



**CITY OF HOPEWELL**

Hopewell, Virginia, 23860

**AGENDA**

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**CITY COUNCIL**

Brenda S. Pelham, Mayor, Ward #6  
Christina J. Luman-Bailey, Vice Mayor, Ward#1  
Arlene Holloway, Councilor, Ward #2  
Anthony J. Zevgolis, Councilor, Ward #3  
Jasmine E. Gore, Councilor, Ward #4  
K. Wayne Walton, Councilor, Ward #5  
Jackie M. Shornak, Councilor, Ward #7

Mark A. Haley, City Manager  
Stefan M. Calos, City Attorney  
Ross A. Kearney, III, City Clerk

**Date: September 27, 2016**

**MUNICIPAL BUILDING**

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

**OPEN MEETING**

**6:30 p.m.** Call to order, roll call, and welcome to visitors

Motion: To Adopt/Amend Agenda.

**Motion:** To go into closed meeting for (I) discussion of specific appointees of City Council (Planning Commission); (II) discussion concerning the disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of City Council, (III) discussion concerning a prospective business where no previous announcement has been made of the business's interest in expanding its facilities in the community, and (IV) consultation related thereto and other specific legal matters (including City Council Rules) requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code §2.2-3711 (A)(1)(3)(5) and (7), respectively.

**Roll Call**

**CLOSED MEETING**

**RECONVENE OPEN MEETING**

**CERTIFICATION 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?**

**Roll Call**

**REGULAR MEETING**

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

Prayer by Pastor Jerry D. Davis, Pastor of Broadway Baptist Church, followed by the Pledge of Allegiance to the Flag of the United States of America.

## 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 Council Member.

- C-1        **Minutes:** None
- C-2        **Pending List:** Updated pending list provided July 26, 2016
- C-3        **Routine Approval of Work Sessions:** None
- C-4        **Personnel Change Report & Financial Report:** None
- C-5        **Ordinances on Second & Final Reading:** None
- C-6        **Routine Grant Approval:** None
- C-7        **Public Hearing Announcements:** for October 11, 2016: Budget Amendment FY 2017; land conveyance; conditional use permit; zoning ordinance amendment; revision of panhandling ordinance
- C-8        **Information for Council Review:** Minutes of Hopewell Redevelopment and Housing Authority 5-9-16 Meeting; Minutes of Appomattox Regional Library System 9-20-16 Board Meeting;
- C-9        **Proclamations/Resolutions/Presentation:** Certificates of Appreciation in recognition of the volunteers who participated in the Citywide Cleanup during April 2 – 10 for the City’s 100<sup>th</sup> Anniversary celebration.

## PUBLIC HEARINGS

NONE

### COMMUNICATIONS FROM CITIZENS

*Communications from Citizens – A Communications from Citizens period, limited in total time to 30 minutes, shall be part of the Order of Business at each regular Council meeting. **Each speaker** will be limited to **three (3) minutes**. No citizen will be permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. (See Rule 405).*

### UNFINISHED BUSINESS

**UB-1** Request from KMRRT LLC to vacate a portion of Poplar Street located at the intersection of Arlington Road and South 15th Avenue, and adjacent to 803 Arlington Road, known as sub-parcel 045-0290.

**ISSUE:** The site at 803 Arlington Road has insufficient parking. KMRRT LLC is requesting vacation of an undeveloped portion of Poplar Street to use for additional parking.

**RECOMMENDATION:** City administration, staff and the planning commission recommend approval of this request.

**MOTION:** To approve the vacation of a portion of Poplar Street located at the

**intersection of Arlington Road and South 15<sup>th</sup> Avenue, adjacent to 803 Arlington Road, known as sub-parcel 045-0290, for KMRRT LLC's use as additional parking.**

**Roll Call**

**UB-2** Request by the Architectural Review Board to consider an amendment to Article XIV-B, Tourist/Historic District (TH-1), adding language to protect cedar trees along Cedar Lane from its intersection with Appomattox Street to Pecan Avenue.

**ISSUE:** The cedar trees along Cedar Lane, the entrance to the Petersburg National Battlefield, City Point Unit and the Historic City Point District, are an asset to the City, and their care is an issue. The Architectural Review Board recommends an amendment to Article XIV-B, adding language which would protect the cedar trees.

**RECOMMENDATION:** City administration, staff and the Architectural Review Board recommend approval of this request.

**MOTION:** To approve an amendment to Article XIV-B, Tourist/Historic District (TH-1) adding language to protect cedar trees along Cedar Lane from its intersection with Appomattox Street to Pecan Avenue.

**Roll Call**

**REGULAR BUSINESS**

**Reports of City Manager**

**R-1. Request for Appropriation of Funds for Pool Repair**

**ISSUE:** The Recreation and Parks Department is requesting that \$23,000 be appropriated for the replacement of the pool heating system at the Hopewell Community Center. Based on the age and condition of the heating system, full replacement is recommended.

**RECOMMENDATIONS:** Staff recommends approval.

**MOTION:** To approve the appropriation of \$23,000 to replace the pool heating system at the Hopewell Community Center.

**Roll Call**

**R-2 Approval of Resolution for Personal Property Tax Relief (PPTR) Percentage for 2016**

**ISSUE:** Per the Personal Property Tax Relief Act of 1998 and the 2005 Appropriations Act, the PPTR percentage must be recalculated and approved by Council annually.

**RECOMMENDATION:** The City Treasurer and Commissioner of Revenue

recommend approval of the PPTR percentage at 49% for tax year 2016.

**MOTION: To approve the personal property tax relief percentage of 49% for tax year 2016.**

**Roll Call**

**R-3 Establishment of a Committee for the Arts**

**ISSUE:** Dr. Emily DeCarlo made a presentation at the September 13, 2016 Council meeting, at which time council indicated its interest in the establishment of a committee for poetry and perhaps other of the creative arts. Because Chapter 4 of the Comprehensive Plan also seeks the inclusion of the creative arts, it was requested that Dr. DeCarlo be placed on the agenda so that Council could properly vote on the establishment of the committee.

**RECOMMENDATIONS:** Staff recommends approval of the establishment of the Committee for the Arts, the inclusion of the committee on the Talent Bank Resume, and that an advertisement be placed to begin filling positions for this new committee.

**MOTION: To approve the creation of the Committee for the Arts, include that committee on the Talent Bank Resume, and advertise to begin filling positions for the committee.**

**Roll Call**

**R-4 Proposed Petersburg Area Transit Route for Riverside Regional Jail Work Release Program**

**ISSUE:** Riverside Regional Jail does not have public transportation to or from the facility. Families of inmates, including children, who do not have a vehicle, are unable to visit their loved one. Also, inmates on work release experience difficulty timely getting to work and returning to the facility. At the June 8, 2016 Community Corrections Advisory Board meeting, it was suggested that by altering one of the City of Hopewell's bus routes, the issue of inmate visitation and transportation could be alleviated at no additional costs to the facility or the City.

**RECOMMENDATIONS:** Staff recommends approval.

**MOTION: To approve the 6.3-mile extension to allow Petersburg Area Transit to serve Riverside Regional Jail**

**Roll Call**

**Reports of the City Attorney**

**Reports of the City Clerk**

Accepting TBR's for ALL Boards and Commissions: [www.hopewellva.gov](http://www.hopewellva.gov)

**Reports of City Council:**

**Committees -**

**Individual Councilors -**

**Citizen/Councilor Requests**

CCR-1 Councilor Gore Request that City Council participate in the Let's Move! Cities, Towns and Counties (LMCTC) All-Stars program in partnership with H.E.A.L. Alliance

**Council Communications**

**ADJOURNMENT**

**MOTION: To adjourn the regular meeting**



**CLOSED  
SESSION**

# **CONSENT AGENDA**



**INFORMATION  
FOR COUNCIL  
REVIEW**

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

786

REGULAR MEETING OF May 9, 2016

\*\*\* 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, May 9, 2016 at 5:15 p.m.

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

Present: Michael Mahaney, Chairman  
Sheila Flowers, Vice-Chairman  
Renee Broxie, Commissioner  
Ed Henry, Commissioner  
Johnny Jones, Commissioner

Absent: Rogers Henry, Commissioner

Also Present: Steve Benham, Executive Director  
Sherry Henderson, Executive Secretary  
Steve Geib, Director of Finance and Administration  
Tina Raatz, Senior Housing Manager

CONSENT AGENDA

Vision-Executive Committee – No Report

C-1 thru C-6: Upon motion made by Commissioner Broxie and seconded by Vice-Chairman Flowers with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Mahaney	- Yes
Vice-Chairman Flowers	- Yes
Commissioner Broxie	- Yes
Commissioner Jones	- Yes
Commissioner Ed Henry	- Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Request approval of Resolution No. 811, the Virginia Retirement System's Member Contributions by Salary Reduction for Counties, Cities, Towns, Schools and Other Political Subdivisions.

Upon motion made by Commissioner Jones and seconded by Commissioner Broxie with all Commissioners present responding, the Board of Commissioners approved Resolution No. 811, the Virginia Retirement System's Member Contributions by Salary Reduction for Counties, Cities, Towns, Schools and Other Political Subdivisions.

Upon roll call, the vote resulted:

Chairman Mahaney	- Yes
Vice-Chairman Flowers	- Yes
Commissioner Broxie	- Yes
Commissioner Jones	- Yes
Commissioner Ed Henry	- Yes

5 Yes; Motion Passed

R-2 Request approval of Resolution No. 812, Write-off vacated tenant account receivables in the amount of \$47,126.09.

Upon motion made by Commissioner Jones and seconded by Commissioner Broxie with all Commissioners present responding, the Board of Commissioners approved Resolution No. 812, Write-off vacated tenant account receivables in the amount of \$47,126.09.

Upon roll call, the vote resulted:

Chairman Mahaney	- Yes
Vice-Chairman Flowers	- Yes
Commissioner Broxie	- Yes
Commissioner Jones	- Yes
Commissioner Ed Henry	- Yes

5 Yes; Motion Passed

R-3 Other matters as presented by the Executive Director.

Tina Raatz presented the Board of Commissioners with information regarding the 2016 VAHCDO Scholarship winners. The Housing Authority had two students to win scholarships: Shian Brooks and Shyonia Wheeler. Mrs. Raatz also mentioned that the Housing Authority received 3<sup>rd</sup> place in the VAHCDO newsletter competition.

Mr. Benham requested the Board of Commissioners approve a resolution supporting the H.R. 3700 law to reduce Administrative burdens on Housing Authorities. The Resolution is as follows:

Request approval of Resolution No. 813, Resolution of Support for H.R. 3700, Housing Opportunity Through Modernization Act of 2016

Upon motion made by Commissioner Ed Henry and seconded by Commissioner Broxie with all Commissioners present responding, the Board of Commissioners approved Resolution No. 813, Resolution of Support for H.R. 3700, Housing Opportunity Through Modernization Act of 2016.

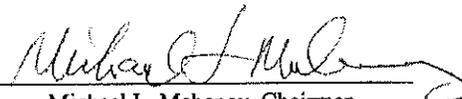
Upon roll call, the vote resulted:

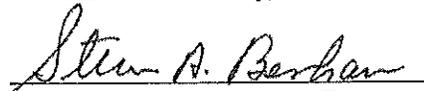
Chairman Mahaney	- Yes
Vice-Chairman Flowers	- Yes
Commissioner Broxie	- Yes
Commissioner Jones	- Yes
Commissioner Ed Henry	- Yes

5 Yes; Motion Passed

**ADJOURNMENT**

Upon motion made Commissioner Broxie and seconded by Vice-Chairman Flowers with all Commissioners present responding affirmatively, the meeting was adjourned at 5:36 p.m.

  
Michael L. Mahaney, Chairman

  
Steven A. Benham, Secretary-Treasurer

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

September 20, 2016

McKenney Library  
2:00 p.m.

**Appomattox Regional Library System  
Minutes of the Board of Trustees Meeting**

**July 19, 2016**

**Trustees present:** Mrs. Benjamin, Mrs. Drago, Mrs. Gallup, Mrs. Halupka, Mrs. Judge, and Dr. Shepperson.

**Trustees absent:** Mrs. Sykes, Mrs. Tuggle, and Mrs. Yates

**Staff Present:** Mr. Manning

**Approval of Agenda:** A motion was made by Mrs. Gallup and seconded by Mrs. Benjamin to approve the agenda. Motion carried.

**Approval of Consent Agenda:** Mrs. Benjamin made a motion to approve the consent agenda. It was seconded by Dr. Shepperson. Motion carried.

**Communications:** Mr. Manning read a letter from James River Genco regarding their donation of \$100 in appreciation for the efforts of Jeanie Langford in providing the company with historic information. Mr. Manning read a *Thank You* note from Karl and Kenneth Stith, the family of the late Katie Stith, former ARLS Board of Trustees member.

**Citizen Reports:** None

**Report of the Library Director:**

**R1. Staff Update:** Interviews for the LAI Prince George position have been scheduled for Wednesday. The interviews for the Outreach and Delivery Driver have been scheduled for Friday. The LAI Youth Services position for Hopewell will be re-advertised. A job description is being prepared for the Administrative and Personnel Services Manager and will be advertised soon. The Assistant Director position is still open.

**R2. Hopewell Floor Plan Update:** Mr. Manning reported that they are going back to the drawing board. The Floor Plan Update may be done in phases.

**R3. McKenney Update:** Mr. Manning reported that the front of the building is completed and the roof is being worked on. There should be no delay for the November opening.

**R4. Rohoic Update:** Mr. Manning was pleased to report that he has met with Ray Vine, Assistant Director of the Dinwiddie Department of Recreation. Mr. Vine is very supportive of the library.

**R5. Strategic Plan:** The Strategic Plan Committee has met and they have narrowed the focus to the four goals of Government, Administration, Marketing and Programs of Service.

**R6. Book Leasing:** Mr. Manning reported that there will be an evaluation at the end of the fiscal year.

**R7. Historic Hopewell Foundation proposal – St. Dennis Chapel Proposal:** The Foundation has requested the services of Jeanie Langford in producing videos for the Chapel.

**R8. Recommended Locations for FY2017 Board of Trustees meetings:** Mr. Manning distributed the schedule. After revisions, all locations will be visited except the Carson Library.

**Committee Reports:** Board Chairman Mrs. Dragoo requested that the Personnel Committee, consisting of Chair Mrs. Sykes, Mrs. Halupka and Mrs. Tuggle, meet before the September Board meeting to present the slate of officers for Chairman, Vice Chairman, Treasurer and Secretary for fiscal year 2017.

**New Business:** Chairman Mrs. Dragoo announced the need for a closed session. Mr. Manning left the room. A motion was made by Mrs. Gallup and seconded by Mrs. Benjamin for the board to go into Executive closed session to discuss a personnel issue. When the closed session ended, the meeting was reconvened on a motion and second by Mrs. Benjamin and Dr. Shepperson. Mr. Manning returned to the meeting.

**Unfinished Business:** None.

**Next Meeting:** There is no in August. The next meeting will be at the McKenney Library, September 20, 2016 at 2 PM.

Appomattox Regional Library System

Revenue and Expenses

July 1, 2016 - August 31, 2016

Fund#	FY2017 Revenue 6/30/16	Proposed	Prev. Total Receipts	Monthly Receipts	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$110,000	\$0	\$0	\$0	0.0%	\$110,000
102	Hopewell	\$587,630	\$146,908	\$0	\$146,908	25.0%	\$440,723
103	Dinwiddie	\$268,230	\$67,058	\$0	\$67,058	25.0%	\$201,172
104	Prince George	\$579,792	\$144,949	\$0	\$144,949	25.0%	\$434,844
105	State Funds	\$386,031	\$0	\$0	\$0	0.0%	\$386,031
106	Fines/Fees/Lost	\$22,372	\$3,005	\$3,259	\$6,263	28.0%	\$16,109
107	Copying Receipts	\$20,166	\$838	\$815	\$1,653	8.2%	\$18,513
108	Endowment Funds	\$20,499	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$28,000	\$0	\$0	\$0	0.0%	\$28,000
110	Gifts/Donations	\$10,000	\$0	\$20	\$20	0.2%	\$9,980
111	Grants	\$5,750	\$0	\$0	\$0	0.0%	\$5,750
112	Other	\$24,949	\$2,325	\$2,405	\$4,730	19.0%	\$20,219
<b>TOTALS</b>		\$2,083,419	\$655,981	\$6,499	\$571,580	17.8%	\$1,711,839

Fund#	EXPENSES 09/2015	FY17 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES \$7/31/16	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200 MLS Salaries & Wages	\$449,655	\$27,018	\$29,919	\$56,937	12.7%	\$392,718	
201 Non-MLS Salary & Wages	\$565,067	\$50,422	\$46,349	\$96,771	17.1%	\$468,296	
202 Benefits for Staff/Retirees	\$267,845	\$21,009	\$15,539	\$36,548	13.6%	\$231,297	
<b>Total Personnel</b>	<b>\$1,282,567</b>	<b>\$98,449</b>	<b>\$91,807</b>	<b>\$190,257</b>	<b>14.8%</b>	<b>\$1,092,310</b>	
Books & Materials							
300 Books	\$80,000	\$5,811	\$5,412	\$11,223	14.0%	\$68,777	
301 Leased Materials	\$36,000	\$0	\$0	\$0	0.0%	\$36,000	
302 Standing Order Books	\$21,000	\$4,623	\$2,841	\$7,464	35.5%	\$13,536	
303 Print Newspapers & Periodicals	\$12,276	\$34	\$98	\$132	1.1%	\$12,144	
304 Audiovisual Materials	\$28,850	\$1,218	\$1,736	\$2,954	10.2%	\$25,896	
305 Electronic Materials	\$4,500	\$0	\$702	\$702	15.6%	\$3,798	
306 Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133	
307 Binding/Repair	\$500	\$0	\$0	\$0	0.0%	\$500	
308 Restricted Donation/Gift	\$1,250	\$0	\$0	\$0	0.0%	\$1,250	
309 Family Resource Books	\$1,000	\$495	\$495	\$990	99.0%	\$10	
310 Econtent	\$21,000	\$6,367	\$128	\$6,495	30.9%	\$14,505	
<b>Total Books &amp; Materials</b>	<b>\$207,509</b>	<b>\$18,547</b>	<b>\$11,412</b>	<b>\$29,960</b>	<b>14.4%</b>	<b>\$177,549</b>	
Capital Expenditures							
400 Library Non-Computer Equip.	\$12,875	\$0	\$0	\$0	0.0%	\$12,875	
401 Computer Hardware	\$10,875	\$0	\$555	\$555	5.1%	\$10,319	
<b>Total Capital Expenditures</b>	<b>\$23,750</b>	<b>\$0</b>	<b>\$555</b>	<b>\$555</b>	<b>2.3%</b>	<b>\$23,194</b>	
Contractual							
500 Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000	
501 Software Licensing Contracts	\$15,700	\$3,265	\$0	\$3,265	20.8%	\$12,435	
502 Audit	\$18,000	\$0	\$0	\$0	0.0%	\$18,000	
503 Cataloging MARC Records	\$3,605	\$210	\$412	\$210	5.8%	\$3,395	
504 Unique Management	\$9,000	\$0	\$641	\$641	7.1%	\$8,359	
505 Computer Support Service Calls	\$15,000	\$168	\$565	\$732	4.9%	\$14,268	
506 Other Computer Software Services	\$22,200	\$1,916	\$1,553	\$3,470	15.6%	\$18,730	
507 Telecomm Internet Line Charges	\$9,500	\$0	\$1,580	\$1,580	16.3%	\$7,920	
508 Printing and Publications	\$25,512	\$1,974	\$2,148	\$4,122	16.2%	\$21,390	
509 Security Guard Service	\$13,037	\$7,904	\$5,859	\$13,844	10.6%	\$16,193	
<b>Total Contractual</b>	<b>\$133,037</b>	<b>\$19,044</b>	<b>\$13,944</b>	<b>\$24,844</b>	<b>18.7%</b>	<b>\$118,193</b>	
Facilities/Maint./Operations							
600 Equipment Repair & Maintenance	\$5,500	\$834	\$764	\$1,597	29.0%	\$3,903	
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500	
602 Facilities and Rent	\$76,650	\$6,000	\$6,000	\$12,000	15.7%	\$64,650	
603 Supplies	\$32,000	\$2,283	\$4,458	\$6,741	21.1%	\$25,259	
604 Travel/Workshops/Conf. Fees	\$8,500	\$592	\$669	\$1,261	14.8%	\$7,239	
605 Training/Education	\$4,500	\$0	\$0	\$0	0.0%	\$4,500	
606 Utilities	\$6,000	\$42	\$393	\$435	7.2%	\$5,565	
607 Telephone (Voice)	\$13,000	\$1,039	\$986	\$2,025	15.6%	\$10,975	
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937	
609 Vehicle Maintenance & Fuel	\$4,500	\$0	\$594	\$594	13.2%	\$3,906	
610 Job & Contracting Advertising	\$2,500	\$551	\$0	\$551	22.0%	\$1,949	
611 Promotional Advertising	\$2,000	\$0	\$418	\$418	20.9%	\$1,582	
612 Organization/Association Dues	\$3,500	\$309	\$0	\$309	8.8%	\$3,191	

613 Postage	\$4,500	\$461	\$288	\$729	16.2%	\$3,771
614 Janitorial	\$64,500	\$4,740	\$4,806	\$9,546	14.8%	\$54,951
615 Other Building Maintenance	\$11,000	\$301	\$0	\$301	2.7%	\$10,699
<b>Total Building Maintenance</b>	<b>\$77,000</b>	<b>\$5,501</b>	<b>\$19,337</b>	<b>\$36,508</b>	<b>13.5%</b>	<b>\$24,578</b>
<b>Programs/Activities/Other</b>						\$0
700 YS Summer Reading Program	\$6,500	\$641	\$0	\$641	9.9%	\$5,859
701 YS Programming Supplies	\$4,191	\$0	\$0	\$0	0.0%	\$4,191
702 Adult Programming Supplies	\$2,600	\$320	\$0	\$320	12.3%	\$2,280
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
706 McKenny Library	\$22,500	\$63,511	\$0	\$63,511	282.3%	(\$41,011)
707 Hopewell Project	\$50,000	\$0	\$0	\$0		
708 Prince George Project	\$50,000	\$249	\$214	\$463	2.9%	\$15,286
707 Misc. Professional Serv. & Other	\$15,759	\$0	\$0	\$0		
<b>Total Programs/Activities/Other</b>	<b>\$165,500</b>	<b>\$67,721</b>	<b>\$214</b>	<b>\$69,935</b>	<b>19.2%</b>	<b>\$100,115</b>
<b>GRAND TOTALS</b>	<b>\$208,500</b>	<b>\$106,510</b>	<b>\$130,740</b>	<b>\$137,060</b>	<b>16.3%</b>	<b>\$74,420</b>

**COMMUNICATIONS  
FROM CITIZENS**



**UNFINISHED  
BUSINESS**

**UB-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Make a decision regarding a request submitted by KMRRT LLC to vacate a portion of Poplar Street located at the intersection of Arlington Road and South 15th Avenue, and adjacent to 803 Arlington Road or Sub parcel known as [045-0290].

**ISSUE:** KMRRT LLC is requesting the vacation of an undeveloped portion of Poplar Street to utilize for parking. Currently the site at 803 Arlington Road does not have sufficient parking.

**RECOMMENDATION:** City Administration recommends City Council approve the request to vacate a portion of Poplar Street adjacent to 803 Arlington Road. Staff & the Planning Commission recommend approval.

**TIMING:** The required public hearing was held on July 26, 2016. A decision to approve or deny was not made by Council at that time. City Administration is requesting City Council revisit the application and decide to approve or deny the request on September 27, 2016.

**BACKGROUND:** Approximately 4,990 square feet of Right-of-Way is proposed to be vacated on an undeveloped portion of Poplar Street. A warehouse building occupies the adjacent parcel at 803 Arlington Road. KMRRT, the owner of 803 Arlington Road, seeks to create parking and to maintain a significant portion of Poplar Street.

**FISCAL IMPACT:** Real Estate Tax Revenue

**ENCLOSED DOCUMENTS:** Staff Report

**STAFF:** Tevya W. Griffin, Director, Neighborhood Assistance & Planning  
Horace H. Wade III, City Planner

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice-Mayor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor K. Wayne Walton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4			

UB-1  
9-27-16



## **Vacation of a portion of Poplar Street adjacent to Lots 14-17, Block 10, Hopewell Heights**

*Staff Report prepared for the Planning Commission's Regular Meeting- July 7, 2016*

*Revised: July 15, 2016*

---

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

### **I. PUBLIC HEARINGS:**

Planning Commission	July 7, 2016	Recommended Approval
City Council	July 26, 2016	Pending

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

Requested Zoning:	N/A
Existing Zoning:	B-3, Highway Commercial District
Size of Area:	Approximately 4,990 square feet
Proposed Use:	Parking for Warehouse
Location of Property:	Poplar Street adjacent to Lots 14-17, Block 10, Hopewell Heights
Election Ward:	Ward 6
Land Use Plan Recommendation:	Commercial
Strategic Plan Goal:	N/A

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

The KMRRT LLC is requesting the vacation of a portion of Poplar Street adjacent to 803 Arlington Road [Lots 14-17, Block 10, Hopewell Heights].

**IV. STAFF ANALYSIS:**

KMRRT LLC is requesting the vacation of approximately 4,990 square feet of a portion of Poplar Street adjacent to 803 Arlington Road. The adjacent parcel at 803 Arlington Road is zoned (B-3) Highway Commercial District.

This vacation of the undeveloped street allows for several parking spaces, which would otherwise not be allowed for the adjacent site of 803 Arlington Road.

**V. PUBLIC SERVICE AND SITE CONSIDERATIONS:**

There are no land characteristics that would impede the approval of the street vacation. There is no objection from City departments regarding this vacation.

**VI. STAFF RECOMMENDATION:**

Based on the above review comments, Staff recommends approval of the request submitted for the vacation of the streets as it will not impede future development or redevelopment. The Comprehensive Plan designates this area for commercial use.

Purchase of the right-of-way is not required by the adjacent property owner as the vacated land adjacent to the single adjoining property does not equal or exceed the minimum area [5,000 square feet] necessary to site a building in the B-3 Zoning District.

**VII. PLANNING COMMISSION RECOMMENDATION:**

In accordance with City Council's Right-of-way Vacation Policy, The Planning Commission recommends *approval* of the request submitted by KMRRT to vacate a portion of Poplar Street adjacent to Lots 14-17, Block 10, Hopewell Heights Subdivision.

**VIII. RESOLUTION:**

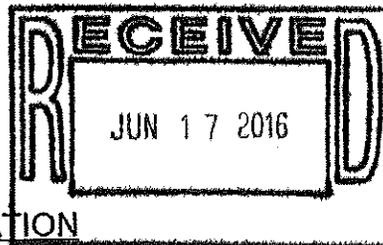
In accordance with City Council's Right-of-way Vacation Policy, Hopewell City Council [*approves / denies*] the request submitted by KMRRT to vacate a portion of Poplar Street adjacent to Lots 14-17, Block 10, Hopewell Heights Subdivision.

Attachment(s):

1. Application
2. Aerial Map of Area
3. Resubdivision Plat

City Council Policy No. CC-3

APP# 20160096



**APPLICATION FOR STREET/ALLEY VACATION**

I (We) KMRRT, LLC of 12807 Gloria Ct  
(Names) (Mailing Address)  
Chester, VA 23831

petition the City of Hopewell to vacate the undeveloped right-of-way situated at: portion of  
Poplar Street

There has \_\_\_\_\_ has not  been previously a petition to vacate this right-of-way.

Attached is a drawing of the right-of-way to be vacated.

There is/are NO property owner(s) adjoining this right-of-way. Attached is/are the signature(s) of the adjoining property owner(s) and a \$100.00 deposit per property owner.

I (We) agree to pay for two public notice advertisements in the Hopewell News as well as all other costs incurred by me/us associated with this application, regardless of Council's final decision regarding the petition.

I (We) have received Council's Policy concerning right-of-way vacations.

R. Wilson Managing Member

(Signature of Petitioner)

804-514-8688

(Telephone Number)

\_\_\_\_\_

(Signature of Petitioner)

\_\_\_\_\_

(Date)

160001059

0024

Prepared by:  
Robert B. Hill, VSB#18751  
Hill & Rainey, Attorneys  
2425 Boulevard, Suite 9  
Colonial Heights, VA 23834

TITLE INSURANCE: Investors Title Insurance Company  
TAX MAP# 045-0290

CONSIDERATION: \$85,000.00  
ASSESSMENT: \$108,800.00

THIS DEED, made and entered into on this 17<sup>th</sup> day of May 2016, by and between, STAINBACK PARTNERS, LLC, a Virginia limited liability company, hereinafter referred to as "Grantor", and KMRRT, LLC, a Missouri limited liability company, hereinafter referred to as "Grantee".

WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, cash in hand paid by the Grantee to the Grantor, the receipt of which is hereby acknowledged, the said Grantor does hereby grant and convey, with **GENERAL WARRANTY** and **ENGLISH COVENANTS OF TITLE**, unto the said Grantee, in fee simple, the following described property, to-wit:

ALL those certain lots or parcels of land together with improvements thereon lying and being in the City of Hopewell, Virginia, and being known, numbered and designated as Lots 14, 15, 16 and 17, in Block 10, Hopewell Heights Subdivision and also all that certain lot or parcel of land with improvements thereon lying, being and situate in the City of Hopewell, Virginia, and known, numbered and designated as Lot 18, Block 10, Hopewell Heights Subdivision shown on a plat duly recorded in the Clerk's Office of the Circuit Court of Prince George County, Virginia in Plat Book 3, Page 38.

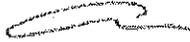
BEING the same real estate conveyed to Stainback Partners, LLC, a Virginia limited liability company by Trustee's Deed from Robert B. Hill, Substitute Trustee, dated December 17, 2014 and recorded January 8, 2015 in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia as Instrument No. 150000026.

This conveyance is made expressly subject to all restrictions, reservations, conditions, covenants and easements of record affecting the aforesaid property to the extent that they may lawfully apply.

HILL & RAINEY  
ATTORNEYS AT LAW  
2425 BOULEVARD  
SUITE 9  
COLONIAL HEIGHTS, VA  
23834

0025

WITNESS the following signature and seal:



(SEAL)

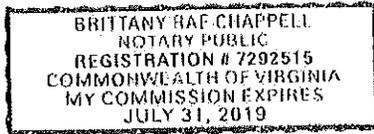
STAINBACK PARTNERS, LLC

By: Amir Patel, Managing Member

STATE OF Virginia;  
CITY/COUNTY of Colonial Heights to-wit:

The foregoing instrument was acknowledged before me this 24 day of May, 2016 by STAINBACK PARTNERS, LLC, by Amir Patel, Managing Member.

My Commission Expires: 7-31-19



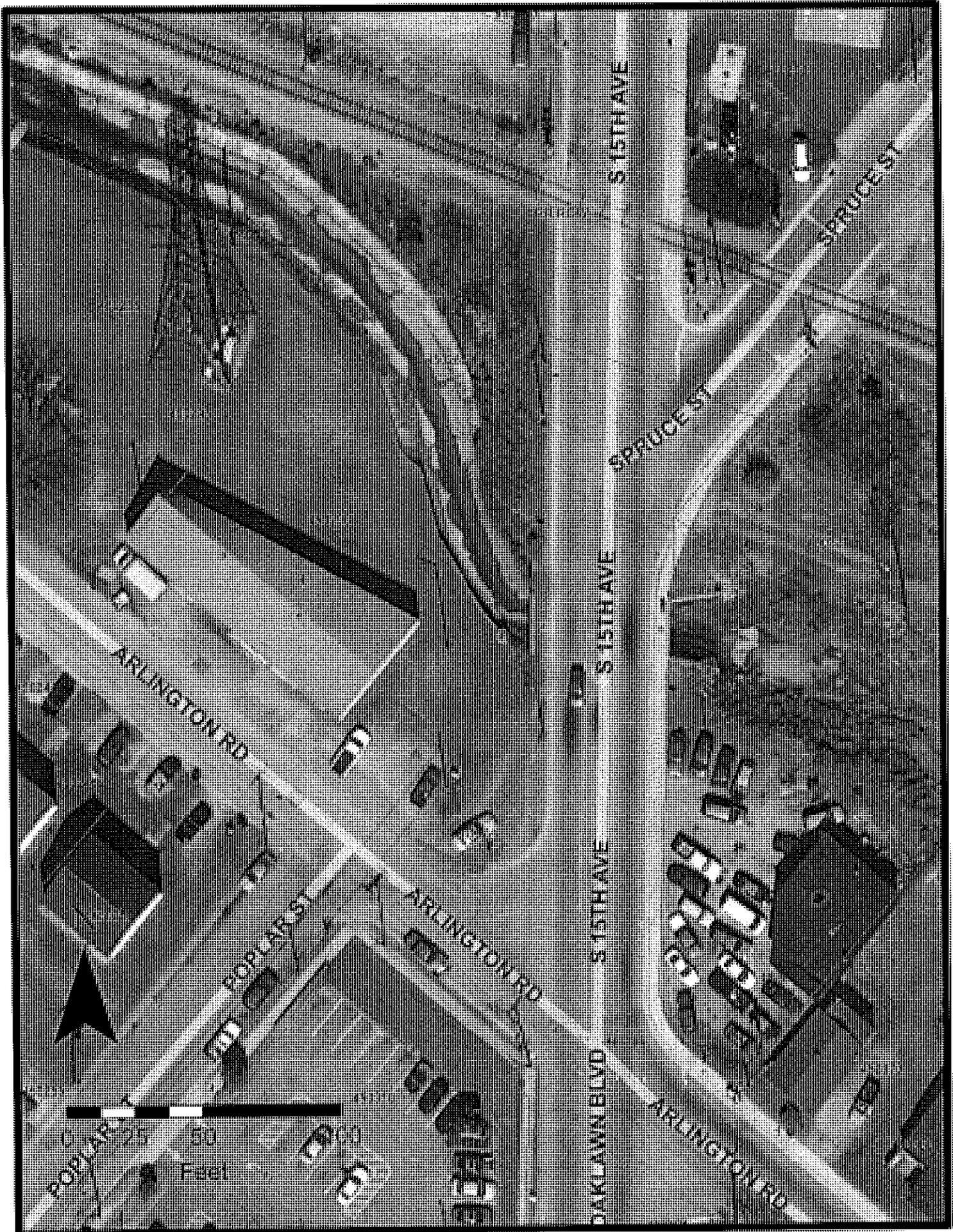
Brittany R. Chappell  
Notary Public

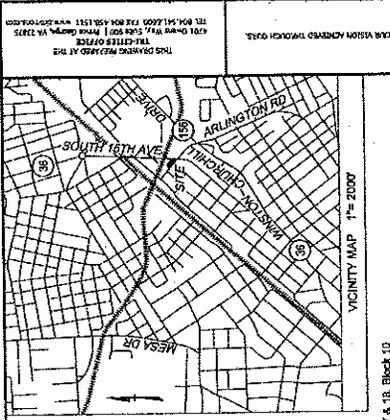
GRANTEE(S) ADDRESS:

12807 Gloria Court  
Chester, VA 23031

INSTRUMENT #160001059  
RECORDED IN THE CLERK'S OFFICE OF  
HOPEWELL, ON  
JUNE 1, 2016 AT 01:29PM  
\$109.00 GRANTOR TAX WAS PAID AS  
REQUIRED BY SEC 58.1-802 OF THE VA. CODE  
STATE: \$54.50 LOCAL: \$54.50  
Maisha Brewer  
TAMARA J. WARD, CLERK  
RECORDED BY: MBB

HILL & RAINEY  
ATTORNEYS AT LAW  
2425 BOULEVARD  
SUITE 9  
COLONIAL HEIGHTS, VA  
23034





**GENERAL NOTES**

1. Use: Commercial/Industrial
2. Zoning: C3
3. Plat: The Virginia American Water Company
4. Owner: Public
5. Drainage: Reversible Ditches and Curb & Gutter
6. Area in Lot: 16,265 S.F.
7. Area in ROW: N/A
8. Lot Area: 16,265 S.F.
9. Drainage, sanitary, water and utility easements are dedicated to the City of Hopewell or the Virginia American Water Company.
10. Building Lines: All building line to conform to the City of Hopewell Zoning Ordinance.
11. Based on graphic determination the property is in zone "R&A" of the HUD defined flood hazard area as shown on the Flood Insurance Rate Map, Community Panel #630800018D dated July 16, 2014.

**SOURCE OF TITLE**

Parcel ID# 165-0250 & 165-0255, Lots 14, 15, 16, 17 & 18, Block 10. The property embraced within the limits of this subdivision was conveyed to Stainback Partners, LLC by deed dated January 8, 2015 as instrument # 150000268 in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia.

Parcel ID# 165-0250 & 165-0255, Lots 14, 15, 16, 17 & 18, Block 10. The property embraced within the limits of this subdivision was conveyed to Stainback Partners, LLC by deed dated January 8, 2015 as instrument # 150000268 in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia.

W.M. Neaily L.S., NO. 2087

**SURVEYOR'S CERTIFICATE**

To the best of my knowledge and belief all of the requirements as set forth in the ordinance for approving plats of subdivision in the City of Hopewell, Virginia have been complied with.

W.M. Neaily L.S., NO. 2087



PLAT SHOWING A RESUBDIVISION OF LOTS 14, 15, 16, 17 & 18, BLOCK 10 HOPEWELL HEIGHTS & THE VACATION OF A PORTION OF POPLAR STREET FORMING LOT 14R, BLOCK 10 HOPEWELL HEIGHTS HOPEWELL, VIRGINIA

Date: June 16, 2016  
 Sheet: 1 of 1  
 Drawn by: J. Livingston  
 Checked by: W.M. Neaily

**CERTIFICATE OF APPROVAL**

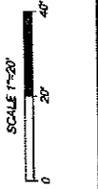
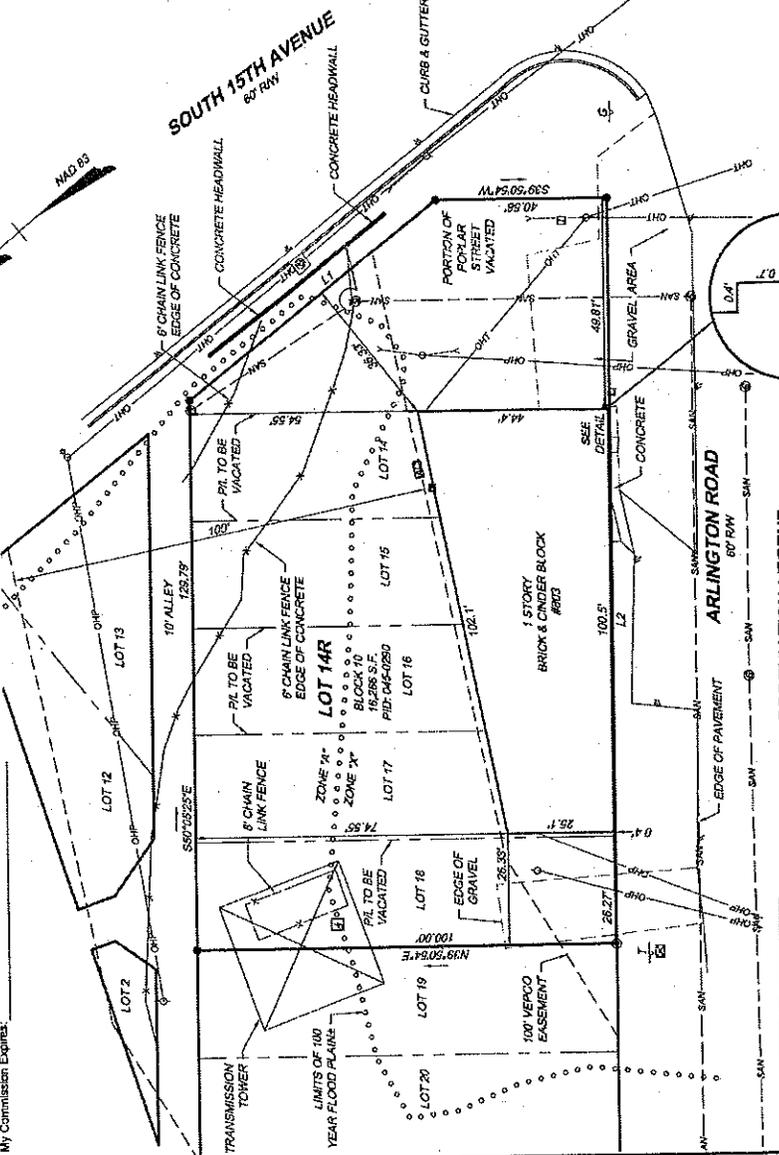
I, the undersigned, hereby approve this plat as shown on the plat showing a resubdivision of lots 14, 15, 16, 17 & 18, block 10 and the vacation of a portion of Poplar Street Hopewell Heights forming lot 14R, block 10 Hopewell Heights is approved by the undersigned in accordance with existing subdivision regulations and may be submitted to record.

Director of Development  
 Date: \_\_\_\_\_

**SUBDIVISION CERTIFICATE**

The subdivision of lots shown on this plat, designated as PLAT SHOWING A RESUBDIVISION OF LOTS 14, 15, 16, 17 & 18, BLOCK 10 & THE VACATION OF A PORTION OF POPLAR STREET HOPEWELL HEIGHTS FORMING LOT 14R, BLOCK 10 HOPEWELL HEIGHTS is with the best of my knowledge and belief in accordance with the division of the undersigned owners. The definition of abutting and easement are of the width and set-off shown on this plat.

Stainback Partners, LLC  
 City/County of \_\_\_\_\_  
 Commonwealth of Virginia  
 This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, By \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_  
 My Registration Number: \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_



**ABBREVIATION LEGEND**

- RM - RIGHT OF WAY
- S.F. - SQUARE FOOT
- PL - PROPERTY LINE

**LINE TABLE**

LINE	BEARING	LENGTH
L1	S1°39'52"W	75.08'
L2	N50°05'27"W	176.58'

- SYMBOL LEGEND**
- - PIPE FOUND
  - - ROD SET
  - ⊙ - SANITARY SEWER MANHOLE
  - ⊕ - DRAINAGE MANHOLE
  - ⊖ - WATER METER
  - ⊗ - UTILITY POLE
  - ⊘ - LIGHT POLE
  - ⊙ - GUY
  - ⊚ - ELECTRIC BOX
  - ⊛ - TELEPHONE REDESTAL
  - ⊜ - TELEPHONE VAULT
  - ⊝ - MARKER TELEPHONE
  - ⊞ - GAS METER
  - ⊟ - GAS VALVE
  - ⊠ - MARKER GAS
  - ⊡ - HVAC UNIT

- SANITARY SEWER
- OVERHEAD POWER
- GAS
- ELEC
- TELEPHONE
- OVERHEAD TELEPHONE

**UB-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** To consider an amendment to Article XIV-B, Tourist/Historic District (TH-1) adding language to protect cedar trees along Cedar Lane from its intersection with Appomattox Street to Pecan Avenue.

**ISSUE:** The current condition and sustainability of cedar trees along Cedar Lane; the entrance to the Petersburg National Battlefield - City Point Unit and the Historic City Point District.

**RECOMMENDATION:** City Administration recommends City Council approve the amended language to Article XIV-B of the Hopewell Zoning Ordinance.

**TIMING:** City Council action is requested on September 27, 2016.

**BACKGROUND:** The Hopewell Architectural Review Board (ARB) is concerned about the current and future state of cedar trees along Cedar Lane. This road is the gateway into the City Point Historic District and its appearance makes an important statement. The trees are important community assets that enhance the beauty of the Historic District, add distinction to the entire cityscape, protect property values and help draw tourists, as well as welcome prospective residents.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:** Proposed Ordinance Amendment

**STAFF:** Tevya W. Griffin, Director, Neighborhood Assistance & Planning  
Horace H. Wade, III, City Planner

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor K. Wayne Walton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4			

UB-2  
9-27-16

**City of Hopewell, Virginia  
Cedar Road Tree Preservation Ordinance**

**Section I. Intent of the Ordinance**

The Cedar trees lining both sides of Cedar Lane provide a gracious entryway to one of America's oldest, most historic places, City Point. A lane of cedar trees was first planted on the land entrance (now Cedar Lane) to Appomattox Plantation. In the 1970s a hurricane felled nineteen aged cedar trees which were quickly replaced in cooperation with the City Point Branch APVA, The City Point Civic Association, Continental Forests, Inc., and the City of Hopewell. The cedar trees on Cedar Lane are cited as a national treasure by the National and Virginia Historic Registry. The character of the streetscape is very important in defining the City Point Historic District. The trees are important community assets that enhance the beauty of the Historic District, add distinction to the entire cityscape, protect property values and help draw tourists, as well as welcome prospective residents.

The purpose of this ordinance is to preserve the character and appearance of Cedar Lane through the continuous maintenance and replacement of the trees, when appropriate, and to assure that the trees lining Cedar Lane remain intact today and for future generations of Hopewell citizens.

**Section II. Definitions**

1. **Arborist:** A person trained or certified in arboriculture, forestry, horticulture and/or landscape architecture in the employ of or under contract to the City of Hopewell appointed by the City Manager.
2. **Historic Tree:** A tree on public property which has been determined by the City Council to be of notable historic interest because of its age, size or historic association and has been so designated in the official records of the City.

**Section III. Location of Cedar Trees**

The cedar trees are located on City property, beginning at the intersection of Cedar Lane and Appomattox Street and ending at Cedar Lane and Pecan Avenue, in what is considered City right-of-way. This means that the City of Hopewell owns the property in question. While, the City owns the property, the Code of the City of Hopewell requires property owners adjacent to the right-of-way to maintain the property. This has led to improper cutting and pruning of the cedar trees along Cedar Lane.

**Section IV. Maintenance of Cedar Trees**

It shall be the sole responsibility of the City Manager of the City of Hopewell, or his or her designee to maintain the cedar trees along Cedar Lane beginning at Cedar Lane and Appomattox Street and ending at Cedar Lane and Pecan Avenue. It shall be unlawful for a property owner to prune, cut, girdle, break, bend wound, tack signs or notices upon a cedar tree. The property

owner can work with the City Manager or his or her designee to provide updates on needed maintenance of cedar trees. Trees cannot be planted in the City-right-of-way without approval from the City Manager.

An inventory of cedar trees has been conducted and will be considered current with the date of the adoption of this Ordinance. This inventory will be used to maintain, log, and replace cedar trees in the future.

If a cedar tree is observed to be diseased, dying or in need of maintenance (pruning) the repair or replacement of the tree shall be decided by an arborist or master gardener, hired or employed by the City of Hopewell.

**Section V. Funding**

Funding for the maintenance, inventory, and any other needs to protect the cedar trees will be provided through historic preservation grants.

**Section VI. Replacement of Trees destroyed in Violation of Chapter**

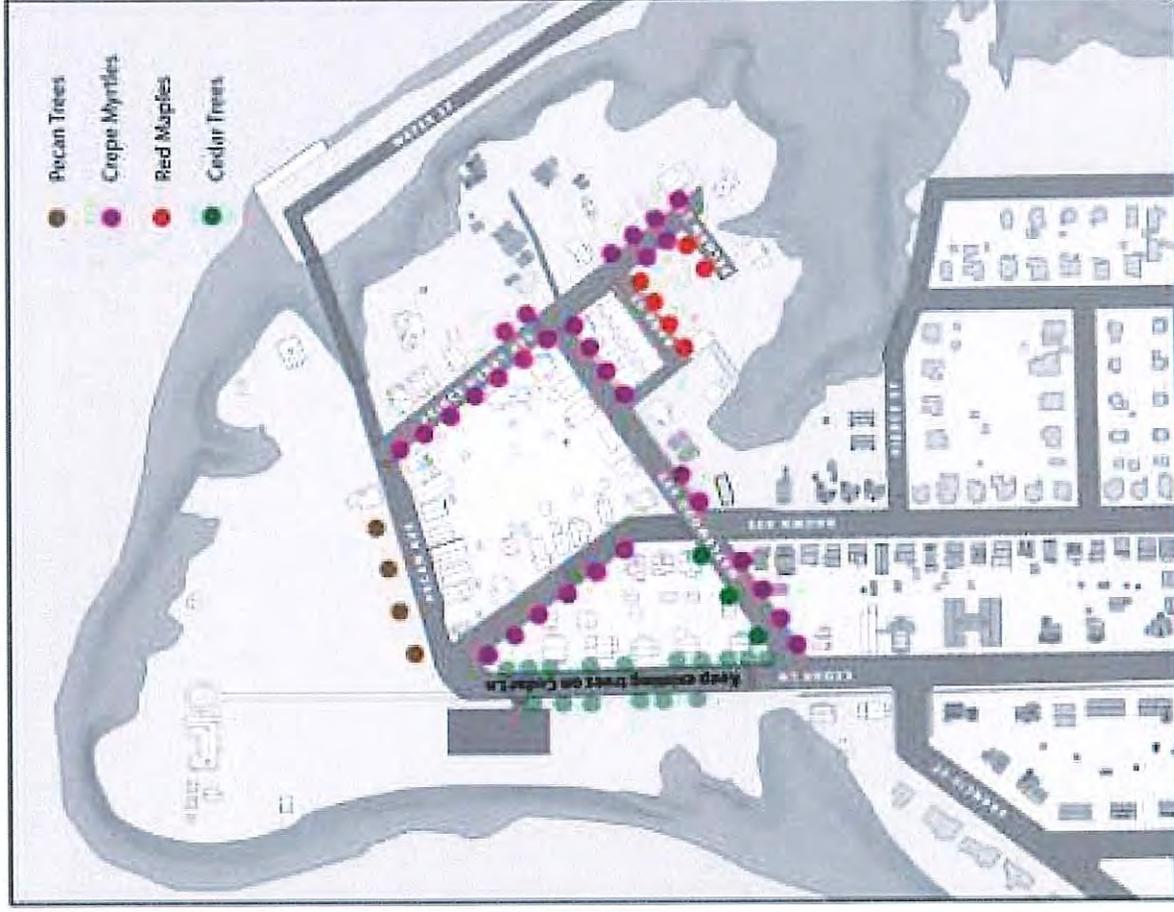
When trees are destroyed in violation of this article, replacement trees shall be required unless exemption is granted by the City Manager or his or her designee. The size, species and quantity of these replacements shall be determined by the City Manager or his or her designee based on the value of the trees removed as calculated by the latest formula published by the International Society of Arboriculture. Replacement trees shall be provided during the next planting season.

## Trees

The map on the right contains the location and type of tree proposed to enhance the streetscape in different areas. Retaining the cedar trees along Cedar Lane is important as they add to the character of the neighborhood; however, it is recommended to replace those in poor or dying condition. Single stem crepe myrtles are proposed for placement throughout the neighborhood, as they are amenable to small and confined spaces. Along Pecan Avenue, pecan trees that are set back are suggested as they will not obstruct the view of Appomattox Plantation. Red maples offer immense aesthetic value and as such should be located around the vacant lot to encapsulate the space and provide a sense of enclosure to pedestrians.



The image above displays the ability of the single stem crepe myrtles to add to small areas in Charleston, South Carolina. Source: Crepe Myrtles in Charleston - <https://lic.kr/p/cbr5ad>



Map depicting location of proposed trees in City Point.

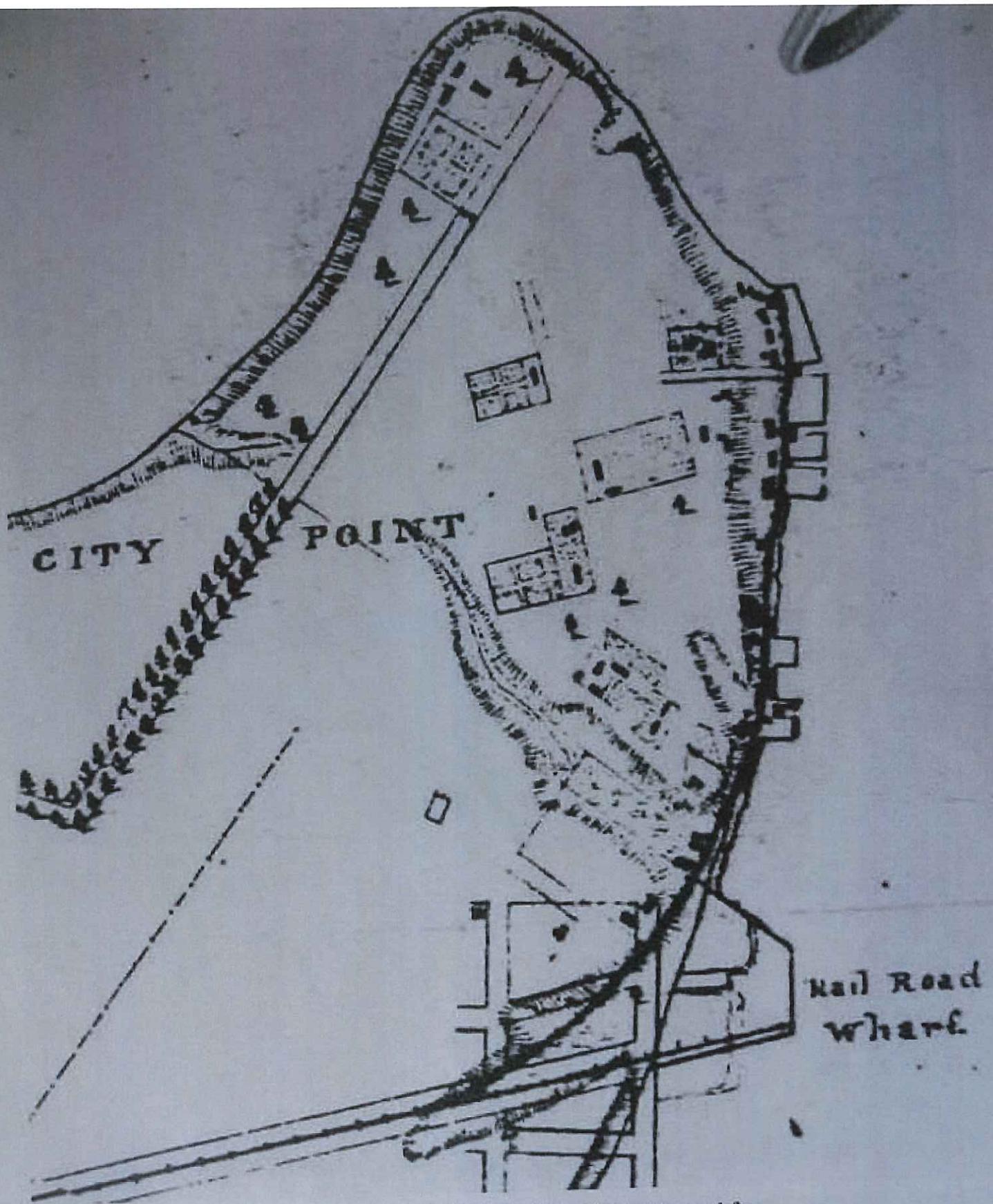


Figure 3- 1837 plat of City Point surveyed for the City Point Railroad by John Couty. Virginia State Library.

To: City of Hopewell City Council  
Mayor Brenda Pelham

From: Mary Calos  
Architectural Review Board, Chairman

PLEASE NOTE THAT THE FOLLOWING REQUEST DOES NOT INVOLVE ANY  
FUNDING BY THE CITY.\*

The City's Architectural Review Board is requesting the placement of the proposed Historic Cedar Tree Ordinance on City Council's agenda at the earliest possible date.

As previously stated through a City Council meeting, public hearing, and a City Council workshop, this most important legislation is urgent to the preservation of one of our city's most important horticultural assets. The historic lane of cedar trees is in the National Historic District of City Point.

- This avenue of cedar trees (depicted in a 19th century map) was planted by an early member of the Eppes family to lead visitors to their home, Appomattox Manor.
- The cedar trees were there when Revolutionary War, Civil War, and World War I troops tramped to or from the James River toward their ultimate destinations.
- Important men who may have walked between the cedar trees include President Lincoln and General Grant and earlier a young boy named Peter Francisco (later a Revolutionary War hero).
- Additionally, the ARB, City Point and other citizens acknowledge the huge asset to property values in having and keeping the lane in good condition.

The staff and the ARB feel, along with many citizens, that the trees should be protected and nurtured as carefully as the dozens of century old houses still standing in the historic district. Therefore the tree ordinance is necessary.

- Though the city owns the property in question, currently, the city requires property owners adjacent to the right-of-way to maintain the property. Without an ordinance in hand, this has led to improper removing, cutting and pruning of the cedars along Cedar Lane. This ordinance would alleviate this issue by removing the responsibility of maintenance from the adjacent property owner.

\*As each councilor has already studied the ordinance you know that the document protects the trees fully, however, we have heard from some councilors that there has been some thought pertaining to Section V. Funding. From its inception, the ARB saw the ordinance as a subject to be financed by historic preservation grants and we have requested that Section V. be changed to read as such.



**REGULAR  
BUSINESS**

**R-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Request for Appropriation of Funds for Pool Repair**

**ISSUE:** The Recreation and Parks Department is requesting that \$23,000 be appropriated for the replacement of the pool heating system at the Hopewell Community Center. Based on the age and condition of the heating system, full replacement is recommended.

**RECOMMENDATION:** The City Administration recommends the appropriation of \$23,000 for the replacement of the pool heating system at the Hopewell Community Center.

**TIMING:** Action is requested for the Tuesday, September 27, City Council meeting.

**BACKGROUND:** The heating system at the Hopewell Community Center is more than 15 years old and has been repaired multiple times. Heating systems of this kind usually offer a 10-12 year lifespan before replacement is recommended. The pool water at the Community Center will continue to cool without the heating system. The anticipated project timeline is approximately four weeks for full replacement of the heating system.

**FISCAL IMPACT:** Failure to replace the pool heating system will result in customer dissatisfaction and will create a decrease in user fees and membership revenue. Immediate replacement is recommended.

**ENCLOSED DOCUMENTS:** None.

**STAFF:** Aaron Reidmiller, Director, Recreation and Parks

**SUMMARY:**

Y N

- Mayor, Brenda S. Pelham, Ward #6
- Vice Mayor Christina J. Luman-Bailey, Ward #1
- Councilor Arlene Holloway, Ward #2

Y N

- Councilor Anthony Zevgolts, Ward #3
- Councilor Jasmine E. Gore, Ward #4
- Councilor Wayne Walton, Ward #5
- Councilor Jackie Shomak, Ward #7

BUDGET AMENDMENT RESOLUTION  
FISCAL YEAR 2016-2017

WHEREAS, at the meeting of the City Council of the City of Hopewell held on September 27, 2016, a budget amendment was introduced to appropriate funds for the FY 2016-2017 budget to provide for funding to replace the pool heating system,.

WHEREAS a budget amendment to appropriate funds in the amount of \$23,000 to the Capital Project Fund from the Unassigned Fund Balance for the FY 2016-2017 budget, was introduced and,

WHEREAS, sufficient funds exist in the respective unassigned fund balance accounts,

BE IT, HEREBY, RESOLVED by the Council of the City of Hopewell that:

Sec. 1 The following designated funds and accounts shall be appropriated for the Parks and Recreation Department from the General Fund Unassigned Fund Balance.

General Fund-011:

Resources:

Fund Balance ..... \$23,000

Appropriations:

Transfer to Fund 071 ..... \$23,000

Capital Projects Fund-071:

Resources:

Transfer from Fund 011 ..... \$23,000

Appropriations:

Park and Recreation Capital Expenditure ..... \$23,000

**R-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Approval of Resolution for Personal Property Tax Relief (PPTR) Percentage for 2016**

**ISSUE:** The PPTR percentage has to be estimated/recalculated and approved annually in accordance with the Personal Property Tax Relief Act of 1998 and the 2005 Appropriations Act.

**RECOMMENDATION:** The City Treasurer and Commissioner of Revenue recommend approval of the PPTR percentage at 49% for tax year 2016.

**TIMING:** City Council action is requested on September 27, 2016 so that Commissioner of Revenue may complete the 2016 personal property book on or before November 15, 2016.

**BACKGROUND:** In accordance with changes by the 2005 General Assembly, the State's personal property tax relief percentage is based on a predetermined lump sum amount paid annually to localities since tax year 2006. Hopewell's predetermined amount for tax relief is \$1,618,029.64 and is paid each year to the City in four installments. The \$1.6 million is used in the calculation to estimate the State's portion or PPTR percentage for qualifying vehicles on the first \$20,000 in value. The tax relief percentage is estimated or recalculated annually and may change from year to year as the taxable base for qualifying vehicles changes. The State's PPTR percentage estimated for 2016 remains the same as last year's at 49%, yielding the amount closest to the \$1.6 million paid to the City by the State.

**FISCAL IMPACT:** Minimal.

**ENCLOSED DOCUMENTS:** Resolution  
2016 PPTR Percentage Estimates

**STAFF:** Teresa L. Batton, Treasurer  
Debra K. Reason, Master Commissioner of Revenue

**SUMMARY:**

- | Y                        | N                        |  | Y                        | N                        |                                   |
|--------------------------|--------------------------|--|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Christina Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Wayne Walton, Ward #5   |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2         | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Brenda Pelham, Ward #6      |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgois, Ward #3         | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4            |                          |                          |                                   |

R-2  
9-27-16

## 2016 Personal Property Tax Relief (PPTR) Percentage Estimates

Annual State Tax Share/PPTR Amount received	\$1,618,000
Cumulative PPTR Surplus (Deficit) to date	(6,000)
Estimated Net Annual Abatements	<u>50,000</u>
Target Amount for 2016	\$1,662,000

State Share from preliminary 2016 Personal Property Book  
run at **49%** relief (approximately \$15,000 *less* than  
target amount with one more download to go)\*\*\*\*

\$1,647,000

State Share from preliminary 2016 Personal Property Book  
run at **50%** relief (approximately \$25,000 *more* than  
target amount with one more download to go)

\$1,687,000

### RECOMMENDATION

\*\*\*\*It is recommended that the PPTR percentage remain 49% for tax year 2016.

## RESOLUTION

### **A RESOLUTION SETTING FORTH THE PERSONAL PROPERTY TAX RELIEF PERCENTAGE FOR 2016, IN THE CITY OF HOPEWELL, VIRGINIA IN ACCORDANCE WITH THE PERSONAL PROPERTY TAX RELIEF ACT OF 1998 AND THE 2005 APPROPRIATIONS ACT**

**WHEREAS**, the Personal Property Tax Relief Act of 1998, Virginia Code Section 58.1-3523 *et seq.* ("PPTRA"), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 5005), and the provision of Item 503 of Chapter 951 of the 2005 Acts of Assembly; and

**WHEREAS**, these legislative enactments require the City of Hopewell, Virginia to take affirmative steps to implement these changes, and to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

**WHEREAS**, these legislative enactments provide for the appropriation to the City of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax on such vehicles.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Hopewell, Virginia, that qualifying vehicles situated within the City during the tax year 2016, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at more than \$1,000 and up to \$20,000 will be eligible for 49% tax relief;
- Personal use vehicles valued at more than \$20,000 shall only receive 49% tax relief on the first \$20,000 of value; and
- All other vehicles which do not meet the definition of "qualifying" (e.g., business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

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

**COUNCIL AGENDA ITEM TITLE: Establishment of a Committee for the Art**

**ISSUE:** Dr. Emily DeCarlo made a presentation at the September 13, 2016 Council meeting, at which time council indicated its interest in the establishment of a committee for poetry and perhaps other of the creative arts. Because Chapter 4 of the Comprehensive Plan also seeks the inclusion of the creative arts, it was requested that Dr. DeCarlo be placed on the agenda so that Council could properly vote on the establishment of the committee.

**RECOMMENDATION:** Staff recommends approval

**TIMING:** Action Requested on September 27, 2016

**BACKGROUND:**

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:** Presentation by Dr. Emily DeCarlo

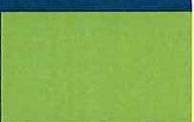
**STAFF:** Mark Haley

**SUMMARY:**

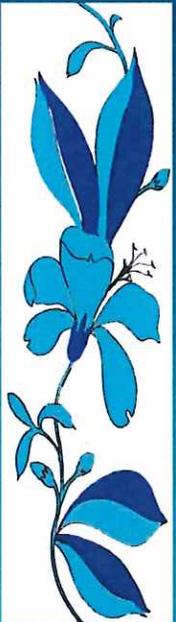
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<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina Luman-Bailey, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis,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

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

Artists, writers, creators interested in  
supporting the Arts and Culture in  
Hopewell

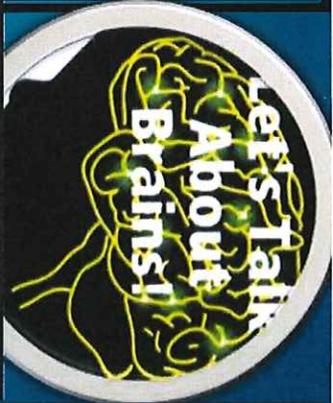
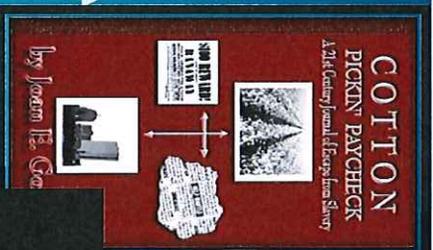


# Joan E. Gosier, MBA



Author, Financial Manager, Entrepreneur and founder

[www.HBCUkidz.com](http://www.HBCUkidz.com) [www.Africa2020.info](http://www.Africa2020.info)





# Angel DeCarlo



Fashionista, music and dance choreographer and Creative Innovator.



# Yvonne Scruggs

Creative Innovator

Writer

Assistant to Judge in Richmond

Hopewell Native



# Jerann Robinson



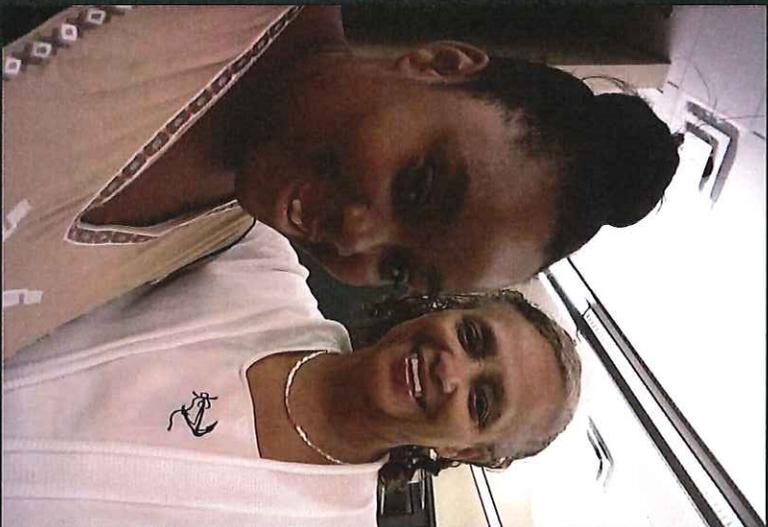
Spoken Word Artist, Christian Rapper and Stage Performer



# Tanera Harris



Poet and Spoken Word Artist



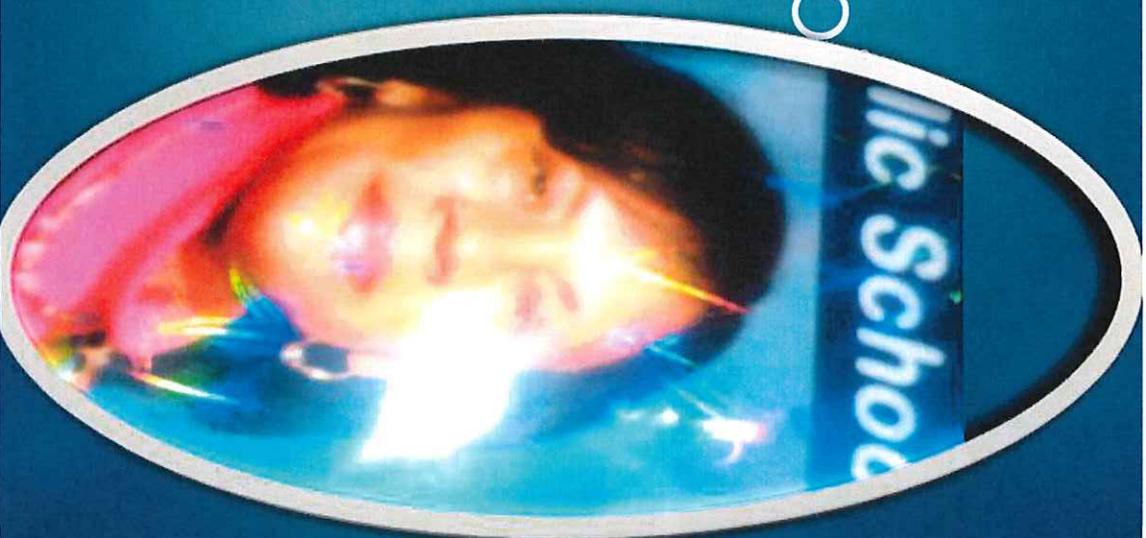


# Patricia Taylor Robinson

Patricia Taylor Robinson



Teacher, Talent Manager, Creative Innovator



# James Claiborne (Holy Smokes)

Associate Minister  
Poet  
Spoken Word Artist  
Creative Innovator



Rebecca Rose Metzenger-n  
Artist Extraordinaire; Director of The  
Multi-cultural Museum in  
Hopewell, Va.



# Emily DeCarlo, B.A., M.Ed, P.hd Author, poet, evangelist, consultant



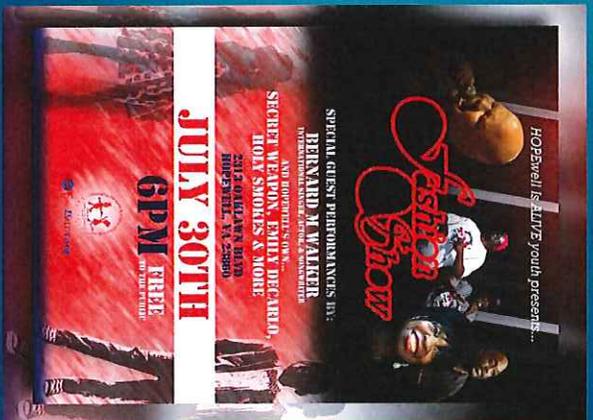
Evangelist



Poet, author



Spoken Word  
Artist



**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
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**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Proposed Petersburg Area Transit Route for Riverside Regional Jail Work Release Program

**ISSUE:** Modification to Petersburg Area Transit (PAT) Bus Route

**RECOMMENDATION:** Approve the 6.3 mile extension to allow PAT to serve Riverside Regional Jail

**TIMING:** Action Requested on September 27, 2016

**BACKGROUND:** Current PAT circulator bus route around Hopewell was approved by Council in 2012. The Riverside Regional Jail would like the Council to consider extending the route out River Road to RRJ then back to Hopewell so various work release inmates can get to work and for others provide a place to shop for various approved items at Cavalier Square Shopping Center. This will also provide service for citizens to visit the Appomattox River Park.

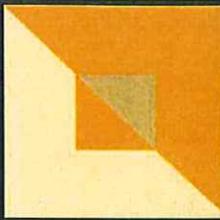
**FISCAL IMPACT:** No cost increase to Hopewell Government or riders

**ENCLOSED DOCUMENTS:** RRJ Presentation on work release and proposed bus route.

**STAFF:** Mark Haley  
Herbert Bragg

**SUMMARY:**

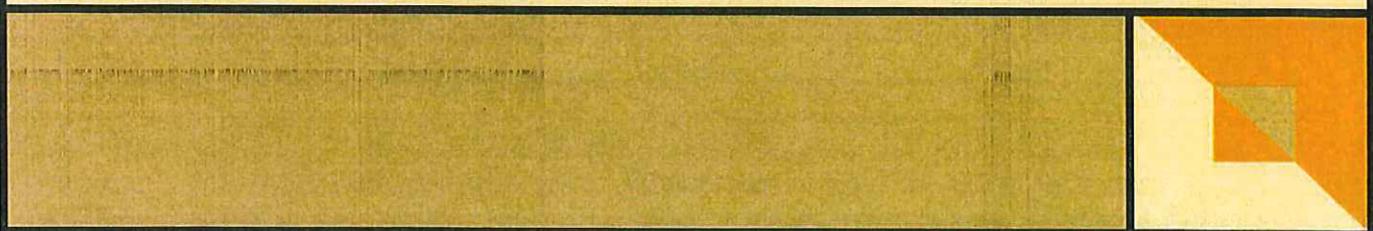
Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Wayne Walton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			



**Riverside Regional Jail  
Authority**



**Informational Packet for  
Proposed  
Bus Route for  
RRJA Work Release Program**



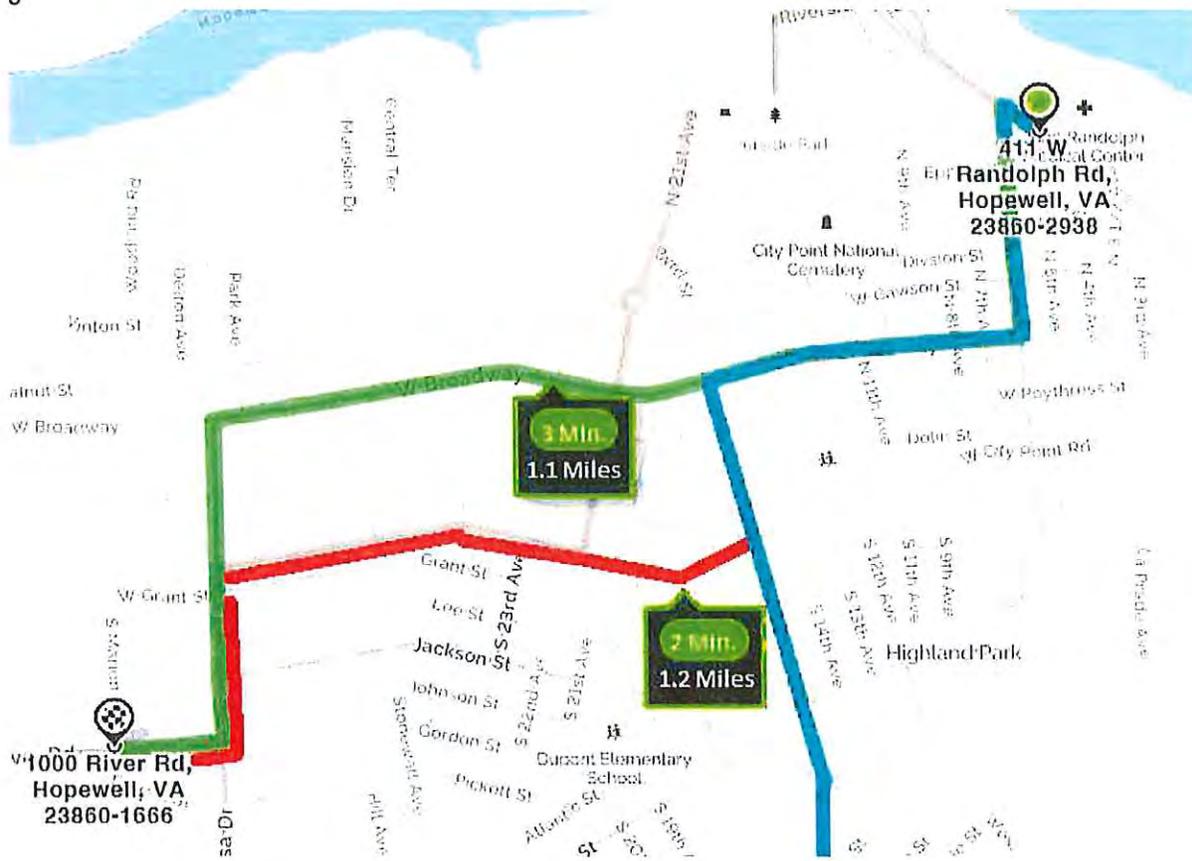


Riverside Regional Jail

Pre-Release Center

Riverside Regional Jail - Pre-Release Center

Appomattox River Regional Park



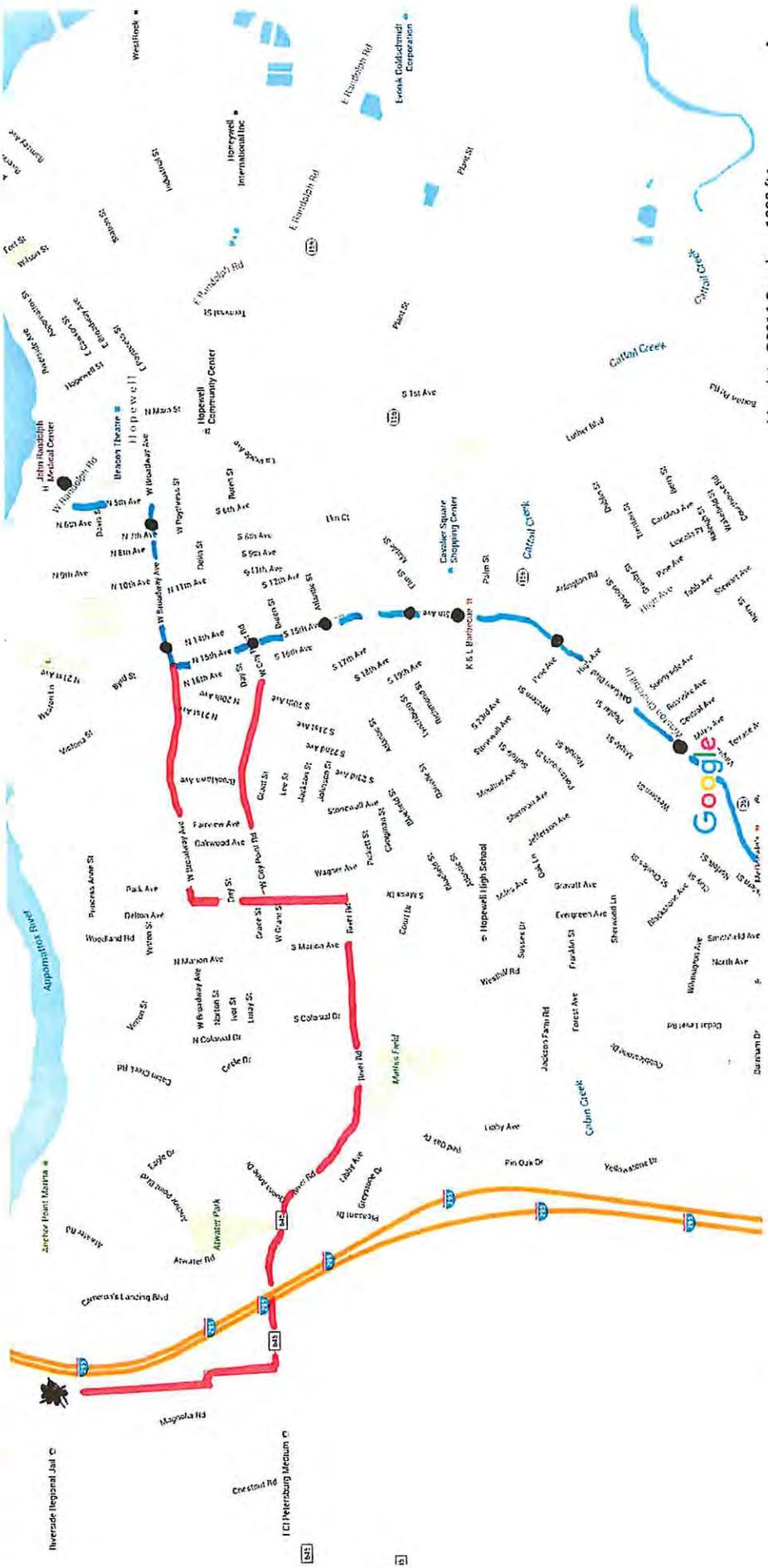
**Time added to existing bus route will be approximately 5 minutes.  
Miles added to existing bus route will be approximately 2.3 miles.**

**(Mileage and time information retrieved from Mapquest)**

**Blue Line** - This shows the current Hopewell Bus Route nearest to Riverside Regional Jail and the Appomattox River Regional Park.

**Green Line** - This indicates the proposed added route to Riverside Regional Jail and the Appomattox River Regional Park.

**Red Line** - This indicates the proposed added route from Riverside Regional Jail and the Appomattox River Regional Park to Golden Express; which is a current bus stop.



Blue line indicates current Hopewell Bus Route nearest to Riverside Regional Jail.

Red line indicates added route for Riverside Regional Jail.

Black dots indicates existing bus routes

Big dot/Asterick indicates proposed bus stop for Riverside Regional Jail

The Riverside Regional Jail Authority operates the largest Community Corrections program in Virginia's regional jail system. Riverside operates a local jurisdiction, Virginia Department of Corrections, and Federal Bureau of Prisons work release program. In addition to employment opportunities, Riverside has greatly expanded its vocational certification program to better assist reentering offenders by making them more marketable to prospective employers. Besides vocational training, within our Community Corrections program we offer the following programs:

- Goodwill Services
  - Providing training on Microsoft Word/Excel/Basic Computer Skills
  - Budgeting
  - Resume Writing
  
- Technical Training
  - Shipper's Choice (CDL Training)
  - Work Force Resource Center – Chesterfield Virginia  
Funded by the Workforce Innovation & Opportunity Act that provides training & certifications in targeted industries that have potential for growth in the region. The training provided will be Manufacturing, Healthcare, Transportation and Technical Services.
  - Cherry Creek Services will facilitate Medical Coding and Billing certification training which is being funded by the Crater Regional Workforce Group, offender participants will be limited to those returning to the communities of:
    - Colonial Heights
    - **Hopewell**
    - Petersburg
    - Southern Chesterfield (23803 zip code)
    - Prince George
    - Surry
  
  - Pathways Technical Center – Petersburg  
Funded by the Environmental Protection Agency that provides training and certifications for Brownsfield clean up. Upon completion of the certification they would assist offenders in securing "green jobs" in relation to their selected certification (asbestos removal primarily). Upon non-renewal of the grant, they switched services and now provide financial management consulting to offenders.
  
- Substance Abuse Interventions
  - Narcotics Anonymous
  - Alcoholics Anonymous
  - Substance Abuse Groups
  - Behavior Awareness Center (BAC), which provides Mental Health Counseling and Substance Abuse Treatment for the Federal Bureau of Prisons Work Release Participant

- Anger Management
- GED

Riverside Regional Jail Authority's largest program is its Work Release Program. The program is voluntary and available to inmates provided one of the following criterias are met:

1. Court ordered
2. Court ordered, if eligible
3. Assigned to the Department of Corrections Jail Contract Bed (JCB) Program
4. Requested by a local inmate with a twelve month or less sentence **(The sentencing Judge will be notified in writing of all inmates being considered by the jail for placement in the Work Release Program. The Judge may revoke the authority for such approval in writing to the jail).**

The following criminal offenses will automatically disqualify an inmate for participation:

1. Homicide
2. Abduction or Kidnapping
3. Sex related crimes
4. Crimes involving children
5. Felonious assault
6. Past crimes of a violent nature that may be considered a threat to the community
7. Malicious wounding within the past five years
8. Five or more misdemeanor assault convictions within ten years, to include domestic assaults
9. Crimes committed involving the use of a weapon
10. History of escape or attempted escape from a correctional facility or authorities within the past five years.

The sentencing Judge will be notified in writing of all inmates who were Court Ordered, or Court Ordered, if eligible, that were denied Work Release by the jail. The Judge may order the inmate's participation in the program.

The following tools are used to determine standard eligibility for work release:

1. Criminal History Background (VCIN/NCIC) is reviewed.
2. Driving Record Transcript is reviewed.
3. Detainer – Record MUST be clear of active detainers and out of state charges.
4. Sentencing/Warrants – All inmates must be sentenced or pending completion of a pre-sentence report before being considered for work release. The criminal record will be clear of all outstanding warrants and the inmate will be bonded on all outstanding charges. Bonded charges will be considered on a case by case basis. If one of the disqualifying charge is listed, they may be automatically disqualified.

5. Objective Classification Assessment – Inmates with a score of 7 or more points on items 1 through 3, or a comprehensive score of 11 will not be considered, unless request and approval for an override is completed.
6. Conduct (any misconduct or incidents during this or previous incarcerations).
7. Employment stability prior to incarceration (if applicable)
8. An inmate who has a history of drug or alcohol addiction may be referred to the jail's drug treatment program. Upon completion of the drug treatment program, the inmate may be reconsidered for the work release program.

The Coordinators meet with each offender to assess their needs and job readiness upon acceptance, and actively assists in their job search by ensuring that all offenders have the required/ indentifications and documents necessary. These assessments are not just limited to employment, as coordinators also actively work to address any underlying criminogenic risk factors directly related to each offender's likelihood to re-offend, so that we return productive citizens to the communities we serve. In relation to supervising these offenders, they are subject to the following:

- Personal job-site check once a month , by staff.
- Job site phone check once a week, by staff.
- Alcohol and drug testing requirements varies
  - Offenders displaying histories of substance abuse are mandated to attend treatment.
  - Drug and alcohol testing are conducted from daily to once every week.

## Work Release Court Dispositions from Hopewell

January 2014 thru August 2016

Dispositions Received - 47

Number of Denials - 25

Number of Approvals - 22



## Work Release Employers

**ACE Hauling**  
North Chesterfield, Virginia

**Bellissima Hair Salon**  
Chester, Virginia

**Conner Industries**  
Chester, Virginia

**Denny's**  
Chester, Virginia

**Diane's Painting**  
Richmond, Virginia

**Hand Craft Cleaners**  
Richmond, Virginia

**Holiday Inn Express**  
Petersburg, Virginia

**McDonalds**  
Chester, Virginia

**Outback**  
Colonial Heights, Virginia

**Seward Luggage**  
Petersburg, Virginia

**Virginia Correctional Enterprise**  
North Chesterfield, Virginia

**The Lee Group –Tidewater Recycling**  
Chester, Virginia

**Alsco Textile Services**  
Chester, Virginia

**Breeze In**  
Charles City, Virginia

**Crowder Construction**  
Prince George, Virginia

**Denny's**  
Colonial Heights, Virginia

**Firebirds Wood Fired Grill**  
North Chesterfield, Virginia

**Haverty Furniture**  
Chester, Virginia

**Iteris**  
Richmond, Virginia

**McDonalds (South Park)**  
Colonial Heights, Virginia

**Perkinson Construction**  
Prince George, Virginia

**Stock Building Supply**  
Charles City, Virginia

**Virginia Linen Services**  
Petersburg, Virginia

**Atlantic Iron and Metal**  
Chester, Virginia

**Circle Auto Parts**  
Prince George, Virginia

**Day-O Enterprises**  
Richmond, Virginia

**Denny's**  
Midlothian, Virginia

**Hampton Inn**  
Petersburg, Virginia

**Hill Phoenix**  
Chester, Virginia

**McDonalds (Boulevard)**  
Colonial Heights, Virginia

**Olive Garden**  
Colonial Heights, Virginia

**Rivas Automotive**  
Richmond, Virginia

**Traditionz Wings & Grill**  
Petersburg, Virginia

**Wendys**  
Mechanicsville, Virginia

The addition of public transportation to the program is paramount to its continued success. Many offenders and their families live and work in the Hopewell and Tri-City area, and additional transportation options would afford them the opportunity not only to get to work, but also expand reentry opportunities by allowing them to visit public and private agencies that the general public has access to. Many offenders will spend a month or more just trying to secure the documentation and licenses needed for them to obtain employment. These efforts are greatly hampered by a lack of available transportation. A public transportation option would afford them the opportunity to gain access to these services, and provide responsibility to them for their own success. This effort will also assist with the public in having public transportation to the Appomattox River Regional Park.



# **REPORTS OF THE CITY COUNCIL**

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

**REPORTS  
OF THE  
CITY CLERK**



**CITIZEN/  
COUNCILOR  
REQUEST**

**CCR-1**



*Let's Move! Cities, Towns and Counties (LMCTC) All-Stars*

**Attachment A: All-Star Strategies and Recommended Actions**

**Strategy I: Bicycle Friendly Community.** *Make structural and/or policy changes to create a more bicycle friendly community.*

Recommended Actions:

- Develop and implement a comprehensive bicycle master plan.
- Form a diverse and representative bicycle advisory group.
- Increase the mileage of striped or buffered bicycle lanes, protected bike paths, cycle-tracks, parallel off-street paths, or bicycle boulevards in order to transform major streets and create a connected bike network.
- Establish or support a community-wide public bicycle sharing program.
- Outfit city buses with bike storage racks and/or permit bikes on public transportation.
- Create or enforce a safe passing distance ordinance of at least three feet.
- Reach the next level “Bicycle Friendly Community” through the League of American Bicyclists.
- Create and implement a bicycle parking ordinance to ensure plentiful bicycle parking, such as by requiring bicycle parking in new commercial and multi-family developments or in licensed parking facilities, or by providing secure bicycle parking at large public events.
- Develop new parks and recreation bicycle-safety educational programming for youth, using police as partners.

**Strategy II: City Design Guidelines.** *Develop and implement city design guidelines that encourage walking and other forms of physical activity.*

Recommended Actions:

- Develop and implement healthy city or county design guidelines to encourage physical activity. Design elements to consider including: stairwell design, transit and parking design, street connectivity, pathway and sidewalk design, and the design of parks, open spaces and recreational facilities.
  - OR If design guidelines currently exist, revise accordingly.
  - OR Incorporate language and objectives around healthy city design into the city or county’s comprehensive, general, or master plan

- Work with builders and real estate developers to include health-focused design components into the design and building of public buildings and/or affordable housing.

**Strategy III: Slow Zones.** *Implement infrastructure improvements related to establishing/enhancing slow zones near schools, parks, afterschool programs, and recreation centers.*

Recommended Actions:

- Establish or enhance slow zones and employ traffic calming measures near schools, parks, afterschool programs, and recreation centers. Actions could include:
  - Slow zones: reduced speeds on streets near schools, parks, afterschool programs and recreation centers.
  - Increased use of speed humps, street narrowing, curb bump-outs or extensions.
  - Textured curb cuts and raised crosswalks.
  - Additional signage or street painting.

**Strategy IV: Healthy Meeting Guidelines.** *Adopt and implement healthy meeting guidelines at city/county meetings or when outside organizations use city/county-owned venues.*

Recommended Actions:

- Develop and implement a healthy meeting policy for city or county facilities, events, and meetings. Potential ways to structure the policy include:
  - Guidelines apply whenever food or beverages are purchased using city or county funds.
  - Guidelines apply when city or county facilities are used for meetings held by city or county agencies or when nonprofit or private organizations use city or county property.
  - Guidelines include physical activity breaks or components.

**Strategy V: Business Recognition Program.** *Develop and implement a local recognition program for area businesses that implement certain wellness policies.*

Recommended Actions:

- Create and implement a local recognition program for area businesses that implement certain wellness policies. Wellness policies and activities could include office-wide nutrition policies, lactation policies, creation of a wellness committee, promotion of

taking the stairs instead of the elevator, cholesterol and biometric screenings, and company-wide walking programs.

- If a local recognition program already exists at the regional or state level, provide technical support to local businesses to help them obtain recognition.

**Strategy VI: Farmers' Markets. *Make policy and/or programmatic changes to expand the number and utilization of farmers' markets.***

Recommended Actions:

- Make land use policy changes to expand access to farmers' markets:
  - Expand areas of the city/county where farmers' markets are permitted and remove regulatory barriers through zoning changes.
  - Protect existing and establishing additional farmers' markets in your city/county's comprehensive or general plan.
- City/county program support, such as:
  - Streamlined permitting process.
  - Consider public property (e.g., parks, schools, transit stations, and street closures for farmers' market sites).
  - Increase support for farmers' markets by partnering with school districts, neighborhood groups, senior centers, businesses, and agricultural organizations.
- Ensure accessibility to farmers' markets for low-income populations:
  - Help farmers' market organizers accept SNAP and WIC benefits.
  - Require farmers' markets to accept federal, state, and local food assistance programs.
  - Start an incentive program to double or increase the value of SNAP or WIC benefits in city/county farmers' markets.

**Strategy VII: Community Gardens/Urban Agriculture. *Develop and implement zoning changes and/or ordinances to promote and increase access to community gardens and urban agriculture.***

Recommended Actions:

- Support community gardens and urban agriculture through policy changes, such as:
  - Zoning ordinances specifically for gardens
  - Zoning policies designating agriculture districts
  - Community garden objectives or protections as part of a city's comprehensive or general plan

- City or county program support, such as:
  - Tax incentives
  - Reduced prices on municipal services
  - Funding in the city or county budget dedicated to supporting community gardens and urban agriculture activities
  - In-kind resources
  - Liability coverage
- Identify and convert vacant or underutilized lots or city parkland:
  - Donating city or county land to be used as garden space or for urban agriculture
  - Creating community gardens in city or county parks

**Strategy VIII: Breastfeeding Policies.** *Develop and implement breastfeeding policies for city/county facilities and employees in accordance with, or going beyond, state/federal law.*

Recommended Actions:

- Develop and implement a breastfeeding policy for city/county facilities and employees in accordance with or going beyond state/federal law. Components of the policy could include:
  - Flexible, reasonable break times for lactation
  - Clean, comfortable space for milk expression
  - Free or subsidized breastfeeding support groups or educational classes
  - Providing on-site or nearby child care
  - Designating lactation rooms in city hall or other public buildings
  - Employee education
  - Private storage areas for expressed milk



## *Let's Move! Cities, Towns and Counties (LMCTC) All-Stars*

### Sign Up Form

#### **Background:**

*Let's Move! Cities, Towns and Counties (LMCTC)* has seen incredible success over the past few years with over 60 cities and counties achieving gold medals in all five LMCTC goals. Many other participating communities anticipate reaching this designation in the next year.

Increasingly, communities involved in the initiative have expressed that they are interested in taking on more advanced and challenging activities as a next step after completing the five LMCTC goals. As a result, the National League of Cities (NLC) and the U.S. Department of Health and Human Services (HHS) have developed eight new strategies, called LMCTC All-Star Strategies. These strategies can be viewed at: [www.HealthyCommunitiesHealthyFuture.org/all-stars](http://www.HealthyCommunitiesHealthyFuture.org/all-stars)

Only LMCTC sites that have reached gold in all five LMCTC goal areas are eligible to pursue these All-Star Strategies.

#### **Purpose and Expectations:**

The purpose of LMCTC All-Stars is to engage and support five gold medal cities and counties in pursuing more advanced, sustainable strategies to address childhood obesity. By signing up for LMCTC All-Stars, your city or county commits to:

- Designating a lead point person responsible for corresponding with NLC and HHS and acting as a peer resource to other cities and counties participating in LMCTC All-Stars.
- Selecting four of the eight strategies that will be pursued by your city or county, and within those four selected strategies, determining actions you will take that will be new work for your city or county. This information will be submitted using the "Strategies and Commitments Form". When this form has been submitted, your city or county will be designated an All-Star Candidate.
- Taking new action in the areas identified. If an issue arises that impacts a city's/county's ability to carry out a specific action, discuss this with NLC, and alternative new actions may be agreed upon.
- Regularly updating NLC on your progress over time.

#### **Support and Recognition:**

NLC and HHS will work with the All-Star Candidate to identify technical assistance (TA) needs and desired timing and type of TA interactions. At a minimum, TA provided to All-Star Candidates will include quarterly or biannual calls and check-ins, peer learning opportunities, and consulting with subject

*Please submit this form to Alyia Gaskins at [Gaskins@nlc.org](mailto:Gaskins@nlc.org).*

matter experts. Once four of the eight commitments are completed, the LMCTC All-Star Candidate becomes an LMCTC All-Star.

More information is available at: [www.HealthyCommunitiesHealthyFuture.org/all-stars](http://www.HealthyCommunitiesHealthyFuture.org/all-stars)

### Sign Up Form

By completing the information below, the City/County of \_\_\_\_\_, agrees to the above expectations for LMCTC All-Stars.

Local elected official's name:

Title:

Email address:

Phone number:

Lead contact's name:

Title:

Email address:

Phone number:

**If applicable, please list the contact information of other city/county staff or community partners who will serve as additional points of contact.**

Additional contact's name:

Title:

Email address:

Phone number:

Additional contact's name:

Title:

Email address:

Phone number:

*Please submit this form to Alyia Gaskins at [Gaskins@nlc.org](mailto:Gaskins@nlc.org).*

**ADJOURN**