



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

Jackie M. Shornak, Mayor, Ward #7

Jasmine E. Gore, Vice Mayor, Ward #4

Christina J. Luman-Bailey, Councilor, Ward #1

Arlene Holloway, Councilor, Ward #2

Anthony J. Zevgolis, Councilor, Ward #3

Janice Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

Charles Dane, Interim City Manager

Stefan M. Calos, City Attorney

Ronnieye Arrington, City Clerk

Date: January 23, 2018

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

CLOSED MEETING

MOTION: To go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city manager, city attorney); (2) discussion of specific appointees of city council (CPMT, city clerk) (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (CSA); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively.

Roll Call

RECONVENE OPEN MEETING

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

Roll Call

MOTION: To amend/adopt agenda

Roll Call

REGULAR MEETING

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

Prayer by Chaplain 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 Denton.

Consent Agenda

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

C-1 Minutes:

C-2 Pending List:

C-3 Routine Approval of Work Sessions: February 1, 2018 – Work session with Springsted on Compensation Study and Plan, and HPD recruitment and retention; February 27, 2018 – follow-up work session with the Planning Commission regarding the Comprehensive Plan

C-4 Personnel Change Report & Financial Report:

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval: \$20,000 Grant from John Randolph Foundation to Hopewell Recreation and Parks

C-7 Public Hearing Announcement:

C-8 Information for Council Review: Minutes: Hopewell Water Renewal Commission – 10-17-17; EDA – 12-4-17; HRHA – 10-9-17; ARLS January 2018 Abbreviated Board Report

C-9 Resolutions/Proclamations/Presentations: Presentation by WRLH TV Fox Richmond regarding Rev. Dr. Curtis Harris; Hopewell Police Department Year-End Review

C-10 Additional Announcements:

Public Hearings

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

PH-1 **Request to amend the Hopewell Zoning Ordinance, Article III-A, Residential, Low Density District (R-1 and R1-A, respectively), Section E. Yard Regulations, Accessory Buildings, to reduce the setback of accessory structures on corner lots from 20 feet to 15 feet.**

ISSUE: The City has received a request to amend its Zoning Ordinance to reduce the setback of accessory structures on corner lots from 20 feet to 15 feet.

RECOMMENDATION: Staff recommends that Council **approve the request to amend Article III-A, Residential, Low Density District (R-1 and R1-S, respectively),**

Section E. to reduce the setback of accessory structures on corner lots from 20 feet to 15 feet.

MOTION: _____

Roll Call

PH-2 Request to vacate a portion of an approximate 6,882 square foot undeveloped right-of-way known as Walnut Street, adjacent to 401, 310, and 309 Delton Avenue.

ISSUE: The City has received an application requesting vacation of 6,882 square feet of an undeveloped right-of-way.

RECOMMENDATION: Staff recommends that Council **approve the request to vacate a portion of an approximate 6,882 square foot undeveloped right-of-way known as Walnut Street, adjacent to 401, 310, and 309 Delton Avenue.**

MOTION: _____

Roll Call

PH-3 Request for a Conditional Use Permit to build a self-storage facility in the Corridor Development District (B-4) at 4013-4017 Old Woodlawn Street.

ISSUE: The City has received a request to build a self-storage facility in the Corridor Development District (B-4) at 4013-4017 Old Woodlawn Street. This was originally presented to Council at its October 24, 2017 meeting, and Council approved the amendment to the Zoning Ordinance allowing self-service storage facilities by Conditional Use Permit at its November 21, 2017 meeting.

RECOMMENDATION: Staff recommends that Council **approve the request to build a self-storage facility in the Corridor Development District at 4013-4017 Woodlawn Street.**

MOTION: _____

Roll Call

Communications from Citizens

CITY CLERK: *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to Council as a body, any questions must be asked through the mayor only, and there shall be no discussion*

without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council, and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)

Regular Business

Reports of City Manager:

R-1 Report to City Council

ISSUE: This item will be reserved for updates to City Council from administration.

This requires no action of Council

R-2 City Stormwater Program and Riverside Park Stormwater Greenway

ISSUE: Council requested an update on the Stormwater Program's Riverside Park Stormwater Greenway Project.

This requires no action of Council

R-3 Request for City Council to approve the following agreements between VDOT and the City:

A. VDOT Commonwealth Transportation Board (CTB) - In the current FY18 the City will receive reimbursement payments from VDOT for completing the scope of work as defined under the terms and conditions of the ratified project administration agreement for current projects.

B. The Virginia Department of Transportation will require the City of Hopewell to enter into a signed standard project administration agreement on the paving surface treatment of Route 156 (Winston Churchill Drive) northbound and southbound lanes from Arlington Road to Plant Street.

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

RECOMMENDATIONS: Staff recommends that Council **approve projects R-3 A and B, and authorize the interim city manager to sign all appropriate documents related thereto.**

MOTION: _____

Roll Call

R-4 Martin Luther King, Jr. Memorial Foundation Presentation

ISSUE: In honor of the late Rev. Dr. Curtis West Harris, Sr., the Martin Luther King, Jr., Memorial Foundation would like to erect a monument in Ashford Civic Plaza. The sculptor that created the bust of Martin Luther King, Jr. currently in the Plaza is available and willing to do one for Rev. Dr. Curtis W. Harris. The Foundation will raise the money for the project, but seeks Council's approval to place the bust in Ashford Civic Plaza.

RECOMMENDATION: Administration recommends that Council **approve the placement of a bust of Rev. Dr. Curtis W. Harris in Ashford Civic Plaza.**

MOTION: _____

Roll Call

R-5 Conversion of Stormwater/Refuse Billing System from external to internal.

ISSUE: The City will realize an annual financial gain of nearly \$350,000 by combining the billing activities for refuse and recycling services, and the stormwater management programs, into the City's property tax collection system for invoicing.

RECOMMENDATION: Administration recommends that Council:

- A. Approve changing the invoicing process for the refuse collection and recycling programs, and the stormwater management program, from the current method of using a private contractor to using City resources and staff.**
- B. Approve adding the fees for the refuse and recycling programs, and the stormwater management program, to the real estate tax billing process.**
- C. Approve an annual budget increase in the Treasurer's Office of \$125,000 for the establishment of one new full-time administrative position, the expansion of two existing, part-time clerk positions to full-time clerk positions, and funding for office space and new equipment.**

MOTION: _____

Roll Call

Reports of the City Attorney:

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

Citizen/Councilor Requests

Other Council Communications

Adjournment

CONSENT AGENDA

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

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Revision of Council Rules and Procedures</p> <p>Breach of Confidentiality Sanctions</p> <p>VML training</p> <p>VML training for Directors, City Council and Admin</p> <p>Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolts have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15</p> <p>3-15-16</p> <p>2-7-17</p> <p>2-21-17</p> <p>3-13-17</p>	<p>Council to review Code of Ethics & City Attorney to review Code of Ethics</p> <p>Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat.</p> <p>City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>Mark Haley</p> <p>Stefan Calos</p> <p>City Clerk</p>	<p>PENDING</p> <p>3-13-17 - City Attorney emailed proposed revisions to Council. Ms. St. Claire will return and facilitate the review at a future retreat.</p> <p>7-7-17 – Still trying to schedule Retreat WAITING ON COUNCIL RESPONSE</p> <p>8-8-17 – Council chose Oct. 20-21, 2017 for retreat</p> <p>9-5-17 – per Pelham, request for work session to discuss rules</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
3	Class and Compensation Study	4-11-17 2-1-18	Council requested costs associated with having an employee satisfaction survey/audit and staffing/manpower review for efficiency.	Haley Coles	<p>COMPLETED 6-23-17 - the final study has not been received. Upon receipt and review, it will be sent to Council.</p> <p>7-7-17 – final report placed in council’s packets for 7-11-17 meeting</p> <p>2-1-18 – Work session with Springsted to review report and recommendations</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
4	Cost update on City taking control of Mallonee Gym	6-19-17 2-23-17	Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson & requested City Manager to provide those quotes to her and the members of Council.	Mark Haley Ed Watson	<p>PENDING</p> <p>Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</p> <p>7-7-17 – due to scheduling conflicts, meeting with Gore, Hackney, Watson, etc is being rescheduled.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Hopewell Emergency Crew	4-12-17	Council requests a meeting with the volunteer crew	Hunter	<p>COMPLETED 6-23-17 - The next meeting of the Hopewell Emergency Crew is July 18, 2017. Request will be placed on August 8, 2017 agenda for discussion.</p> <p>8-31-17 – meeting held with members of Council, EMS and Fire. Outstanding issues resolved.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Tax Assessment – council requested the number of appeals on the tax assessments and what impact this had on revenues	4-11-17	Can an explanation be given for the number of appeals and how the appeals were addressed?	Waggoner Haley	<p>COMPLETED 6-23-17 – email reminder sent to Waggoner</p> <p>7-7-17 – report showing status of appeals has been put in Council’s packet. The BOE has not yet met, so a final report will be given to Council at a later date.</p> <p>9-5-17 – per assessor, there are still a few more BOE meetings to go – will provide Council with a detailed report when done.</p> <p>10-10-17 – Complete report presented to Council.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Liens – Spot Blight and Grass Liens	4-11-17	Luman-Bailey requested information regarding the financial impact of demolition for vacant buildings, including how much money spent on demo and how much recuperated by liens for the past 12 years	Griffin Haley	<p>COMPLETED 6-23-17 follow up email sent to Griffin, Bagshaw, Haley</p> <p>9-5-17 – due to scheduling difficulties (the treasurer’s office, development, and the Clerk’s office are the business offices in the building), we have been unable to get together to create a report for Council. Still working on this.</p> <p>12-12-17 – Council received a report on spot blight. Council also received a report on liens.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	City Vehicles	4-25-17	<p>Council requests info: how many vehicles does the City own?</p> <p>How many City vehicles are driven outside of Hopewell on a daily/weekly basis?</p> <p>Which departments use the vehicles (include how many vehicles each dept uses)</p> <p>How are the vehicles being used</p> <p>How many vehicles does the school own?</p>	Haley Watson Young	<p>COMPLETED 6-23-17 – reminder email sent to Haley, Watson, Young</p> <p>7-7-17 – Watson and Haley working on response. Follow up email sent to all 7-7-17</p> <p>7-10-17 – email issued by Haley with info.</p> <p>9-5-17 – info reissued to council</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Speeding issues -	10-1-16	Councilor Gore states that Residents are requesting speed limit signs at Atwater Rd and Jackson Farm Road to deter speeding. Additionally, residents in Cameron’s Landing are requesting a radar station at Atwater Road to deter speeding.		<p>COMPLETED 6-20-17 – Haley requested that Watson review the streets to ensure there are sufficient signs. He further asked Watson to add signs if there were not enough</p> <p>7-11-17 – email from Haley stating that Watson said four more signs were needed and would be added to Jackson Farm Road and 2 more signs to Atwater Dr –</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding	5/12/15 3-15-16 2-7-17 2-21-17	Email/Printed logos collected used City Manager to provide RFP for Branding during the Retreat In March 2017.	Haley	<p>PENDING 6-23-17 email reminder sent to Haley</p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p>No RFP needed.</p>

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17 2-21-17 1-9-18	Letter/Email Request and CC City Council Clerk to meet with Mayor for review of completed DRAFT letter.	City Clerk	PENDING Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required. 1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change.
	Council wants to review and revise its travel policy	4-25-17	Current travel policy is outdated	Council Haley	PENDING 7-7-17 - Council to review it policy, along with its revised rules with Tyler St. Claire when Retreat is scheduled 2-1-18 – Council to have a work session regarding its travel policy.

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Council requested RFP/design for Riverwalk	4-25-17	Council to be provided with a copy of the RFP that was issued or will be issued re the Riverwalk project	Haley	<p>PENDING</p> <p>7-7-17 - A copy of the RFP has been placed in your packets. Administration will appear before Council at the Aug. 8 2017 meeting to discuss the Riverwalk project</p> <p>9-5-17 – sent email to Dane re status</p> <p>1-23-18 – Council has been updated on the status of the Riverwalk previously, and there will be a brief update provided at the 1-23-18 meeting.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Gore requested that department heads review the strategic plan and advise as to the status of specific tasks (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17 3-17-17	Update of comprehensive plan and staff tasks. Provided @ Retreat	Mark Haley Department Heads	COMPLETED Provided @ Retreat 3-17-17.
	Council requested a list of how many already authorized positions remain unfilled (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17	To ascertain how staff shortages are impacting staff ability to manage tasks	Mark Haley Department Heads	ONGOING Asst. City MGR reported a DRAFT would be presented during the Budget Session

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Fees for Planning Commission	Work Session 2/17/15 2/7/17		Tevya Griffin	<p>COMPLETED Look at during Budget Meetings 16-17.</p> <p>7-7-17 – information relating to fees will be presented to Council at the 7-11-17 meeting.</p>
	ARB & Streetscaping	2-7-17	Schedule joint WS w/City Council	Tevya Griffin Horace Wade	<p>6-23-17 – reminder email sent to Griffin and Wade</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Cultural Resource Management Plan	2-21-17	Councilor Luman-Bailey	City Manager Tevya Griffin ARB DDRC Planning Commission	ONGOING City Manager and Mrs. Griffin to supply the Cultural Resource Management Plan to the ARB; DDRC & Planning Commission for Financial Grants available to them and the City.
	City Wide Tree Ordinance	2-21-17	City Wide Tree Ordinance	Tevya Griffin Mark Haley	PENDING Mrs. Griffin is working on an overall City Tree Ordinance and is collecting information to present to Council.

**ROUTINE
GRANT
APPROVAL**



John Randolph Foundation

LETTER OF AGREEMENT

January 5, 2018

Mr. Aaron Reidmiller
Hopewell Recreation and Parks
100 W. City Point Road
Hopewell, Virginia 23860

Dear Mr. Reidmiller:

Congratulations! The John Randolph Foundation (JRF) has awarded Hopewell Recreation and Parks a Fall 2017 grant in the amount of **\$20,000** to support a variety of low-cost, high-quality summer camp programs to children ages 3-17 for residents of Hopewell and surrounding communities.

This *Letter of Agreement* sets forth the terms and conditions of your grant. Please read the terms carefully to ensure that you, as the grantee, fully understand and accept the terms prior to signing. Questions regarding any portion of this binding agreement should be directed to Kevin Foster at (804) 458-2239 or kfoster@johnrandolphfoundation.org.

Terms of Agreement

Grant Period

The grant shall be effective for one year, January 1, 2018 through December 31, 2018. **Any modification or amendment to this agreement shall be made only in writing, approved by JRF and signed by authorized representatives of both parties.**

Acceptance and Payment

After you have signed this letter indicating your acceptance, make a copy for your records and **please return all three pages of the original to JRF as soon as possible, but no later than 4:00 p.m. on Monday, January 15, 2018.**

Grantee will receive a payment at an awards reception to be held on Thursday, January 18, 2018, from 8:30 a.m. - 10:30 a.m. at our offices, 112 N. Main Street in Hopewell, VA. An invitation will be mailed separately.

Healthy Communities. Bright Futures.

Please RSVP as requested for no more than two representatives of your organization. Also, in the interest of time, we ask that you have only one designee to accept the award and speak on your behalf.

Use of Funds

This grant award is designated for the purpose(s) stated and may be used only in accordance with the specific project referenced herein and described in your proposal, as revised or amended. The funds may not be used for any other purpose without advanced written request from the grantee and approval by JRF.

Violation of this term could result in revocation of the entire grant award.

Reporting Requirements

Grantee will be required to complete a JRF Grant Progress Report assessing the status of your project at the six-month (*interim*) and the twelve-month (*final*) intervals. Grantee's reports should focus on quantitative and qualitative indicators of the following specific performance objectives provided in your application for this grant period.

- Accommodate up to fifty participants a week for seven weeks during the summer of 2018.
- Detail areas of age specific programming and numbers of participants involved.
- Provide evidence of collaboration with other community resources.
- Detail the various field trip offerings and numbers of participants involved.
- Collect and report program performance data in accordance with the below reporting requirements.

The reporting schedule is delineated below. You will utilize the online grant portal to complete these reports.

<u>Reporting Interval</u>	<u>Grant Period</u>	<u>Due Date</u>
Interim	01/01/18 – 06/30/18	08/01/18
Final*	07/01/18 – 12/31/18	02/01/19

** If your project will conclude prior to the end of the final reporting period above, then you may forego the interim report and only submit a final report at the time of completion.

*****Important Requirement for Re-application: If you intend to seek a consecutive grant for the Fall 2018 cycle, then your final report for your Fall 2017 grant must be received no later than 12/01/18.***

Page 3

Grantee is solely responsible for monitoring the reporting schedule. Failure to adhere to these requirements may result in disqualification from any future consideration for JRF funding.

JRF requires citation indicating that we are a source of support for your project. Therefore, all press releases, interviews, exhibits, radio or television announcements, flyers, posters or other means of communication regarding the activities or achievements of this grant shall acknowledge JRF's support. Please also invite JRF to any public or special events highlighting achievements related to the grant.

Grantee's signature below permits JRF to use any photographs, motion pictures, recordings or other media related to this grant for any legitimate purpose.

Limit of Commitment

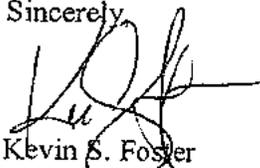
Unless otherwise stipulated in writing, this grant is awarded with the understanding that JRF has no obligation to provide other or additional support to Grantee.

Applicable Law

All grant funds are awarded and must be used in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued there under.

I trust this *Letter of Agreement* reflects your understanding of the terms of your JRF grant. We look forward to seeing you on January 18th!

Sincerely,



Kevin S. Foster
Director of Programs

Acceptance

I understand and agree to all the terms and conditions set forth in *this Letter of Agreement*. I also understand that the funds will be disbursed only in accordance with the terms described herein.



Aaron Reidmiller, Director
Hopewell Recreation and Parks

1-17-18
Date

**INFORMATION
FOR COUNCIL
REVIEW**



Hopewell Water Renewal Commission
 Quarterly Meeting
 October 17, 2017

Minutes

Members Present	Members Absent
Christina Luman-Bailey, Chair	Charles Dane, City Manager
Fred Harry, AdvanSix	
Paul Tuck, Ashland	
Stefan Calos, City Attorney	
Doug Woodhouse, Virginia American Water	
Dan Rowland, WestRock	

Others Present	
Jeanie Grandstaff, H2O Renewal	Christian Volk, Virginia American Water
Matt Ellinghaus, H2O Renewal	Andrew Parker, AdvanSix
Shayna Johnson, H2O Renewal	
Harold Walker, H2O Renewal	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:35 pm on October 17, 2017. Chair Luman-Bailey introduced Christian Volk who VA American Water is recommending as a replacement for Commissioner Woodhouse.
2. **Review for Approval: Minutes from July 17, 2017.** After a motion from Commissioner Harry, seconded by Commissioner Woodhouse, the Commission unanimously approved the minutes from the July meeting.
3. **Citizens Communication.** No citizens were present.
4. **Staff Reports.**
 - a. **Safety and Compliance.** Jeanie Grandstaff stated that there had been no accidents or non-compliance incidents since the beginning of the year.
 - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the October 17, 2017 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the 2017 annualized amount of total nitrogen discharged is 1.64 million pounds compared to the permit limit of 1.83 million pounds. With the start-up of the nitrogen reduction process, total nitrogen levels have dropped. However, the Nutrient General Permit issued in January 2017 reduced the phosphorus allocation from 76,139 lbs/year to 61,749 lbs/year. This 19% reduction in phosphorus allocation continues to make it difficult to maintain compliance with the permit limitation. Through September, the plant had discharged a total of 53,550 pounds of phosphorus. To meet the annual permit limit, the monthly average concentration of total phosphorus should not exceed 0.6 mg/l. Staff is expecting to have to purchase phosphorus credits for 2017.

Mr. Ellinghaus also reported that the Consent Order with EPA has been satisfied as of September 30, 2017. In addition, EPA approved the alternative monitoring parameters requested by HWR. Staff is in the process of obtaining an amendment to the Title V permit to incorporate EPA's approved values in the permit.

- c. **Business Report.** Shayna Johnson, reported that Hopewell Water Renewal was at 86.9% of budget for the first quarter of FY 18 and 27.5% for the year. The budget status report is attached as a part of these minutes. Miscellaneous revenue through September 2017 totals \$297,250.
- d. **Maintenance Projects Status.** Harold Walker reported that the installation of the 3rd centrifuge is scheduled to begin in a few weeks. The centrifuge was ordered during the past fiscal year. He expects the third centrifuge installation to be completed during the first quarter of 2018.

Mr. Walker also reported that the UNOX MCC and electrical work for installation of new UNOX mixers is underway and should be completed by the end of 2017. Completion of the MCC will provide the plant with the electrical ability to replace the 40 year old mixers one train/year as scheduled in the 5 Year capital plan.

5. **O&M Cost Allocation Agreement.** Jeanie Grandstaff requested a status of when signatures would be received for Ashland, VAWCO and WestRock on the Third Supplement Agreement to the 1995 Facility Agreement. Both Commissioner Tuck and Commissioner Woodhouse stated that the document was on the CEO's desk. They asked Ms. Grandstaff to send an email reminding them of the need to receive the signed agreement. Since the new billing methodology which is incorporated in the Third Supplement Agreement was approved by the Commission at the January 2017 meeting, Ms. Grandstaff stated that since July 1, 2017, the new billing methodology is being implemented.
6. **Polymer System Upgrade Bid.** Harold Walker explained that \$300,000 was included in the 5 year capital budget to renovate the polymer system. However when the new centrifuge was designed and purchased, it was determined that a larger polymer system would be needed. After going out to bid for the polymer system, HWR received only 1 bid for \$420,000. Because the bid is \$120,000 more than the budget, the Commission, after a motion by Commission Harry, seconded by Commission Tuck, unanimously approved using \$120,000 out of the FY 2017 miscellaneous revenues to pay the amount over budget.
7. **Accountant Position.** Jeanie Grandstaff stated that the City's 2015 Audit was complete and staff is working on the year-end adjustments for that year which would be completed in a few months. Because responsibilities for the Hopewell Water Renewal accounts was recently assigned to H2O Renewal, the facility does not have the resources or the expertise to manage the all tasks associated with overseeing all financial aspects required. Therefore, City Council has approved the addition of an accountant position at H2O Renewal subject to the Commission's concurrence. Ms. Grandstaff stated that based on staff turnover, staff does not believe that an increase in budget will be necessary for FY 2018. The Commission consensus was to accept the addition of the accountant position as long as there was no increase in the budget and that review of the position would be re-considered as part of the FY 2019 budget.
8. **Phase 2 Status.** Matt Ellinghaus explained that the domestic wastewater was transferred to the new nitrogen reduction facilities on July 5, 2017. Due to delays with a broken actuator, the flow from AdvanSix could not be diverted to the MBBR until the actuator was replaced. On September 27, AdvanSix flow was finally diverted and currently about 0.9 MGD is being treated. The performance test will start on October 16 and will run until November 14. DEQ plans to do the final inspection on November 15, which should result in issuance of the Certificate of Operate. Currently the ammonia levels in the effluent are below 5 mg/l.

9. **Hydrogen Sulfide Elimination Project.** Matt Ellinghaus explained that a final hydrogen sulfide elimination study report was completed and provides several options for elimination or reduction of the hydrogen sulfide which is above human safety levels in the centrifuge building basement. In addition, equipment and electronics are having to be replaced every few years due to corrosion. Staff plans to use chemical addition of sodium permanganate or hydrogen peroxide at the centrifuge to knock out the hydrogen sulfide and then budget for a more permanent solution in the FY 2019 budget. Commissioner Harry and Commissioner Tuck stated that they purchase large quantities of hydrogen peroxide and that perhaps HWR would be able to "piggy back" on one of their contacts to obtain competitive pricing.

10. **2018 Commission Meeting Dates.** Jeanie Grandstaff suggested the following dates for Commission meetings during 2018:

January 16, 2018

April 17, 2018

July 17, 2018

October 16, 2018

Commissioner Tuck requested that an Outlook meeting request be sent to the Commissioners so that the dates will be electronically placed on their calendars.

11. **Other Discussion.** Since this was the last meeting before Jeanie Grandstaff retires on December 31, 2017, cake was served to celebrate.

12. **Adjourn.** There being no further business, the meeting was adjourned at 3:27 p.m.

Minutes approved at the January 16, 2018 meeting.



Hopewell Water Renewal Commission
Quarterly Meeting
October 17, 2017, 1:30 p.m.
Gravelly Run Training Center

AGENDA

1. Call to Order Christina Luman-Bailey, Chair
2. Review for Approval: Minutes from July 17, 2017 Christina Luman-Bailey, Chair
3. Citizens Communication Five Minutes Each
4. Staff Reports
 - a) Safety and Compliance Jeanie Grandstaff
 - b) Regulatory and Enforcement Matt Ellinghaus
 - c) Business Report Shayna Johnson
 - d) Maintenance Projects Status Harold Walker
5. O&M Cost Allocation Agreement Commission Discussion
6. Polymer System Upgrade Bid Harold Walker
7. Accountant Position Jeanie Grandstaff
8. Phase 2 Status Matt Ellinghaus
9. Hydrogen Sulfide Elimination Project Matt Ellinghaus
10. 2018 Commission Meetings Dates Commission Discussion

Suggested Dates:
January 16, 2018
April 17, 2018
July 17, 2018
October 16, 2018
11. Other Discussion
12. Adjourn



Hopewell Water Renewal Commission
 Quarterly Meeting
 July 17, 2017
 Minutes

Members Present	Members Absent
Christina Luman-Bailey, Chair	Dan Rowland, WestRock
Mason McElroy, proxy for Fred Harry, AdvanSix	Paul Tuck, Ashland
Mark Haley, City Manager	
Stefan Calos, City Attorney	
Doug Woodhouse, Virginia American Water	

Others Present	
Jeanie Grandstaff, H2O Renewal	Cassandra Vanderkeift
Matt Ellinghaus, H2O Renewal	
Shayna Johnson, H2O Renewal	
Harold Walker, H2O Renewal	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:35 pm on July 17, 2017. Mason McElroy with AdvanSix presented a proxy from Fred Harry, a copy of which is attached as part of these minutes.
2. **Presentation to Departing Commissioner Mark Haley.** Chair Luman-Bailey presented Mark Haley with a plaque recognizing his many years of service to Hopewell Water Renewal and the City of Hopewell, along with a framed Ed Hatch print entitled "Nature and Business in Harmony."
3. **Review for Approval: Minutes from April 3, 2017 and May 2, 2017.** After a motion from Commissioner Haley, seconded by Commissioner Woodhouse, the Commission unanimously approved the minutes from both meeting.
4. **Citizens Communication.** Cassandra Venderkeit stated that she was a member of the City of Hopewell Planning Commission and she was attending to observe the meeting.
5. **Staff Reports.**
 - a. **Safety and Compliance.** Jeanie Grandstaff stated that there had been no accidents or non-compliance incidents since the beginning of the year.
 - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the July 17, 2017 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the 2017 annualized amount of total nitrogen discharged is 1.80 million pounds compared to the permit limit of 1.83 million pounds. However, the Nutrient General Permit issued in January 2017 reduced the phosphorus allocation from 76,139 lbs/year to 61,749 lbs/year. This 19% reduction in phosphorus allocation is making it difficult to maintain compliance with the permit limitation.

- c. **Business Report.** Shayna Johnson, reported that Hopewell Water Renewal was at 93.2% of budget for the fourth quarter of FY 17 and 98.4% for the year. The budget status report is attached as a part of these minutes. Miscellaneous revenue through June 2017 totals \$2,367,082.
- d. **Maintenance Projects Status.** Harold Walker reported that the plant continues to have problems with its centrifuges. One of the centrifuges was sent to a repair shop, which was unable to correct the vibration problems. The centrifuge had to be sent back to the manufacturer for the repair. The plant has been with only one centrifuge for approximately 12 weeks. Mr. Walker also reported that the UNOX motor control center bid was approximately \$240,000 higher than the budget amount.
6. **Centrifuge Installation Cost Adjustment.** Harold Walker reported that the low bid received for installing a third centrifuge was \$1,594,000 which was approximately \$500,000 over what was budgeted.
7. **O&M Cost Allocation Agreement.** Jeanie Grandstaff stated that she had received the signed Third Supplement Agreement to the 1995 Facility Agreement from AdvanSix. Through a phone call with the local industry managers, she understands that the Ashland Third Supplement Agreement is on the Ashland CEO desk, with VAWCO's and WestRock's agreements being reviewed by their legal departments. Since the new billing methodology was approved by the Commission at its December meeting, the new billing method is being implemented beginning in July 2017.
8. **Phase 2 Status.** Matt Ellinghaus explained that the domestic wastewater was transferred to the new nitrogen reduction facilities on July 5, 2017. Construction is substantially complete with punch list items remaining. Ribbon cutting for the new project was held on July 10, 2017.
9. **Hydrogen Sulfide Study Status.** Matt Ellinghaus explained that a pilot study using potassium permanganate was completed and final study report should be complete in early August.
10. **Next Commission Meeting.** Jeanie Grandstaff stated that the next Commission meeting will be held on Tuesday October 17, 2017 at 1:30.
11. **Other Discussion.** Jeanie Grandstaff announced that she will be retiring on December 31, 2017.
12. **Adjourn.** There being no further business, the meeting was adjourned at 2:47 p.m.

Regulatory Affairs / Technical Services

Quarterly Summary

- Title V Permit
 - 2007 Clean Air Act Audit, April 2009, and December 2010 NOVs. A 1 year Consent Agreement was signed with EPA in September 2016. In addition, H2O Renewal requested EPA to approve alternative HAP compliance monitoring parameters as agreed to verbally with EPA during the negotiations for the Consent Agreement. EPA finally approved our alternative compliance monitoring parameters on Sept 29, 2017 (day before expiration of Administrative Order on Consent). AO is now complete and new monitoring parameters are being added to the Title V permit.
- VPDES Permit
 - Violations. The plant maintained compliance through September of 2017 and appears to be on track for compliance in October.
 - VPDES Permit. The VPDES permit expired on September 30, 2013. The permit was reissued and became effective on August 1, 2016. The ammonia permit limit is 25.8 mg/l Daily Maximum and 17.2 mg/l Monthly Average. The new ammonia and nitrogen limits will become effective in January 2018 after the nitrogen reduction project is complete and operational.
 - Section 308 Request from EPA. During the past quarter, H2O Renewal has received no further requests from EPA for information. The 2016 annual pretreatment report was submitted to EPA as required.
- Storm Water Permit. The July 2014 industrial storm water general permit requires sampling at each outfall for total nitrogen, total phosphorus and total suspended solids, as well as pH. To lessen the sampling burden and improve sampling locations, Hazen designed a method to combine existing outfalls and install storm water controls. This will reduced the number of outfalls to 4 or 5. Money for construction of the new outfalls is in the FY 18 capital budget. Construction should begin before the end of the 2017.
- Environmental Management System (EMS). H2O Renewal submitted its E3 annual report on April 1, 2017. DEQ has requested H2O Renewal to reapply for E3 status even though we have experienced a number of violations/enforcement actions over the past few years. We have contracted with Aegis Environmental to assist us in updating the EMS. The application was submitted in July and is currently under review by DEQ.
- Nutrient Issues
 - Nutrient General Permit. The projected nitrogen discharged for 2017 is currently 1.64 million pounds, which is below the permit limit of 1.83 million pounds/year. The annual average concentration through September was 20.6 mg/l. In the new Nutrient General Permit, James River dischargers' phosphorus allocations have been reduced by approximately 19%. H2O Renewal's phosphorus limitation was reduced from 76,139 pounds/year to 61,749 pounds/year. Through September, we have discharged 53,550 pounds and currently project a total phosphorous discharge for 2017 of 66,735 pounds and trending down. H2O Renewal historically discharged around 50,000 pounds of phosphorus/year, but due to some unexpected loadings last year, we discharged 77,584 pounds in 2016 and needed to purchase 1,445 credits on the exchange at a cost of \$11,429.95. We anticipate having to purchase additional credits for 2017.
 - Water Quality Improvement Fund Grant Agreement for Denitrification. The 2001 grant agreement was modified to require an effluent Total Nitrogen annual average concentration of 24 mg/l and allows for a 10% exceedance to 26.4 mg/L. As stated above, the 2017 average total nitrogen discharged through September was 20.6 mg/l.

Hopewell Water Renewal Commission Meeting
October 17, 2017

- The Nutrient Exchange Association. Beginning in 2011, H2O Renewal and Honeywell (now AdvanSix) signed a nutrient credit agreement which requires H2O Renewal to purchase nitrogen credits from Honeywell at one-half The Exchange credit price. For 2017, we agreed to purchase 122,553 credits at a cost of \$1.875/credit or a total cost of \$229,786.87.
- Chesapeake Bay and James River TMDL. H2O Renewal was invited to participate on DEQ's Regulatory Advisory Panel (RAP) to comment and assist with the development of the chlorophyll a standard for the James River. An introductory meeting was held in late June and additional meetings and conference calls have been held. The primary focus to date has been review of the modeling results and determination of where Chl-a levels should be set.
- Nitrogen Reduction Alternatives Evaluation and Segregated Treatment
 - Phase 2. Construction on the phase 2 nitrogen reduction project is winding down with a few punch list items remaining. Substantial completion was reached in mid July 2017. The performance test began on October 16, 2017 and the DEQ CTO inspection is scheduled for November 15, 2017. A project timeline status is provided as part of the meeting agenda.
 - Water Quality Improvement Fund Grant Agreement for Phase 2 Nitrogen Reduction. H2O Renewal is submitting pay request to DEQ as invoices are received. The total grant amount spent through September 2017 is \$47,071,280.70 with a total project amount of \$70,363,782.
- Pretreatment
 - All industries are operating in compliance with current pretreatment permits.
- Sanitary Sewer System
 - Regular sewer point repairs and lining work continues. CCTV work is being scheduled for FY 2017 in unevaluated sub-basins and future rehab plans will be developed based on the CCTV work. The sewer line stabilization at Carter Woodson Elementary School has been bid and a contractor selection has been made.
 - Station Street PS flow evaluation has begun to determine the cause for high flows resulting in multiple wet weather overflow events.
- Lab Certification
 - H2O Renewal's lab certification was re-issued in June 2016.

Hopewell Water Renewal Commission Meeting
October 17, 2017

Milestones in the upcoming timeline

(Italics text indicates actions predicted from a strategic analysis of available information):

2017

- Nutrient General Permit Effective -- January
- Nitrogen Reduction Project Start-up -- July
- *Grant Agreement Compliance Due*
- *New EPA Ammonia Criteria Adopted*
- *DEQ establishes final TN limits for James River dischargers based on chlorophyll study results*

2018

- Stormwater Permit Application Due -- December

2019

- *Stormwater Permit Reissued*
- Title V Permit Application Due -- March
- *Title V Permit Reissued*

2020

- *VPDES Permit Application Due*

**HOPEWELL WATER RENEWAL
BUDGET PERFORMANCE REPORT**

FY 2017-2018 CATEGORY	Jul 1 to Sep 30 1st Qtr			YTD FY 16-17			Total Budget
	Actual	Budget	%	YTD FY 16-17	Budget	%	BUDGET
Salaries	740,680	831,961		740,680	2,396,841		3,129,761
Benefits	265,564	374,075		265,564	1,070,964		1,393,009
TOTAL LABOR	1,006,244	1,206,036	83.4%	1,006,244	3,467,805	29.0%	4,522,770
Power	326,135	375,167		326,135	1,500,667		2,251,000
Fuel	23,853	50,000		23,853	200,000		300,000
TOTAL ENERGY	349,988	425,167	82.3%	349,988	1,700,667	20.6%	2,551,000
OTC	7,416	123,334		7,416	493,336		740,000
Hypochlorite	163,622	70,836		163,622	270,834		400,000
Lime	0	0		0	0		
Polymer	117,810	124,000		117,810	316,000		420,000
Defoamer	0	0		0	10,000		20,000
Phosphoric	13,380	11,667		13,380	46,667		70,000
TOTAL CHEMICALS	302,228	329,837	91.6%	302,228	1,136,837	26.6%	1,650,000
Maintenance Supply	266,975	122,000		266,975	428,000		632,000
Contract Maintenance	164,828	161,583		164,828	541,333		794,500
Interceptor Maintenance	5,374	2,500		5,374	10,000		15,000
TOTAL MAINTENANCE	437,177	286,083	152.8%	437,177	979,333	44.6%	1,441,500
Utilities	18,889	21,333		18,889	82,983		123,000
Other Supplies	73,216	63,417		73,216	222,167		327,500
Consulting	71,657	141,573		71,657	566,293		849,439
Administration	77,111	207,917		77,111	289,167		329,000
Residual Disposal	23,675	29,167		23,675	116,667		175,000
Legal Services	0	4,167		0	16,667		25,000
TOTAL MISCELLANEOUS	264,549	467,573	56.6%	264,549	1,293,943	20.4%	1,828,939
GRAND TOTAL	2,360,186	2,714,696	86.9%	2,360,186	8,578,584	27.5%	11,994,209

HRWTF Phase 2 Nitrogen Reduction Project Timeline Status

June 13, 2014	City Manager signed the PPEA comprehensive agreement with Hopewell Nutrient Partners (HNP) to proceed with the phase 2 project.
July 15, 2014	Notice to proceed with the project issued to HNP.
July 16, 2014	Purchased \$4 million of MBBR media to avoid price increases due to cost of Euro and oil price increases. Saved the project \$635,000.
July 28, 2014	Commission meeting – approved language for the Second Supplement to the 1995 HRWTF Commission Agreement.
August 1, 2014	Virginia Resource Authority (VRA) application submitted to participate in VRA's November bond sale.
August 7, 2014	Kick-off meeting held with HNP to set the schedules for design and construction of the project. Construction scheduled for completion in January 2017.
August 12, 2014	City Council approved Second Supplement Agreement to 1995 HRWTF Agreement.
August 19, 2014	Modification of the WQIF Grant Agreement approved by DEQ Director. Cost of the project modified to \$76,328,041 with a \$49,129,657 grant. Also includes a \$3,153,374 construction contingency of 5%. HNP cost for project is \$70,410,599. Third part design review and construction inspection cost is \$2,681,664.
September 2014	Final Engineering Report submitted to DEQ for review along with application for certificate to construct.
September 2014	City of Hopewell application for site disturbance permit submitted.
September 9, 2014	Second pre-construction and design review meeting held with HNP.
October 2014	Construction trailers set up on site.
October 8, 2014	Third pre-construction and design review meeting held with HNP.
November 2014	Began receiving MBBR media. Shipments will be sent monthly for 19 months until all media is received.
November 12, 2014	Fourth pre-construction and design review meeting held with HNP.
November 19, 2014	Bond sale closing. Borrowed \$5 million. Honeywell and RockTenn agreed to make monthly cash payments for their percentage of costs over the course of the project.
December 3, 2014	Certificate to Construct issued by DEQ.

December 10, 2014	City issued Site Disturbance Permit.
December 15, 2014	Site clearing began.
December 16-17, 2014	60% Design review conducted and fifth construction meeting held with HNP.
January 2015	Oxycharger equipment received and installed.
January 13, 2015	60% Design comment review meeting conducted with Hazen and Sawyer.
January 14, 2015	Sixth construction meeting held with HNP.
January 16, 2015	Hazen and Sawyer and HRWTF comments on 60% design submitted to HNP.
February 11, 2015	Seventh construction meeting held with HNP.
February 24, 2015	Minor new source review air permit issued for Phase 2 project
February 28, 2015	Revised Certificate to Construct issued to incorporate changes that included deletion of UNOX first stage mixers and installation of third domestic screen.
March 11, 2015	Eighth construction meeting held with HNP.
April 13, 2015	Ninth construction meeting held with HNP.
April 10, 2015	City of Hopewell Building Permit for concrete work issued.
April 23, 2015	90% design review meeting held.
May 4, 2015	Chlorine Contact Tank (CCT) excavation complete, rebar & concrete work begins.
May 13, 2015	Tenth monthly construction meeting held with HNP
May 21, 2015	DAF surcharge pile complete
May 28, 2015	First CCT concrete slab pours begin
June 2, 2015	MBBR surcharge settlement complete, removal begins
June 10, 2015	Final monthly construction meeting held with HNP, switching to weekly coordination meetings
June 29, 2015	DAF units 1 & 2 received and stored offsite.
July 14, 2015	Balance of Permit design complete, package being prepared for permit review. Tower crane assembled
September 1, 2015	CCT concrete pours completed. MBBR rebar work begins. All surcharge removal complete. Ash Loading Facility change order approved.
September 22, 2015	60% of media received. Electrical duct bank installation underway. First MBBR concrete slab pours and DAF piping being installed.

October 15, 2015	CCT Concrete cores taken from 3 slab sections for strength testing and evaluation due to low test cylinder break numbers from that batch of concrete.
October 20, 2015	Honeywell valve tie-in preparation begins. MBBR air piping and sieves received.
November 2, 2015	Fine screen and associated equipment received. Anticipate installation during 1 st quarter of 2016.
November 4, 2015	Valve Tie-in on Honeywell discharge line to GRPS done (4 hour Honeywell shutdown required). MBBR IPS excavation began.
November 10, 2015	MBBR wall rebar begins with base slab continuation. MBBR IPS mud mat poured.
November 24, 2015	MBBR base slab complete.
December 1, 2015	DAF & Blower Building footings formed and poured, MBBR IPS base slab poured. Ash Handling Facility subsurface utility relocation complete.
January 12, 2016	195 loads of media received, 33 loads remain. CCT filled with NPW to prep for leak test. 1,100 LF of HDPE pipe fused and installed beginning at Hummel Ross Road.
February 9, 2016	Ash Handling Facility building slab poured. Installation prep for 3 rd fine screen complete.
March 1, 2016	Temporary Ash Handling enclosure constructed and sealed up. Ash building begins construction. Sheeting work at Gravelly Run PS begins.
March 15, 2016	Third fine screen installed. DAF concrete slab pours begin.
March 22, 2016	Gravelly Run PS excavation begins. MBBR IPS leak test underway.
April 5, 2016	Three DAF Units set in place. MBBR IPS leak test complete and backfill begins. Sodium hydroxide tank pads poured.
April 12, 2016	HNP Requesting 30 day extension on project due to weather delays. Final media delivery has been shipped and will be received by end of April. GRPS excavation complete, mud-mat poured and slab form work underway.
April 14, 2016	Meeting held with DEQ to discuss start-up and issuance of certificate to operate. DEQ agreed no CTO needed to start up the new chlorine contact tank. CTO would be issued once MBBR achieves nitrogen reduction.
April 21, 2016	All media received and stored at old primary plant. GRPS base slab poured. Blower building slab complete & NaOH concrete containment structure complete. DAF building construction underway.
May 3, 2016	Begin MBBR structural channel slabs and walkway form work.
May 10, 2016	DAF building work continues. DAF piping installation has begun. Blower building framing underway. CCT gates and equipment installed.
May 17, 2016	World Water Works on site to assist with DAF setup and installation.
May 31, 2016	Ash Handling Facility substantially complete and fully operational. DAF building nearing completion. Blower building walls going up.

June 6, 2016	MBBR IPS top slab complete. IPS and NaOH buildings delivered. MBBR channel slabs and walls continue.
June 21, 2016	HDPE force main pipe install completed. Polymer feed equipment installation underway. NaOH containment structure coatings complete. GRPS leak test in process.
July 12, 2016	DAF & Blower building doors installed. NaOH tanks delivered and set in place. GRPS leak test complete and acceptable. MBBR IPS coating prep underway.
August 2, 2016	GRFM pressure test begins on HDPE pipe.
August 4, 2016	Conference call with Dominion Power, HDR & DEQ to finalize substation upgrade and confirm grant eligibility.
August 9, 2016	MBBR equipment installation begins in Train 1 with screens and mixers. GRFM pressure test completed.
August 22, 2016	Dominion substation upgrade work begins.
September 9, 2016	CCT Floor coating completed. MBBR Recycle Station equipment installation underway. MBBR equipment installation in Train 2 begins.
September 20, 2016	MBBR Equipment install begins in Train 3. Addition of potable water hydrant for fire protection and upsize of proposed 3" water line to 8" will result in a change order (OCO#4).
September 27, 2016	GRPS Electrical building pad complete and building being erected.
October 4, 2016	MBBR structural concrete pour out complete. Grinding and patching tie holes and caulking underway. Fiber optic lines being run on site. Dominion work delayed due to weather and Hurricane Matthew crew re-allocation.
October 11, 2016	MBBR Equipment installation in Trains 3 & 4. MBBR IPS above ground valves and piping installed. GRPS Flow Control Structure concrete begins.
October 25, 2016	Dominion Substation Upgrade, side 1 complete and switched over. Work on side 2 begins.
November 8, 2016	WWW MBBR equipment installation near complete. MBBR gates begin installation and prepping Train 1, 2 & 3 for filling. Subcontractor for storm drain and curb & gutter remobilized. Manufacturer equipment checkouts begin.
November 30, 2016	Phase II start up meeting held with HNP and WWW. On track for March timeframe.
December 6, 2016	GRPS wet well top poured. IPS flow straighteners installed and pump piping installed.
December 13, 2016	MBBR leak injection underway on all exterior wall and some interior walls. Hand rail and grating complete.
January 24, 2017	GRPS wet well leak test underway. IPS pump startup and testing complete. Dominion Substation side 2 complete and switched over. Minor DVP site work remains.

January 31, 2017	GRPS wet well leak test passed and coating work underway. MBBR Blower wiring complete.
February 14, 2017	MBBR leak testing still on going. Chemical grout injection continues. Blower check outs underway.
February 22, 2017	Structural Engineer of Record visited site to discuss MBBR concrete leaks and long term serviceability of the structure. No strength issues or internal corrosion concerns. Only cosmetic and most of the leaks would self-heal given time.
February 28, 2017	Ribbon cutting pushed back to late June per HNP schedule. Looking to flow wastewater to MBBR in mid/late May.
March 14, 2017	MBBR trains 1, 3, & 5 have passed all leak testing with 2 & 4 now underway. SCADA integration scheduled to start on March 16 th .
April 11, 2017	MBBR trains 2 & 4 passed leak test along with influent & effluent channels and DAF box. Exterior being prepped for coatings.
April 27, 2017	MBBR bubble test complete and ready for media install.
May 3, 2017	Media loading begins. Dominion Power work complete for new GRPS. Final site grading, curb & gutter, storm sewer pipe, and rain garden installation underway.
June 15, 2017	Media loading complete and wet down going as expected. PCEC prep work underway for July 5 th diversion and Phase II start up.
July 5, 2017	PCEC bulkhead installed, domestic wastewater begins flowing to MBBR with smooth start up.
July 10, 2017	Ribbon Cutting held.
July 12, 2017	Domestic Primary Clarifier disinfection feed system shut off, disinfection now controlled at new CCT. Permanent PCEC bulkhead poured to separate segregated flows from industrial flows.
July 18, 2017	First compliance sample taken at new CCT sampling point with full compliance achieved.
July 27, 2017	City's existing 48" valve to allow AdvanSix flow to enter segregated treatment system at tie-in point fails to open. Valve actuator had failed and needs to be replaced.
Aug 3, 2017	Project punch list developed and reviewed with HNP. Performance test sampling plan reviewed, updated, and begun.
Sept 1, 2017	Replacement valve actuator delivered to City
Sept 6, 2017	Valve actuator replaced and valve opened. AdvanSix wastewater begins flowing to segregated system. Flows will incrementally increase as MBBR system acclimates to additional loading.
Oct 2, 2017	AdvanSix flow reaches performance test levels.
Oct 16, 2017	Performance test officially begins.

EDA Meeting 12/04/2017 @ 5:30pm

Present: Debbie Randolph, Tom Wagstaff, Bob Moore, Joan Gosier, Elliot Eliades, Steve Pettler and Lynda Frink

Absent: none

Staff Present: Jake Elder

Others Present: none

Called to order: D. Randolph called the meeting to order at 5:30pm in the Second Floor City Conference Room.

Approval of Agenda: The Agenda was approved and distributed.

Minutes: The minutes of the November 2017 meeting were reviewed. A motion to accept the minutes as written was made by T. Wagstaff and 2nd by S. Pettler. Motion carried.

Treasurer's Report:

Joan Gosier provided a treasurer's report. She gave a full review of the Revenue & Expenses on all projects. She will be contacting Randy P Howard on the completion of 2017 work.

Unfinished Business:

E. Eliades provided a reimbursement form of \$150.00 for grass cutting/trim and sidewalk blowing for the EDA owned property at 227 East Broadway (Boppers) since April. Discussion followed. A motion was made by S. Pettler and 2nd by T. Wagstaff to reimburse E. Eliades for the work completed. Motion carried. (Mr. Eliades did not vote on the issue)

L. Frink reported that The Business Retention and Expansion Program (BRE) committee are still in the process of reaching out to businesses to get their overview. We are hoping to have the overview results by the end of the 1st Quarter of 2018 and start planning a Round Table with these businesses.

Chairperson Report:

D. Randolph reported one the following items:

- Reminded all to complete the Financial Forms for the year and get them to Ronnieye Arrington
- Congratulated J. Gosier for her new position of City Treasurer for Hopewell. She is going to stay on the EDA Board short term.

Closed Session:

The EDA entered into closed session to discuss matters related to business development not subject to open meeting requirements. The motion was made to go into closed session by T. Wagstaff and 2nd by B. Moore Motion carried. J. Elder reviewed all projects currently in the pipeline and discussed any forthcoming.

Upon returning to open session the Board stated only matters discussed in closed session were those not subject to open meeting requirements. Roll call vote: D. Randolph, Yes; B. Moore, Yes; T. Wagstaff, Yes; J. Gosier, Yes; Elliot Eliades, Yes; and S. Pettler, Yes and L. Frink, Yes.

Actions from Closed Session: None

New Business:

- Discussion about instituting a Standardized Application in 2018. Anyone interested in buying/leasing property the EDA owns, or requests money from the EDA will have to complete this new form. B. Moore will move forward to prepare an application and the package will be reviewed by the Board.
- The Legacy Business Grant Program is under review for any changes which need to be made for 2018. S. Pettler will take the lead. S. Pettler, D. Randolph, and T. Griffin will need to meet by 2nd quarter for any changes.

Upcoming Events:

- December 11, 2017 – Joan Gosier, City Treasurer being sworn in
- Annual Christmas Party for Cap Up – January 16, 2018

Next meeting: January 8, 2018 in the Second Floor City Conference Room @ 5:30pm.

Adjourn: Motion by T. Wagstaff to adjourn, 2nd by S. Pettler; adjourned at 7:15pm.

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY

350 East Poythress Street
Hopewell, VA 23860

REGULAR MEETING OF October 9, 2017

*** 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 9, 2017 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
Johnny Jones, Commissioner
Sherman Cross, Commissioner
Patrick Plourde, Commissioner
Rogers Henry, Commissioner - arrived at 5:32 p.m.
- Absent: Ruth Johnson, Commissioner
- Also Present: Steve Benham, Executive Director
Sherry Henderson, Executive Secretary
Madelyn Peay, Deputy Executive Director
Michelle Coleman, Acting Director of Finance and Administration

CONSENT AGENDA

C-1 & C-2: Upon motion made by Commissioner Cross 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 Jones - Yes
- Commissioner Plourde - Yes
- Commissioner Cross - Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Request approval of Resolution No. 833, Resolutions of Adoption for Premium Only Plan pursuant to Section 125 of the Internal Revenue Code.

Upon motion made by Commissioner Plourde and seconded by Commissioner Cross with all Commissioners present responding, the Board of Commissioners approved Resolution No. 833, Resolutions of Adoption for Premium Only Plan pursuant to Section 125 of the Internal Revenue Code.

Upon roll call, the vote resulted:

- Chairman Mahaney - Yes
- Vice-Chairman Flowers - Yes
- Commissioner Jones - Yes
- Commissioner Plourde - Yes
- Commissioner Cross - Yes

5 Yes; Motion Passed

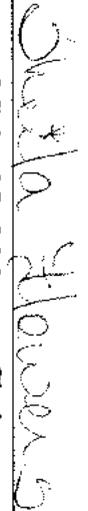
R-2 Other Matters.

The following information was discussed with the Board of Commissioners:

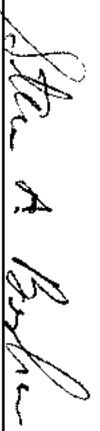
1. Status of the Fair Housing Settlement.
2. Update on the Administration Office Renovation work and construction schedule.

ADJOURNMENT

Upon motion made Commissioner Henry and seconded by Commissioner Cross with all Commissioners present responding affirmatively, the meeting was adjourned at 6:14 p.m.



 for Michael L. Mahaney, Chairman



 Steven A. Benham, Secretary-Treasurer

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

January 16, 2018

Prince George Library
1:00 p.m.

ARLS Board of Trustees – Minutes of December 5, 2017

Hopewell Library

The ARLS regular monthly meeting was called to order by Chairman Mrs. Dragoo on December 5, 2017 at 1:00 PM at the Hopewell Library with a quorum of board members present.

Trustees present: Dr. Boyd, Mrs. Dragoo, Mrs. Gallup, Mrs. Halupka and Mrs. Judge

Trustees absent: Mrs. Benjamin, Dr. Shepperson, Mrs. Sykes, Ms. Winfield

Staff present: Brian Manning, Nicole Coleman

Approval of Agenda: A motion was made by Dr. Boyd and seconded by Mrs. Judge to approve the agenda. Motion passed.

Consent Agenda: A motion was made by Mrs. Gallup and seconded by Mrs. Judge to approve the consent agenda as corrected. Motion passed unanimously.

Communications: None.

Mrs. Dragoo had the following announcements.

- Dr. Shepperson's first term expired in November. Brian Manning will contact the City of Hopewell and determine the status of her serving a second term.
- Mrs. Gallup regrets to inform the board that she must resign due to family obligations, effective December 31, 2017. Brian Manning will contact the County of Prince George seeking a nominee to complete Mrs. Gallup's second term which expires on June 30, 2019.
- Due to Mrs. Gallup resignation, Mrs. Dragoo appointed Mrs. Boyd to the Finance Committee.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. It has been a struggle to find candidates to fill the two part time positions that are vacant. However, interviews will begin for the position of Library Associate I in Prince George. The interviews for the Youth Services Assistant II position in Hopewell will be conducted soon. In addition, the Youth Services Librarian is on maternity leave.

R2. The Library Corporation (TLC) Conference. Carol Farmer and Brian Manning attended the conference in Louisville. It was very helpful in preparation for the anticipated upgrade of TLC integrated library software which will impact all employees of ARLS.

R3. Staff Holiday Dinner. The dinner will be held at Luca's Italian Restaurant in Prince George on Friday, December 8 at 6 PM.

R4. Hopewell YS Area. The furniture will arrive on December 13. The order included a new poster machine and colorful posters are up on the YS walls. Old furniture and shelving will be repurposed for our branches. Adult Services, including the Café and the Computer Lab, are next in line for redecorating.

R5. Tech Services Report. The new hire, Kim Robertson, has made a significant difference. There is currently no backlog.

R6. Policy Update. Board members asked Brian Manning questions and commented upon the updated "Collection Development Policy and Plan" which had been included in the October Trustees' packet. The vote to accept the updated policy will be in January.

R7. FY 2019 Budget. The Finance Committee, Mrs. Benjamin, Mrs. Dragoo and Dr. Boyd, will meet with Brian Manning during the first two weeks of January to finalize the FY2019 budget proposal for presentation to the board at the January 2018 meeting.

R8. Burrowsville Hours. Responding to requests from Burrowsville citizens, a new schedule of hours for the Burrowsville Library will be initiated on January 1, 2018 for a period of six months. At the end of that time, the new schedule will be evaluated: Monday, Tuesday, Wednesday – 4 to 8 PM. Thursday – 10 AM to 8 PM. Saturday – 10 AM to 1 PM. The Board will vote on the new hours at the Burrowsville branch after the trial period of six months.

Committee Reports: None.

Unfinished Business: None.

Announcements: The next ARLS Board of Trustees Meeting will be at the Prince George Library on Tuesday, December 16, 2018 beginning at 1 PM.

Adjournment: 1:36 PM

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2017 - June 30, 2018

Fund#	Revenue 12/31/17	FY2018 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	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$600,261	\$300,131	\$150,065	\$450,196	75.0%	\$150,065
103	Dinwiddie	\$273,595	\$136,798	\$0	\$136,798	50.0%	\$136,797
104	Prince George	\$592,224	\$296,112	\$0	\$296,112	50.0%	\$296,112
105	State Funds	\$380,000	\$193,735	\$0	\$193,735	51.0%	\$186,265
106	Fines/Fees/Lost	\$22,600	\$7,165	\$1,323	\$8,488	37.6%	\$14,112
107	Copying Receipts	\$20,121	\$9,261	\$1,443	\$10,704	53.2%	\$9,417
108	Endowment Funds	\$20,499	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$24,000	\$24,416	\$0	\$24,416	101.7%	(\$416)
110	Gifts/Donations	\$7,000	\$3,400	\$0	\$3,400	48.6%	\$3,600
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$9,036	\$2,087	\$11,123	46.3%	\$12,877
TOTALS		\$2,089,300	\$980,054	\$154,918	\$1,134,971	54.3%	\$954,329

Fund#	EXPENSES 12/31/17	FY18 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 12/31/17	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$458,648	\$175,340	\$31,873	\$207,213	45.2%	\$251,435
201	Non-MLS Salary & Wages	\$576,368	\$237,890	\$44,818	\$282,708	49.0%	\$293,660
202	Benefits for Staff/Retirees	\$270,512	\$104,469	\$21,412	\$125,881	46.5%	\$144,631
	Total Personnel	\$1,305,528	\$517,699	\$98,103	\$615,802	47.2%	\$689,726
Books & Materials							
300	Books	\$70,000	\$30,943	\$5,176	\$36,119	51.6%	\$33,881
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,000	\$15,373	\$1,308	\$16,681	46.3%	\$19,319
303	Print News & Periodicals	\$12,276	\$1,699	\$536	\$2,235	18.2%	\$10,041
304	Audiovisual Materials	\$25,000	\$9,223	\$1,961	\$11,184	44.7%	\$13,816
305	Electronic Materials	\$4,500	\$4,457	\$0	\$4,457	99.0%	\$43
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$500	\$0	\$500	\$500	100.0%	\$0
308	Restricted - Donation/Grant	\$1,250	\$336	\$0	\$336	26.9%	\$914
309	Family Resource Books	\$1,000	\$15	\$0	\$15	1.5%	\$985
310	Econtent	\$29,700	\$16,800	\$0	\$16,800	56.6%	\$12,900
	Total Books & Materials	\$208,359	\$78,846	\$9,480	\$88,326	42.4%	\$120,033
Capital Expenditures							
400	Library Non-Computer Equip.	\$11,750	\$623	\$145	\$768	6.5%	\$10,983
401	Computer Hardware	\$12,000	\$11,799	\$4,191	\$15,990	133.3%	(\$3,990)
	Total Capital Expenditures	\$23,750	\$12,422	\$4,336	\$16,758	70.6%	\$6,992
Contractual							
500	Lyrasis ILL Services	\$2,000	\$0	\$2,995	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$16,500	\$14,119	\$2,410	\$16,529	100.2%	(\$29)
502	Audit	\$20,000	\$3,766	\$7,213	\$10,979	54.9%	\$9,022
503	Cataloging MARC Records	\$3,605	\$1,067	\$179	\$1,246	34.6%	\$2,359
504	Unique Management	\$9,000	\$2,372	\$448	\$2,820	31.3%	\$6,181
505	Computer Support Service Calls	\$17,500	\$13,110	\$2,480	\$15,590	89.1%	\$1,910

506 Other Computer Software Serv.	\$10,000	\$1,084	\$5,871	\$6,955	69.5%	\$3,045	
507 Telecomm Internet Line Charges	\$22,000	\$9,077	\$1,842	\$10,919	49.6%	\$11,081	
508 Printing and Publications	\$9,500	\$5,337	\$1,575	\$6,912	72.8%	\$2,588	
509 Security Guard Service	\$26,500	\$12,115	\$2,274	\$14,389	54.3%	\$12,111	
Total Contractual	\$136,605	\$62,047	\$27,286	\$89,333	65.4%	\$47,272	
Facilities/Maint./Operations							
600 Equip. Repair & Maintenance	\$5,000	\$2,332	\$0	\$2,332	46.5%	\$2,668	
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500	
602 Facilities and Rent	\$76,650	\$31,500	\$6,300	\$37,800	49.3%	\$38,850	
603 Supplies	\$32,000	\$6,275	\$1,416	\$7,691	24.0%	\$24,309	
604 Travel / Workshops / Conf. Fees	\$8,500	\$5,537	\$582	\$6,119	72.0%	\$2,381	
605 Training / Education	\$4,500	\$275	\$200	\$475	10.6%	\$4,025	
606 Utilities	\$6,000	\$1,178	\$195	\$1,373	22.9%	\$4,627	
607 Telephone (Voice)	\$13,000	\$5,809	\$1,174	\$6,983	53.7%	\$6,017	
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937	
609 Vehicle Maintenance & Fuel	\$4,500	\$2,286	\$215	\$2,501	55.6%	\$1,999	
610 Job & Contracting Advertising	\$2,500	\$920	\$127	\$1,047	41.9%	\$1,454	
611 Promotional Advertising	\$2,000	\$769	\$769	\$769	38.5%	\$1,231	
612 Organization/Association Dues	\$3,500	\$591	\$718	\$1,309	37.4%	\$2,191	
613 Postage	\$4,500	\$1,973	\$358	\$2,331	51.8%	\$2,169	
614 Janitorial	\$64,500	\$25,079	\$4,862	\$29,941	46.4%	\$34,559	
615 Other Building Maintenance	\$12,500	\$3,383	\$78	\$3,461	27.7%	\$9,039	
Total	\$272,087	\$87,907	\$16,225	\$104,132	38.3%	\$167,955	
Facilities/Maint./Operations							
Programs/Activities/Other							
700 YS Summer Reading Program	\$6,500	\$463	\$0	\$463	7.1%	\$6,037	
701 YS Programming & Supplies	\$4,191	\$694	\$34	\$728	17.4%	\$3,463	
702 Adult Programming	\$2,600	\$1,961	\$280	\$2,241	86.2%	\$359	
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500	
704 Funds for Local History Collection	\$5,000	\$0	\$4,292	\$4,292	85.8%	\$708	
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500	
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0	

707 Hopewell Project	\$50,000	\$698	\$0	\$698	1.4%	\$49,302
708 Prince George Project	\$50,000	\$0	\$38,677	\$38,677	77.4%	\$11,323
707 Misc. Professional Serv. & Other	\$15,759	\$4,465	\$1,106	\$5,571	35.4%	\$10,188
Total Programs/Activ./Other	\$143,050	\$8,281	\$44,388	\$52,669	36.8%	\$90,381
GRAND TOTALS	\$2,089,379	\$767,202	\$199,819	\$967,021	46.3%	\$1,122,358

PROCLAMATIONS

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RESOLUTIONS

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PRESENTATIONS

Hopewell Police Department 2017 Year-End Review

**City Council
January 23, 2018**

2016 – 2017 Comparisons

Year-to-Date Comparison				
	<i>Thru December 31st</i>			
	2016	2017	# Change	% Change
MURDER	4	2	-2	-50%
FORCIBLE RAPE	2	1	-1	-50%
ROBBERY	44	28	-16	-36%
AGGRAVATED ASSAULT	52	48	-4	-8%
<i>Violent Crime Total</i>	102	79	-23	-23%
ARSON	2	2	0	0%
BURGLARY	157	134	-23	-15%
LARCENY	461	397	-64	-14%
MOTOR VEHICLE THEFT	38	57	19	50%
<i>Property Crime Total</i>	658	590	-68	-10%
<i>Total Major Crime</i>	760	669	-91	-12%

****Murder, Rape, Assault by # of Victims, All others by # of Incidents****

2017 Community Engagement Community Policing

Continuous Engagement Efforts:

Neighborhood watch program meetings -76

DuPont elementary School- fantasy education league lunch/mentorship – Chief, Major, Lt. Irons
Police Explorers

Criminal Justice classes taught about role of SRO and Community Policing.

10th grade Driver education class- conducted practical's with Officer Adams on Impaired driving.

In School Suspension students taught classes throughout the school year on various Criminal justice topics.

Academic excellence- SRO randomly selected students that had brought up grades from previous grading periods and purchased lunch for the students.

- 01/05/2017 Blood Drive
- 01/24/2017 Adams visits Ms. Valentine's class at DuPont
- 02/01/2017 First Baptist Church Pre-School Community Helper month
- 02/02/2017 ACO Hoak reads to Woodlawn Learning Center
- 02/17/2017 Woodlawn Learning Center 100th day of school
- 02/24/2017 A1 lunch with a cop
- 03/02/2017 Chief reading to Mrs. Terretta's Kindergarten class at DuPont
- 03/11/2017 Big Brothers Big Sisters Bowling event
- 03/11/2017 Major Skowron speaks at city Survivor Day
- 03/16/2017 Officer Baxter helps judge West End Academy science fair
- 03/17/2017 Officer Baxter participates in New Hope Open Hands can food drive to Food Pantry
- 03/25/2017 Fine Arts festival at Hopewell High School
- 03/30/2017 Officer Baxter participates in New Hope Open Hands clean up
- 03/31/2017 A1 lunch with a cop at Patrick Copeland
- 03/31/2017 HPD sets up table at career fair at HHS
- 04/05/2017 Officers participate in SOARS program at DuPont
- 04/07/2017 Career Day at Carter G. Woodson
- 04/08/2017 Hopping Happenings Easter Event – City of Hopewell

04/15/2017 Hoops for Hopewell event
04/16/2017 A2 handing out Easter Eggs in Davisville and Edward Bland Court
04/21/2017 Career Day at Harry E. James
04/21/2017 PD participates in Kindergarten downtown walk-through with Patrick Copeland
04/22/2017 Remember the fallen community day
04/29/2017 A1 visits child's "police" themed birthday party – invited by parents
04/29/2017 Drug Take Back
05/04/2017 National Day of Prayer service
05/04/2017 A1 SOL Train at Davisville Community center
05/04/2017 Harry E. James field day
05/11/2017 City Point Neighborhood Watch block party
05/12/2017 Officer Adams participates in career day in Williamsburg school
05/12/2017 Patrick Copeland SOL rally
05/15/2017 Harry E. James Stand By Me rally
05/16/2017 Operation "life saver" – Officers check point for seatbelts and giving lifesavers and tips
05/21/2017 Arlington Park Neighborhood block party
05/25/2017 Officers participate in National Red Nose Day in community
05/25/2017 Special Olympics Kick off
05/29/2017 National Cemetery Memorial Day
06/09/2017 Special Olympics Torch Run – Hopewell leg
06/14/2017 Fantasy Education League Winner announcement – Mr. Cintron's class at DuPont
06/15/2017 Harry E James Bike Donations
07/10/2017 HEROS camp – public safety display at Community Center
07/11/2017 TRIAD meeting
07/13/2017 Little School Community Helper Day
07/22/2017 A2 "Copsicles" in Davisville
07/23/2017 A2 "Copsicles" in Thomas Rolfe
07/27/2017 A2 "Copsicles in Piper Square and Canterbury
08/01/2017 National Night Out
08/03/2017 Community end of summer celebration at Crystal Lake
08/08/2017 TRIAD meeting

08/10/2017 S2S Youth Center Summit
08/16/2017 Command Walk – Boston Street
08/21/2017 Summer Camp Day 1
08/22/2017 Summer Camp Day 2
08/23/2017 Summer Camp Day 3
08/24/2017 Summer Camp Day 4
08/25/2017 Officer Baxter helps in New Hope Teacher Scavenger hunt
08/26/2017 Back to School Drive in Davisville
09/08/2017 Good Citizen Awards for Patrick Copeland
09/12/2017 TRAIID meeting
09/24/2017 B1 attends child’s “police” themed birthday party – invited
09/29/2017 Command Walk – Downtown businesses
10/10/2017 TRAIID meeting
10/12/2017 B1 hands out HEAT information at WaWa
10/17/2017 B1 hands out HEAT information at Food Lion
10/21/2017 Battle of the Badges Softball Tournament Fundraiser for Children’s Hospital
10/28/2017 City Point 5K
10/28/2017 DEA Drug Takeback
10/28/2017 McGruff visits Halloween festival at Crystal Lake
10/31/2017 Halloween
11/04/2017 Jogs 4 Dogs 5K event
11/09/2017 HPD hosts Coffee with a Cop at McDonalds
11/21/2017 A1 visits Woodlawn Learning Preschool
11/29/2017 B Platoon food drive
12/04/2017 Autumn Woods Neighborhood holiday party
12/05/2017 Safety and Awareness Church Forum
12/06/2017 A2 Angel tree Donations
12/07/2017 Driver’s Education class at Hopewell High School
12/13/2017 Healing Hearts Homicide Support Group Candlelight Vigil
12/13/2017 Rally for Hopewell High School Football Team State Champions
12/22/2017 Santa visits Little School

2017 Accomplishments and Awards

- Significant crime reductions
- 1st Re-Accreditation March 2017 – 4 years of files with perfect score.
- 260 Outdoor roll calls.
- 4 command walks, 12 neighborhood resets.
- Holiday robbery Prevention initiative significantly reduces robberies
- HEAT project to curb increase in auto thefts.
- Lieutenant Irons receives NAMI Award (National Alliance on Mental Illness)
- HPD receives DMV No Fatality Award.
- HPD Groundbreaking Ceremony.
- Ribbon cutting ceremony for Animal shelter addition.
- Detective List receives VACP VALOR Award.
- Chief Keohane & Captain Whittington receives Patriotic Employer Award for supporting national guard.
- Battle of the Badges Softball Champions (fundraiser to benefit Children's Hospital).
- Dispatcher Angela Bach receives CIT award.
- Michael Redavid selected as VFW Officer of the Year.
- HPD Annual Awards Ceremony where we presented 146 certificates to Sworn & Civilian staff and also to our community partners.

2017 Training & Development

IN ADDITIONAL TO YEARLY INSERVICE AND FIREARMS AND USE OF FORCE TRAINING, SOME SPECIALIZED TRAINING EVENTS ARE LISTED BELOW:

- Sgt. Terry attends FBI LEEDA SLI Training
- Sgt. Casale, Clark, & Baxter attend First Line Supervisor Training
- Officers Lee & Williamson attend Hostage Negotiations School
- Ms. Francine Lambert attends Central Virginia Services Coalition
- Captain Mike Whittington attends Community Engaged Policing Training
- Analyst Jessica Krack attends International Association of Crime Analysis Conference
- Comm. Supervisor Williams attends NENA (National Emergency Number Association) Conference
- Volunteer Driver Training
- REVIVE – Opiate overdose reversal program
- Lethality Assessment Protocol Training
- Ms. Francine Lambert attends NOVA (National Organization of Victim Assistance) Conference
- Joint Active Shooter Training @ Hopewell High School
- Ms. Surley attends Virginia Association of Government Archives and Records Admin Conference
- Joint Active Shooter Training @ Ashland Industrial Plant
- Chief Keohane VACP Conference
- Major Skowron IACP Conference
- Captain Taylor Noble Conference
- Detective Richardson attended the Active Threat Integrated Response sponsored by FEMA
- Detective Richardson attended the Virginia Crimes Conference in Roanoke
- Lt. Intravia attended the 2017 Virginia Crime Stoppers Symposium
- Lt. Intravia completed managing Organizational integrity and managing Social Media and Body Camera recordings.

Office of Professional Standards

Complaints requiring investigations

	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>
			founded policy violation	
• Internal	19	14	18	10
• External	6	6	3	1

Use of Force

- 2017 there were 17 use of force incidents, one founded policy violation.
- 2016 there were 23 use of force incidents, all within policy.

Anticipated Budget Items - 2018/2019

- GPS via Portable Radio (\$173 per device-54-\$9342) + Network Software Update System (~\$20,000)
- Outfitting/Furnishing of new Public Safety Building (~\$50,000)
- FT Administrative Assistant/Records Specialist (\$31,207-Grade 19)
- FT Animal Shelter Custodian (\$27,774-Grade 17)
- Citywide Communications System - Motorola Hardware System Maintenance (\$101,206-Bundle Price for Hardware and Software) – Software upgrade is every other year – Last year cost was 74,000. (\$27,000 increase due to needed software update)
- Body Worn Camera Replacement & increased storage costs (\$18,000)

2018 – Major Projects/Issues

- **Recruitment & Retention**
 - Recruitment & Retention Presentation to Council 11/21/2017
 - Recruitment & Retention – 12/12/2017 – Unfinished Business removed from Agenda to work session
 - Recruitment & Retention - Work session – February 1, 2018
- **New Police Building**
- **Renovations to existing Police HQ**
 - Police Property Section and CSU will occupy and expand in the basement
- **Animal Shelter Renovations**

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hold a public hearing to consider citizen comments regarding a request to amend the Hopewell Zoning Ordinance, Article III and III-A, Residential Low Density District.

ISSUE: The City has received a request to amend the Zoning Ordinance to allow accessory structures located in the rear side yard of a corner lot in the R-1 and R1-A District to be setback 15 feet instead of 20 feet from the public right-of-way.

RECOMMENDATION: The City Administration recommends that City Council consider citizen comments regarding this matter. Staff and the Planning Commission recommend approval.

TIMING: Hold a public hearing on January 11, 2018.

BACKGROUND: In September 2017 the Planning Commission received a request from a citizen to review the Zoning Ordinance as it pertains to accessory structures on corner lots in the R-1 and R-1A zoning districts. Staff conducted a windshield survey and reviewed current maps to observe the current setbacks of homes and accessory structures in both districts. After review of Staff findings with the Planning Commission, a public hearing was held on December 7, 2017. There were no citizen comments regarding this matter. The Planning Commission voted 5-0 to recommend approval of the amendments. The Commission does not see any adverse impacts on current or future property owners with the approval of this amendment.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: 1. Staff Report
2. Amendment (Current, Red-lined, and Proposed)

STAFF: Tevya W. Griffin, Director, Department of Development

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor 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"/> | Mayor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine E. Gore, Ward #4 | | | |

SUMMARY:

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

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

CURRENT ZONING ORDINANCE

ARTICLE III RESIDENTIAL, LOW DENSITY DISTRICT (R-1)

STATEMENT OF INTENT

This district is intended as a single family district area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to provide homes for the residents plus certain additional uses, such as, parks and other facilities that serve the residents of the district.

A. USE REGULATIONS

In the R-1 Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public parks, playgrounds, recreational facilities.
3. Accessory uses (special definition).
4. Signs, in accordance with article 18 of this ordinance (special definition).
5. Municipal utilities, not to include towers for the transmission of electrical energy.
6. Private utilities, towers or antenna for wireless transmission above the frequency of 20,000 hertz with a Conditional Use Permit issued by City Council.
7. Member owned recreational facilities.
8. Home occupations, to be located only in the main building.(special definition).
9. Home occupations, in an out building, with a Special Use Permit from the Board of Zoning Appeals (special definition).
10. Bed and breakfast (special definition).
11. Group housing for the elderly and handicapped (special definition).

B. AREA REGULATIONS

1. The minimum lot size for permitted uses in this district shall be twelve thousand (12,000) square feet.

C. MINIMUM LOT WIDTH

1. The minimum lot width for permitted uses in this district shall be eighty (80) feet at the setback line.

D. YARD REGULATIONS, MAIN BUILDING

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way, except that no new structure need be set back more than the average of the two (2) adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty five (25) feet.

E. YARD REGULATIONS, ACCESSORY BUILDINGS

1. No accessory building shall be located between "setback line" and the front property line.
2. No accessory building shall be located any closer than

3. zero (0) feet to any property line. On a corner lot, no accessory building shall be located any closer than twenty (20) feet to the side property line of the side facing the street.
4. No accessory building shall be located any closer than five (5) feet to any other building.

F. HEIGHTS

1. Main buildings may erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.

G. REQUIREMENT FOR PERMITTED USE

Before a building permit shall be issued or construction commenced on any permitted use other than a single family dwelling in this district, or a permit issued for a new use other than a single family dwelling, all requirements of Article XVI, Site Plan Requirements, shall be met.



Zoning Ordinance Amendment Request (R-1 Zoning District)

Background

A citizen has requested the Planning Commission examine the requirement for the rear side yard setback for accessory structures on corner lots in the R-1A Zoning District. The Planning Commission has reviewed the issue and determined that current land use conditions justify an amendment to the ordinance that will allow property owners to build accessory structures of a certain size and use closer to the rear side yard than previously allowed. Proposed amendment language has been underlined.

ORDINANCE 2018-XX

An Ordinance amending and reenacting Article III, Residential, Low Density District, of the Zoning Ordinance of the City of Hopewell, as it relates to the rear side yard setback requirements for accessory structures on corner lots.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Article III, Low Density District, of the Zoning Ordinance of the City of Hopewell, is amended and reenacted as follows:

ARTICLE III

RESIDENTIAL, LOW DENSITY DISTRICT (R-1)

STATEMENT OF INTENT

This district is intended as a single family district area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to provide homes for the residents plus certain additional uses, such as, parks and other facilities that serve the residents of the district.

A. USE REGULATIONS

In the R-1 Residential District, land may be used and buildings or structures may be

erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public parks, playgrounds, recreational facilities.
3. Accessory uses (special definition).
4. Signs, in accordance with article 18 of this ordinance (special definition).
5. Municipal utilities, not to include towers for the transmission of electrical energy.
6. Private utilities, towers or antenna for wireless transmission above the frequency of 20,000 hertz with a Conditional Use Permit issued by City Council.
7. Member owned recreational facilities.
8. Home occupations, to be located only in the main building.(special definition).
9. Home occupations, in an out building, with a Special Use Permit from the Board of Zoning Appeals (special definition).
10. Bed and breakfast (special definition).
11. Group housing for the elderly and handicapped (special definition).

B. AREA REGULATIONS

1. The minimum lot size for permitted uses in this district shall be twelve thousand (12,000) square feet.

C. MINIMUM LOT WIDTH

1. The minimum lot width for permitted uses in this district shall be eighty (80) feet at the setback line.

D. YARD REGULATIONS, MAIN BUILDING

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of- way, except that no new structure need be set back more than the average of the two (2) adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty five (25) feet.

E. YARD REGULATIONS, ACCESSORY BUILDINGS

1. No accessory building shall be located between the "setback line" and the front property

line.

- ~~2.~~ 2. No accessory building shall be located any closer than zero (0) feet to any property line. ~~On a corner lot, no accessory buildings shall be located any closer than twenty (20) feet to the side property line of the side facing the street.~~
3. No accessory building larger than 256 square feet located on a corner lot shall be closer than 20 feet to a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
4. An accessory building equal to or less than 256 square feet located on a corner lot and not used for the storage of a motor vehicle (or motorcycle) may be located not less than 15 feet from a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
5. No accessory building shall be located any closer than five (5) feet to any other building.

F. HEIGHTS

1. Main buildings may erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.

G. REQUIREMENT FOR PERMITTED USE

Before a building permit shall be issued or construction commenced on any permitted use other than a single family dwelling in this district, or a permit issued for a new use other than a single family dwelling, all requirements of Article XVI, Site Plan Requirements, shall be met.

PROPOSED ZONING ORDINANCE

**ARTICLE III
RESIDENTIAL, LOW DENSITY DISTRICT (R-1)**

STATEMENT OF INTENT

This district is intended as a single family district area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to provide homes for the residents plus certain additional uses, such as, parks and other facilities that serve the residents of the district.

A. USE REGULATIONS

In the R-1 Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public parks, playgrounds, recreational facilities.
3. Accessory uses (special definition).
4. Signs, in accordance with article 18 of this ordinance (special definition).
5. Municipal utilities, not to include towers for the transmission of electrical energy.
6. Private utilities, towers or antenna for wireless transmission above the frequency of 20,000 hertz with a Conditional Use Permit issued by City Council.
7. Member owned recreational facilities.
8. Home occupations, to be located only in the main building.(special definition).
9. Home occupations, in an out building, with a Special Use Permit from the Board of Zoning Appeals (special definition).
10. Bed and breakfast (special definition).
11. Group housing for the elderly and handicapped (special definition).

B. AREA REGULATIONS

1. The minimum lot size for permitted uses in this district shall be twelve thousand (12,000) square feet.

C. MINIMUM LOT WIDTH

1. The minimum lot width for permitted uses in this district shall be eighty (80) feet at the setback line.

D. YARD REGULATIONS, MAIN BUILDING

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way, except that no new structure need be set back more than the average of the two (2) adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty five (25) feet.

E. YARD REGULATIONS, ACCESSORY BUILDINGS

1. No accessory building shall be located between "setback line" and the front property line.
2. No accessory building shall be located any closer than zero (0) feet to any property line.
3. No accessory building larger than 256 square feet located on a corner lot shall be closer than 20 feet to a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
4. An accessory building equal to or less than 256 square feet located on a corner lot and not used for the storage of a motor vehicle (or motorcycle) may be located not less than 15 feet from a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
5. No accessory building shall be located any closer than five (5) feet to any other building.

F. HEIGHTS

1. Main buildings may erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.

G. REQUIREMENT FOR PERMITTED USE

Before a building permit shall be issued or construction commenced on any permitted use other than a single family dwelling in this district, or a permit issued for a new use other than a single family dwelling, all requirements of Article XVI, Site Plan Requirements, shall be met.

CURRENT ZONING ORDINANCE

Article III-A

RESIDENTIAL, LOW DENSITY DISTRICT (R-1A)

STATEMENT OF INTENT

This district is intended as a single family residential area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to providing homes for the residents plus certain additional uses, such as schools, parks, home occupation and certain other facilities that serve the residents of the district.

A. USE REGULATIONS

In the R-1A Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public park or playgrounds, recreational facilities.
3. Accessory uses, (special definition).
4. Signs in accordance with Article 18 of this ordinance (special definition).
5. Municipal utilities, not to include towers for the transmission of electrical energy.
6. Private utilities, towers and antenna for wireless transmission above the frequency of 20,000 hertz, with a Conditional Use Permit issued by City Council.
7. Member owned recreational facilities.
8. Home occupation, to be located only in the main building (special definition).
9. Home occupation, in an out building, with a Special Use Permit issued by the Board of Zoning Appeals (special definition).
10. Kindergartens and day care centers.
11. Fire and rescue squad stations.
12. Group housing for the elderly and handicapped (special definition).

B. AREA REGULATIONS

1. The minimum lot size for permitted uses in this district shall be ten thousand (10,000) square feet.

C. MINIMUM LOT WIDTH

1. The minimum lot width for permitted uses in this district shall be seventy five (75) feet at the setback line.

D. YARD REGULATIONS, MAIN BUILDING

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way line, except that no new structure need be set back more than the average of the two adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty-five (25) feet.

E. YARD REGULATIONS, ACCESSORY BUILDINGS

1. No accessory building shall be located between the "setback line" and the front property line.
2. No accessory building shall be located any closer than ~~five (5)~~ ~~two (2)~~ zero (0) feet to any property line. On a corner lot, no accessory building shall be located any closer than twenty (20) feet to the side property of the side facing the street.
3. No accessory building shall be located any closer than five (5) feet to any other building.

F. HEIGHTS

1. Main buildings may be erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.

G. REQUIREMENT FOR PERMITTED USE

Before a building permit shall be issued or construction commenced on any permitted use other than a single family dwelling in this district, or a permit issued for a new use other than a single family dwelling, all requirements of Article XVI, Site Plan Requirements, shall be met.



Zoning Ordinance Amendment Request- (R1-A Zoning District)

Background

A citizen has requested the Planning Commission examine the requirement for the rear side yard setback for accessory structures on corner lots in the R-1A Zoning District. The Planning Commission has reviewed the issue and determined that current land use conditions justify an amendment to the ordinance that will allow property owners to build accessory structures of a certain size and use closer to the rear side yard than previously allowed. Proposed amendment language has been underlined.

ORDINANCE 201~~7~~8-XX

An Ordinance amending and reenacting Article III-A-E-2, of the Zoning Ordinance of the City of Hopewell, as it relates to the rear side yard setback requirements for accessory structures on corner lots.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Article III-A-E-2, of the Zoning Ordinance of the City of Hopewell, is amended and reenacted as follows:

Article III-A

RESIDENTIAL, LOW DENSITY DISTRICT (R-1A)

STATEMENT OF INTENT

This district is intended as a single family residential area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to providing homes for the residents plus certain additional uses, such as schools, parks, home occupation and certain other facilities that serve the residents of the district.

A. USE REGULATIONS

In the R-1A Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public park or playgrounds, recreational facilities.
3. Accessory uses, (special definition).

4. Signs in accordance with Article 18 of this ordinance (special definition).
5. Municipal utilities, not to include towers for the transmission of electrical energy.
6. Private utilities, towers and antenna for wireless transmission above the frequency of 20,000 hertz, with a Conditional Use Permit issued by City Council.
7. Member owned recreational facilities.
8. Home occupation, to be located only in the main building (special definition).
9. Home occupation, in an out building, with a Special Use Permit issued by the Board of Zoning Appeals (special definition).
10. Kindergartens and day care centers.
11. Fire and rescue squad stations.
12. Group housing for the elderly and handicapped (special definition).

B. AREA REGULATIONS

1. The minimum lot size for permitted uses in this district shall be ten thousand (10,000) square feet.

C. MINIMUM LOT WIDTH

1. The minimum lot width for permitted uses in this district shall be seventy five (75) feet at the setback line.

D. YARD REGULATIONS, MAIN BUILDING

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way line, except that no new structure need be set back more than the average of the two adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty-five (25) feet.

E. YARD REGULATIONS, ACCESSORY BUILDINGS

1. No accessory building shall be located between the "setback line" and the front property line.
- ~~2.~~ 2. No accessory building shall be located any closer than zero (0) feet to any property line. ~~On a corner lot, no accessory buildings shall be located any closer than twenty (20) feet to the side property line of the side facing the street.~~

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~~2.3.~~ No accessory building larger than 256 square feet ~~in size~~ located on a corner lot shall be closer than ~~twenty~~20 feet (~~20'~~) to a side property line adjacent to a public right of way, including but not limited to a public road, alley, ~~or~~ sidewalk, or public easement ~~of any kind.~~

~~3.4.~~ An accessory building equal to or less than 256 square feet ~~in size~~ located on a corner lot and not used for the storage of a motor vehicle (or motorcycle) may be located not less than ~~fifteen~~15 feet (~~15'~~) from a side property line adjacent to a public right of way, including but not limited to a public road, alley, ~~or~~ sidewalk, or public easement ~~of any kind.~~

~~4.5.~~ No accessory building shall be located any closer than five (5) feet to any other building.

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F. HEIGHTS

1. Main buildings may be erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.

G. REQUIREMENT FOR PERMITTED USE

Before a building permit shall be issued or construction commenced on any permitted use other than a single family dwelling in this district, or a permit issued for a new use other than a single family dwelling, all requirements of Article XVI, Site Plan Requirements, shall be met.

PROPOSED ZONING ORDINANCE

Article III-A

RESIDENTIAL, LOW DENSITY DISTRICT (R-1A)

STATEMENT OF INTENT

This district is intended as a single family residential area with low population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children. To these ends, development is limited to a relatively low concentration and permitted uses are limited basically to providing homes for the residents plus certain additional uses, such as schools, parks, home occupation and certain other facilities that serve the residents of the district.

A. USE REGULATIONS

In the R-1A Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwellings (special definition).
2. Public park or playgrounds, recreational facilities.
3. Accessory uses, (special definition).
4. Signs in accordance with Article 18 of this ordinance (special definition).
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6. Private utilities, towers and antenna for wireless transmission above the frequency of 20,000 hertz, with a Conditional Use Permit issued by City Council.
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8. Home occupation, to be located only in the main building (special definition).
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10. Kindergartens and day care centers.
11. Fire and rescue squad stations.
12. Group housing for the elderly and handicapped (special definition).

B. AREA REGULATIONS

1. The minimum lot size for permitted uses in this district shall be ten thousand (10,000) square feet.

C. MINIMUM LOT WIDTH

1. The minimum lot width for permitted uses in this district shall be seventy five (75) feet at the setback line.

D. YARD REGULATIONS, MAIN BUILDING

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way line, except that no new structure need be set back more than the average of the two adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required) for a permitted use in this district shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be twenty (20) feet.
3. Each main structure shall have a rear yard of at least twenty-five (25) feet.

E. YARD REGULATIONS, ACCESSORY BUILDINGS

1. No accessory building shall be located between the "setback line" and the front property line.
2. No accessory building shall be located any closer than zero (0) feet to any property line.
3. No accessory building larger than 256 square feet located on a corner lot shall be closer than 20 feet to a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
4. An accessory building equal to or less than 256 square feet located on a corner lot and not used for the storage of a motor vehicle (or motorcycle) may be located not less than 15 feet from a side property line adjacent to a public right of way, including but not limited to a public road, alley, or sidewalk, or public easement.
5. No accessory building shall be located any closer than five (5) feet to any other building.

F. HEIGHTS

1. Main buildings may be erected up to thirty five (35) feet or two and one half (2 ½) stories from grade.
2. Chimneys, water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article in this district and when attached to a main building or structure are exempt from height regulations.

G. REQUIREMENT FOR PERMITTED USE

Before a building permit shall be issued or construction commenced on any permitted use other than a single family dwelling in this district, or a permit issued for a new use other than a single family dwelling, all requirements of Article XVI, Site Plan Requirements, shall be met.

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hold a public hearing regarding a request submitted by Robert and Nancy Winn, Courtney Jack Bornstein and Nicole Jack, and Ronnie Trail and Dianne Trail to vacate approximately 8,750 square feet of an undeveloped portion of Walnut Avenue located between 310, 312 Delton Avenue and 3100 Walnut Avenue

ISSUE: The applicant are requesting the vacation of the undeveloped portion of the street in order to add square footage to their property.

RECOMMENDATION: City Administration recommends City Council consider citizen comments regarding the request. Staff and the Planning Commission recommend approval of the vacation request.

TIMING: The public hearing will be held on January 23, 2018.

BACKGROUND: The Planning Commission made a recommendation to approve the vacation of a portion of the street at their December 7, 2017.

FISCAL IMPACT: Increase in real estate tax revenue from added taxable property.

ENCLOSED DOCUMENTS: Staff Report
Application and Aerial Map

STAFF: Tevya W. Griffin, Director of Development

SUMMARY:

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



Vacation of a portion of Walnut Avenue located between 310 Delton Avenue, 312 Delton Avenue, and 3100 Walnut Avenue also identified as Sub-Parcels 016-0256, 016-0255, and 016-0300

Staff Report prepared for the City Council

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	December 7, 2017	Recommended Approval (5-0)
City Council	January 23, 2018	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-1, Residential Low Density District
Size of Area:	Approximately 8,750 square feet
Proposed Use:	Additional Land to add to existing lots with single family detached home
Location of Property:	Intersection of Delton Avenue and Walnut Street
Election Ward:	Ward 3
Land Use Plan Recommendation:	Residential
Strategic Plan Goal:	N/A

III. EXECUTIVE SUMMARY:

Robert and Nancy Winn, Courtney Jack Bornstein and Nicole Jack, and Ronnie Trail and Dianne Trail are requesting the City vacate 8,750 square feet of an undeveloped portion of Walnut Avenue located between 310, 312 Delton Avenue and 3100 Walnut Avenue

IV. STAFF ANALYSIS:

The owners of the above subject property have joined together to request the vacation of an undeveloped portion of Walnut Avenue. This portion of Walnut Avenue has storm sewer and sanitary sewer outfall pipes lying within the borders. This portion of the Walnut Avenue is called a paper street. It is not used for vehicular traffic. It is located at the intersection of Delton Avenue and Walnut Avenue in Blocks F and G of the Broadway Crest Subdivision.

V. STAFF RECOMMENDATION:

Staff will require the existing public utilities (storm sewer, sanitary sewer, power poles and guys) to have a defined easement wrapping the utility pipe runs, structures and pole anchors, thereby securing prior rights of access and maintenance. The running easements will be 16 feet wide. The defined utility easement limits cannot be obstructed with what is deemed a permanent structure. Non-permanent or removal structures (i.e. a fence, or modular utility shed) can be allowed to encroach upon the easement under a pre-approved permitted basis. The Planning and Engineering Department have no objections to the request under these conditions of such an approval.

Based on the above review comments, staff recommends approval of the vacation of the undeveloped portion of Walnut Avenue.

VI. PLANNING COMMISSION RESOLUTION:

In accordance with City Council's Right-of-way Vacation Policy, The Planning Commission, at their meeting on December 7, 2017 recommended *approval* (5-0) of the request submitted by Robert and Nancy Winn, Courtney Jack Bornstein and Nicole Jack, and Ronnie Trail and Dianne Trail to vacate approximately 8,750 feet of the undeveloped portion of Walnut Avenue located between Sub-Parcels 016-0256, 016-0255, and 016-0300, also identified as 310 Delton Avenue, 312 Delton Avenue and 3100 Walnut Avenue.

Attachment(s):

1. Application
2. Aerial Map

City Council Policy No. CC-3

APPLICATION FOR STREET/ALLEY VACATION

I (We) Robert and Nancy Winn 3100 Walnut Street
Courtney Jack Bornstein + Nicole Jack of 310 Delton St. Ave.
 (Names) (Mailing Address)
Ronnie Trail 312 Delton St. Ave.
Diane Trail

petition the City of Hopewell to vacate the undeveloped right-of-way situated at: _____
between Delton Avenue and Walnut Street

There has _____ has not (to our knowledge) 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 3 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.

Nancy Winn
Robert S. Winn

(Signature of Petitioner) *formally*

Courtney Jack (Bornstein)

Cup M. Jack

(Signature of Petitioner)

Wanda Jack
 Signature of Petitioner

Ronnie Trail
Diane Trail

(804) 458-8836
9/23/2017

(Telephone Number)

10/15/17 804-212-6653
 (Date) Telephone Number

804-992-0868 10/15/17
 Telephone number Date

541-1623 10-29-17
541-1623 10 29-17

Aerial Map



Proposed area of vacation

PH-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hold a public hearing to consider citizen comments regarding a request for a Conditional Use Permit to build a self-storage facility in the Corridor Development District, (B-4) at 4013-4017 Old Woodlawn Street.

ISSUE: The City has received a request to build a self-storage facility in the Corridor Development District, (B-4) at 4013-4017 Old Woodlawn Street.

RECOMMENDATION: The City Administration recommends that City Council consider citizen comments regarding this matter.

TIMING: Hold a public hearing on January 23, 2018.

BACKGROUND: City Council approved a Zoning Ordinance Amendment to allow self-storage facilities in the B-4 District at their meeting on November 21, 2017. The Planning Commission recommended approval of the self-storage facility in the B-4 District located at 4013-4017 Old Woodlawn Avenue at their meeting on January 11, 2018.

FISCAL IMPACT: Allow development of a self-service storage facility in the B-4 Zoning District.

ENCLOSED DOCUMENTS:

1. Application
2. Amendment
3. Staff Report

STAFF: Tevya W. Griffin, Director, Department of Development

SUMMARY:

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



The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICANT: Amin Land Holdings LLC c/o Ashish Amin
ADDRESS: 4013-4017 Old Woodlawn Street
Hopewell, VA
PHONE #: 571-237-5664 FAX #: _____

INTEREST IN PROPERTY: X OWNER OR _____ AGENT
IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER
OF THE PROPERTY OWNER'S CONSENT.

OWNER: Amin Land Holdings LLC c/o Ashish Amin
ADDRESS: 4013-4017 Old Woodlawn Street
Hopewell, VA
PHONE #: 571-237-5664 FAX #: _____

PROPERTY ADDRESS / LOCATION:

4013-4017 Old Woodlawn Street

PARCEL #: 08984 ACREAGE: 1.776 AC ZONING: B4
08978
08977

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, ***
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- FLOOR PLANS OF THE PROPOSED BUILDINGS _____
- THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS _____

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

PRESENT USE OF PROPERTY:

Empty lot

THE CONDITIONAL USE PERMIT WILL ALLOW:

Self Storage Facility

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

The proposal will provide a secured/interior corridor storage facility and provide residence an option of climate controlled storage in the city.

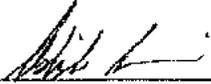
PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

The proposal will provide a secured/interior corridor storage facility on what is currently an empty lot. The proposal looks to add a storage amenity to the city and add curb appeal to the important Woodlawn Street/Route 36 artery.

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

The proposal is set to abide by the conditions set for
a self storage facility.

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


APPLICANT SIGNATURE

11/22/17
DATE

OFFICE USE ONLY

DATE RECEIVED 11/22/2017

DATE OF ACTION Planning Commission 1/11/2018

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



**Amin Land Holdings LLC
Conditional Use Permit
4013 & 4017 Old Woodlawn Street**

Staff Report prepared for the City Council Regular Meeting, January 23, 2018

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	January 11, 2018	Recommended Approval
City Council	January 23, 2018	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	N/A
Existing Zoning:	B-4, Corridor Development Zoning District
Size of Area:	1.776 acres
Owner:	Amin Land Holdings LLC
Location of Property:	Old Woodlawn Street
Election Ward:	Ward 4
Land Use Plan Recommendation:	Commercial
Strategic Plan Goal:	Economic Development
Map Location(s):	Sub Parcel #: 095-0220, 095-0225, and 095-0245
Zoning of Surrounding Property:	North: B-4 South: B-4 East: B-4 West: Railway, R1-A

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a Conditional Use Permit (CUP) request from Amin Land Holdings LLC to construct a self-service storage facility on property that is zoned B-4, Corridor Development District. Self-service storage facilities were recently added

to the Zoning Ordinance as uses allowed by a CUP in the B-3 district in November 2017.

IV. SUBJECT PROPERTY:

The property owner owns three properties, identified as 4013, 4017 Old Woodlawn Street, and simply Western. The total acreage is 1.776 acres. The associated Sub-Parcel #'s are 095-0220, 095-0225, and 095-0245. If the development is approved the applicant will be required to consolidate the properties into one parcel prior to the approval of a building permit.

V. APPLICABLE ZONING ORDINANCE SECTION(S):

ARTICLE XI-A Corridor Development District, B-4, Section A: Use Regulations states:

Structures to be erected and land to be used shall be for the following uses:

38. Self-service Storage Facility, with Conditional Use Permit.

- a. All operations, activities and storage shall be conducted within a completely enclosed building;*
- b. The leasing office must have a brick façade;*
- c. Commercial activities being run in and out of storage units shall be prohibited;*
- d. Storage of feed, fertilizer, grain, soil conditioners, pesticides, chemicals, explosives and other hazardous materials, asphalt, brick, cement, gravel, rock, sand and similar construction materials, inoperable vehicles, or bulk storage of fuels shall be prohibited;*
- e. Self-service storage facilities may not be located on land abutting a residential district or use;*
- f. Storage of boats, recreational vehicles, and motor vehicles shall be prohibited; and*
- g. All building façades abutting public right-of-ways shall have a brick façade.*

VI. ZONING/STAFF ANALYSIS:

The applicant proposes to build a self-service storage facility in the B-4, Corridor Development District. Presently, all self-service storage facilities in the City are located in the M-1, Limited Industrial District or M-2, Intensive Industrial District. The applicant agrees to build the self-storage facility as required in the B-4 District.

While it is premature to submit a site plan for the development at this point, the applicant has provided building renderings and it able to answer questions regarding certain aspects of the development.

Specific site elements such as buffering, landscaping, parking, and lighting will be addressed to meet Article XVIII, Development Standards of the Hopewell Zoning Ordinance, during the site plan process. Staff is not recommending the addition of any conditions outside of the base conditions required to operate a self-storage facility in the B-4 District. We are confident that all elements of the development are sufficiently addressed in the site plan.

VII. STAFF RECOMMENDATION:

Staff recommends approval of the Conditional Use Permit request with the following base conditions:

- a. *All operations, activities and storage shall be conducted within a completely enclosed building;*
- b. *The leasing office must have a brick façade;*
- c. *Commercial activities being run in and out of storage units shall be prohibited;*
- d. *Storage of feed, fertilizer, grain, soil conditioners, pesticides, chemicals, explosives and other hazardous materials, asphalt, brick, cement, gravel, rock, sand and similar construction materials, inoperable vehicles, or bulk storage of fuels shall be prohibited;*
- e. *Self-service storage facilities may not be located on land abutting residential district or use;*
- f. *Storage of boats, recreational vehicles, and motor vehicles shall be prohibited; and*
- g. *All building façades abutting public right-of-ways shall have a brick façade.*

VIII. PLANNING COMMISSION RESOLUTION

The Planning Commission, at their January 11, 2018 meeting, voted 4-0 to *approve* the request to allow a self-storage facility in the B-4, Corridor Development District at Sub-Parcel #'s 095-0220, 095-0225, and 095-0245, also identified as 4013, 4017 Old Woodlawn Street and Western.

IX. CITY COUNCIL RESOLUTION:

The Hopewell City Council *approves, approves with conditions, denies*, a request made by Amin Land Holdings LLC to allow a self-storage facility in the B-4, Corridor Development District at Sub-Parcel #'s 095-0220, 095-0225, and 095-0245, also identified as 4013, 4017 Old Woodlawn Street and Western.

Attachments:

1. Application

2. Property Map
3. Aerial Map
4. Self-Storage Facility Rendering









COLONIAL CORNER SHOPPING CENTER

9A

9B



WOODLAWN STREET

Wawa

OAKLAWN BLVD

Walgreens

ASHLAND STREET



United States · VA · Hopewell

Wawa

**Stay-Over
SUITES**

**FAIRFIELD
INNS & SUITES
Marriott**

EconoLodge

**COLONIAL CORNER
SHOPPING CENTER**

36

36

36

36

Perrymont Rd

Yorktown Dr

Emory St

Old Woodlawn St

Woodlawn St

Oaklawn Blvd

Courthouse Rd

Oaklawn Blvd

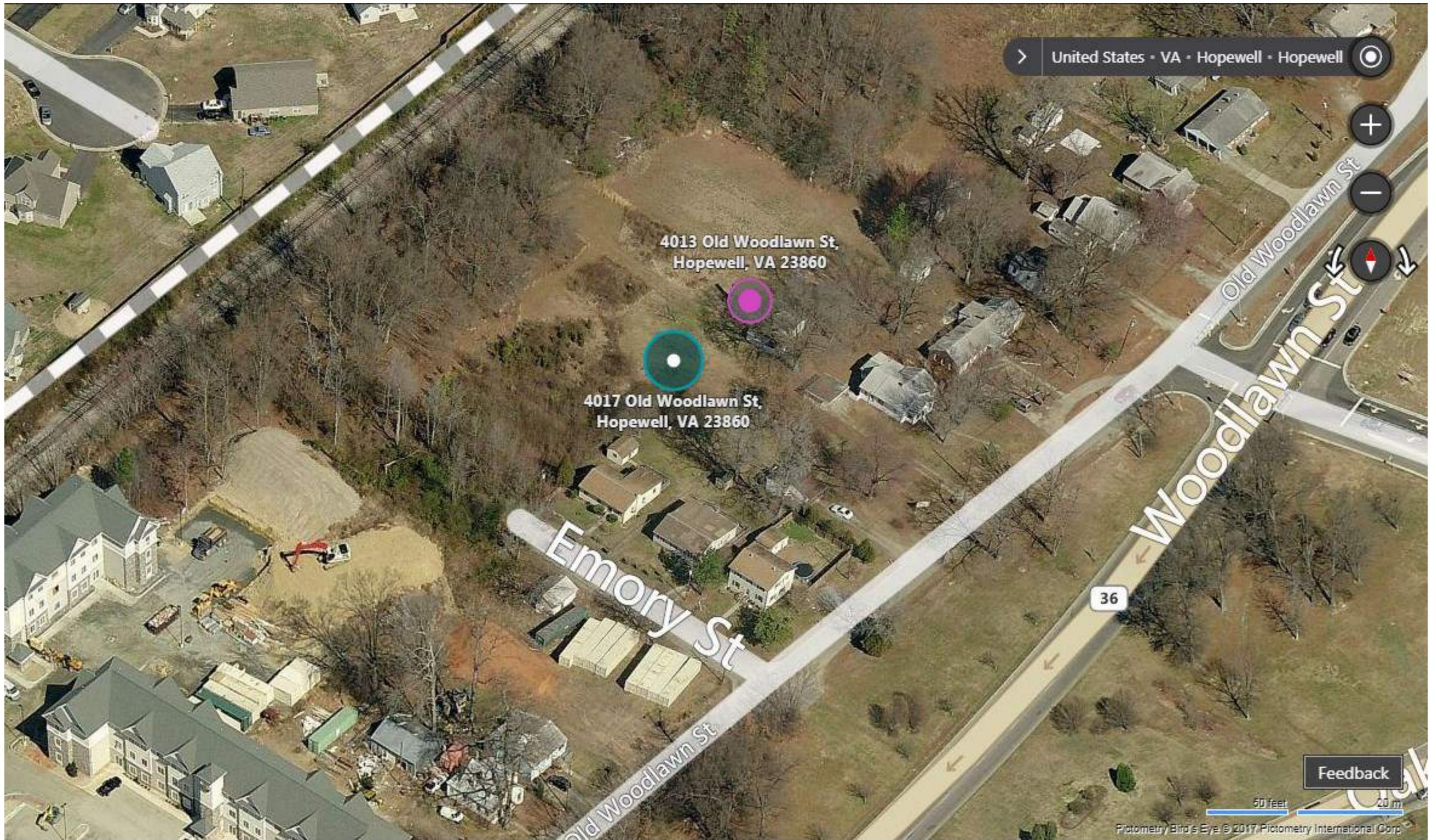
Barkley St

Old Woodlawn St

Oaklawn Blvd

Oaklawn Blvd

Colonial Corner Dr



> United States · VA · Hopewell · Hopewell



4013 Old Woodlawn St,
Hopewell, VA 23860



4017 Old Woodlawn St,
Hopewell, VA 23860

Emory St

Old Woodlawn St

Old Woodlawn St

Woodlawn St

36

Feedback

50 feet 20 m

Pictometry Bird's Eye © 2017 Pictometry International Corp.



> United States · VA · Hopewell · Hopewell



4013 Old Woodlawn St,
Hopewell, VA 23860

4017 Old Woodlawn St,
Hopewell, VA 23860

Emory St

Feedback

25 feet 10 m

Pictometry Bird's Eye © 2017 Pictometry International Corp.



EXTERIOR CORRIDOR







INTERIOR CORRIDOR



















**COMMUNICATIONS
FROM CITIZENS**

REGULAR BUSINESS

**REPORTS
OF THE
CITY
MANAGER**

R-1

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: City Stormwater Program and Riverside Park Stormwater Greenway

RECOMMENDATION: City Council requested an update on the Stormwater Program’s Riverside Park Stormwater Greenway Project

TIMING: Design & permitting started in FY15, Construction started in July, 2017, scheduled for completion in Summer of 2018.

BACKGROUND: The current version of the City’s Stormwater Program was established circa 2013. The Riverside Park Stormwater Greenway project represents the first significant milestone in meeting the City’s obligation under the Chesapeake Bay Total Maximum Daily Load. Significant funding assistance through state and federal grants. The presentation will also outline how the City’s stormwater program is meeting its other state and federal mandated Clean Water Act obligations.

FISCAL IMPACT: None; project is on time and on-budget with some minor change orders required by unanticipated field conditions (<5%).

ENCLOSED DOCUMENTS: PowerPoint presentation

STAFF: Joseph Battiata, P.E., Stormwater Program Manager

Council Action Form 2017

SUMMARY:

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

**Insert
Date of
Meeting**



RIVERSIDE PARK STORMWATER GREENWAY

City of Hopewell

Stormwater Management Program

Joseph Battiatà, P.E.



CITY OF HOPEWELL STORMWATER PROGRAM

1. Why Have a Stormwater Program
2. Minimum Control Measures
3. Meet the Staff
4. Chesapeake Bay TMDLs
5. Riverside Park Stormwater Greenway
6. Questions

WHY HAVE A STORMWATER PROGRAM?



WHY HAVE A STORMWATER PROGRAM?



Community Drivers

- Protection of property from flood damage
- Local water quality
- Healthy & safe environment
- Stormwater & drainage system infrastructure operation & maintenance

09/22/2016 13:26

WHY HAVE A STORMWATER PROGRAM?



Regulatory drivers:

- Federal Clean Water Act
- National Pollutant Discharge Elimination System (NPDES) Permits
 - NPDES Municipal Separate Storm Sewer System (MS4) Permit
 - NPDES General Permit for Discharges of Stormwater from Construction Activities
- Chesapeake Bay and Local Waters Total Maximum Daily Loads (TMDLs)



BACKGROUND



- 1983 – First Chesapeake Bay Agreement
- 1987 – Commitment; 40% reductions by 2000
- 2000 – Chesapeake 2000 Agreement
- 2009 – CBF Files lawsuit against EPA



BACKGROUND

CBF/EPA Settlement: May 11, 2010

Executive Order 13508: May 12, 2010

- ✓ **Improve Stormwater Permit Programs**
- ✓ Federal Facilities
- ✓ **Bay TMDL Implementation Schedule**

Chesapeake Bay TMDL: Dec 29, 2010

- ✓ 185.9 million lb TN/yr (25% reduction)
- ✓ 12.5 million lb TP/yr (24% reduction)
- ✓ 6.45 billion lb Sediment/yr (20% reduction)

Achieved by 2025





IMPROVE STORMWATER PERMIT PROGRAMS

- VDEQ VPDES MS4 Permit:
 - Phase I MS4 Permit (large MS4s): 11 Municipalities + VDOT
 - **Phase II MS4 Permit** (small & medium MS4s): 102 Municipalities, Federal Facilities, Colleges & Universities (Effective 2003 with 5 yr permit cycles)
- VDEQ VPDES Permit for Discharges of Stormwater from Construction Sites or CGP
 - Local Implementation via designation of a municipality as a **Virginia Stormwater Management Program (VSMP) Authority** (effective July 1, 2014)



CITY OF HOPEWELL MS4 PERMIT

- **Virginia VPDES Permits:**

- **MS4 Permit 6 (+1) Minimum Control Measures (MCMs)**

1. Public Education & Outreach on Stormwater Issues
2. Public Participation
3. Illicit discharge detection & elimination (IDDE) Program
4. Construction Site ESC program
5. Post-construction SWM program
6. Pollution Prevention & Good Housekeeping for Municipal Operations
7. Compliance with Chesapeake Bay & Local TMDLs



CODE OF ORDINANCES

Chapter 14 – Erosion & Sediment Control

Article I. In General: Sections 14-1 thru 8. (Sections 14-9 thru 25 Reserved)

Article II. Permit & Plan for Land Disturbing Activities: Sections 14-26 thru 32
(Sections 14-33 thru 50 Reserved)

Article III. Stormwater Management: Sections 14-51 thru 65

Code of Ordinances Chapter 31 – Sewers & Sewage Disposal

Article VI. Storm Sewers: Sections 31-137 thru 144

CITY OF HOPEWELL STORMWATER PROGRAM



Mission: Improve the quality of our neighborhoods, streams, and rivers





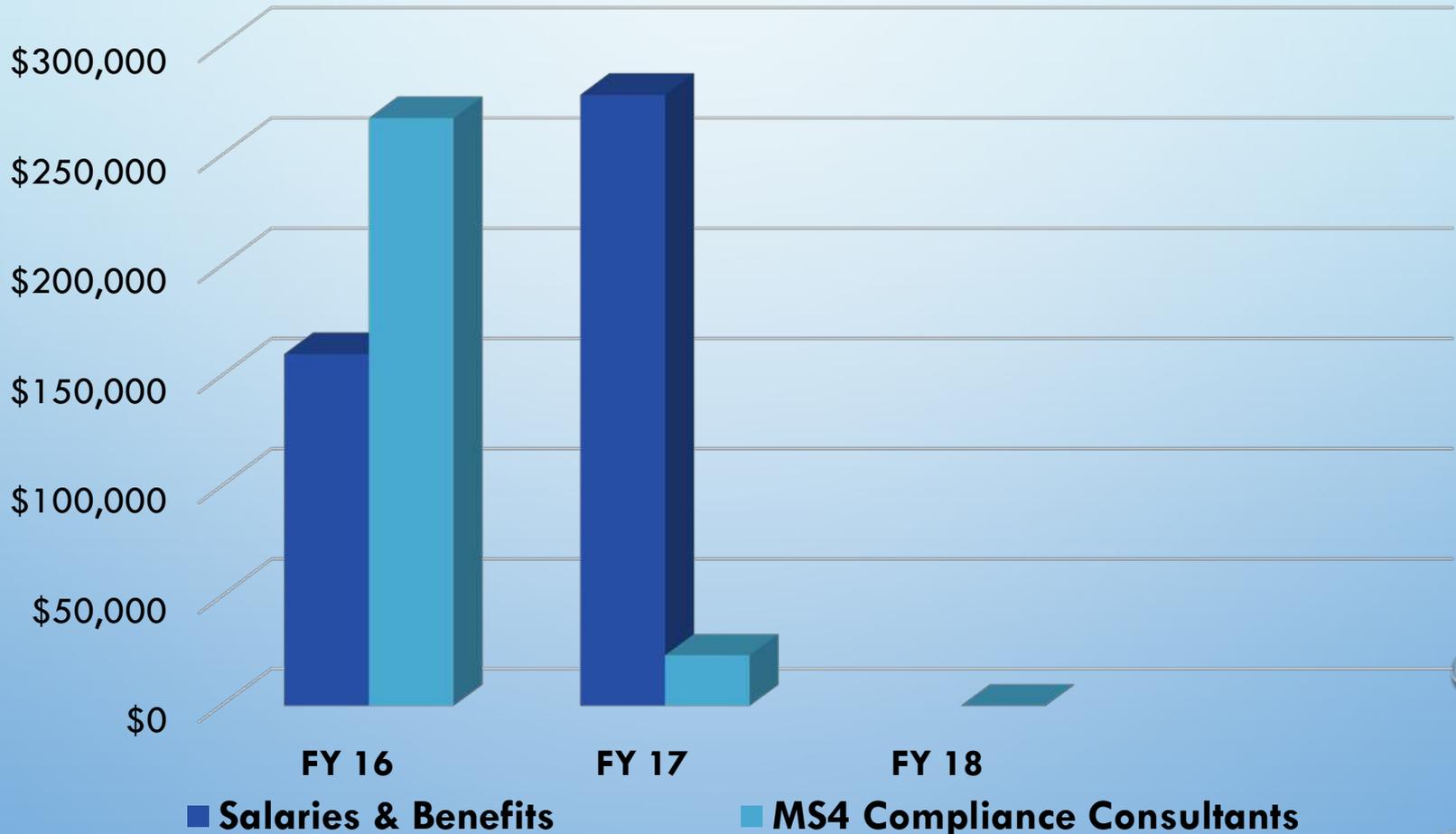
CITY OF HOPEWELL STORMWATER PROGRAM

Program Staff

- Joe Battiata, P.E., Stormwater Program Manager 11/2015
- Diane Cook, Water Quality Analyst 03/2016
- John DeGroot, Stormwater Utility Engineer 09/2016



COST OF DOING BUSINESS





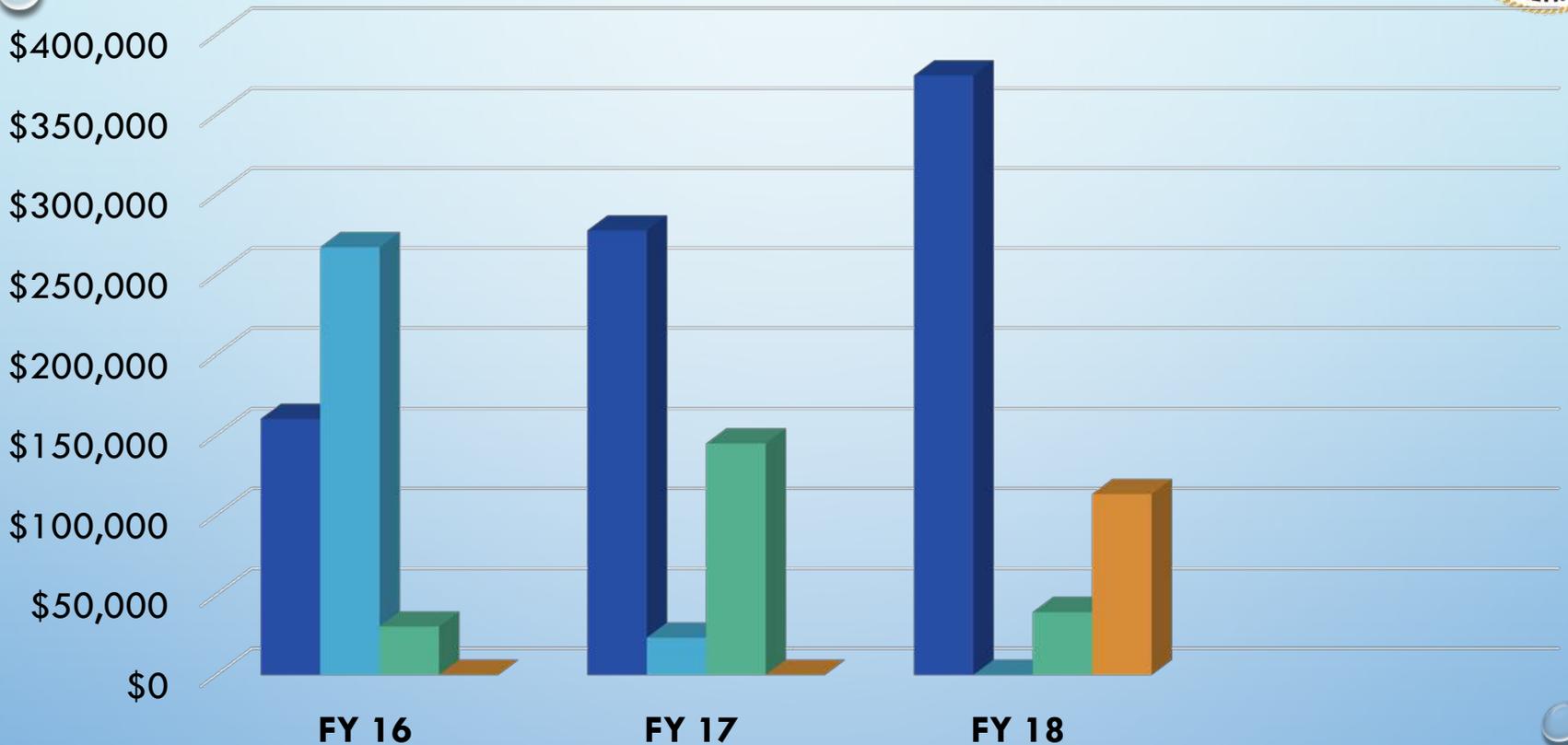
CITY OF HOPEWELL STORMWATER PROGRAM

Program Staff (2/3 of 1 crew)

- Tony Lane, Public Works Maintenance Crew Leader 4/2017
- Charles Banton, Jr., Sr. Public Works Maintenance Specialist 7/2017



COST OF DOING BUSINESS



■ Salaries & Benefits

■ MS4 Compliance Consultants

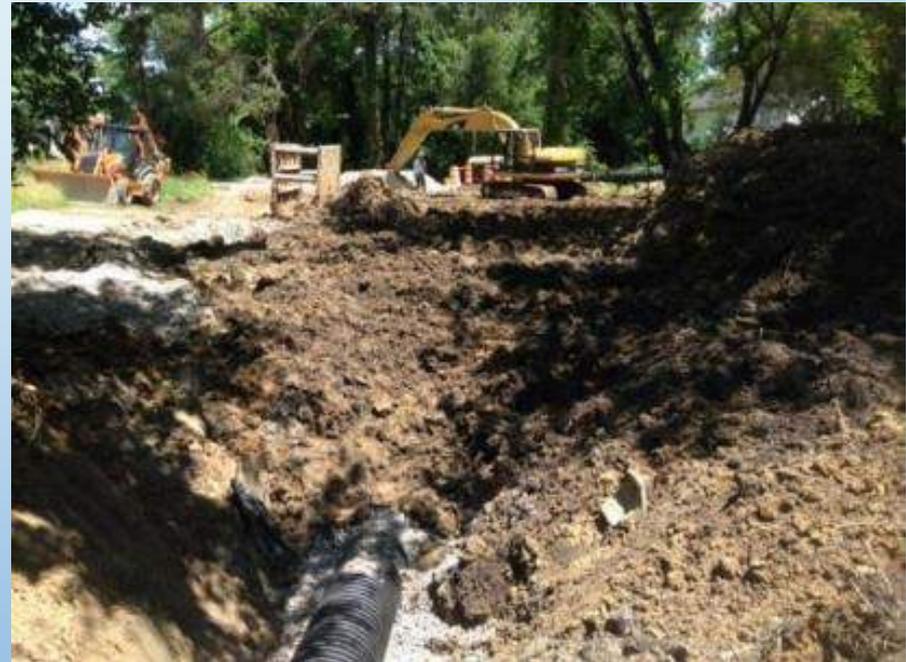
■ Hired Contractor Drainage Maint & Repair

■ In-House Drainage Maint & Repair (12 weeks)

CITY OF HOPEWELL STORMWATER PROGRAM



MS4 Infrastructure Maintenance & Repair





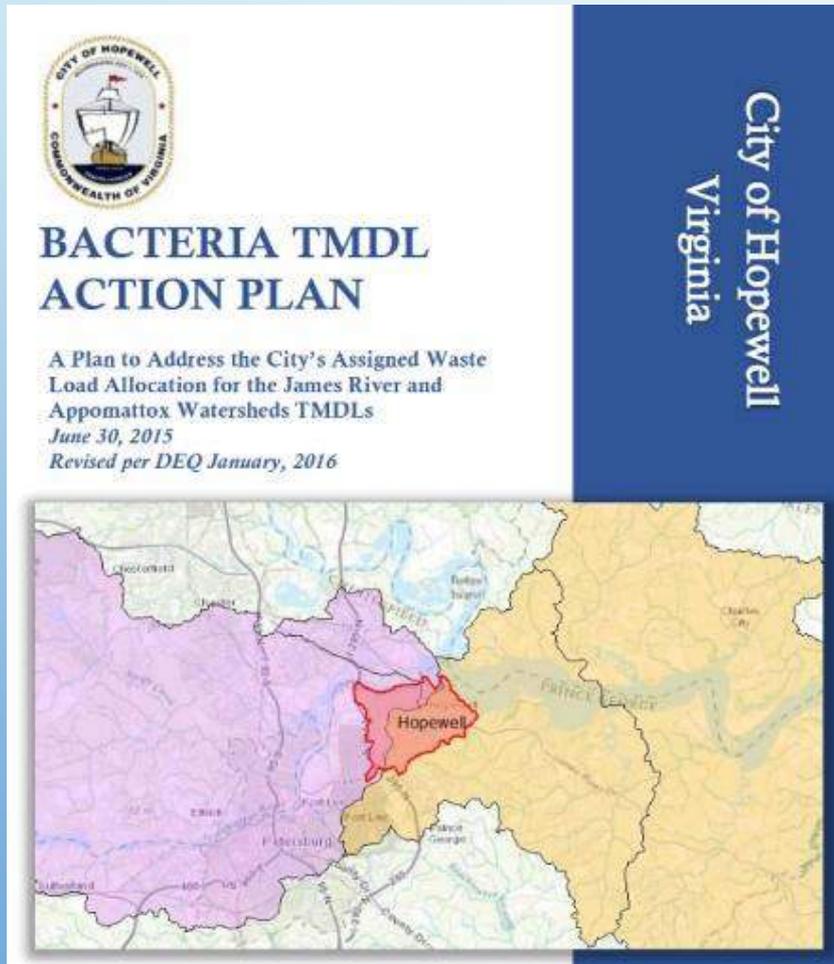
CITY OF HOPEWELL STORMWATER PROGRAM

1. Stormwater Infrastructure Maintenance

2. Stormwater Infrastructure Repair

- I. **TMDL Compliance:** Does the project address MS4 Program, Chesapeake Bay, or Local TMDL compliance;
- II. **Public Safety:** Does the project address a public safety issue? What are the implications of 'doing nothing'?
- III. **Watershed Scale:** Does the project address multiple properties?
- IV. **Public Access:** Is the project located on public property or an easement?
- V. **Cost:** Is the estimated cost within the budget of the Stormwater Program?

JAMES & APPOMATTOX RIVER WATERSHEDS TMDL



- Pet Waste Controls
- Sanitary Sewer System Rehabilitation
- Prevention of Septic System Failures
- Elimination of Straight Pipe Connections
- Source Controls at City-owned and Operated Properties



CHESAPEAKE BAY TMDL IMPLEMENTATION SCHEDULE

- ✓ Virginia's Phase I Watershed Implementation Plan (WIP): November 2010
- ✓ Virginia's Phase II WIP: March 2012
 - Stormwater Regulations Technical Criteria Part IIB
 - MS4 Permit Level 2 implementation (3 Permit Cycles: 5%, 35%, 60%)

	Required Reduction (2009 Baseline)		
	TN	TP	Sediment
Impervious Land	9%	16%	20%
Pervious Land	6%	7.25%	8.75%



HOPEWELL'S TMDL IMPLEMENTATION SCHEDULE

Required Reductions (lb/yr)				
Pollutant	1st Cycle (2013 – 2018)	2nd Cycle (2018 – 2023)	3rd Cycle (2023 – 2028)	Total
	5%	35%	60%	100%
Nitrogen	109.1	763.70	1,309.20	2,182.0
Phosphorus	22.61	158.27	271.32	452.2
TSS	9,730.2	68,111.4	116,762.4	194,604.0

Achieved Reductions (lb/yr)

Nitrogen	1,616 / 145*	-	-	1,761
Phosphorus	453 / 23*	-	-	476
TSS	81,054 / 61,100*	-	-	142,154

* Riverside Park / Street Sweeping

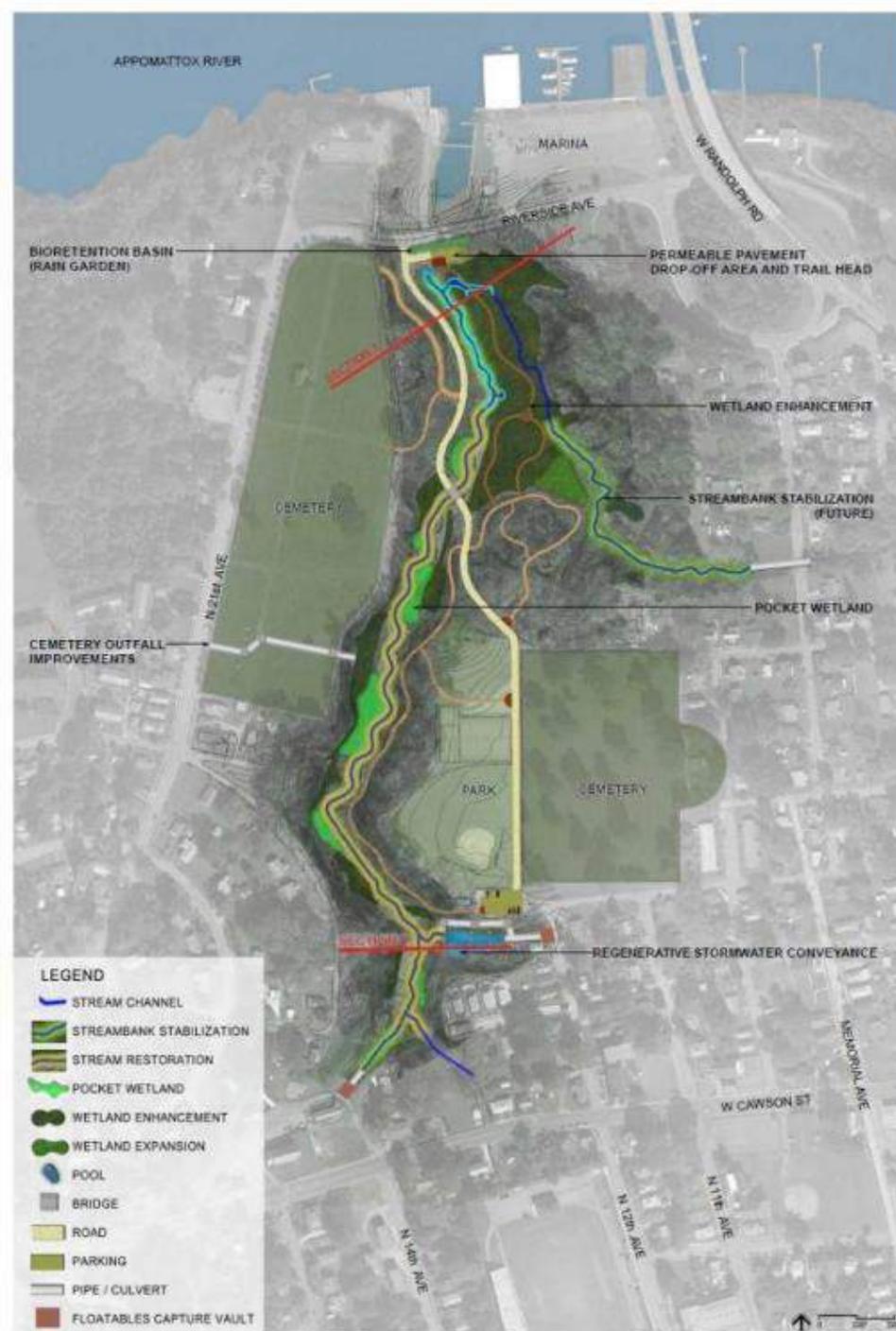


RIVERSIDE PARK STORMWATER GREENWAY

- Design & permitting initiated in FY15
- IFB #05-17 due December 15, 2016
- IFB #09-17 due April 6, 2017
- Engineer's Estimate: \$2,006,204.
- Awarded to Sargent Corporation: \$1,993,785.

Cost Effectiveness*: \$5,913/lb TP

* Includes engineering, construction, construction admin, and property & easement acquisition





RIVERSIDE PARK STORMWATER GREENWAY

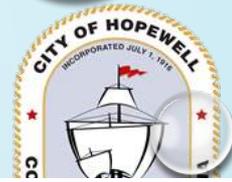
Total Project Cost: \$ 2,673,718

Project Funding:

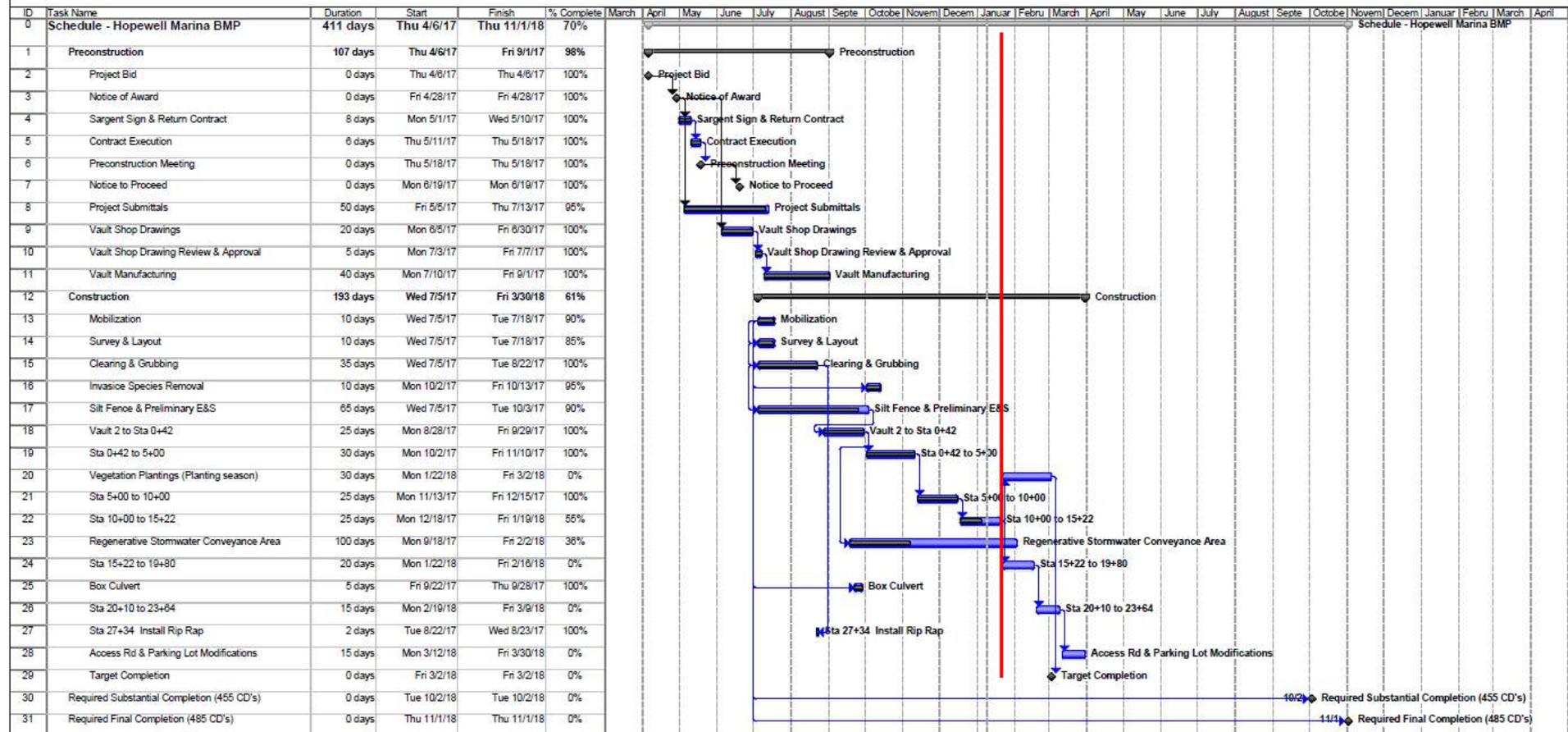
- Virginia Stormwater Local Assistance Fund (50% Match Grant for eligible costs of \$2,548,465): **\$ 1,274,233**
- Chesapeake Bay Foundation: **\$ 70,000**
- National Fish & Wildlife Foundation: **\$ 451,000**
\$ 1,795,233



Total Completed & Stored to Date / Contract Price = 53%



RIVERSIDE PARK BMP PROJECT IFB #09-17
HOPEWELL, VA

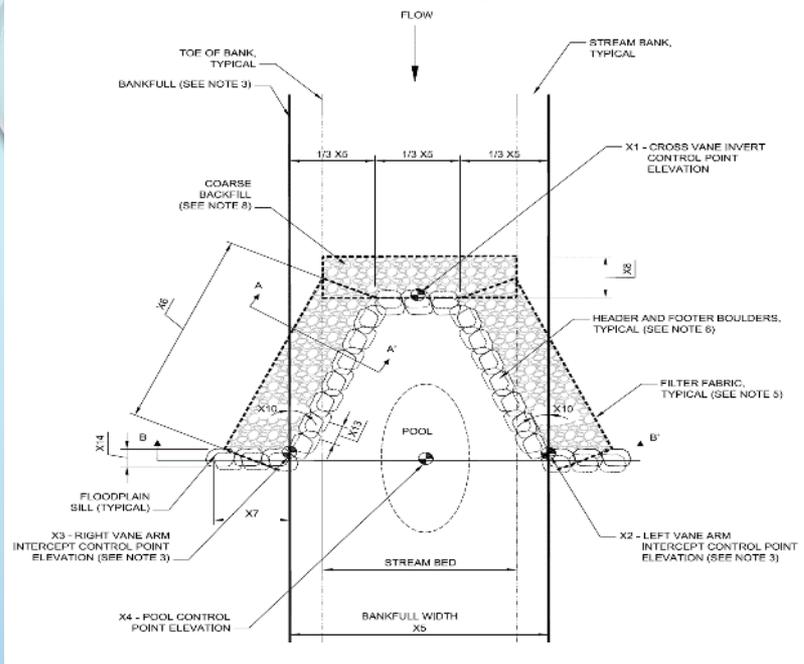


Project: Schedule - Hopewell Marina B
Date: Tue 1/9/18

Task Split Progress Milestone Summary Project Summary External Tasks External Milestone Deadline



RIVERSIDE PARK STORMWATER GREENWAY



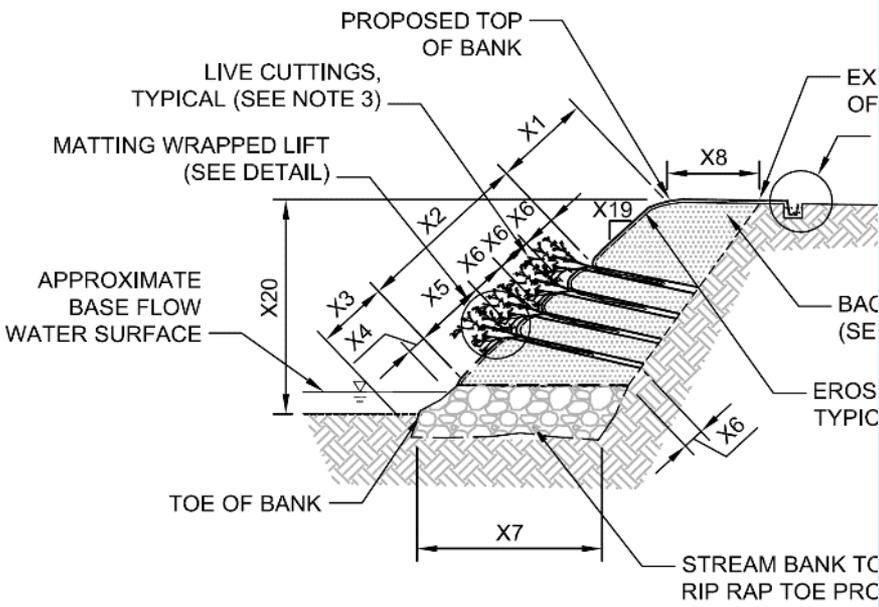
Rock Cross Vane



- 2,364 linear feet (lf) stream restoration & stabilization;
- Regenerative Stormwater Conveyance;
- Wetlands enhancements & expansion;
- Pocket wetlands;
- Permeable Pavement & Bioretention at Riverside Trailhead;



RIVERSIDE PARK STORMWATER GREENWAY



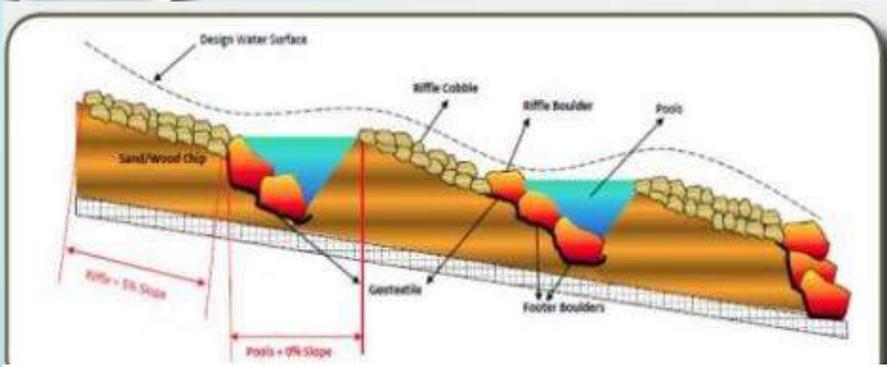
GeoGrid Bank Stabilization (Black Willow)



- 2,364 linear feet (lf) stream restoration & stabilization;
- Regenerative Stormwater Conveyance;
- Wetlands enhancements & expansion;
- Pocket wetlands;
- Permeable Pavement & Bioretention at Riverside Trailhead;



RIVERSIDE PARK STORMWATER GREENWAY



Regenerative Stormwater Conveyance



Constructed Stormwater Wetland

- 2,364 linear feet (lf) stream restoration & stabilization;
- Regenerative Stormwater Conveyance;
- Wetlands enhancements & expansion;
- Pocket wetlands;
- Permeable Pavement & Bioretention at Riverside Trailhead;

RIVERSIDE PARK STORMWATER GREENWAY



Landscaping Plan:

- **840 trees**
White Oak, Willow Oak, Bald Cypress, River Birch, Sycamore, American Beech, Green Ash, Tulip Poplar
- **767 Shrubs**
Spicebush, Pawpaw, Mountain Laurel, Silky Dogwood, Southern Arrowwood
- **3,500 Herbaceous plugs**



23.4° N: T
Lat: 37.303708° N Lon: 77.299652° W

RIVERSIDE PARK STORMWATER GREENWAY

Property & Easement Acquisition



Cost of Property & Easement Acquisition (incl. Surveying) ~ 10acres ~ \$135,000

RIVERSIDE PARK STORMWATER GREENWAY



- Estimated Completion: Spring/Summer 2018
- Walking Trails
- Interpretive signs: water quality, stream ecosystems, trees & shrubs
- ADA Accessible parking and tidal wetland boardwalk @ Riverside Dr. Trailhead



CITY OF HOPEWELL STORMWATER PROGRAM



On-Going Program Responsibilities

1. TMDL Compliance:
 - (421 lb/yr) TN;
 - (52,450 lb/yr) Sediment
2. MS4 Permit Compliance (6 MCMs)
3. MS4 Maintenance and Repair
4. Complaint Response

Future Projects

1. ADA Accessible Boardwalk at Riverside Dr. Trailhead
2. [Cattail Creek Trib 3](#)
3. [Drainage System at 15th & Broadway](#)
4. City Point Rd & Brooklawn Ave Outfall



QUESTIONS?



CITY OF HOPEWELL STORMWATER PROGRAM



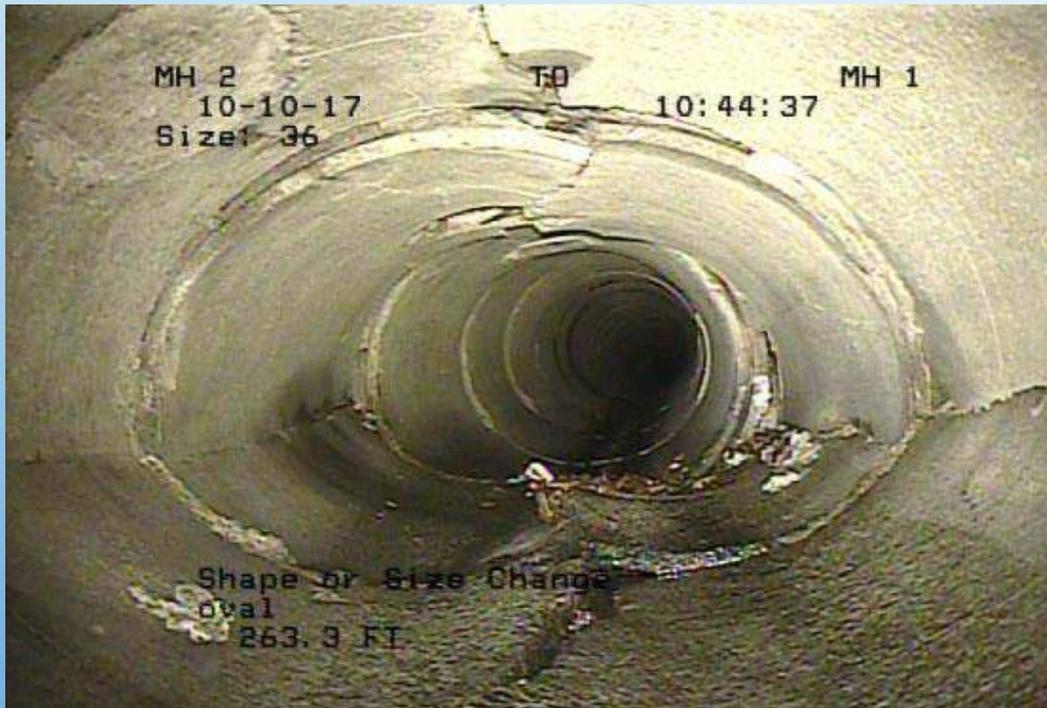
MS4 Maintenance & Repair & Complaint Response



CITY OF HOPEWELL STORMWATER PROGRAM



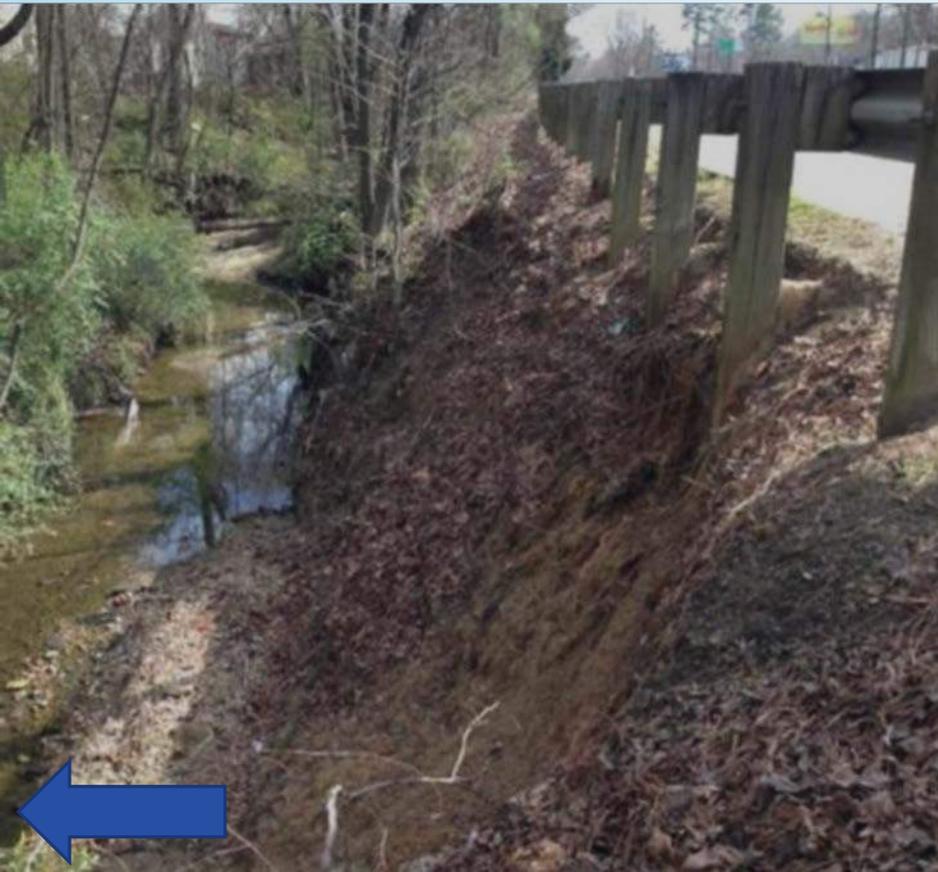
Drainage System @ 15th & Broadway



CITY OF HOPEWELL STORMWATER PROGRAM



Cattail Creek Tributary 3
Winston Churchill west of Arlington Road (looking East)



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: Regular Business Item R-4

1. *Council Resolution* - The Virginia Department of Transportation will require the City of Hopewell to enter into a signed standard project administration agreement with City Council on the paving surface treatment of Route 156 (Winston Churchill Drive) northbound and southbound lanes from Arlington Road to Plant Street. The subject project was identified to meet the requirements of the **Primary Extension Paving Fund** as described below:

The **Primary Extension Paving Fund** is a legislative change effective July 1, 2014 that provides Primary Extensions (defined as routes that are locally maintained and have route numbers less than 600) a portion of paving allocations that were previously only distributed to Interstate and Primary Roads with a combined condition index (CCI) below 60. Eligible routes are further defined as State of Good Repair projects. The March 2017 application period was the second time that this program was funded and offered to municipalities for applications. Through this competitive process, the City of Hopewell was awarded \$340,000 from the **Primary Extension Paving Fund Program**.

2. Action is to also grant the City Manager, by same *Resolution*, the **Authorization to Sign** the Standard Project Administration Agreement (PA) with VDOT on the use of **Primary Extension Paving Funds** for the described purpose. Such agreement shall be reviewed and approved by the City Attorney prior to the City Manager's signing.
3. The Primary Extension Paving Fund is a State-Aid Program. It is not a traditional grant program with funding provided up-front; but rather a reimbursable program. The City must first incur project expenses and then request reimbursement. As part of this resolution, the City must complete a budget transfer in the amount of \$340,000 and establish a Capital Projects Expense Account and Revenue Account to administer this reimbursement program.

Council action form 01-23-2018

SUMMARY:

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

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor K. Wayne Walton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie M. Shornak, Ward #7 |

01-23- 2018

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

1. A formal Resolution action to be passed by the City Council endorsing the submitted VDOT Project indicated above. Project assigned the VDOT Project number of 0156-116-200 / UPC#112566

RECOMMENDATION: Administration recommends Approval

TIMING: City Council Action is required on January 23, 2018. The resolution authorization needs to accompany the submitted VDOT PA Agreement.

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

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

The City would need to complete a budget amendment in the amount of \$340,000 in order to participate in this 100% reimbursable funding program. It is anticipated that this work will commence by May 2018.

ENCLOSED DOCUMENTS:

1. Copy of **VDOT PA Agreement on the subject project and Appendix A.**

STAFF: Charles Dane, Interim City Manager
Edward Watson, DPW Director
Johnnie Butler, City Engineer
Austin Anderson, Construction Manager

Council action form 01-23-2018

SUMMARY:

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

**01-23-
2018**

Appendix A

Project Number: 0001-106-R60 UPC: 112566 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-3010	Locality DUNS# 100601101	Locality Address (incl ZIP+4): 300 North Main Street Hopewell, VA 23860-2721
------------------------------------	--------------------------	--

Project Narrative	
Scope:	Surface treatment for State Route 156 Winston Churchill Drive
From:	SR 36 Arlington Road
To:	Plant Street
Locality Project Manager Contact info:	Johnnie Butler, City Engineer jbutler@hopewellVA.gov 804-541-2319
Department Project Coordinator Contact Info:	Jimmy Shepherd james.shepherd@vdot.virginia.gov 804-524-6526

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$337,000	\$337,000
Estimated VDOT Project Expenses			\$3,000	\$3,000
Estimated Total Project Costs	\$0	\$0	\$340,000	\$340,000

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering		State Funds	0%	\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$0			\$0	\$0	\$0
Right of Way & Utilities						
Total RW						\$0
Construction	\$340,000	State Funds	0%	\$0	\$340,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$340,000			\$0	\$340,000	\$337,000
Total Estimated Cost	\$340,000			\$0	\$340,000	\$337,000

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$340,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$337,000

Project Financing					
SGR					Aggregate Allocations
\$340,000					\$340,000

Program and project Specific Funding Requirements		
<ul style="list-style-type: none"> This project shall be administered in accordance with VDOT's Urban Manual This project shall be administered in accordance with VDOT's Locally Administered Projects Manual This project shall meet all applicable ADA requirements The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department. Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 12/1/18. Funds for this project are not available until July 1, 2017 This project must be advertised within six months of award funding or be subject to deallocation This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$340,000 (if applicable) 		
Total project allocations:	\$340,000	

Authorized Locality Official and date

Authorized VDOT Official
Recommendation and Date

Typed or printed name of person signing

Typed or printed name of person signing

STANDARD PROJECT ADMINISTRATION AGREEMENT
State-aid Projects

Project Number	UPC	Local Government
0156-116-200	112566	City of Hopewell

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the CITY OF HOPEWELL, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

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

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

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

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

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

will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.

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

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

receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

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

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

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

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

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

The remainder of this page is BLANK

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

CITY OF HOPEWELL, VIRGINIA:

Typed or printed name of signatory

Title

Date

Signature of Witness

Date

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

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy

Date

Commonwealth of Virginia
Department of Transportation

Signature of Witness

Date

Attachment
Appendix A



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: Regular Business Item R-5**1. *Accounting Measure for Current Budget FY18***

Authorize the appropriation of Virginia Department of Transportation (VDOT) revenue sharing program reimbursements to the City's Capital Improvements Program (CIP) projects for various street, sidewalk and drainage improvements.

The received state funds are to be assigned by appropriation to current and future CIP construction projects identified, or, to VDOT Match Fund accounts for listed capital improvement projects.

Examples of the proposed improvements and use of funds would include the following:

Install curb & gutter; repair street cross sections; install sidewalks; install and/or replace retaining walls; remove/repair/replace pavement structure; and/or various road section drainage improvements, as described in the pre-approved VDOT Revenue Sharing Program allocations, or other DPW identified street improvements projects.

2. Action is to acknowledge the receipt of state revenue funds then appropriate such funds to existing and future Capital Improvement Program projects performed in the public right-of-way.

ISSUE: In the current FY18 the City will receive reimbursement payments from VDOT for completing the scope of work as defined under the terms and conditions of the ratified Project Administration Agreement(s) for current projects. The receiving account where such funds have been deposited is considered a holding account for such funds.

Voting Action

1. A formal Resolution to authorize the identified revenue funds to be appropriated to the CIP projects as described.

Council Action Form dated 01-23-2018.

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor 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 S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie M. Shornak, Ward #7 |

01-23- 2018

RECOMMENDATION: Administration recommends Approval.

TIMING: City Council Action is recommended on January 23, 2018. The authorization to appropriate said revenue funds is necessary to immediately allow fund transfers to presently scheduled VDOT Match and City CIP streets and drainage projects.

BACKGROUND: As previously stated above.

FISCAL IMPACT: The receipt of said revenue funds expected in FY18 is necessary to finance presently scheduled program projects.

ENCLOSED DOCUMENTS: None

STAFF: Charles Dane, Interim City Manager
Edward Watson, DPW Director
Johnnie Butler, City Engineer
Austin Anderson, Construction Manager

Council Action Form dated 01-23-2018.

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor 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 S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shornak, Ward #7

**01-23-
2018**

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: The Martin Luther King, Jr. Memorial Foundation, Inc.

ISSUE: The Martin Luther King, Jr. Memorial Foundation, Inc. seeks City Council approval to erect a monument honoring the late Rev. Dr. Curtis West Harris, Sr. in Ashford Civic Plaza.

RECOMMENDATION: The City Administration recommends approval of the proposed project.

TIMING: The Martin Luther King Jr., Memorial Foundation, Inc. requests City Council approval on Tuesday, January 23, 2018.

BACKGROUND: The Martin Luther King, Jr., Memorial Foundation, Inc. is an organization founded by the late Rev. Dr. Curtis W. Harris. It is an IRS 501 (C) (3) tax exempt entity. Rev. Harris is a great Civil Rights Icon from the City of Hopewell, Virginia. He is known locally and nationally as the first African American Mayor of the City who served 26 years on council representing Ward 2. He was first elected to Hopewell City Council for a term extending 1986-1990, after seven unsuccessful campaigns; he was elected Vice Mayor 1996-1998; and the First African American Mayor 1998-2000; he was reelected each term thru December 31, 2014; and retired effective March 1, 2012. Rev. Harris pastored Union Baptist church for 46 years.

Rev. Harris served as President of Hopewell NAACP Chapter (National Association for the Advancement of Colored People); President and Secretary of Hopewell Ministerial Association; President of Virginia Chapter of SCLC (Southern Christian Leadership Conference); Member of the National Board of Directors for SCLC, and President of the Virginia State Unit SCLC; Vice Chairman of the Virginia State Advisory Committee to the U.S. Commission on Civil Rights; Executive Secretary and Moderator of Bethany Baptist Association & Allied Bodies and Director for the Virginia Council on Human Relations. He also initiated the Hopewell African American History Project in 2002 and the Martin Luther King, Jr. Monument Project in 2004. He was invited to meet Queen Elizabeth II during her visit to the United States on May 8, 2007. He was invited to attend President Obama's State of the Union Address in Washington, D.C. in January 2012.

SUMMARY:

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



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF: City staff recommends approval

SUMMARY:

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

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





The Martin Luther King, Jr., Memorial Foundation, Inc.

**524 E. Cawson Street
Hopewell, Virginia 23860**

Tuesday, January 23, 2018

Founder: The Martin Luther King, Jr. Memorial Foundation was created and founded by the late Rev. Dr. Curtis W. Harris, Sr.

MLK, Jr. Inc. Foundation Mission: The MLK Jr. foundation's primary mission is to: (1) promote excellence through education by keeping the spirit and work of Rev. Dr. Martin Luther King, Jr.'s living memorial relevant; (2) inform the public and highlight contributions and legacy of the late Dr. King; (3) sponsor and promote events, workshops, and fundraisers to include walking tours associated with the MLK, Jr. monument in Ashford Civic Plaza; and (4) contribute to a scholarship fund of a deserving Hopewell High School student.

Current Project: To erect a monument of the late Rev. Dr. Curtis W. Harris, Sr. in Ashford Civic Plaza near the Rev. Dr. Martin Luther King, Jr. monument. The total cost of the project is estimated at \$65,000.

Foundation Members:

Herbert Bragg, Chairman
Betty Ware, Vice Chair
Cadeidre Alexander, Secretary
Avon Miles, Treasurer
Queniece Miles, Assistant Secretary
Belinda Piercy, Assistant Treasurer
Kenneth Harris, III, Member

Herbert Bragg

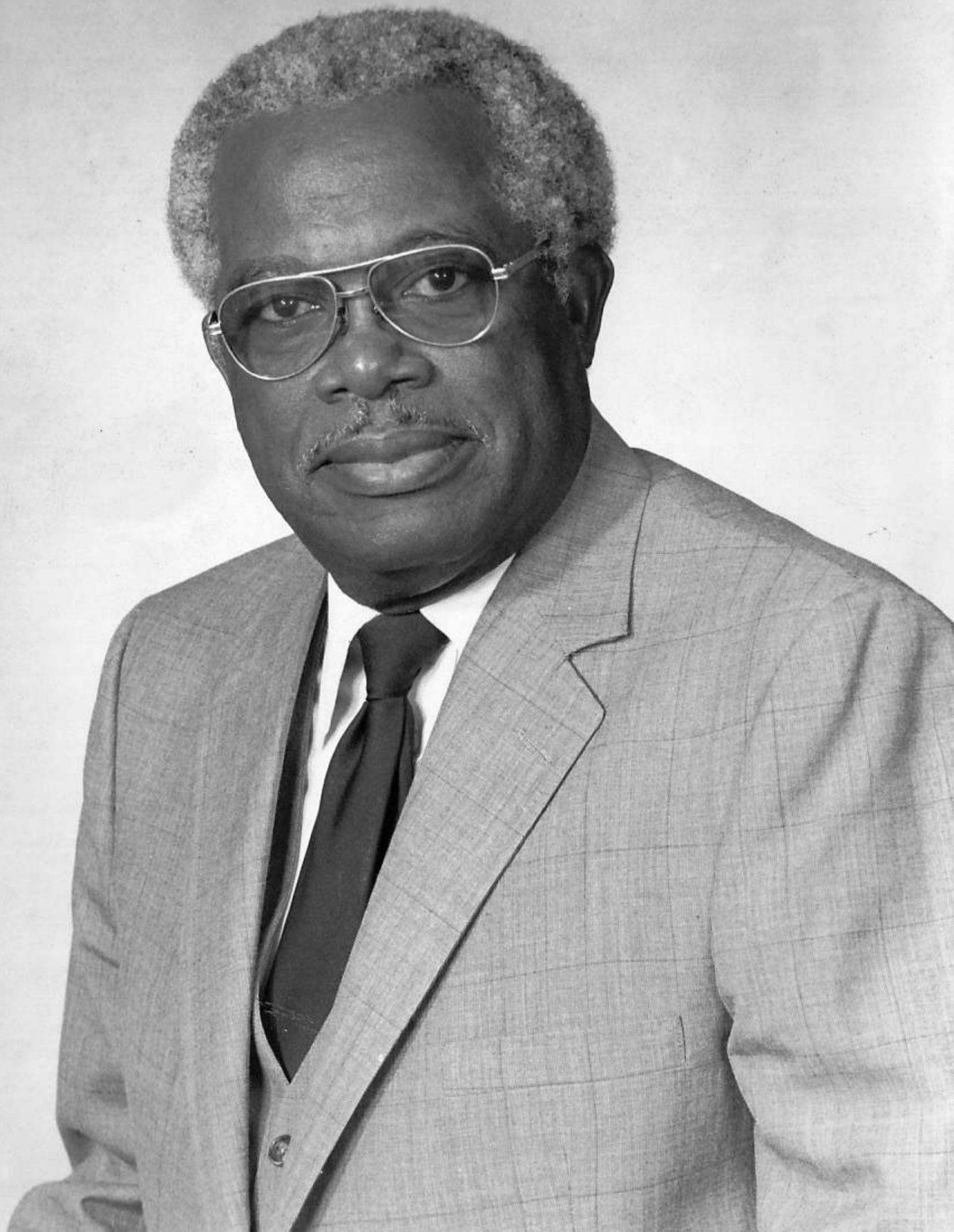
From: Joanne Lucas <jhlucas110@cox.net>
Sent: Tuesday, January 16, 2018 4:09 PM
To: Herbert Bragg
Cc: Curtis W. Harris, Jr.; Anita Harris; Kenneth C. Harris, Sr.; Renate Harris; Michael B. Harris I; Patricia Harris; Karen Bradford; R. Michelle Pritchett
Subject: Statute of Curtis W. Harris
Attachments: Curtis West Harris.jpg

Mr. Bragg,

My siblings and I are in support of The MLK Foundation raising funds to have a statute sculpted and erected in honor of our father, Curtis West Harris. I have attached a picture of the image we want to be used for the statute.

My entire family is so appreciative of your efforts to memorialize the legacy of our father.

Sincerely,
Joanne



The Reverend Dr. Curtis Harris Memorial:
Time and Cost Estimate for the larger than life sized bronze portrait bust and black granite base.

This estimate considers the 2002 cost of producing and installing the bronze portrait bust of Dr. King for the Ashford Civic Plaza.

Six months is the time necessary for sculpting, molding, bronze casting and installing a larger than life bronze and granite memorial bust.

Additional time may be required depending on the number of initial meetings with the Sculpture Committee and the Harris family members. This planning stage includes the pose, the look and the message of the artwork. Once that is done, the process is more predictable. Prior to mold-making and the bronze casting process, additional time may also be necessary for scheduling the committee member's viewing of the full scale clay sculpture process review and/or the final review in my Richmond studio.

Sixty five thousand dollars, \$65,000, is the approximate cost for the entire process and installation, all inclusive.

Below are photos of the Dr. King portrait bust process and results:



Here is the almost completed clay sculpture; the photo shows the addition of the folded arms, a typical stance of Dr. King's, It was agreed upon by the Sculpture Committee to add the arms to the bust plan.

Similarly, I would like to include Reverend Harris's arms in a position typical for him.



This pose shows a slightly different angle of the almost completed full scale clay sculpture.

Also visible on the wall are some of the study drawings I made from available photographs.



This is the completed larger than life clay sculpture at the mold shop in the Connecticut Foundry.

Richmond Times Dispatch, Jan 17, 2004; Metro page 1.

HONORING MARTIN LUTHER KING JR.



BRUCE PIERRE/TIMES DISPATCH

Larger than life

Richmond-based sculptor Paul DiPasquale displays a full-scale clay model of a bronze bust of the Rev. Martin Luther King Jr. to be placed in the Ashford Civic Plaza in Hopewell this spring. Looking on are the Rev. Curtis Harris (center) and Avon Miles, members of the Hopewell Martin Luther King Memorial Foundation Inc., which is overseeing the project.

These are highlights of events associated with the national holiday honoring the Rev. Martin Luther King Jr.

TODAY

■ **DRILL MEET:** About 1,500 Junior ROTC cadets from 60 high schools from New York to South Carolina will compete today in the 14th annual Martin Luther King Jr. Drill Meet, 7 a.m. to 8:30 p.m. at the Arthur Ashe Center, 3001 N. Boulevard.

■ **MASS MEETING:** Judge Anne B. Holton will be the keynote speaker at Monday's Mass Meeting at 10 a.m. at the Ashe Center, which is part of the 26th annual Living the Dream celebration. Holton, chief judge of the Richmond Juvenile and Domestic Relations

District Court, is the wife of Lt. Gov. Timothy M. Kaine and the daughter of former Gov. Linwood Holton. Pre-event festivities begin at 9 a.m.

■ **BEATING THE ODDS:** Freeman A. Hrabowski III, author of "Beating the Odds: Raising Academically Successful Black Males," will speak at 5 p.m. Wednesday at John F. Kennedy High School at another Living the Dream program. Hrabowski is president of the University of Maryland, Baltimore County. The program is sponsored by J. Sargeant Reynolds Community College and Richmond public schools.

■ **"FREE JUJUBE BROWN":** Virginia Commonwealth University's King Program will feature the play "Free Jujube Brown" Jan. 29 at 7 p.m. at the W.E. Singleton Center, 922 Park Ave.



■ **COMING MONDAY:** You need to know about Martin Luther King Jr.

Contributions

The Martin Luther King, Jr. Memorial Foundation, Inc. welcomes contributions which will be used to maintain and enhance the Monument, provide scholarships to local students, and to promote the awareness of the many achievements of Dr. King.

A DVD of the Unveiling Ceremony, Monument Certificates, Monument Plaques, and Miniatures of the Monument are available when making contributions to the foundation.



Reverend Harris watches as Paul Dipasquale prepares the clay sculpture for casting.
(Richmond Times-Dispatch, 1-21-2004)

Martin L. King, Jr. Memorial Foundation

209 Terminal Street
Hopewell, VA 23860
Phone: 804-458-3238

Reverend Curtis Harris, Chair
James Patterson, Vice Chair
Belinda Piercy, Secretary
Avon Miles, Treasurer
Iris Walker, Assistant Treasurer

Dr. Martin L. King, Jr. Monument

Ashford Civic Plaza
Hopewell, Virginia 23860



Erected April 4, 2004
The Martin Luther King, Jr.
Memorial Foundation, Inc

The Man and The Monument



Monument View in Front of
Hopewell Courts Facility

The Man

Dr. Martin Luther King, Jr. was born on January 25, 1929 in Atlanta, Georgia. He graduated from Morehouse College in 1948, Crozer Theological Seminary in 1951, and received his Ph.D. from Boston University in 1955. He was the son of the pastor of the Ebenezer Baptist Church in Atlanta, GA and was ordained in 1947. He became minister of the Dexter Avenue Baptist Church in Montgomery, AL in 1954. From 1955 until his death on April 4, 1968, Dr. King was in the forefront as a leader in the American Civil-Rights Movement.

His numerous achievements such as organizing the Southern Christian Leadership Conference (SCLC), and his delivery of the "I Have A Dream" speech at the August 1963 March on Washington, brought him worldwide attention. He received the Nobel Peace Prize in 1964.

Dr. King came to Hopewell on March 29, 1962 to support Reverend Curtis Harris in his struggle for civil rights.



The Monument

In 2003 Paul Dipasquale, internationally known sculptor, was commissioned by The Martin Luther King, Jr. Memorial Foundation, Inc. to create a monument honoring Dr. King which was to be placed in the Ashford Civic Plaza in Hopewell, Virginia. The Monument was unveiled on April 4, 2004, which marked the same day as his death in 1968. This exquisite work of art is one of the most accurate likenesses of Dr. King in existence.

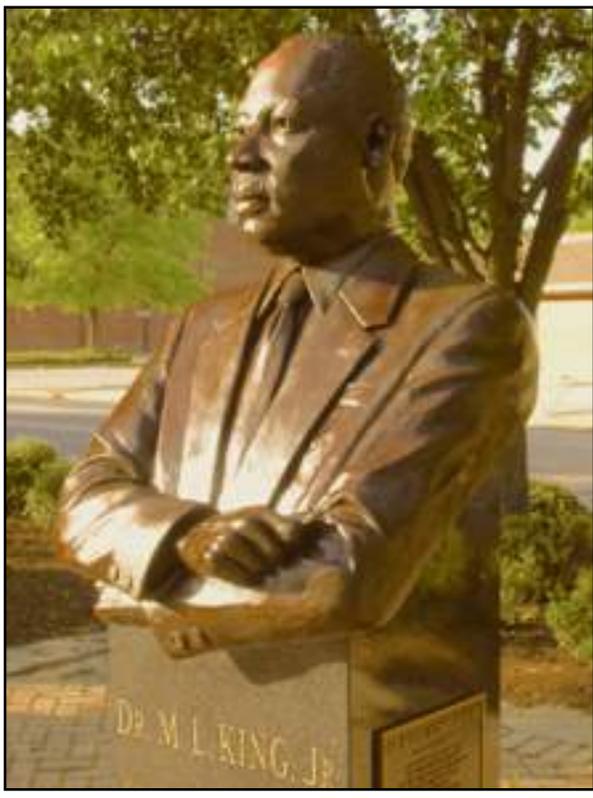
Martin Luther King, III attended the unveiling ceremony. Local newspapers gave the following accounts: "Oftentimes we have been to unveilings and haven't been as pleased," said King adding, the bust was a great resemblance of his father." "When men, women and children walk by the statue," he said in his sonorous voice, "hopefully they will be inspired to finish his unfinished work." As a guest of honor, King III remarked that he wasn't sad on the anniversary of his father's death; instead, he was happy to be in Hopewell honoring his father."



Richmond Times Dispatch, Metro Page 1 and 3; 4/5/04

“Of the 30 or 40 sculptures of my father, two have been my favorites. Now I have three. Thank you.”

-Martin Luther King, III April 5, 2004



Master Sculptor, Paul DiPasquale; 1408 National Street, Richmond, VA 23231 (804)690-0879
email: howyoufixit@gmail.com; Web: wwwpublicsculpture.info

R-5



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: Conversion of Refuse Collection and Stormwater Billing Services from External to Internal Operations

ISSUE: The City will realize an annual financial gain of nearly \$350,000 by combining the billing activities for refuse and recycling services, and the stormwater management programs, into the City's property tax collection system for invoicing.

RECOMMENDATION:

- (a) Approve changing the invoicing process for the refuse collection and recycling programs, and the stormwater management program, from the current method of using a private contractor to using City resources and staff.
- (b) Approve adding the fees for the refuse and recycling programs, and the stormwater management program, to the real estate tax billing process.
- (c) Approve an annual budget increase in the Treasurer's Office of \$125,000 for the establishment of one new full-time administrative position, the expansion of two existing, part-time clerk positions to full-time clerk positions, and funding for office space and new equipment.

TIMING: Immediate

BACKGROUND: In 2012, the Virginia American Water Company (American Water) discontinued its practice of billing its City of Hopewell customers for the City's sewer and trash collection fees. As a result of this action, the City entered into a contract with Data Integrators, Inc. (a private company) to provide these services for the City. The City currently pays Data Integrators nearly \$1.75 per monthly invoice to invoice for the City's refuse and stormwater customers (total annual cost is \$187,000/year). In FY-15, the net cost of invoicing fees and lost revenues was nearly \$475,700. Last year, the City learned that 9% of the annual refuse collection fees and 19% of the annual stormwater fees were not collected by Data Integrators (total lost revenue is \$288,000/year).

SUMMARY:

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



The only method currently available to enforce payment of user fees is through the disconnection of water service provided by American Water. Unfortunately, the rate of water service disconnections for nonpayment of stormwater and refuse collection fees does not keep up with the rate of billing delinquencies. This inadequate fee collection method resulted in a “write-off” of \$608,000 in unpaid service fees for the years FY 12 -15 (as a part of the FY15 CAFR audit).

After a thorough analysis by the Public Works Department and the Office of the Treasurer, it was determined that it is possible to make billing for these services a part of the City’s property tax billing process. By making this change, the collections rate is expected to improve from the current collections rate of 91% to a rate equaling the current tax collection rate of nearly 98%. The net increase in collections revenue will be **\$288,000** a year.

To implement this change in billing service providers, a staffing increase is needed in the Treasurer’s Office of creating one new, full-time position and increasing two part-time positions to full-time in the Treasurer’s Office would be necessary. We would also have to identify more space for this program and purchase additional equipment. The future cost of invoicing for these services will be reduced from \$187,000 to \$125,000. The net cost savings will be **\$62,000** a year.

FISCAL IMPACT: Experience a net annual savings of \$350,000 a year (\$288,000+\$62,000) in the refuse collection and stormwater management programs.

ENCLOSED DOCUMENTS: Proposal for Placement of the City’s Refuse & Recycling Charge and Stormwater Fees on the Real Estate Tax Bill

STAFF: Edward Watson, PE, Director of Public Works
Joan E. Gosier, Treasurer

SUMMARY:

Y N

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

Y N

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



Proposal for Placement of the City's Refuse & Recycling Charge and Stormwater Fees on the Real Estate Tax Bill

Issue:

The "third party" billing system that the City uses for its refuse and recycling program and its stormwater management program cost nearly \$475,000 in fees and lost revenue during FY 15. The collections rate has improved from 91% to 93%, but this is still a very poor rate of collections.

Recommendation:

It is the recommendation of staff that Council authorize a change in the method the City uses to invoice and collect its refuse (including recycling) collection fees and stormwater management fees. It has been determined that through the use of the new MUNIS real estate taxing system, the cost to operate both billing programs could be reduced to \$125,000 a year, and the rate of collections would increase from 93% to 98%. This recommendation proposes that the collection of these fees be combined with the real estate tax invoice process that the Treasurer's Office is already providing. This new fee collection process would include a variety of payment plans to the property owners.

The extra effort required of the Tax Collector's Office is expected to be one additional full time position, the reclassification of two part-time cashiers to full time, and some funding for the additional administrative costs.

Background:

In 2012, Virginia American Water discontinued its practice of billing its customers for the City's sewer and trash collection fees. As a result of this action, the City entered into a contract with Data Integrators, Inc. (a private company) to provide these services for the City. The City currently pays Data Integrators approximately \$1.75 per invoice to bill the City's refuse and stormwater customers (The sewer service invoicing cost is a separate, additional charge). Last year, the City learned that 9% of the refuse collection fees and 19% of the stormwater fees were not collected.

The only method to enforce payment of user fees for this program is through the use of water service disconnections. Unfortunately, the water service was rarely cut-off by American Water for nonpayment of stormwater, refuse and/or sewer fees. This issue resulted in the “refuse” account having to “write-off” \$608,000 in unpaid fees for the years FY 12 -15 as a part of the FY15 CAFR audit. Virginia American Water has committed to improving this situation and has increased the number of monthly service disconnections. However, the improved service disconnection rates did not provide the results needed to provide adequate funding for these programs.

The monthly refuse collection charges and stormwater management fees are flat, monthly fees for residential and commercial properties in the City. The City currently provides refuse and recycling service to residential customers at the rate of \$20.65/month and to commercial customers at a rate of \$24.06/month. The stormwater fee is a flat \$4/month for single-family households, and is billed at a proportional rate for commercial customers (based on the size of property being billed). It is important to note that some multi-family home communities and commercial properties receive refuse service through a private contractor. Therefore, the City does not bill those properties

Proposed Treasurer’s Office Billing Program: Benefits, Responsibilities, Implementation, Billing Options and Program Costs

- **Benefits:** Tying the invoicing of these fees to the real estate tax bill will obligate the property owner to pay the refuse collection and stormwater management fees in full and on time. It will also reduce the lost revenue that results from renters moving without paying delinquent bills. With this new approach, the payment burden will be on the property owner to pay all fees in a timely manner. Failure to do so will result in the traditional penalties and fees, up to and including liens being placed on the property.
- **Responsibilities:** The Treasurer’s Office, in coordination with Public Works, will be responsible for setting up a system in MUNIS that will combine the semi-annual invoicing of refuse (including recycling) and stormwater fees as a part of the semi-annual tax invoicing. This will include data entry of parcel numbers, system testing, answering citizens’ questions, monitoring and receiving payments, and pursuing delinquent bills. Moving this new program “in-house”

will require one new staff position, the reclassification of two part-time cashiers to full time cashiers, and funding to maintain this system on an ongoing basis.

- Implementation: It is estimated that staff will need about 3 or 4 months to input data and link by parcel numbers for initial account set up. Then an additional 2 or 3 months is needed to test the system. To have this program finished and ready to go by January 1, 2019, we need to start the program no later than May/June 2018. During system set-up, notifications will be sent to property owners and publication of the change will be posted. This schedule should provide sufficient time for most property owners to adjust their finances to the new billing system and for landlords to adjust their rental rates before the change becomes effective.

- Billing Options:
 - a. Pay in Full: Annual amounts for the refuse and stormwater billing will be available in January. Property owners may elect to pay the entire annual amount any time before March or April prior to it being transferred to the real estate bills.
 - b. Include in Semi-Annual Tax Invoices: These fees will be combined to annual fixed charges when placed on the real estate tax bill. Payments can be made in two installments, 1st half due by June 15th and the 2nd half due by December 5th. The annual refuse cost is the same rate as it is under the current method. It is anticipated that many customers will choose to pay these fees through the escrow program that they have on their home mortgages.
 - c. Establish Automatic Monthly Withdrawals: The Treasurer's Office will upgrade electronic payment services as currently provided by Paymentus (a third party vendor) to include automatic monthly withdrawals. For property owners who choose this option, refuse and stormwater fees will not be transferred to real estate bills to help prevent duplicate billing and/or duplicate payments. A flat monthly fee will be withdrawn from each customer's bank account, and payments must be made a month in advance to avoid penalties.
 - d. Request payment coupon book: A property owner may request a payment coupon book by a cutoff date prior to January 1st. An administrative fee of \$10 a year is proposed to provide this coupon book. The property owner would be responsible for making timely payments. Any outstanding balances would be carried over in the

real estate billing process. There would be no late fee until the real estate bill is deemed to be late.

- e. Invoice Customers Monthly: A monthly statement will be sent, as a reminder to citizens that choose this option, to make a regular payment to the Treasurer's Office. Since this program is tied to the annual tax bill, no late fee will be charged for late or unpaid monthly charges. Any outstanding balance at the end of the billing cycle will be added to the semi-annual tax bill. Late fees will be assessed as necessary at this point. Since this option will require a monthly effort and expense, it is recommended that an additional \$2 monthly fee be added to the cost of service for each monthly bill processed for customers who choose this option.

- Program Costs:

- a. Software: The real estate tax module is already in place in MUNIS and a separate line can be added at minimal cost. This module can import refuse and stormwater fees as separate lines during the beginning of the real estate billing process each year. COSTS - \$0.00
- b. Staffing: It is difficult to anticipate how much staff time will be required to have the Treasurer's Office manage this program. It is recommended that the equivalent of two fulltime positions be added at the time of start-up by creating one new position and reclassifying two existing part-time positions to full time. This staffing level should be revisited after program start-up to see if any changes to the staffing level are required.
COSTS - \$90,000 a year.
- c. Additional Office Space: While no additional office space would be needed to accommodate the reclassification of part-time positions to full time, additional space must be provided for the newly created position. One option is to use some of the savings to create this additional space and, at the same time, relieve some of the significant space shortage issues that currently exist in this area of City Hall.
COSTS - \$25,000 a year
- d. Operating Costs: Start-up should be budgeted at \$8,000 to \$10,000 for supplies and furniture. This amount should be monitored and adjusted on a regular basis.
COSTS - \$10,000 a year

- e. The annual refuse service charge for Fiscal Year 2019 is expected to be \$247.80 per residential property and \$288.72 per commercial property. The stormwater fee is expected to be \$48 a year per residential property. Commercial property stormwater fees are calculated individually; based on size.

Sanitary Sewer Fees:

Since the sanitary sewer user fees are not flat, but based on consumption, it is not feasible to add these fees to an annual tax bill. Eliminating the refuse and stormwater fees from the monthly sewer bill, should increase monthly sewer bill payments since the average bill will be reduced from approximately \$45 - \$50/month to approximately \$20 - \$25/month based on monthly water consumption. With the current increase in water disconnections, the collection rate has improved for this program by approximately 5% in the past year. In addition, fees are gradually being collected from delinquent accounts by the collection agency. Therefore, Hopewell Water Renewal does not believe that changing the current billing system/format is necessary at this time.

How Surrounding Localities Collecting Their Fees:

Below is a list that shows how some of our surrounding localities collect their stormwater fees:

- Chesterfield County - Charged as a separate line item on the tax bill
- Colonial Heights - Charged on the water bill
- Henrico County – Charges built into tax base
- Petersburg - Charged on the water bill
- Prince George County - Charged as a separate line item on the tax bill
- Richmond - Charged on the water bill

Summary: The estimated cost to move the billing for refuse collection and stormwater management to the Tax Collector’s Office is \$125,000 a year. This cost includes one new staff member, reclassifying two existing part-time positions to full time, and some operational expenses. The net financial benefit of this change would be roughly \$375,000 a year. This savings could be used to help resolve one of the City’s major office space issues by expanding and/or providing more office space for the Treasurer’s and Commissioner’s offices. And, the citizens/customers will have more options for payment, better access to the billing entity, and hopefully avoid late fees.

ADJOURN