosier, Treasurer Debbie Reason, Commissioner of Revenue Michael Terry, Finance Director John M. Altman, Jr., City Manager</p>
Law Library Committee	<p>Councilor Sands Anderson PC, City Attorney Rick Newman, Commonwealth Atty Circuit Court Judge Tamara Ward, Circuit Court Clerk</p>
Legislative Committee	<p>Councilor Councilor John M. Altman, Jr., City Manager Sands Anderson PC, City Attorney Staff: Herbert Bragg</p>
Metropolitan Planning Organization	<p>Councilor Staff: Johnnie Butler</p>
National Park Service Waterfront Committee	<p>Councilor Councilor Staff: Aaron Reidmiller</p>
Resource Conservation & Development Council	<p>Councilor Councilor</p>
Riverside Community Corrections Board	<p>John M. Altman, Jr., City Manager Kamran Afzal, Police Chief Mary K. Martin, Esquire Nat Troth</p>

Board	Members
School Board/Council Working Group	<p>Councilor Councilor</p> <p>Nelson G. Cuffey, School Board Wesley Joyner, School Board Dr. Melody Hackney, Supt. School Board John M. Altman, Jr., City Manager</p>
School Facilities Committee	<p>Councilor Councilor</p> <p>Nelson G. Cuffey, School Board Wesley Joyner, School Board</p>
Technology Fund Committee	<p>Councilor Councilor</p> <p>Kamran Afzal, Police Chief Rick Newman, Commonwealth Atty Tommy Wells (Ward 5)</p>
Telecommunications Regulations Committee	<p>Councilor Councilor</p> <p>Sands Anderson PC, City Attorney</p>
Virginia First Cities Coalition	<p>Councilor</p> <p>John M. Altman, Jr., City Manager Staff: Herbert Bragg</p>
Virginia's Gateway Region	<p>Councilor</p>
Water Renewal Commission	<p>Councilor</p> <p>John M. Altman, Jr., City Manager Sands Anderson PC, City Attorney VAWCO representative Ashland Aqualon representative Westrock representative Staff: Jerry Byerly</p>

UB-2

UB-3

REGULAR MEETING

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Approve \$19,000.00 towards purchase of a new Monitor, Lifepack 15

ISSUE: Approve \$19,000.00 towards purchase of a Monitor, Lifepack 15 from funds identified within Capital Projects.

RECOMMENDATION: Approve \$19,000.00

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF: Donald Hunter, II Fire Chief

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Johnny, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

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



Background:

The Fire Department went out, applied for, and received a grant for \$20,000.00 from John Randolph Foundation to use toward the purchase of a new Monitor, Lifepack 15. The purchase of a new Monitor, Lifepack 15 will allow for the most up to date equipment on the front line Medics to provide excellent care to the citizens and visitors of Hopewell.

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Approve \$150,000.00 towards purchase of a new Ambulance

ISSUE: Approve \$150,000.00 towards purchase of an Ambulance from funds identified within Capital Projects.

RECOMMENDATION: Approve \$150,000.00

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF: Donald Hunter, II Fire Chief

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Johnny, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

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



R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request for appropriation of funds for Riverside Park repairs.

ISSUE: The remnants of hurricane Michael swept through central Virginia on October 12, 2018, causing wind damage, flooding, and knocking out power to thousands across the Commonwealth. Two athletic field light poles at Riverside Park were brought down by the storm’s high winds, destroying the lights and crushing several sections of the field fencing. The cost to replace the light fixtures, poles, and fencing totaled \$14,473. The facility is insured as a part of the City’s VML coverage but carries a \$10,000 deductible for this type of damage. The department is requesting funding for the amount of the deductible.

RECOMMENDATION: The City Administration recommends the appropriation of \$10,00 for repair work at Riverside Park.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF: Aaron Reidmiller, Director of Recreation and Parks

ATTACHMENT: (1) Image of field damage

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Johnny Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

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



Background:

The Fire Department went out, applied for, and received a grant for \$125,000.00 from the State through RSAF (Rescue Squad Assistance Fund) to use toward the purchase of a new ambulance. The purchase of a new ambulance will allow Medic 3 to move from an active role to a reserve role. The current Medic 3 is a 2004 and had cost of approximately \$60,000 in repairs last year alone. The goal is to eventually move this unit out of service due to its age and increasing maintenance cost.





R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Recreational Trails Program Grant (Riverwalk Phase II)

ISSUE: The **Recreational Trails Program (RTP)** is an 80-20, matching reimbursement program established for the purposes of providing and maintaining recreational trails. It is funded through the Federal Highway Administration (FHWA), which establishes a program for allocating funds to the States for recreational trails. The agency responsible for administering the program in Virginia is the Department of Conservation and Recreation (DCR). The RTP is a reimbursement program, meaning that the City will be required to finance the project while requesting periodic reimbursements. The program allows a maximum 80% federal reimbursement of eligible project costs and requires a minimum 20% local match contribution. The following City Council actions are requested in support of this project:

1. Grant the City Manager the authorization to sign the Project Agreement – Preliminary Engineering in the Grant Award Amount of \$71,594.00 for the project scope of work as defined. The agreement shall be reviewed and approved as to form by the City Attorney prior to the City Manager’s signing.
2. Endorse the RTP – Riverwalk Connection by Council Resolution. Project Number: VRT-316-D-170

This Project Agreement for Preliminary Engineering is for field exploration, environmental analysis, wetland study and permitting, civil and structural drawings and other related tasks to prepare for construction of the second phase of the Hopewell Riverwalk, a multimodal 8-foot wide boardwalk along the Appomattox River.

RECOMMENDATION: Staff recommends to appropriate \$14,318.80 from FY 19 Economic Development salary savings to fund the local match required for Preliminary Engineering.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF: Aaron Reidmiller, Recreation and Parks Director
Austin Anderson, Construction Manager

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Johnny, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Vice-Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 | | | |



Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
Deputy Director of
Administration and Finance

Russell Baxter
Deputy Director of
Soil and Water Conservation
and Dam Safety

Thomas L. Smith
Deputy Director of Operations

**RECREATIONAL TRAILS PROGRAM (RTP)
FEDERAL HIGHWAY ADMINISTRATION - FHWA
VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION**

Project Agreement – Preliminary Engineering

Recipient: City of Hopewell

Project Title: Riverwalk Connection

Project Number: VRT-316-D-170

Project Period: Date of DCR Approval to June 30, 2020

Project Scope of Work: The City of Hopewell will complete the field exploration, trail drawings, task sequencing, equipment design, means and methods analysis, environmental analysis, civil and structural engineering, and wetland permitting in order to then construct the second phase of the Riverwalk Connection, a multimodal 8-foot wide boardwalk along the Appomattox River. RTP funding will allow the construction of 800 feet of trail.

Grant Award Amount: \$71,594.00

Funding Sources: FY15 – FMIS Code M94E (\$62,318.00) and FY18 – FMIS Code Z940 (\$9,276.00)

Upon signature of both parties below, the Department of Conservation and Recreation (DCR) and the City of Hopewell hereinafter referred to as the “Recipient” mutually agree to perform this agreement in accordance with the Recreational Trails Program as codified at 23 U.S.C. 206, the provisions and conditions of the FHWA Interim Guidance dated April 1, 1999, as amended, and with the regulations and requirements governing federal grants as stipulated in 2 CFR Parts 175, 200, 215, 225 and Federal Highway Administration regulations as outlined in 49 CFR Parts 18, 20, 29 and 32 (<http://www.whitehouse.gov>)

In accepting this grant, evidenced by the signature below, the Recipient agrees to comply, adhere and abide with the following conditions of this grant agreement:

Project Execution:

1. Fiscal Procedures, Procurement and Bidding Procedures of the Recreational Trails Program as outlined in Recreational Trails Program Manual.
2. Specific project application and amendments submitted for funding assistance under the Recreational Trails Program.
3. All applicable state, federal and local laws, regulations and ordinances including but not limited to compliance with the Virginia Erosion & Sediment Control and Virginia Stormwater Management Laws & Regulations.
4. The recipient is expected to have a project manager assigned to the project as the primary contact and a designated backup for communicating project status.
5. Submission of Quarterly Progress Reports on status of grant implementation. First report due no later than January 5, 2019. All correspondence pertaining to this project must reference State Project Number VRT-316-D-170.
6. The Recipient agrees to contact both the appropriate state and/or federal agency and DCR if any unexpected environmental concerns are encountered during project construction.
7. The recipient agrees to comply with the Virginia Seed Law to ensure no noxious weed seeds are introduced into the project area.

8. The project period shall begin with the date of approval of the project agreement and shall terminate at the end of the stated or amended project period unless the project is completed or terminated sooner; in which event, the project shall end on the date of completion or termination.
9. The Recipient will cause work on the project to be commenced within a reasonable time after receipt of notification that funds have been approved and assure that the project will be pursued to completion with reasonable diligence.
10. The Recipient will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities, pursuant to 40 CFR, Part 15.20 and that it will notify DCR of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.
11. The Recipient will comply with the terms of Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), 94 Stat. 1894 (1970), and the applicable regulations and procedures implementing such Act for all real property acquisitions and where applicable shall assure that the Act has been complied with for property to be developed with assistance under the project agreement.
12. The Recipient will comply with the provisions of: Executive Order 11988, relating to evaluation of flood hazards; Executive Order 11288, relating to the prevention, control, and abatement of water pollution, and Executive Order 11990 relating to the protection of wetlands.
13. The Recipient will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available, as a condition for the receipt of any federal financial assistance for construction or acquisition purposes, for use in any area that has been identified as an area having special flood hazards by the Flood Insurance Administration of the Federal Emergency Management Agency. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
14. The recipient will take necessary actions to ensure compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to effects (see CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
15. The Recipient shall secure completion of the work in accordance with approved construction plans and specifications, and shall secure compliance with all applicable Federal, State, and local laws and regulations.
16. The Recipient will comply with Executive Order 12432, "Minority Business Enterprise Development as follows (a) place minority business firms on bidder's mailing lists, (b) solicit these firms whenever they are potential sources of supplies, equipment, construction, or services, (c) where feasible, divide total requirements into smaller needs, and set delivery schedules that will encourage participation by these firms. The recipient will comply with the Disadvantaged Business Enterprise (DBE) Program policy and procedures as outlined in the attached RTP DBE policy. DCR and the Federal Highway Administration are committed to the objectives of this policy and encourage all Recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness.
17. Purchase of supplies, equipment or services must be in accordance with the Virginia Public Procurement Act and all applicable state, local and federal laws.
18. Bid documentation must contain notice that the purchase or service is being offered or performed in accordance with the Recreational Trails Program and the Compliance Guidance in the United States Department of Transportation regulations in 49 CFR and applicable parts 18.19 and 26, as amended.

19. Bid documentation must be administratively reviewed by DCR prior to awarding and signing of contracts. Prior to any land disturbances associated with the project, a copy of the advertisement for bid, the bid spreadsheet showing the lowest bidder, evidence of the good faith effort for including DBEs in the bid process and a copy of the executed contract must be submitted to DCR. The expectation is that the award will go to the lowest bidder. Federal procurement laws prohibit negotiation with the lowest bidder. If only one bid response is received then the project must be re-bid. Project work shall not be awarded to any vendor which is debarred or suspended or is otherwise excluded for or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." All vendors and contractors providing supplies, materials, goods, equipment, services, etc. for the project must be licensed in Virginia as required.
20. Recipient must adhere to 23 U.S.C. 206; 2 CFR 200; the Commonwealth of Virginia's construction procurement requirements; the Buy America Act; and the federal requirements outlined in form FHWA 1273. If contradictions occur the Recipient must communicate them to DCR for consultation with FHWA for instructions on how to proceed. Architectural and engineering firms are to be informed that all projects are to be constructed in compliance with all applicable state and local laws and regulations, FHWA 1273, and Buy America Executive Order 13788.
21. The recipient bears sole responsibility for ensuring that all contracts are in compliance with federal and state laws concerning the solicitation of supplies, equipment and services.
22. Copies of the National Environmental Policy Act (NEPA) document (categorical exclusion, environmental assessment, or environmental impact statement), the National Historic Preservation Act section 106, the Endangered Species Act section 7, all permits (land disturber, stormwater management, erosion and sediment control, Virginia Department of Transportation right of way permit for ingress/egress and travel of ATVS across public road right of way, nationwide, local building, etc.) issued for the project are required to be submitted to DCR for the grant file.
23. The Recipient agrees that DCR's waiver or failure to enforce or require performance of any term or conditions of this project agreement or DCR's waiver of any particular breach of this project agreement by the Recipient extends to that instance only. Such a waiver or failure to enforce is not and shall not be a waiver of any of the terms or condition of this project agreement or a waiver of any other breaches of the project agreement by the Recipient and does not bar DCR from asserting any and all rights and/or remedies it has or might have against the Recipient under this project agreement or by law.
24. The Recipient understands that the Recreational Trails Program is a federally funded program subject to actions by congress and regulatory changes which may impact the execution of this project by the Recipient. DCR will work with the Recipient in adjusting to any changes that occur during the life of this project.

Record Retention:

1. Financial records, supporting documents, statistical records, and all other records pertinent to this grant shall be retained in accordance with 49 CFR for a period of three years; except the records shall be retained beyond the three-year period if audit findings have not been resolved. The retention period starts from the date of the final expenditure report for the project.
2. The Federal Highway Administration, Comptroller of the United States of America, DCR or any of their authorized representatives shall have access to any books, documents, papers, and records of the recipient which are pertinent to this Recreational Trails Program grant project for the purpose of making audit, examination, excerpts and transcripts.

Project Termination:

1. DCR may terminate the project in whole, or in part, at any time before the date of completion, whenever it is determined that the Recipient has failed to comply with the conditions of the project agreement. DCR will promptly notify the Recipient in writing of the determination and the reasons for the termination, together with the effective date.
2. The recipient understands that terminated projects must return any RTP funding received to DCR for return to the FHWA.
3. Termination by the Recipient either for cause or for convenience requires that any and all RTP reimbursement payments must be returned to DCR for return to the FHWA.

Reimbursement Documentation:

1. The recipient understands all funding associated with the Recreational Trails Program is federal funding made possible from the Federal Highway Administration. Reimbursements are paid on an 80% matching reimbursement basis not to exceed the actual out of pocket expense or the approved total award amount provided adequate documentation is submitted by the Recipient to justify expenditures incurred and paid. The Recipient understands that no Commonwealth of Virginia funding is associated with this project and no Commonwealth of Virginia funding will be made available for this project under any circumstances.
2. The recipients understands that reimbursement by the Recreational Trails Program is not a right. Reimbursements are contingent upon satisfactorily completing the authorized scope of work within the approved performance period and submitting required documentation for reimbursement.
3. Each reimbursement request must include:
 - a) A transmittal letter/performance report describing the work completed, challenges, amount of DBE participation in the project (if any), a breakdown by percentage of the total cash, donation, volunteer or in-kind work involved. The transmittal should include the reimbursement amount being requested.
 - b) Receipts, delivery tickets and packing slips for materials and supplies purchased. This is required for all projects including contractor performed work.
 - c) Invoices/Schedule of Values (SOV) itemizing charges. All invoices/SOV should reference the RTP project. Invoices/Schedule of Values must be detailed with an explanation for how the purchases relate to the RTP authorized work. Invoices/Schedule of Values with expenses for materials and supplies without corresponding delivery tickets, packing slips, etc. will not be honored and will be ineligible for reimbursement. When invoices contain other purchases not related to the RTP project, the purchases applying to the RTP project must be clearly identified.
 - d) All invoice/SOV expenditures must have an explanation for how the material, supply or service relates to the RTP authorized work.
 - e) Time cards signed by both the employee and supervisor are required. Time cards are needed for contract labor performed work, force account performed work and volunteer performed work. A description indicating how the work performed by the employee ties to the RTP authorized work is needed. "Trail work" is not acceptable. Unsigned timecards by either the employee or supervisor are ineligible for seeking reimbursement. Incomplete timecards are ineligible for seeking reimbursement. Unsigned and/or incomplete volunteer time cards and/or logs are ineligible for seeking reimbursement. Timecards/volunteer logs for multiple individuals that appear to be in the same handwriting will be deemed ineligible.
 - f) All expenditures must have an accompanying proof of payment in the form of image of cleared check (front and back of check), credit card receipt, payroll ledger or pay stub copies, etc. Internal source documents are not sufficient to prove an outlay of funds.
 - g) Holiday, Annual, Sick leave and Overtime may not be charged to the RTP project.
 - h) Work logs indicating daily tasks completed for the RTP project. Daily work logs are needed for force account, volunteer and contract built projects.
 - i) Materials notebook. The materials used on any project must be documented as approved materials meeting specifications and documented as to the quantities used. The materials notebook must contain the total quantities of materials incorporated into the project including a description of the material, the material supplier and manufacturer. Supporting documentation such as delivery tickets, test reports and certifications demonstrating conformance to specifications is required to demonstrate compliance with Presidential Order 13788 and Buy America Act. The Contractor's quality control manager and the local project manager must sign the materials notebook. Self-built projects require material books and should be signed by the project manager.

- j) Equipment records must clearly identify machinery, date, time, name of operator, rate of the equipment and description how the equipment was used in accordance with the authorized RTP scope of work. If discrepancies exist between the hours on the operator's time sheets and the equipment records explanations are required to determine eligibility for reimbursement purposes.
 - k) Buy America documentation must be submitted to support iron or steel products used in the RTP project. Documentation includes, but is not limited to, certification by the manufacturer, mill paperwork, etc. Reimbursement documentation must identify all iron, steel, and aluminum parts incorporated into the project with the dollar value of each item as delivered to the project site. Failure to demonstrate compliance with the Buy America Act and Executive Order 13788 will result in no reimbursement being made to the recipient.
 - l) Documentation providing a summary of the procurement on the RTP project including the Recipient's effort to including DBEs in the project. This documentation includes but is not limited to the final Invitation For Bid, Project Manual, bid spreadsheet showing lowest, responsive and responsible bidder and executed contract.
 - m) Each reimbursement request must be accompanied by a signed Virginia Recreational Trails Program Reimbursement Certification Form.
4. The recipient understands the RTP program requires documentation to justify all expenditures associated with the project before reimbursement can be authorized. Each RTP project is situation specific and additional information to what is listed in this project agreement above may be requested to receive reimbursement. The failure to provide suitable documentation for authorization from the FHWA for payment can result in the inability to be reimbursed for work performed, either in whole or in part. In situations where ambiguity exists in determining how an expense related to the authorized RTP scope of work no reimbursement will be possible. In situations where ambiguity exists regarding the eligibility of an expense no reimbursement will be allowed.
 5. A partial or final reimbursement must be submitted by July 15, 2019. A final reimbursement must be submitted by the end of the grant agreement. Failure to do this results in project showing as "inactive" and can result in rescission of funding and termination of this agreement.
 6. Reimbursements are normally processed in thirty (30) days once documentation has been received and verified by both DCR and the FHWA.
 7. Projects utilizing other federal funds in addition to the Recreational Trails Program funding must demonstrate adherence to the 95% rule which states that the total federal dollars on a project cannot exceed 95%. **Each reimbursement request must adhere to this rule.** Other federal funding added to the project after RTP approval will not be allowed as a match for the RTP project and expenditures associated with the other federal funding will be ineligible for reimbursement. Federal funds from other sources added after RTP approval could result in rescission of the RTP award when the programs rules and regulations would prohibit the multiple federal funding sources.
 8. Twenty percent (20%) of the award amount is held in retainage until the work described in the scope of work is completed and satisfactorily inspected by DCR.
 9. RTP recipients with PE projects unable to go to construction within two years of the completion of this PE grant are required to return all funding to DCR for return to the FHWA.

Special Conditions

1. The Facility Life assigned to this project scope of work after construction funding has been added to the project is 30 years beginning with the date of final reimbursement.

Performance Period

1. The scope of work for this project agreement is expected to be complete, site inspected, and financially closed out by June 30, 2020. Recipients unable to meet this deadline must contact DCR no less than 90 days prior to project expiration.
2. Extensions are not a right and will only be considered in accordance with the extension policy as outlined in the 2018 Recreational Trails Program grant application manual. An extension will only be considered due to documented severe weather conditions, unexpected staff turnover during the project performance period and delays due to unexpected environmental concerns.

Provision of a Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D), upon signing the Recreational Trails Program project agreement, the Recipient certifies that it must:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establish an ongoing drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) The Recipient's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation and employee assistance programs, and
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Require that each employee be engaged in the performance of a grant be given a copy of the statement required by paragraph (a);
4. Notify the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - a. Abide by the terms of the statement;
 - b. Notify the employer in writing of his or her convictions for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notify the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the FHWA designates a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Non-Discrimination

1. All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.

Lobbying Prohibition

1. 18 U.S.C. §1913, Lobbying with Appropriated Moneys, as amended by Public Law 107-273, Nov. 2, 2002 – No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Members or official, at his request, or to Congress or such official, through the proper official channels, requests for legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of section 1352(a) of title 31.

In witness whereof, the parties hereto have executed this agreement as of the date entered below.

**Commonwealth of Virginia
The Department of Conservation and Recreation**

By _____ Date _____
Danette Poole
Planning and Recreation Resources Division Director

(GRANT RECIPIENT NAME HERE)

By _____
Print Name

Signature Date _____

Title

**REPORTS
OF THE
CITY
ATTORNEY**

HOPEWELL CITY COUNCIL RULES OF PROCEDURE

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

CONDUCT OF MEETINGS— ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY

101. **Robert's Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert's Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chairman (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved)]

102. **Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The clerk then calls the roll, and enters in the meeting minutes the names of the councilors as preset or absent. In the absence of a quorum, the clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

103. **Temporary Chairman** – In the absence of the mayor and vice mayor, the clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chairman until the mayor or vice mayor appears.

104. **Appeals** – See Rule 101.

[Rules 102-104 approved 9.11.18]

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (*Robert's Rules*), a councilor (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

[Approved 10.9.18]

106. **Presiding Officer's Designee** – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

[Approved 9.11.18]

**CONDUCT OF MEETINGS—
MEMBERS OF COUNCIL**

201. **Seating** – Councilors are seated at the council chamber dais as follows. Mayor: center; vice mayor: immediate left of mayor; immediate past mayor, if any: immediate right of mayor; remainder of members: in increasing numerical order by ward, starting at the far left of the mayor and the immediate right of the city manager. The remaining seats are occupied, from the far left, by the city attorney, the city manager, the city clerk, and the assistant city clerk, respectively.

Sample Seating Chart

Asst. City Clerk	City Clerk	Councilor Ward 5	Councilor Ward 3	Immediate Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
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[podium]

202. **Addressing Council** – Councilors and others are addressed or referred to as Mr., Mrs., Miss, Ms., Madam, and/or by title. For example, "Madam Mayor," "Vice Mayor Jones," "Councilor Smith," "Mr. Williams," or "the City Manager."

[Rules 201 and 202 approved 10.9.18]

204. **Voting Order** – Roll call for voting is by ward number. At the first meeting in January, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward 7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

[Approved 9.11.18]

209. **Excuse During Meeting** – Any councilor may excuse himself or herself during a meeting, except to avoid voting.

406. **Decorum** – Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion.

[Rules 209 and 406 approved 10.9.18]

Current . . .

203. **Debate** – Limitation – No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken.

Proposed (blacklined) . . .

203. **Debate—Limitation** – No member shall be allowed to speak for longer more than ten minutes on any item or more than twice once upon any item (Robert's Rules), one subject and not until every other councilor has had an opportunity to speak member choosing to speak thereon shall have spoken.

Proposed (clean) . . .

203. **Discussion Limitation** – No member speaks for longer than ten minutes on any item or more than twice on any item (*Robert's Rules*), and not until every other councilor has had an opportunity to speak.

Current . . .

205. **Division of a Question** – On demand of any member, a question under consideration covering two or more points shall be divided when the question admits of such division.

Proposed (blacklined) . . .

205. ~~**Motions**~~~~**Division of a Question**~~ – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).~~On demand of any member, a question under consideration covering two or more points shall be divided when the question admits of such division.~~

Proposed (clean) . . .

205. **Motions** – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).

Current . . .

206. RESERVED

*Proposed . . .**

206. RESERVED

**No changes proposed at this time. Council would continue to reserve this number for a future rule. The familiar numbering of current rules would remain.*

Current . . .

207. **Dissent or Protest** – Any member shall have the right to express dissent from or protest against any ordinance or resolution of Council and have the summary of reason therefor entered upon the minutes.

Proposed (blacklined) . . .

Dissent or Protest – ~~During debate, a councilor~~ Any member shall have ~~has~~ the right to express dissent from or protest against the adoption of any ordinance or resolution of Council and have the summary of reason therefor entered upon the minutes.*

Proposed (clean) . . .

Dissent or Protest – During debate, a councilor has the right to express dissent from or protest against the adoption of any ordinance or resolution.

*See proposed Rule 403 as to minutes.

Current . . .

208. **Attendance** – Members must notify the City Clerk or presiding officer of absence from a scheduled meeting twelve hours or more in advance. The City Clerk may notify all Council Members of a pending absence, but shall notify all Council Members if a quorum may not be present at a regular scheduled meeting due to requested absences.

Proposed (blacklined) . . .

Attendance – ~~Councilors Members~~ must notify the ~~City C~~ clerk or presiding officer of absence from a scheduled meeting, at least 12 ~~twelve hours or more~~ in advance if possible. The ~~City C~~ clerk ~~may promptly notifiesy~~ all ~~Councilors~~ Members of ~~thea~~ pending absence, but shall notify all Council Members if a quorum might~~may~~ not be present at a regular scheduled meeting due to requested absences.

Proposed (clean) . . .

Attendance – Councilors notify the clerk of absence from a scheduled meeting, at least 12 hours in advance if possible. The clerk promptly notifies all councilors of the absence, if a quorum might not be present.

Current . . .

403. **Remarks of Council** – A Council member may request through the Mayor the privilege of having an abstract of his statement on any subject under consideration by Council entered into the minutes.

Proposed (blacklined) . . .

Minutes; Recordings~~**Remarks of Council**~~ – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, ~~A Council member may request through the Mayor the privilege of having an abstract of his statement on any subject under consideration by Council entered into the minutes~~ contain a record of what was done at the meeting.

Proposed (clean) . . .

Minutes; Recordings – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, minutes contain a record of what was done at the meeting.

**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

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

**CITIZEN/
COUNCILOR
REQUEST**

CCR-1

CCR-2

CCR-3

CCR-4

CCR-5

**COUNCIL
COMMUNICATIONS**

ADJOURN