

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

PHONE: 541-2249
FAX: 541-2248

e-mail: info@hopewellva.gov
www.hopewellva.gov
rarrington@hopewellva.gov

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

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

Date: May 8, 2018

MUNICIPAL BUILDING

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

OPEN MEETING

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

MOTION: To go into closed meeting for (1) discussion, consideration, and interviews of prospective candidates for employment (city attorney); (2) discussion of appointment of specific appointees of city council (Ashford Civic Plaza, HRHA); (3) discussion of performance of specific appointees of city council (EDA); (4) discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (water renewal, cemetery, stormwater); (5) 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 (cemetery), and (6) 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) [three items], (3), (7), and (8), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

MOTION: To amend/adopt agenda

Roll Call

REGULAR MEETING

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

Prayer by Minister Ernest Armstrong of Hopewell, Virginia, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Mayor Shornak.

Consent Agenda

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

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report:**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:** May 22, 2018;
- C-8 Information for Council Review:** Minutes: ARLS April 2018; Electoral Board – 3-28-18, 4-12-18; Certification of Special Meeting 4-23-18; Hopewell Water Renewal 1-16-18
- C-9 Resolutions/Proclamations/Presentations:** Proclamations: Police Week; Kids to Parks Day
- C-10 Additional Announcements:** Award from James River Associates

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 Public Hearing on the Fiscal Year 2019 Budget

ISSUE: Council is required to approve and adopt a budget annually.

RECOMMENDATION: Staff recommends that Council **approve the FY2019 city budget on first of two readings.**

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 Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Program: Site Assessment and Planning Grant

ISSUE: The grant will allow necessary environmental assessments to be completed to assist with redevelopment of the property. Environmental issues associated with the former dry cleaner’s site currently creates a challenge to developers.

RECOMMENDATIONS: Staff recommends that Council **approve the** Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Program: Site Assessment and Planning Grant and authorize the City Manager to sign the agreement once approved by the City Attorney.

MOTION: _____

Roll Call

R-2 Appropriate \$70,000.00 for Fire Department to repair/replace equipment

ISSUE: The fire station alerting system is in need of replacement. There are two portions to that system: dispatch and station. The dispatch side of the system is running on a Windows NT machine with proprietary hardware, both of which are no longer supported. Recently we have begun to have issues with the system.

RECOMMENDATIONS: Staff recommends that Council **approve the appropriation of up to \$70,000.00 from uncommitted funds from the Public Safety Buildings project to repair/replace the fire station alerting system, and authorize the City Manager to sign all documents related thereto.**

MOTION: _____

Roll Call

R-3 Request from the Hopewell Redevelopment and Housing Authority to rezone property

ISSUE: The City has received a request from the Hopewell Redevelopment and Housing Authority (HRHA) to rezone property identified as Sub-Parcel #'s 042-0095, 042-0195, and 042-0252, from R-3, Residential, Medium Density District and B-3, Corridor Development District to R-4, Residential. The properties are located off of Winston Churchill Drive between Westover Avenue and Highland Avenue.

RECOMMENDATIONS: Staff recommends that City Council listen to the presentation, review the accompanying documents, and hold a public hearing to receive citizen comments on May 22, 2018. **No action required by Council at this time.**

R-4 Request by Freedman Point Limited Partnership for Easement Agreement

ISSUE: The use of City property by permanent easement to construct and maintain eight (8) additional parking spaces is necessary to satisfy the applicable parking requirements for the proposed Freedman Point development and provide alternate means of ingress and egress to the site at 315 E Cawson St.

RECOMMENDATIONS: Staff recommends that Council **approve the Freedom Point Limited Partnership Easement Agreement, and authorize the City Manager to sign the Agreement once approved by the City Attorney.**

MOTION: _____

Roll Call

Reports of the City Attorney:

City council rules update—At the last regular meeting, city council suggested reviewing the city attorney's proposed changes to the rules, on a rule-by-rule basis, at each meeting when time permits, rather than continuing to attempt to tackle the entire project in lengthy, dedicated meetings. One city councilor wanted to look specifically at Rule 105. Therefore, the city attorney suggests, beginning tonight, a presentation of up to 10 minutes [per current Rule 405(A)] regarding the latest proposed changes to the rules. The first proposed changes presented would include the heading and title of the rules, and Rules 101 and 105, of which current, redlined, and proposed versions are part of the agenda package. If there is a consensus of city council that proposed changes be approved, other rules would be presented, in numerical order, for consideration of approval at future meetings. If there is no consensus regarding changes to particular rules, a separate work session or work sessions would be held on those rules only. Once city council approves all of the rules, by consensus or after a work session, the entire set of rules could be adopted.

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

Citizen/Councilor Requests

Other Council Communications

Adjournment

CONSENT AGENDA

PUBLIC HEARING ANNOUNCEMENTS

**PUBLIC HEARING
ON THE BUDGET
MAY 22, 2018**

**INFORMATION
FOR COUNCIL
REVIEW**

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

April 17, 2018

McKenney Library
1:00 p.m.

ARLS Board of Trustees - Minutes of March 20, 2018
Disputanta Library

The ARLS regular monthly meeting was called to order by Chairman Mrs. Libbie Dragoo on March 20, 2018 at 12:58 PM at the Disputanta Library.

Trustees present: Mrs. Lillian Boyd, Mrs. Libbie Dragoo, Mrs. Fran Halupka., Mrs. Martha Sykes, Mrs. Ann Williams and Ms. Carly Winfield

Trustees absent: Mrs. Bertha Judge and Mrs. Mary Benjamin

Trustee positions vacant: One position for Prince George

Staff present: Brian Manning, Chris Wiegard, and Nicole Coleman

Approval of Agenda: Mrs. Williams moved to approve the agenda. Mrs. Boyd seconded the motion and the motion passed unanimously.

Consent Agenda: After review of the documents, Mrs. Williams moved to approve the consent agenda. Mrs. Sykes seconded the motion and the motion passed unanimously.

Communications:

- Mrs. Dragoo introduced new board member, Ann Williams, from Hopewell.
- Mrs. Dragoo appointed Mrs. Williams to serve on the Development Committee.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. Interviews have concluded for the vacant Youth Services Manager position. A final applicant has been selected and an offer will be made. Intern Josh Sloan has accepted a position elsewhere. It is undecided at this point whether or not that intern position will be filled.

R2. Tech Services Report. Technical Services is on track to purchase all expected items by the end of the FY2018 year.

R3. Hopewell Adult Area. The updates to this area are still on track, and it is the hope that a more detailed update will come for the April meeting.

R4. Vacancies on the Board--Prince George County. An application was received for William Thomas. Mr. Thomas's appointment will be voted on at March 27 Board of Supervisors meeting.

R5. Public Library Association Conference. Mr. Manning will be heading to Philadelphia after the meeting to attend the Public Library Association conference.

R6. Virginia Library Association Conference. Mr. Manning continues to encourage staff to take advantage of professional development opportunities. The Virginia Library Association's conference will take place in September this year. Mr. Manning will pass along the conference link for Board members to look at to see if anyone is interested in attending any sessions.

R7. Staff presentations. Mr. Manning asked if the Board would be interested in having staff members from various departments come and present at upcoming Board meetings. The Board agreed that it was an excellent idea. Mr. Manning will work on setting this up for FY2019 Board Meetings.

Committee Reports:

- Mrs. Dragoo noted that the Personnel Committee will need to meet to determine a new slate of Board officers to propose at the June meeting of the Board. The Committee will meet some time in April to discuss this. If any Board members are interested in serving as an officer, please contact a member of the Personnel Committee (Mrs. Dragoo, Mrs. Halupka, and Mrs. Sykes).
- Mrs. Dragoo noted that the Personnel Committee will need to set up a time to conduct the annual evaluation of the Library Director.

New Business:

- The audit presentation will occur at the April meeting of the Board.
- Mr. Manning is working on updating the Board Member handbook. Updated copies of the handbook will be distributed at the April meeting of the Board.
- Mr. Manning will present an updated Meeting Room policy for the Board's review at the April meeting of the Board.

Unfinished Business: None

Announcements: The next ARLS Board of Trustees Meeting will be at the McKenney Library on Tuesday, April 17, 2018 beginning at 1 PM.

Adjournment: 1:25PM

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

Fund#	Revenue 03/31/18	FY2018		Total Receipts	Percentage Received	Balance Due
		Proposed	Prev. Total Receipts			
100	Carry Over	\$20,000	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$600,261	\$450,196	\$600,261	100.0%	(\$0)
103	Dinwiddie	\$273,595	\$205,197	\$205,197	75.0%	\$68,398
104	Prince George	\$592,224	\$444,168	\$444,168	75.0%	\$148,056
105	State Funds	\$380,000	\$290,204	\$290,204	76.4%	\$89,796
106	Fines/Fees/Lost	\$22,600	\$11,293	\$12,929	57.2%	\$9,671
107	Copying Receipts	\$20,121	\$13,778	\$16,101	80.0%	\$4,020
108	Endowment Funds	\$20,499	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$24,000	\$24,416	\$24,416	101.7%	(\$416)
110	Gifts/Donations	\$7,000	\$5,720	\$5,740	82.0%	\$1,260
111	Grants	\$5,000	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$15,403	\$17,897	74.6%	\$6,103
TOTALS		\$2,089,300	\$1,460,375	\$1,616,914	77.4%	\$472,386

FUND	APPROPRIATION	TYPE	TOTAL SPEND	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE	
Personnel								
200	MLS Salaries & Wages		\$458,648	\$267,626	\$45,709	\$313,335	68.3%	\$145,313
201	Non-MLS Salary & Wages		\$576,368	\$363,805	\$63,882	\$427,687	74.2%	\$148,681
202	Benefits for Staff/Retirees		\$270,512	\$165,932	\$22,566	\$188,498	69.7%	\$82,014
Total Personnel			\$1,305,528	\$797,363	\$132,158	\$929,521	71.2%	\$376,007
Books & Materials								
300	Books		\$70,000	\$45,725	\$4,708	\$50,433	72.0%	\$19,567
301	Leased Materials		\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books		\$36,000	\$20,814	\$2,379	\$23,193	64.4%	\$12,807
303	Print News & Periodicals		\$12,276	\$3,513	\$299	\$3,812	31.0%	\$8,464
304	Audiovisual Materials		\$25,000	\$14,824	\$1,715	\$16,539	66.2%	\$8,461
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	\$500	\$0	\$500	100.0%	\$0
308	Restricted - Donation/Grant		\$1,250	\$336	\$152	\$488	39.0%	\$762
309	Family Resource Books		\$1,000	\$270	\$307	\$577	57.7%	\$423
310	Econtent		\$29,700	\$16,800	\$12,900	\$29,700	100.0%	\$0
Total Books & Materials			\$208,359	\$107,239	\$22,458	\$129,697	62.2%	\$78,662
Capital Expenditures								
400	Library Non-Computer Equip.		\$11,750	\$1,641	\$341	\$1,982	16.9%	\$9,768
401	Computer Hardware		\$12,000	\$18,949	\$2,855	\$21,804	181.7%	(\$9,804)
Total Capital Expenditures			\$23,750	\$20,590	\$3,196	\$23,786	100.2%	(\$36)
Contractual								
500	Lyrasis ILL Services		\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts		\$16,500	\$28,125	\$10	\$28,135	170.5%	(\$11,635)
502	Audit		\$20,000	\$12,261	\$0	\$12,261	61.3%	\$7,739
503	Cataloging MARC Records		\$3,605	\$1,423	\$179	\$1,602	44.4%	\$2,003
504	Unique Management		\$9,000	\$4,028	\$448	\$4,476	49.7%	\$4,525
505	Computer Support Service Calls		\$17,500	\$23,790	\$2,540	\$26,330	150.5%	(\$8,830)

506 Other Computer Software Serv.	\$10,000	\$2,167	\$271	\$2,438	24.4%	\$7,562
507 Telecomm Internet Line Charges	\$22,000	\$14,796	\$1,938	\$16,734	76.1%	\$5,266
508 Printing and Publications	\$9,500	\$8,352	\$1,575	\$9,927	104.5%	(\$427)
509 Security Guard Service	\$26,500	\$18,408	\$2,169	\$20,577	77.6%	\$5,923
Total Contractual	\$136,605	\$116,345	\$9,128	\$125,473	91.9%	\$11,132
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$3,606	\$1,274	\$4,880	97.6%	\$120
601 TLC Maintenance Contract	\$19,500	\$0	(\$1,643)	(\$1,643)	-8.4%	\$21,143
602 Facilities and Rent	\$76,650	\$50,400	\$6,300	\$56,700	74.0%	\$19,950
603 Supplies	\$32,000	\$10,975	\$3,276	\$14,251	44.5%	\$17,749
604 Travel / Workshops / Conf. Fees	\$8,500	\$6,940	\$1,396	\$8,336	98.1%	\$164
605 Training / Education	\$4,500	\$475	\$60	\$535	11.9%	\$3,965
606 Utilities	\$6,000	\$2,467	\$542	\$3,009	50.1%	\$2,991
607 Telephone (Voice)	\$13,000	\$9,330	\$1,173	\$10,503	80.8%	\$2,497
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$3,483	\$736	\$4,219	93.8%	\$281
610 Job & Contracting Advertising	\$2,500	\$1,438	\$0	\$1,438	57.5%	\$1,063
611 Promotional Advertising	\$2,000	\$824	\$0	\$824	41.2%	\$1,176
612 Organization/Association Dues	\$3,500	\$2,429	\$200	\$2,629	75.1%	\$871
613 Postage	\$4,500	\$2,405	\$656	\$3,061	68.0%	\$1,439
614 Janitorial	\$64,500	\$39,867	\$5,423	\$45,290	70.2%	\$19,210
615 Other Building Maintenance	\$12,500	\$3,861	\$1,317	\$5,178	41.4%	\$7,322
Total	\$272,087	\$138,500	\$20,711	\$159,210	58.5%	\$112,877
Facilities/Maint./Operations						
Programs/Activites/Other						
700 VS Summer Reading Program	\$6,500	\$463	\$0	\$463	7.1%	\$6,037
701 VS Programming & Supplies	\$4,191	\$950	\$173	\$1,123	26.8%	\$3,068
702 Adult Programming	\$2,600	\$2,978	\$320	\$3,298	126.8%	(\$698)
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$4,292	\$0	\$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	\$38,677	\$0	\$38,677	77.4%	\$11,323
707 Misc. Professional Serv. & Other	\$15,759	\$7,533	\$975	\$8,508	54.0%	\$7,251
Total Programs/Activ./Other	\$143,050	\$55,591	\$1,469	\$57,060	39.9%	\$85,990
GRAND TOTALS	\$2,089,379	\$1,235,627	\$189,120	\$1,424,747	68.2%	\$664,632

Electoral Board Minutes

March 28, 2018

Hopewell Library

Meeting open at 6:38pm

Prayer – Patrick Washington

Recognize visitors

Board Actions

1. Board Recognized
 - A. Secretary – Herbert Townes
 - B. Vice Chair – David Silvestro
 - C. Chair – Patrick Washington

2. Board discussed obtaining vests to identify Board members. Vice Chair David Silvestro will be spearheading that project.

3. Board discussed sending a letter to the Superintendent of the Hopewell Schools concerning visiting the High School to help students register and explain the voting process. Sec. Herbert Townes will bring a draft to Board to be reviewed.

4. Board members will forward their Bios to the Sec. to be placed on the city website.

5. Board discussed getting pictures of Board members for the office. The Sec will get information and do purchase order.

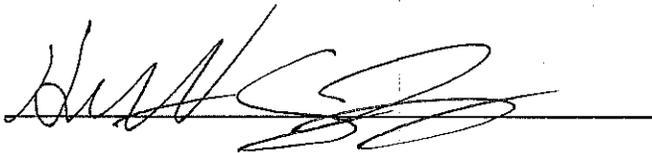
6. Board discussed obtaining a banner for Voter Registration events.
 - A. Downtown events
 - B. Requested events

7. Board discussed information on scanning into State database.
 - A. Purchasing Scanners
 - B. Backup medium use
 - C. Maintaining cards in office

8. Board discussed another location of the office.
 - A. More space to store equipment
 - B. Better parking
9. Board discussed poll workers training
 - A. Each Ward will be trained at office.
10. Board accepted the Registrar's resignation.
11. Board will discuss appointing a new Registrar at next meeting April 12, 2018
6:45 at the Library.
12. Board discussed Board Members attending Training.

Meeting adjourned 8:00 pm

Next Electoral Board Meeting: Thu, April 12, 2018 at the Hopewell Library.

A handwritten signature in black ink, appearing to read 'Herbert Townes', written over a horizontal line.

Herbert Townes

Secretary-EB

Electoral Board Minutes

April 12, 2018

Meeting was called to order at 6:50pm by Patrick Washington at the Hopewell Public library

Opening pledge of Allegiance
Invocation-Herbert Townes

Herbert Townes-Secretary
Patrick Washington-Chair
David Silvestro-Cochair
Allan Richeson-Registrar

Reading of the minutes-Herbert Townes
New Business
Interview and appoint a new Registrar
Candidates were Tammy Alexander, Greg Cuffey

Close Session-805pm
In Closed Session Greg Cuffey was chosen as New Registrar.

Old Business
Banner for Voter Registration events will be purchased.
Yellow vests Identifying Board members will be donated.

The Secretary will contact City Manager about reviewing the Registrar Budget and Building lease.

Upcoming Events
Training-June 25-26
Richmond, VA

Next meeting-April 26th 7pm, Hopewell library.

Meeting adjourned at 8:35pm



Herbert Townes

Secretary-EB

NOTICE OF SPECIAL MEETING

TO: HRHA Board of Commissioners

RE: Special Board Meeting

Please be advised that there will be a Special Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority on Monday, April 23 @ 5:15 p.m. in the Conference Room located at 350 East Poythress Street, Hopewell, VA 23860.

Should there be any questions or should you require additional information, please advise.

/s/ Steven A. Benham
Executive Director

DATE: April 23, 2018

CERTIFICATE AS TO SERVICE OF NOTICE OF SPECIAL MEETING

I, Steven A. Benham, the duly qualified Secretary/Treasurer of the Hopewell Redevelopment and Housing Authority do hereby certify that on April 23, 2018, I served, in the manner provided in the By-Laws of said Authority, a true copy of the foregoing NOTICE OF SPECIAL MEETING on each and every Commissioner of the Hopewell Redevelopment and Housing Authority.

Witness my hand this 23rd day of April 2018.

Steven A. Benham

Steven A. Benham
Executive Director

WAIVER AND CONSENT TO SPECIAL MEETING

We, the undersigned Commissioners of the Hopewell Redevelopment and Housing Authority, do hereby accept service to the foregoing NOTICE OF SPECIAL MEETING waiving any and all irregularities in such service and in said NOTICE OF SPECIAL MEETING and do hereby consent and agree that the Commissioners of said Authority shall meet at the time and place named in the NOTICE OF SPECIAL MEETING and for the purpose stated therein.

Sheila V. Flowers
Sheila V. Flowers, Chairman

Patrick Plourde, Vice-Chairman

Johnny Jones
Johnny Jones, Commissioner

Rogers Henry
Rogers Henry, Commissioner

Sherman Cross, Commissioner

Ruth Johnson
Ruth Johnson, Commissioner



Hopewell Water Renewal Commission
 Quarterly Meeting
 January 16, 2018
Minutes

Members Present	Members Absent
Christina Luman-Bailey, Chair	Fred Harry, AdvanSix
Charles Dane, City Manager	
Brian Johnson, Ashland	
Stefan Calos, City Attorney	
Christian Volk, Virginia American Water	
Dan Rowland, WestRock	

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, AdvanSix
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 1:40 pm on January 16, 2018. Chair Luman-Bailey introduced Brian Johnson who is representing Ashland and replacing Paul Tuck as Commissioner. She also reported that Matt Ellinghaus had accepted another position with Hanover County and would be leaving Hopewell in mid-February.
2. **Review for Approval: Minutes from October 17, 2017.** After a motion from Commissioner Calos, seconded by Commissioner Rowland, the Commission unanimously approved the minutes from the October meeting.
3. **Citizens Communication.** No citizens were present.
4. **Staff Reports.**
 - a. **Safety and Compliance.** Jeanie Grandstaff stated that there had been no accidents since the beginning of the year. Except for one chlorine violation in October, the plant was compliant for the year. Matt Ellinghaus explained that the chlorine violation was due to a leak in the underground chlorine feed line which was repaired immediately.
 - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the January 16, 2018 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the 2017 amount of total nitrogen discharged is 1.39 million pounds compared to the permit limit of 1.83 million pounds. Since start-up of the nitrogen reduction process, total nitrogen concentrations have dropped to 10.6 mg/l. However, the Nutrient General Permit issued in January 2017 reduced the phosphorus allocation from 76,139 lbs/year to 61,749 lbs/year. Total phosphorus discharged in 2017 was 63,626 pounds which is 1,877 pounds above the permitted allocation. HWR anticipates having to purchase approximately \$15,000 of credits.

- c. **Business Report.** Shayna Johnson, reported that Hopewell Water Renewal was at 89.6% of budget for the second quarter of FY 18 and 57.1% for the year. The budget status report is attached as a part of these minutes. Miscellaneous revenue through December 2017 totals \$543,532.
- d. **Maintenance Projects Status.** Harold Walker reported that the installation of the 3rd centrifuge is underway and expected to be completed by May 2018.

Mr. Walker also reported that the UNOX MCC and electrical work for installation of new UNOX mixers is nearing completion. 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 from Ashland, VAWCO and WestRock on the Third Supplement Agreement to the 1995 Facility Agreement. Commissioner Rowland said that he was not sure if WestRock would sign the agreement or not since they did not approve the new billing methodology. He asked what would happen if the company didn't sign. Commissioner Calos stated that he was not sure an agreement was necessary since the Commission had approved the method. However, Commissioner Calos and Jeanie Grandstaff agreed to discuss the issue with the City's attorney at Hunton and Williams and report back to the Commission at the April meeting. Ms. Grandstaff stated that since July 1, 2017, the new billing methodology is being implemented.
6. **Phase 2 Start-up Information.** Matt Ellinghaus explained that the nitrogen reduction facility performance test started on October 16 and was successfully completed on November 14. DEQ conducted the final inspection on November 15 and the Certificate to Operate was issued on December 1, 2017. The new permit limits became effective on January 1, 2018.
7. **Hydrogen Sulfide Study and Treatment.** Matt Ellinghaus explained that a final hydrogen sulfide elimination study report was completed last fall. Individual hydrogen sulfide meters have been purchased for staff as protection. A solution to control the hydrogen sulfide will be added to the FY 2019 capital budget.
8. **Other Discussion.** Commissioner Dane reported that the Hopewell Water Renewal Director's position was being advertised and interviews will be held in the next few weeks.
9. **Adjourn.** There being no further business, the meeting was adjourned at 2:55 p.m.

Minutes approved at the April 17, 2018 Meeting



Hopewell Water Renewal Commission
Quarterly Meeting
January 16, 2018, 1:30 p.m.
Gravelly Run Training Center

AGENDA

1. Call to Order Christina Luman-Bailey, Chair
2. Presentation to Departing Commissioner Doug Woodhouse Christina Luman-Bailey, Chair
3. Review for Approval: Minutes from October 17, 2017 meeting Christina Luman-Bailey, Chair
4. Citizens Communication Five Minutes Each
5. Staff Reports
 - a) Safety and Compliance Matt Ellinghaus
 - b) Regulatory and Enforcement Matt Ellinghaus
 - c) Business Report Shayna Johnson
 - d) Upcoming Maintenance Projects Harold Walker
6. O&M Cost Allocation Agreement Commission Discussion
7. Phase 2 Start-up Information Matt Ellinghaus
8. Hydrogen Sulfide Study and Treatment Matt Ellinghaus
9. Other Discussion
 - Paul Tuck Departure from the Commission and appointment of Brian Johnson, Plant Manager, Ashland
 - Matt Ellinghaus Resignation
10. Adjourn



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.

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. Draft permit was received in December, reviewed, and minor comments submitted to DEQ.

- VPDES Permit
 - Violations. The plant experienced 1 violation for Total Residual Chlorine in October when the chemical feed line separated which ceased the sodium hypochlorite feed to the Chlorine Contact Tank temporarily. This was the only violation in 2017.
 - 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 and a Total Nitrogen annual average of 15.0 mg/l. 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 in the spring of 2018

- Environmental Management System (EMS). H2O Renewal re-applied for E3 status in July 2017 and received approved as an E3 facility in October 2017.

- Nutrient Issues
 - Nutrient General Permit. The total nitrogen discharged for 2017 was 1.39 million pounds, which is below the permit limit of 1.83 million pounds/year. The annual average concentration was 17.5 mg/l. Since the start-up of Phase 2, the average TN concentration has been 10.6 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. Total phosphorous discharged in 2017 was 63,626 pounds which is 1,877 pounds above our allocation. We anticipate having to purchase approximately \$15,000 in 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 in 2017 was 17.5 mg/l.
 - 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

Hopewell Water Renewal Commission Meeting
January 16, 2018

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.
- New Ammonia Criteria Standards. DEQ proposes to adopt the new federal ammonia criteria during 2018. Because the new criteria are expected to require treatment plants to cut their ammonia discharges by half, legislation has been introduced into the 2018 General Assembly which would postpone the implementation of the criteria in Virginia until other states in the region have adopted the ammonia criteria and to provide funding for future treatment plant upgrades. H2O Renewal sent a letter supporting the legislation to Senator Dance.
- 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 was conducted on November 15, 2017 and the CTO was issued on December 1, 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. Final project payment request was submitted on January 3, 2018. The total grant amount spent through December 2017 is \$47,544,753.12 with a total project amount of \$71,833,985 which includes the third party engineering costs. DEQ still owes the retainage amount of \$1,584,903.88.
- 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 2018 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 of the cause of high flows resulting in multiple wet weather overflow events is nearing completion.
- Lab Certification
 - H2O Renewal's lab certification was re-issued in June 2016.

Hopewell Water Renewal Commission Meeting
January 16, 2018

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

2018

- Stormwater Permit Application Due – December
- Grant Agreement Compliance Due - December
- *New EPA Ammonia Criteria Adopted*
- *DEQ establishes final TN limits for James River dischargers based on chlorophyll study results*

2019

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

2020

- *VPDES Permit Application Due*

HOPEWELL WATER RENEWAL
BUDGET PERFORMANCE REPORT

FY 2017-2018 CATEGORY	Oct 1 to Dec 31 2nd Qtr			YTD FY 17-18			Total Budget
	Actual	Budget	%	YTD FY 17-18	Budget	%	BUDGET
Salaries	700,633	732,919		1,441,313	2,396,841		3,129,761
Benefits	276,013	320,865		541,577	1,070,964		1,393,009
TOTAL LABOR	976,646	1,053,784	92.7%	1,982,890	3,467,805	57.2%	4,522,770
Power	584,458	562,750		910,593	1,500,667		2,251,000
Fuel	54,792	75,000		78,645	200,000		300,000
TOTAL ENERGY	639,250	637,750	100.2%	989,238	1,700,667	58.2%	2,551,000
OTC	34,613	185,001		42,029	493,336		740,000
Hypochlorite	88,416	99,999		252,039	270,834		400,000
Lime	0	0		0	0		
Polymer	64,680	64,000		182,490	316,000		420,000
Defoamer	5,290	5,000		5,290	10,000		20,000
Phosphoric	19,071	17,500		32,451	46,667		70,000
TOTAL CHEMICALS	212,070	371,500	57.1%	514,298	1,136,837	45.2%	1,650,000
Maintenance Supply	289,493	153,000		558,907	428,000		632,000
Contract Maintenance	68,222	189,875		233,051	541,333		794,500
Interceptor Maintenance	8,611	3,750		13,985	10,000		15,000
TOTAL MAINTENANCE	366,327	346,625	105.7%	805,943	979,333	82.3%	1,441,500
Utilities	59,448	30,875		78,337	82,983		123,000
Other Supplies	66,876	79,375		141,544	222,167		327,500
Consulting	124,506	212,360		196,162	566,293		849,439
Administration	39,176	39,625		117,295	289,167		329,000
Residual Disposal	42,932	43,750		66,607	116,667		175,000
Legal Services	2,025	6,250		2,025	16,667		25,000
TOTAL MISCELLANEOUS	334,962	412,235	81.3%	601,970	1,293,943	46.5%	1,828,939
GRAND TOTAL	2,529,254	2,821,894	89.6%	4,894,338	8,578,584	57.1%	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.

Nov 14, 2017	Performance test is completed with successful results.
Nov 15, 2017	DEQ performs CTO Inspection
Dec 1, 2017	Certificate to Operate is issued
Dec 22, 2017	Project Complete

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS

Proclamation

OFFICE OF MAYOR JACKIE M. SHORNAK

City of Hopewell, Virginia



Police Week and Peace Officers Memorial Day



Whereas, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

Whereas, the members of the Hopewell Police Department and the Hopewell Sheriff's Office, both have an essential role in safeguarding the rights and freedoms of the City of Hopewell; and

Whereas, it is important that all citizens know and understand the problems, duties and responsibilities of their law enforcement agencies, and that members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

Whereas, the men and women of the law enforcement agencies of Hopewell unceasingly provide vital public services;

NOW, THEREFORE BE IT PROCLAIMED that the Hopewell City Council declares May 15, 2018,

PEACE OFFICERS MEMORIAL DAY

In honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

NOW, THEREFORE BE IT FURTHER PROCLAIMED, that the week of May 9th through May 15th, 2018 shall be,

NATIONAL POLICE WEEK

And they call upon all citizens of the City of Hopewell to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities, and in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 8TH day of May, 2018.

Jackie M. Shornak
Mayor of the City of Hopewell

Proclamation

OFFICE OF MAYOR JACKIE M. SHORNAK

City of Hopewell, Virginia



Kids to Park Day

Whereas, May 19th, 2018 is the eighth Kids to Parks Day organized and launched by the National Park Trust; and

Whereas, Kids to Parks Day empowers kids and encourages families to get outdoors and visit America's parks; and

Whereas, children should be encouraged to lead more active lifestyles through visiting parks to combat the issues of childhood obesity, diabetes, hypertension, and other related health concerns; and

Whereas, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants;

Whereas, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

NOW, THEREFORE, I, Jackie M. Shornak, the Mayor of the City of Hopewell, proclaim May 20, 2017 as Kids to Park Day, and urge residents of Hopewell to make time May 19, 2018 to take the children in their lives to a neighborhood, state or national park.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 8TH day of May, 2018.

Jackie M. Shornak
Mayor of the City of Hopewell

ADDITIONAL ANNOUNCEMENTS

AWARD FROM JAMES RIVER ASSOCIATION

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: Fiscal Year 2019 Operating Budget Public Hearing

ISSUE: Council is required to approve and adopt a fiscal year budget annually

RECOMMENDATION: Conduct Public Hearing to Receive Citizen Comment and Input on the Proposed FY 19 Operating Budget

TIMING: A public hearing was advertised for Tuesday, May 8, 2018

BACKGROUND: On March 28, 2018 the City Manager submitted to City Council a Proposed FY 19 Operating & Capital Budget. The proposed budget addresses the operational and capital needs required for the operation of City services.

The City Manager has held several budget work sessions with both the Finance Committee of Council and City Council since the proposed budget original submission to Council.

All efforts to date are in accordance with the budget calendar and the expectation to receive the required approval and adoption of a FY 19 Operating Budget.

FISCAL IMPACT: The Proposed FY 19 Operating Budget appropriates a total of approximately \$164,464,105 across 30 funds. The Proposed General Operating Fund is approximately \$52,918,072.

ENCLOSED DOCUMENTS: City Manager’s Budget Letter; Budget Advertisement; Proposed FY 19 Operating Budget Presentation

STAFF: March Altman, City Manager
Michael Terry, Director of Finance

Council Action**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 | | | |

**5-8-18
PH-1**

CITY OF HOPEWELL NOTICE OF PUBLIC HEARING

The City Council of the City of Hopewell will hold a public hearing on Tuesday, May 8, 2018, at 7:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia to receive public comments regarding the proposed Fiscal Year (FY) 2018-2019 City Budget. A brief synopsis of the proposed budget follows:

SUMMARY OF FUNDS BUDGETS				
	FY 2017-18	FY 2018-19		
	Adopted	Proposed	Increase	Percent
Fund	Budget	Budget	(Decrease)	Change
General Fund	\$ 52,766,255	\$ 52,918,072	\$ 151,817	0.29%
Recreation Fund	1,505,300	1,782,244	276,944	18.40%
Social Services Fund	4,835,238	5,645,139	809,901	16.75%
CSA Fund	3,109,140	3,109,140	0	0.00%
Self-Insurance Fund	500,000	500,000	0	0.00%
Cemetery Fund	165,000	45,000	(120,000)	-72.73%
Anti-litter Fund	6,063	6,063	0	0.00%
Marina/Harbor Fund	14,400	20,000	5,600	38.89%
School Operating Fund	48,119,129	48,119,129	0	0.00%
School Textbook Fund	650,000	650,000	0	0.00%
School Cafeteria Fund	3,142,912	3,142,912	0	0.00%
Building & Bus Fund	1,354,679	1,354,679	0	0.00%
Solid Waste Fund	2,104,382	2,159,838	55,456	2.64%
Sewer Operations Fund	8,479,425	8,479,425	0	0.00%
Sewer Maintenance Fund	7,431,306	6,988,475	(442,830)	-5.96%
Sewer Bond Fund	1,629,459	1,629,459	0	0.00%
HRWTF Fund	14,951,688	19,208,365	4,256,677	28.47%
Stormwater Fund 1	1,809,330	867,000	(942,330)	-52.08%
Stormwater Fund 2	250,000	250,000	0	0.00%
Capital Projects Fund	8,033,747	7,321,300	(712,447)	-8.87%
Econ Development Fund	38,440	38,440	0	0.00%
Healthy Families Fund	203,696	229,425	25,729	12.63%
Total	\$ 161,099,589	\$ 164,464,105	\$ 3,364,517	2.09%

All interested persons may appear and present their views at the above time and place. A complete copy of the proposed budget may be viewed in the City Manager's Office at 300 N. Main Street, Suite 216, Hopewell, VA 23860, during regular business hours or at www.hopewellva.gov. Anyone needing assistance or accommodations under the provisions of the Americans with Disabilities Act should contact the City Clerk at **(804) 541-2249**.

Proposed FY 19 Operating Budget Presentation



Overview and Highlights

**City Council
City of Hopewell
May 8, 2018**

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



The framework of the proposed FY 19 Operating Budget is:

- Neither Aggressive – Tax Rate or Fees Increase Driven
- Nor Passive – saying yes to budgetary inclusion that exceeds FY 18 levels (i.e. 21 new position requests that total approximately \$1.6M and other increase cost items)
- Fiscally responsible providing adequate funding that will enable City Departments to fulfill their mission in rendering of service to the citizens of Hopewell

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



The development of the proposed FY 19 Operating Budget was developed using a Four (4) Pillar Approach:

1. Assessment – Are we fiscally sound?
2. Analysis – Reviewed prior budget practices & trends.
3. Preservation – Will proposed revenues meet costs?
4. Position – Are we able to handle matters that may arise during FY 19 but are not budgeted for?

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



The outcome of deploying this approach resulted a Proposed FY 19 Operating Budget that:

- Proposed Operational Budget – \$164,464,105
Total of 30 funds required for City services
An increase of \$3,364,517 or 2.09%
- Proposed General Operating Fund – \$52,918,072
An increase of \$151,817 or 0.29% over FY 18
- NO Tax Rate or Fee Increases for FY 19.
- NO Transfer from Unassigned Fund Balance to Balance the Budget
- Remain within the baseline budget equal to the amount of the department adopted FY 18.
- Mindful of Pending FY 16, FY 17 & FY 18 CAFR completion

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



Highlights of the Proposed FY 19 Budget:

- 2% Cost of Living Adjustment (COLA) - \$402,378
- Health care cost increase 4-5% - \$150,000
- Mandated Services Funding (Social Services, CSA, etc.)
- No funding for positions (5) on hold until 2016 CAFR completed
- Cap on New Positions – 21 requested, Only 3 recommended
- No New Debt
- Hopewell Public Schools were level funding at FY 18 Adopted Budget Amount - \$53,266,720 (Total) and \$14,264,679 (City's Local Support)

Note: The General Assembly has not approved FY19-20 Budget therefore the City will have to amend the School Board Budget request

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



Other highlights of the proposed budget FY 19 are:

- Cost of Living Adjustment (COLA) 2%-Estimated cost \$402,378
- Health Care Cost Increase-Estimated cost \$150,000
- 3 New Positions

Position Title		Salary	Benefits	Total	Net Impact
Fiscal Tech CSA	New	\$65,000	\$21,419	\$86,419	\$86,419
Economic Development Program Manager	PT to FT	\$70,000	\$22,587	\$92,587	\$57,857
IT Support Specialist	PT to FT	\$44,268	\$16,576	\$60,844	\$35,571
	Totals	\$179,268	\$60,582	\$239,850	\$179,847

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



Notable Changes in FY 19 Proposed Budget

City Clerk \$ **91,953** Addition of Deputy City Clerk Position

City Manager \$ **292,776**

86,419 Salary & Benefits – Accounting Compliance Fiscal Tech

57,857 Salary & Benefits – Economic Development Program Mgr (Net Increase)

100,000 WODA Project Real Estate Rebate (2-years of Rebate)

48,500 Office on Youth (Youth Programs, Rent & Cleaning, Service Contracts)

Finance \$ **88,000**

66,000 Salary & Benefit Changes (Includes Class & Comp Implementation in FY 18)

22,000 Real Estate Service Contracts Increases (ProVal and QPUBLIC)

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



Notable Changes (cont.)

Fire	\$ 600,000
	575,000 Salary & Benefit Changes (6 Add'l Firefighters/Class & Comp Implementation in FY 18)
	20,000 EMS Service Contracts
	5,000 EMS Vehicle Gas
Public Works	\$ 303,000
	120,000 School Bus Maintenance
	83,000 Asphalt Overlay Program
	70,000 VDOT Salary Changes (Includes Class & Comp Implementation in FY 18 & Higher Starting Salary for New Hires)
	15,000 Increase in overtime for VDOT
	15,000 Increase in VDOT service contracts

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



Summary of FY 19 Operating Budget

- **FY 19 General Fund Budget - \$52,918,072 (\$151,817 Or 0.29% increase)**
- **2% COLA - \$ 402,378**
- **Healthcare Cost Increase - \$150,000**
- **3 New FTEs - \$179,847 Net Increase**

Proposed FY 19 Operating Budget

City Council Presentation – May 8, 2018



QUESTIONS?



March 28, 2018

The Honorable City Council
City of Hopewell, Virginia

Dear City Council Members:

Attached is the proposed Fiscal Year (FY) 2018-2019 Operating & Capital Budget. The FY 2019 budget addresses the operational and capital needs of the 30 funds required for the operation of City services in the amount of \$164,464,105. The General Operating Fund is recommended for funding of \$52,918,072, an increase of \$151,817 or .29% over current FY 2017-2018. It should be noted that the proposed budget does not include any adjustment to current tax rates (Real Estate, Personal Property, Machinery & Tools and Meals Tax)

The proposed FY 2019 Budget fulfills the transition period of a new City Manager and City Council having an adequate opportunity to address the strategic direction and issues facing the City. It is the hope of this Administration in the Fall of this calendar year to review in conjunction with Council the City's long-range vision or Comprehensive Plan. The objective of the review will be many but one expected outcome is to have a refreshed Comprehensive Plan that will guide future budgets development into an earlier process cycle.

Guidelines

Understanding the City's current timeline to complete the FY 2019 budget, inclusive through adoption ascribed by state law, Constitutional Officers and Department Directors were provided guidelines for their submission. Specifically, FY 2019 proposed budget submission was to be based on the baseline budget equal to the amount of the department adopted budget for Fiscal Year 2018. Expected expenditures exceeding the baseline required an explanation and justification to be included in the department's submission. Other matters guiding the development of the proposed budget were that the City will continue the fiscal responsible practice of:

- adopting a structurally balanced budget that does not require a draw from Unassigned Fund Balance (UAFB) in order to address core service needs. This is especially critical as the City seeks to complete the CAFRs and the related audits for FY 2016, FY 2017 & FY 2018, which upon such completion a more accurate position of UAFB will be known,
- no tax rate adjustment for FY 2019
- anticipating contingencies/litigation/risks/revenue decrease-stabilization and a financial plan to address the aforementioned, and
- ensuring the existing employee workforce is preserved & fiscally sustainable for their ongoing valued service they provide on behalf of the City to its citizens.

John M. Altman, Jr.
City Manager

maltman@hopewellva.gov
p: (804) 541-2243
f: (804) 541-2248

300 North Main Street
Suite 216
Hopewell, VA 23860

www.hopewellva.gov

Highlights of the Proposed FY 2019 Budget

The proposed budget includes the following:

- Cost of Living Adjustment (COLA) 2%
- Health care cost increase 4-5%
- Mandated Services Funding (Social Services)
- No funding for positions (5) on hold until 2016 CAFR completed
- Cap on new positions
- Cap on new projects
- No new debt
- No salary & compensation increase (previously forecasted at 2%)
- School Funding \$53,266,720 (represents FY 2018, including City's local portion of \$14,264,679, pending School's submission to City Manager)

Also, prepared for your information and consideration are the following attachments:

- Proposed FY 2019 Budget Calendar
- Proposed Tax Rates
- City Manager's Revenue Committee
- Proposed Estimated Revenues & Appropriations by Fund

In summary, this proposed budget for FY 2019 provides adequate funding that will enable the City Departments to fulfill their mission in rendering of service to the citizens of Hopewell Va.

Respectfully,


John M. Altman, Jr.
City Manager

JMAjr/mt/dp

Attachment: Proposed FY 2018-2019 Operating & Capital Budget

Proposed City Budget Calendar for FY 2019

March 1, 2018:	Joint City Council/School Board Budget Meeting
April 5, 2018:	City Council Finance Committee Meeting
April 10, 2018:	City Council Finance Committee Meeting
April 11, 2018:	Budget Work Session on Revenue Projections and Fees Preliminary Discussion on City Manager's Budget Objectives
April 17, 2018:	Budget Work Session on Expenditures Notice of Public Hearing (5-1-2018) on City Budget on Consent Agenda City Council Finance Committee Meeting
April 19, 2018:	Advertise Public Hearing on City Budget (5-1-2018) in Newspapers
April 24, 2018:	Approval of Tax Rates Adoption of Tax Rate Resolution Public Hearing on FY 2019 School Division Budget (<i>tentative</i>) Budget Work Session on Adjusted Capital Improvement Plan
April 25, 2018:	Begin Preparation of Tax Bills
April 26, 2018:	City Council Finance Committee Meeting
May 1, 2018:	Budget Work Session on City Manager's Adjusted Budget (<i>tentative</i>)
May 8, 2018:	Public Hearing and Approval on 1st Reading of the 2019 City Budget
May 14, 2018:	Tax Bill Mailing Date
May 15, 2018:	Budget Work Session on City Manager's Adjusted Budget
May 22, 2018:	Approval on Second Reading of the 2019 City Budget
June 2018:	Budget Work Session on Capital Improvement Plan

Rev. 4/11/18

J:\Mj\working\Budget\2018-2019\Proposed City Budget Calendar for FY 2019 - Revised April 11, 2018.docx

City of Hopewell, VA
FY 2018-2019
Proposed Tax Rates

- Real Estate Tax Rate -- **\$1.13** per \$100 of assessed value
- Personal Property Tax Rate -- **\$3.50** per \$100 of assessed value
- Machinery & Tools Tax Rate -- **\$3.05** per \$100 at 25% original cost
- Meals Tax Rate -- **6.0%**

City of Hopewell, VA
FY 2018-2019 Proposed Budget
City Manager's Revenue Committee

- City Manager
- Assistant City Manager
- Commissioner of Revenue
- Treasurer
- Real Estate Assessor
- Finance Director
- Budget Analyst

**PROPOSED BUDGET
FISCAL YEAR 2018-19**

PROPOSED BUDGET FISCAL YEAR 2018-19

Revenue or Expenditure

General Fund-011:

Estimated Revenues:

From Local Sources	
General Property Taxes.....	34,242,081.52
Other Local Taxes.....	6,106,768.80
Licenses, Permits, Fees.....	851,000.00
Fines & Forfeitures.....	1,628,500.00
Use of Money/Property.....	55,000.00
In-Lieu of Taxes.....	1,261,000.00
Other Local Revenues.....	300,000.00

Estimated Revenues:

State Sources.....	6,786,182.00
Federal Sources.....	200,000.00
Transfers & Fund Balance	
Cost Recovery from Dept of Social Services	507,000.00
Cost Recovery from Solid Waste-030.....	598,040.00
Cost Recovery from Sewer Services-031.....	382,500.00
Total Revenues.....	52,918,072.32

Legislative:

City Council.....	272,213.88
City Clerk.....	172,459.22
City Attorney.....	340,200.00

Constitutional/Courts:

Clerk of Circuit Court.....	459,611.46
Commonwealth Attorney.....	631,336.49
Commissioner of Revenue.....	472,409.79
City Treasurer.....	517,436.34
Electoral Board/Registrar.....	222,134.96
City Sheriff.....	1,471,669.24
Circuit Court.....	66,733.55
General District Court.....	138,938.78
Court Services.....	7,000.00
VJCCA Grant.....	158,474.38
Crater Detention Center.....	363,000.00
Riverside Regional Jail.....	1,935,248.00

PROPOSED BUDGET FISCAL YEAR 2018-19

Revenue or Expenditure

Community Services Act Fund-015:

Estimated Revenues:	
From State Sources.....	2,500,913.00
Transfer from General Fund-011.....	608,227.00
Total Revenues.....	3,109,140.00
Appropriations:	
Administration.....	153,586.30
Direct Services.....	2,955,553.70
Total Community Services Act Fund.....	3,109,140.00

Recreation Fund-035:

Estimated Revenues:	
Fees & Charges.....	198,550.00
Transfer from General Fund-011.....	1,583,694.34
Total Revenues.....	1,782,244.34
Recreation Center Div.....	689,275.67
Community Div.....	121,353.02
Athletics Div.....	140,807.19
Seniors Div.....	146,316.94
Pool Div.....	220,394.36
Parks Div.....	456,898.62
Grants.....	7,198.54
Total Recreation Fund.....	1,782,244.34

Harbor Fund-038:

Estimated Revenues:	
Rental.....	20,000.00
Total Revenues.....	20,000.00
Appropriations:	
Insurance.....	5,000.00
Operating Expenses.....	15,000.00
Total Harbor Fund.....	20,000.00

Anti-Litter Fund-053:

Estimated Revenues:	
From State Sources.....	6,063.00
Appropriations:	
Operating Expenses.....	6,063.00

PROPOSED BUDGET FISCAL YEAR 2018-19

Revenue or Expenditure

Economic Development Fund - 075:

Estimated Revenues:	
Transfer from General Fund-011.....	38,440.00
Appropriations:	
Operating Expenses.....	38,440.00

Self Insurance Fund - 076:

Estimated Revenues:	
Transfer from General Fund.....	500,000.00
Total Revenues.....	500,000.00
Appropriations:	
Property/Liability Insurance Premiums.....	500,000.00
Total Self Insurance Fund.....	500,000.00

Cemetery Fund-003:

Estimated Revenues:	
Interest Income.....	6,000.00
Charges for Services.....	39,000.00
Total Revenues.....	45,000.00
Appropriations:	
Repairs.....	12,500.00
Grass Cutting.....	27,000.00
Miscellaneous.....	5,500.00
Total Cemetery Fund.....	45,000.00

Healthy Families Fund-090:

Estimated Revenues:	
Donation.....	214,425.00
Transfer from General Fund-011.....	15,000.00
Total Revenues.....	229,425.00
Appropriations:	
Appropriations.....	229,425.00
Total Healthy Families Fund	229,425.00

PROPOSED BUDGET FISCAL YEAR 2018-19

Revenue or Expenditure

Administration:

City Manager.....	1,203,221.24
Intergovernmental Affairs.....	111,778.20
Human Resources.....	457,041.84
Finance.....	1,599,613.52
Information Technology.....	978,425.78
Development.....	946,568.84
Police.....	7,632,552.78
Victim-Witness Grant.....	151,171.26
Fire.	4,946,538.48
Public Works.....	5,121,809.73
Administration:	
Health/Outside Agencies.....	1,877,288.00
Non-Departmental.....	935,000.00
Operating Transfers/Contingency.....	19,728,196.56
Total General Fund.....	52,918,072.32

Social Services Fund-012:

Estimated Revenues:

From State Sources.....	1,947,895.58
From Federal Sources.....	2,779,087.36
Transfer from General Fund-011.....	918,156.22
Total Revenues.....	5,645,139.16

Appropriations:

Administration.....	1,087,581.78
Public Assistance.....	
Purchased Services.....	
Eligibility Services.....	4,557,557.38
Cooling Assistance.....	
Pass-Thru Program.....	
Foster Home.....	
Day Care Staff.....	
Quality Day Care.....	
Contingency-Raises-Health Ins.....	
Total Social Services Fund.....	5,645,139.16

PROPOSED BUDGET FISCAL YEAR 2018-19

Revenue or Expenditure

School Operating Fund-014:

Estimated Revenues:	
From State Sources.....	28,250,669.00
From Federal Sources.....	4,396,443.00
Other Revenue.....	1,207,338.00
Transfer from General Fund.....	14,264,679.00
Total Revenues.....	48,119,129.00
Non-Categorical.....	48,119,129.00
Total School Operating Fund.....	48,119,129.00

School Textbook Fund-056:

Estimated Revenues:	
From State Sources.....	650,000.00
Total Revenues.....	650,000.00
Appropriations:	
Text Book Purchases.....	650,000.00
Total School Textbook Fund.....	650,000.00

School Cafeteria Fund-057:

Estimated Revenues:	
From Federal Sources.....	3,142,912.00
Total Revenues.....	3,142,912.00
Appropriations:	
Operating Expenses.....	3,142,912.00
Total School Cafeteria Fund.....	3,142,912.00

School Bldg/Bus Replacement Fund-063:

Estimated Revenues:	
Use of Surplus.....	1,354,679.00
Total Revenues.....	1,354,679.00
Appropriations:	
Appropriations.....	1,354,679.00
Total School Bldg/Bus Replacement Fund.....	1,354,679.00

PROPOSED BUDGET FISCAL YEAR 2018-19

Revenue or Expenditure

Solid Waste Fund-030:

Estimated Revenues:	
Fees & Charges.....	2,159,837.63
Total Revenues.....	2,159,837.63
Curb-Side Pickup.....	1,966,156.14
Convenience Center.....	193,681.49
Total Solid Waste Fund.....	2,159,837.63

Sewer System Revenue Fund-040:

Estimated Revenues:	
Charges for Services.....	8,479,425.00
Total Revenues.....	8,479,425.00
Appropriations:	
Transfer to Sewer System Operating Fund-041.....	6,849,966.00
Transfer to Sewer System Bond Fund-043.....	1,629,459.00
Total Sewer System Revenue Fund.....	8,479,425.00

Sewer System Operating Fund-041:

Estimated Revenues:	
Transfer f/ Sewer System Revenue Fund-040.....	6,849,966.00
Interest Income.....	138,509.48
Total Revenues.....	6,988,475.48
Appropriations:	
Maintenance & Inspections.....	1,240,305.65
City Pump Stations.....	4,620,416.14
Capital.....	1,127,753.69
Total Sewer System Operating Fund.....	6,988,475.48

Sewer System Imprv/Redemp Fund-042:

Estimated Revenues:	
Transfer f/ Sewer Services Fund-031.....	
Transfer f/ Sewer System Revenue Fund-040.....	
Total Revenues.....	-
Appropriations:	
Transfer to Reserve Account Fund-042.....	
Capital Construction.....	
Total Sewer System Imprv/Redemp Fund.....	-

PROPOSED BUDGET FISCAL YEAR 2018-19

Revenue or Expenditure

Sewer System Bond Fund-043:

Estimated Revenues:

Transfer f/ Sewer System Revenue Fund-040..... 1,629,459.00

Appropriations:

Bond Principal..... 505,000.00

Bond Interest..... 1,124,459.00

Total Sewer System Bond Fund..... 1,629,459.00

Storm Water Fund -048:

Estimated Revenues:

Storm Water Fees..... 867,000.00

Total Revenues..... 867,000.00

Appropriations:

Operating Expenses..... 867,000.00

Storm Water Fund -049:

Estimated Revenues:

Storm Water Fees..... 250,000.00

Total Revenues..... 250,000.00

Appropriations:

Operating Expenses..... 250,000.00

Water Renewal Fund-032:

Estimated Revenues:

Industrial User Charges..... 19,208,365.00

Total Revenues..... 19,208,365.00

Appropriations:

Operating Expenses..... 19,208,365.00

PROPOSED BUDGET FISCAL YEAR 2018-19

Revenue or Expenditure

Capital Projects Fund-071:

Estimated Revenues:

Fund-071 Revenue.....	2,371,300.00
Room Tax Revenue.....	750,000.00
Food Tax Revenue.....	2,300,000.00
Grant Fund.....	100,000.00
Transfer from GF (011).....	1,000,000.00
Transfer from General Fund I-295.....	800,000.00
Total Revenues.....	7,321,300.00

Appropriations:

Debt Service.....	4,661,977.00
Debt Service Fees.....	

Capital Projects:

IT - Fiber connections for social services, recreation and public works.....	165,000.00
IT - Munis Upgrade, Additional Storage City-wide.....	40,000.00
IT - Disaster Recovery System.....	120,000.00
Sheriff – Annual contract to Taser.....	20,000.00
Sheriff – 1 new court vehicles.....	31,315.00
Police - 2 marked utilities, 2 unmarked sedans.....	140,000.00
Fire – Station upkeep & equipment.....	73,500.00
Public Works - VDOT projects.....	1,569,507.00
Public Works -Reconstruction/ Rehabilitation	200,000.00
Rec & Parks – Crystal Lake Expansion & Arlington Project.....	90,000.00
Rec & Parks – Replace Community Center roof.....	55,000.00
Rec & Parks – Replace outdated software.....	20,000.00
Development – Tall weeds, grass, trash, debris.....	40,000.00
Development – Demolition, rehab, acquire	75,000.00
Treasurer-Remodel front cashier area.....	20,000.00
Sub-total Capital Projects.....	2,659,323.00
Total Debt/Capital Projects Fund.....	7,321,300.00

Estimated Revenue

\$ 164,464,105.43

Projected Expenditures

\$ 164,464,105.43

**COMMUNICATIONS
FROM CITIZENS**

REGULAR BUSINESS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Program: Site Assessment and Planning Grant

BACKGROUND:

The City of Hopewell Economic Development Authority, with Council’s approval, purchased the former Luna’s Restaurant located at 208 E. Cawson Street in October 2016. The site is adjacent to the former Appomattox Dry Cleaner’s location creating underground environmental issues. The City applied and was awarded a Site Assessment and Planning Grant in the amount of \$30,000 through Virginia’s Brownfields Assistance Fund program operated by the Virginia Economic Development Partnership and the Virginia Department of Environmental Quality.

ISSUE:

Due to environmental issues associated with the former dry cleaner’s site, redevelopment of the Luna’s property is currently a challenge to developers despite the site’s proximity to the Beacon Theatre. The awarded grant will allow necessary environmental assessments to be completed providing a clear path to redevelopment of the property.

RECOMMENDATION:

City Administration recommends Council approval of the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Program: Site Assessment and Planning Grant and requests authority for City Manager to sign such agreement once approved by the City Attorney.

FISCAL IMPACT: The table below outlines the items the awarded \$30,000 grant will cover.

Cost Item	Amount
Phase I ESA	\$3,910
Asbestos and Lead Based Paint Survey	\$4,910
Vapor Intrusion Assessment	\$9,315
Phase II ESA	\$11,865
Total	\$30,000

Council action form 11-21-2017

SUMMARY:

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--|--|--------------------------|--------------------------|--|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|---------------------------------|--|----------|----------|--|--------------------------|--------------------------|----------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------------|
| <table style="width: 100%; border: none;"> <tr> <td style="width: 5%;">Y</td> <td style="width: 5%;">N</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Councilor Christina J. Luman-Bailey, Ward #1</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Councilor Arlene Holloway, Ward #2</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Councilor Tony Zevgolits, Ward #3</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Councilor Jasmine Gore, Ward #4</td> </tr> </table> | 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 Zevgolits, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 | <table style="width: 100%; border: none;"> <tr> <td style="width: 5%;">Y</td> <td style="width: 5%;">N</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Councilor Janice Denton, Ward #5</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Councilor Brenda S. Pelham, Ward #6</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Councilor Jackie M. Shornak, Ward #7</td> </tr> </table> | 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 |
| 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 Zevgolits, 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 | | | | | | | | | | | | | | | | | | | | | | | | | | |

**05-08-
2018**

ENCLOSED DOCUMENTS:

Aerial of project site

Notice of award from the Virginia Economic Development Partnership

STAFF: Jake Elder, Economic Development Specialist

Council action form 11-21-2017

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 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

05-08- 2018

Jake Elder

From: Loftus, John <JLoftus@yesvirginia.org>
Sent: Wednesday, January 24, 2018 12:09 PM
To: Charles E. Dane; Jake Elder
Cc: Hart, Kara; jmanderson@deq.virginia.gov; Maiden, Vince (DEQ)
Subject: FY18 VBAF Assessment Grant Application - 208 E. Cawson Street

Dear Charles and Jack:

I am pleased to report that the City of Hopewell's Site Assessment and Planning Grant application for \$3-0,000 in Virginia Brownfields Assistance Funds (VBAF) has been approved by our VEDP/DEQ review team. We understand the funds will be used to complete environmental assessments, asbestos and lead paint survey, and a vapor intrusion survey at the property located at 208 E. Cawson Street in Hopewell. This looks to be a great opportunity to address existing environmental concerns on the site, potentially leading to redeveloping this property into restaurant or brewery space in the downtown area.

The next step in the process will be to work towards execution of a performance agreement for the grant. Ms. Kara Hart, VEDP's Associate General Counsel, will be in touch with you soon with a draft agreement for you to review.

At the end of the project we will be asking for a report on what has occurred and any short term results. Then a few years later we will be likely surveying you and other VBAF grant recipients for a longer term perspective on what impacts and results the project produced. I would encourage you to be thinking about setting up a process to capture these results as they happen. Our goal is to be able to tell a strong, positive story about the effectiveness of the VBAF Program statewide. Below are the kinds of things that we are asking communities to capture over time:

- Pre-Grant Assessed Value of property (or that of nearby properties)
- Current Property Value (or that of nearby properties)
- Describe any activity that has occurred at the property since the grant was awarded: Additional grants, physical improvements, new business or residential activity, or any other improvements to the property.
- Has any redevelopment occurred to adjacent properties as a result of improvements to subject property? Please include any new jobs and investment, as well as any anecdotal information (e.g. increases in sales taxes, number of patrons, visitors, neighboring property sales, etc.)
- Total redevelopment investment into subject property (real estate, equipment and other personal property investment.)
- New jobs created and any indication of average salaries or total new payroll.
- Before and after photos.

We look forward to working with the City of Hopewell on this exciting project.

Sincerely,

John K. Loftus

Sites and Buildings Manager

Virginia Economic Development Partnership

Direct: 804-545-5786 | Mobile: 804-840-6192

www.YesVirginia.org



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
- X Regular Business
- Reports of Council Committees

Action:

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

COUNCIL AGENDA ITEM TITLE: Approve up to \$70,000.00 for Fire Department alerting and toning equipment repair/replacement

ISSUE: The fire station alerting system is in need of replacement. There are two portions to that system. The dispatch portion of the system housed in City Hall, and the station side of the system in each station. The dispatch side of the system is running on a Windows NT machine with proprietary hardware, both of which are out of support. Recently we have begun to have issues with the system not alerting the Fire Department, being slow to alert, double toning, etc. These issues have become more and more frequent requiring a number of troubleshooting visits from Commtronics.

RECOMMENDATION: Approve Appropriation

TIMING: Upon Approval of Council

BACKGROUND: Commtronics advised us that the system was out of support when we upgraded the radio system. At the time we had delayed replacement, as this need would be resolved as part of the new fire station project, and the system was operating normally. As the timeline on the station project has lengthened, issues with the aging system have begun to present themselves. This purchase would replace the dispatch side of the alerting system only, leaving the station side to be purchased and installed when the new station is built.

FISCAL IMPACT: We would like to use uncommitted funds from the Public Safety Buildings project. This is a one-time investment in the dispatch side of the fire station alerting system replacement, that will both purchase down risk on current system failure, as well as provide the dispatch upgrade needed for the new station alerting system.

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

Y	N	
<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 Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6

ENCLOSED DOCUMENTS: N/A

STAFF: Donald Hunter Fire Chief

SUMMARY:

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

Y	N	
<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 Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6

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: Presentation regarding a request from the Hopewell Redevelopment and Housing Authority to rezone property.

ISSUE: The City has received a request from the Hopewell Redevelopment and Housing Authority (HRHA) to rezone property identified as Sub-Parcel #'s 042-0095, 042-0195, and 042-0252, from R-3, Residential, Medium Density District and B-3, Corridor Development District to R-4, Residential. The properties are located off of Winston Churchill Drive between Westover Avenue and Highland Avenue.

RECOMMENDATION: Administration recommends City Council listen to presentation on the request prior to a public hearing.

TIMING: City Council is requested to hear proposal at their May 8, 2018 meeting and hold a public hearing at the May 22, 2018 meeting.

BACKGROUND: The Planning Commission held a public on March 1, 2018 to consider citizen comments regarding this request. The Commission had questions about the proposal and asked Staff to meet with representatives from HRHA to discuss. This meeting took place on March 15, 2018. The HRHA provided a list of voluntary conditions that addressed the concerns voiced by the Planning Commission. The Commission approved the rezoning request, with voluntary conditions at their April 5, 2018 meeting.

FISCAL IMPACT:**ENCLOSED DOCUMENTS:**

- Staff Report
- Letter of voluntary conditions provided by HRHA
- Map of property

STAFF: Tevya W. Griffin, Director, Department of Development Horace H. Wade III, City Planner

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor 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			



**Hopewell Redevelopment and Housing Authority
Rezoning from R-3 (Residential, High Density) and
B-3 (Highway Commercial District) to R-4
(Residential Apartments)**

Staff Report prepared for the Planning Commission Regular Meeting – March 1, 2018
Revised April 3, 2018, May 2, 2018

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

I. PUBLIC HEARING & MEETING:

Planning Commission	March 1, 2018	Tabled for more information
Planning Commission Meeting	April 5, 2018	Approved with voluntary conditions provided by the applicant

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning: R-4, Residential Apartments
 Existing Zoning: Sub-Parcel #042-0195 is zoned R-3
 Sub-Parcel #042-0095 is zoned B-3
 Parcel Size: Total Acreage: Approximately 3.8 acres
 Owner: Current Owner: AWK & Najma Durrani. Under contract with the Hopewell Redevelopment & Housing Authority
 Location of Property: Located between Spruce and Cypress Street between Highland and Westover Avenue
 Election Ward: Ward 2
 Land Use Plan Recommendation: 2001 Comprehensive Plan - Residential
 Draft 2028 Comprehensive Plan – Medium Density Residential to High Density Mixed Use
 Strategic Plan Goal: N/A
 Zoning of Surrounding Property: North: R-4 & M-1

South: B-3 & R-4

East: R-4 & B-3

West: M-1

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Hopewell Redevelopment and Housing Authority to rezone two properties located at 1012 Winston Churchill Drive. The property is identified as Sub-Parcels 042-0195 and 042-0095. The legal description for Sub-Parcel 042-0195 is Lots 1 through 12, Block 5 and Lots 1 through 12, Block 7 and Lots 1 through 12, Block 10. The legal description for Sub-Parcel 042-0095 is Lots 1-4, Block 3. The applicant has a contract to purchase both properties and as is scheduled to close in the near future. The applicant proposal is to rezone the property to R-4, Residential, Apartments in order to construct a residential complex with 68 apartments.

IV. FUTURE LAND USE:

Future land use for this property is designated as Residential in the 2001 Comprehensive Land Use Plan for the City of Hopewell. The 2028 Draft Comprehensive Plan Future Land Use Map designates this area as Neighborhood Commercial.

The Neighborhood Commercial Land Use has the following criteria:

Residential emphasis with Urban Development Area Designation; High Density Single, Attached & Multifamily Residences; Residential Units in Mixed-Use Buildings; Live-Work Dwellings

Typical Density Range:

Detached – 5-7 DU/AC

Multifamily – 20-40 DU/AC

Attached: 10-14 DU/AC

Mixed Use: Variable Mix & Density by Small Area Plan

Typical Dwelling 500-2000 SF/DU

V. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this rezoning request are found in Article XXI, *Amendments*, and include the following:

Article XXI-A, Initiation:

"Whenever public necessity, convenience, general welfare or good zoning practice require, City Council may amend, supplement, or change this ordinance, including the schedule of district regulations and the official zoning map. Any such amendment may be initiated by resolution of City Council, by motion of the Planning Commission, or by petition of any property owner addressed to City Council."

Article XXI-B, Action by Planning Commission

1. No zoning ordinance shall be adopted, amended, or re-enacted unless City Council has referred the proposal to the Planning Commission for its recommendation. The commission shall hold at least one (1) public hearing on such proposed amendment, after notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. Following the hearing, the Planning Commission shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing, and shall transmit such recommendations, together with any explanatory matter, to the City Council.

2. In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the comprehensive plan of the city and would be in furtherance of the purpose of this ordinance.

Article XXI-B, Action by City Council

Before approving the proposed amendment, the City Council shall hold at least one (1) public hearing thereon, pursuant to public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended, after which the City Council may make appropriate changes or corrections in the proposed amendment; provided, however, that no additional land may be zoned to a different classification than was contained in the public notice without an additional public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. An affirmative vote of at least a majority of the members of the City Council shall be required to amend or re-enact a zoning ordinance.

Article VI, Residential Apartment District (R-4) – See Attached

VI. SUBJECT PROPERTY:

The subject property is located off on Winston Churchill Drive near Cavalier Square Shopping Center across the street from Carter G. Woodson Middle

School. It is situated between Highland and Westover Avenue and off of Cypress Street. It is approximately 3.8 acres.

Blocks 5, 7 and 10 shown on the map are zoned R-3 and Block 3 is zoned B-3. The applicant is requesting the rezoning of all the property to R-4. The size of the property is sufficient to build apartments as proposed. The parcels are not located within a Chesapeake Bay Protected area such as the Resource Protection or Resource Management area. Additionally, the property is located in Zone X, as identified on the most recent approved FEMA maps. This means it is in an area of minimal flood hazard. Parcels in Blocks 5 and 7 of the property are fairly flat, while parcel in Block 10 has a grade change from 50 to 66. There are no known environmental constraints that would impede the development of the property.

VII. ZONING/STAFF ANALYSIS:

The R-4 Zoning District is a high density, multi-family district. The current Comprehensive Plan Land Use Map designates this area as Residential. The current R-3 zoning would allow for multifamily dwelling such as apartments and townhouses but with lower density. In the R-3 district multifamily dwellings must have a minimum lot area of seven thousand five hundred (7,500) for the first two (2) units plus four thousand (4,000) for each additional unit.

The R-4 Zoning District allows the following: two thousand (2,000) square feet for each one (1) bedroom dwelling unit, two thousand four hundred (2,400) square feet for each two (2) bedroom dwelling unit, and two thousand eight hundred (2,800) for each three (3) bedroom dwelling unit.

The applicant is proposing 68 apartment units but has not yet determined the mix of bedroom units in the complex.

It has been a priority of the HRHA Board for some time to move the residents of the 120 unit Davisville/Bland Court to a more environmentally safe location. This development would be the first phase of relocation for residents. A location for the second and last move of residents has not been finalized.

This project will be financed using Low Income Housing Tax Credit (LIHTC) which is administered through the Virginia Housing Development Authority. The LIHTC allows for the financing of affordable housing for persons at 40, 50 and 60 percent of the Area Median Income as assessed in the Richmond Metropolitan Statistical Area. For a family of 4 the income would be as follows:

40% of Area Median Income: \$30,960
50% of Area Median Income: \$38,700
60% of Area Median Income: \$46,440

Based on Hopewell Median Income: \$78,700.00 Effective Date: 4/14/2017

*30%: Extremely Low-Income | 50%: Very Low-Income | 80%: Low-Income

Based on the financial eligibility requirements above, current residents of Davisville/Bland Court would be eligible to live in the proposed development. The applicant could also provide those in Davisville/Bland Court with a housing voucher that would allow them to move anywhere in the City, including the new development. Additionally, those outside of Davisville/Bland Court could be allowed to reside in the proposed development, similar to the Summitt, where 30 units were set-aside for previous Langston Park residents, and 26 were market rate. HRHA plans to utilize all units in the proposed development to transition residents from Davisville.

There are two financing options when applying for LIHTC; the 4% or 9% credit. The latter is more competitive and has a definitive grant cycle each year. The 4% credit can be applied for throughout the year. Both require high quality development in regards to material usage (over 60% brick, remaining hardy plank), and energy efficiency.

The 2028 Comprehensive Plan identifies this area as high density residential/commercial mixed use area using Traditional Neighborhood Design (TND). Staff has discussed this with the applicant who has interest in the TND as is willing to explore this option. In regards to building design the applicant has given thought to a single building with multiple floors and first floor covered parking.

When considering the request to rezone, the Planning Commission must determine if the requested zoning district and the proposed use is compatible with the surrounding community. The Commission should also consider how rezoning would affect current conditions, such as traffic, connectivity, parking, etc.

VIII. STAFF RECOMMENDATION:

The staff recommends approval, with conditions of the rezoning of the subject properties from R-3 and B-3 to R-4. Staff provides this recommendation for the following reasons:

1. A portion of the property is already zoned for residential purposes. The proposed zoning, while a higher density, is also for residential use;
2. The rezoning will provide better quality housing for current tenants of Davisville/ Bland Court;
3. The location removes residents of that community out of an environmentally harmful area;
4. The development will contain no more than 68 units;
5. The applicant is willing to voluntarily provide a development using Traditional Neighborhood Design principles, to include but not limited to, the building(s) will be built close the street, there will be sidewalks, walking paths

and/or bike paths to connect to future pedestrian scale paths developed by the City;

6. The applicant is willing to voluntarily provide the Planning Commission the authority to review and approve the design of the building(s), (b) the height and number of floors of building(s), (c) the building setbacks and (d) the overall site layout; prior to site plan approval;
7. The applicant is willing to voluntarily provide that the exterior of the building will be brick and hardiplank;
8. The applicant is willing to voluntarily provide that the building will meet the energy efficiency requirements for Earthcraft certification; and
9. The applicant is willing to voluntarily provide that the plans will be discussed with the police department to include elements of Crime Prevention through Environmental Design.

The applicant has provided a signed letter providing for the voluntary conditions provided for in items 4 – 9 above.

IX. PROPOSED RESOLUTION:

In accordance with Article XXI-B, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends *approval with conditions as outlined by HRHA in their letter dated March 28, 2018* of the request submitted by the Hopewell Redevelopment and Housing Authority to rezone and amend the zoning district map for Sub-Parcels #042-0195 and 042-0095, consisting of approximately 3.8 acres from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments in order to build 68 apartments.



The City
of
Hopewell, Virginia

City of Hopewell, VA
Permits / Inspec... - 20180008|RZNG - 2018
006396-0001 Tevya Gr... 01/10/2018 03:01PM
0 -
REZONING - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 041203

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

APPLICATION FOR REZONING

APPLICATION FEE: \$300

APPLICANT: Hopewell Redevelopment & Housing Authority
ADDRESS: 350 East Poythress Street
Hopewell, VA 23860

PHONE #: 804 458 5160 FAX #: _____

INTEREST IN PROPERTY: ^{Purchase Contract} OWNER OR AGENT

IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: AWK & Najma Durrani
ADDRESS: 1012 Winston Churchill Dr
Hopewell, VA 23860

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION: _____

LEGAL DESCRIPTION: See Attached

PARCEL #: 042-0195 / 042-0095 ACREAGE: ~~3.0~~ ^(m) Approx 3.8 AC

PRESENT ZONING DISTRICT: R3 / B3

REQUESTED ZONING DISTRICT: R4
PRESENT USE OF PROPERTY: vacant land

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
Apartment buildings and a community building
for resident use

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
The change is needed to facilitate anticipated development.
The change is aligned with the neighborhood character and
uses.

80008105

ANTICIPATED EFFECT OF THE PROPOSED CHANGE (IF ANY) ON PUBLIC SERVICES AND FACILITIES:

This change will have a very limited effect on public services and facilities as it only brings an additional 15-20 households beyond what is already allowed to an area that is able to absorb it well.

APPROPRIATENESS OF THE PROPERTY FOR THE PROPOSED CHANGES, AS IT RELATES TO THE INTENT OF THE ZONING DISTRICT DESIRED:

The property is most appropriate for this change.

WAY IN WHICH THE PROPOSED CHANGE WILL FURTHER THE PURPOSES OF THE ZONING ORDINANCE AND GENERAL WELFARE OF THE COMMUNITY:

This change is aligned with the general spirit of the zoning ordinance. This change will be a great benefit to the community.

COMMENTS FROM APPLICANT / OWNER:

*** ATTACH A COPY OF A SURVEY BY A LICENSED SURVEYOR OF THE PROPERTY

A PROFFER STATEMENT IS ATTACHED Y N

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

12/27/2018
DATE

OFFICIAL USE ONLY

DATE RECEIVED: 1/10/18 DATE OF FINAL ACTION: _____

ACTION TAKEN:

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT ("Agreement") dated December 28, 2017 between AWK and NAJMA DURRANI (the "Seller"), using the address 1107 Marl Bank Drive North Prince George, VA and Hopewell Redevelopment and Housing Authority, a Public Housing Authority in the State of Virginia.

1. **CONVEYANCE.** Seller agrees to sell and convey to Purchaser (or its assignee or nominee) and Purchaser agrees to purchase from Seller, the real estate located in the City of Hopewell, State of Virginia, identified as City of Hopewell PID number 042-0195, further described as 3.5 +/- acres located at Cedar Street and Westover Avenue, Hopewell, VA 23860 in Hopewell, VA which is more particularly described in **Exhibit A** attached hereto and made a part hereof, together with (a) all rights, easements and appurtenances belonging or appertaining thereto, (b) all right, title and interest of Seller in and to any and all roads, streets, alleys or public and private rights of way, bounding such property, and (c) all buildings and other improvements thereon, if any (collectively, the "Property"). Purchaser reserves the right to substitute the description appearing on **Exhibit A** with the legal description shown on an accurate boundary survey obtained by Purchaser and approved by Seller.

2. **PURCHASE PRICE.** The purchase price is Two hundred and fifty thousand dollars and no Cents (\$250,000.00) ("Purchase Price"), which shall be due and payable as set in this agreement, plus or minus prorations, as hereinafter provided. Upon the execution of this Agreement, Purchaser shall pay One Thousand Dollars (\$1,000.00) with the execution of this Contract, and will be applied to purchase price at closing.

3. **CONTINGENCY PERIOD.** Purchaser shall have ninety (90) days following the execution of the Agreement (the "Contingency Period") in which to conduct any and all due diligence concerning the Property.

4. **INSPECTION PERIOD.** Seller acknowledges that Purchaser has performed only a visual inspection of the Property and that Purchaser has not had an adequate opportunity to conduct a complete examination and physical inspection of the Property. Accordingly, Purchaser shall not be obligated to purchase the Property unless surveys, title examinations, zoning and environmental studies conducted by Purchaser at its sole expense shall show, in Purchaser's sole discretion, the Property to be free from environmental contamination or any environmental law violation and otherwise suitable to Purchaser's proposed use of the Property for multifamily residential housing ("Purchaser's Proposed Use"), including, but not limited to availability of adequate utilities. All such studies, reports, plans, appraisals, surveys or other materials obtained or undertaken by Purchaser shall remain the sole property of Purchaser. Purchaser shall have a period of 90 days, concurrent with the contingency period, from the date of this Agreement (the "Inspection Period") to inspect the Property and perform such title examinations, tests and studies and obtain such surveys and reports as Purchaser in its sole discretion deems necessary. Seller shall permit Purchaser, its employees, agents, independent contractors, successors and assigns access to the Property for purposes of conducting such inspections. Purchaser shall indemnify, defend and hold harmless Seller against any claims, damages or liability to Seller resulting from Purchaser's entry upon the Property during the Inspection Period. Purchaser may terminate its obligations to Seller under the Agreement by giving notice to Seller within the Inspection

Period to the effect that inspections show the Property not to be free from environmental contamination or any other environmental law violation. The initial Deposit of One Thousand & 00/100 Dollars Shall be refunded in the event Purchaser in his sole discretion elects to terminate this agreement due to the environmental study yielding unsuitable results, or any other studies that reflect unsuitable conditions to purchaser and uncured by the seller during the Inspection Period. After the Inspection Period expires, the Initial Deposit money is nonrefundable, but applicable to the purchase price. Purchaser agrees to provide Seller with copies of all studies and due diligence items performed regarding the property.

CONTINGENCIES. Seller acknowledges that Purchaser's ability to use the Property for its Proposed Use is subject to certain financing and related contingencies. Notwithstanding anything in this Agreement to the contrary, Final approval of all terms and conditions may require HRHA board approval prior to closing.

5. **TITLE INSURANCE.**

(a) Upon execution and delivery of this Agreement, Seller shall provide to Purchaser as soon as reasonably practicable copies of all title information and other information relating to the Property in the possession of or available to Seller, including but not limited to: surveys, deeds, notes and deeds of trust, title policies or commitments and underlying exceptions, environmental reports, easements, restrictions and covenants relating to the Property. Seller will convey good and marketable title to the Property at closing, and except as provided for herein, the Property shall be conveyed free, clear and unencumbered of all tenancies and parties in possession on the date of closing.

(b) In the event any title search conducted by Purchaser or its Agents shall reflect any defects in title or other conditions not acceptable to Purchaser ("Defects"), then Seller, upon Purchaser's notification of the Defects, shall immediately and diligently proceed to cure same to Purchaser's satisfaction. If, after the exercise of all reasonable diligence, Seller is unable to remove the Defects or obtain a title endorsement over the Defects, then Purchaser may accept the Defects, or Purchaser may terminate the Agreement, in which case Purchaser shall be entitled to the return of the Earnest Money Deposit Of One Thousand & 00/100 Dollars (\$1000.00) and the parties to and their respective brokers shall be released and held harmless from any claims arising and this agreement shall become null and void. Title objections must be reported to Seller within the first fifty (50) days of the "INSPECTION PERIOD" or within seven (7) days of discovery or title shall be deemed acceptable to Purchaser and satisfied with regards to Purchase Agreement.

6. **SELLER'S REPRESENTATIONS AND WARRANTIES.** Seller represents and warrants to Purchaser as follows:

(a) Seller has received no written notice of any pending action by any governmental authority or agency having the power of eminent domain, which might result in any part of the Property being taken by condemnation or conveyed in lieu thereof. Seller shall, promptly upon receiving any such notice, give Purchaser written notice thereof.

(b) Seller has received no written notice of any action, suit or proceeding pending or threatened in writing against, by or affecting Seller's right to transfer the Property or the title of the Property.

(c) At closing, Seller shall terminate, and be responsible for any payments due with respect thereto, all contracts affecting the Property, unless Purchaser agrees to assume any such contracts.

(d) There are no unwritten or unrecorded leases, easements, licenses, or agreements of any kind or nature which grants any rights whatsoever to any party with respect to the Property.

(e) To the best of the Seller's knowledge and belief, the land and/or any improvements comprising the Property, are free of the existence of "Hazardous Materials" (as hereinafter defined), and is not in violation of any Environmental Laws (as hereinafter defined) affecting the Property. As used herein "Environmental Laws" means all federal, state and local statutes, codes, regulations, rules, ordinances, orders, standards, permits, licenses, policies and requirements (including consent decrees, judicial decisions and administrative orders) relating to the protection, preservation, remediation or conservation of the environment or worker health or safety, all as amended or reauthorized, or as hereafter amended or reauthorized, including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. § 9601, *et seq.*, the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. § 6901, *et seq.*, the Emergency Planning and Community Right-to-Know Act ("Right-to-Know Act"), 42 U.S.C. § 11001, *et seq.*, the Clean Air Act ("CAA"), 42 U.S.C. § 7401, *et seq.*, the Federal Water Pollution Control Act ("Clean Water Act"), 33 U.S.C. § 1251, *et seq.*, the Toxic Substances Control Act ("TSCA"), 15 U.S.C. § 2601, *et seq.*, the Safe Drinking Water Act ("Safe Drinking Water Act"), 42 U.S.C. § 300f, *et seq.*, the Atomic Energy Act ("AEA"), 42 U.S.C. § 2011, *et seq.*, the Occupational Safety and Health Act ("OSHA"), 29 U.S.C. § 651, *et seq.*, and the Hazardous Materials Transportation Act (the "Transportation Act"), 49 U.S.C. § 1802, *et seq.* As used herein, "Hazardous Materials" means: (1) "hazardous substances," as defined by CERCLA; (2) "hazardous wastes," as defined by RCRA; (3) any radioactive material including, without limitation, any source, special nuclear or by-product material, as defined by AEA; (4) asbestos in any form or condition; (5) polychlorinated biphenyls; and (6) any other material, substance or waste to which liability or standards of conduct may be imposed under any Environmental Laws.

(f) Seller represents and warrants that the existing loan on the Property is current in all respects and that no default exists under the loan documents (which shall include all documents executed by the Seller in connection with the loan for the Property), and that such loan shall remain current and the Seller shall comply with all aspects, conditions and requirements of said loan documents at all times that this Agreement is in force including the Closing Date.

7. **EMINENT DOMAIN; DAMAGE.** If, prior to closing, all or any part of the Property is condemned or appropriated by public authority or any party exercising the right of eminent domain, or is threatened thereby, or if the buildings and improvements on the Property are destroyed or materially damaged by fire, windstorm, explosion or other casualty, Seller will give Purchaser written notice thereof and Purchaser may, at its option: (i) terminate this Agreement and Purchaser shall be entitled to the return of the Earnest Money Deposit and the parties shall be released from further

liability; or (ii) elect to proceed under this Agreement and, at Purchaser's discretion, either (a) the Purchase Price shall be reduced by, or (b) Purchaser may take an assignment of, the amount of Seller's award and/or insurance proceeds to which Seller is entitled to receive.

8. **RISK OF LOSS.** Prior to closing, the risk of loss or damage to the Property shall remain with Seller.

9. **CLOSING.**

(a) **Time.** Closing shall take place on a date mutually agreeable to Purchaser and Seller by March 31, 2018.

(b) **Place.** Closing shall be held at a place and time mutually agreeable to Purchaser and Seller.

(c) **Documents.** Seller shall deliver at closing the following executed documents in form and content acceptable to Purchaser:

(i) **Deed.** A General Warranty Deed ("Deed"), with a release of dower, curtesy, homestead and other spousal rights, if any, conveying good, marketable and insurable title and warranting title to be free and clear of all Defects except any which Purchaser may have waived in writing prior to closing and which are listed as exceptions on the Deed.

(ii) **Authority.** Such evidence or documents as may be reasonably required by Purchaser or the Purchaser's title insurance company evidencing the status and capacity of Seller and the authority of the person or persons who are executing the various documents on behalf of Seller in connection with the sale of the Property, including, but not limited to, a good standing certificate from the applicable Secretary of State in which the Property is located and corporate resolutions, if applicable.

(iii) **Leases.** Any leases related to the property, either residential or business-related.

(d) **Payment.** The Purchase Price, subject to any applicable reimbursements, prorations and/or adjustments, shall be paid to Seller as follows:

(i) Should closing occur, all Money Deposits (Initial, Additional, and Extension) shall be applied to the Purchase Price;

(ii) Purchaser shall deliver the balance of the Purchase Price (less reimbursements, prorations and adjustments as set forth herein) to Seller at closing, in cash or otherwise readily available funds.

(e) **Real Estate Taxes and Assessments.** General and special real estate taxes, assessments and other state or city taxes affecting the Property (collectively, "Real Estate Taxes") shall be prorated as of the date of closing based upon the amount of the most recent ascertainable taxes for the Property.

(f) **Transfer Taxes and Recording Fees.** Any transfer or sales tax, including tax(es) on the Deed, shall be paid by Seller at closing. Any recording fees shall be paid by Purchaser.

(g) **Brokers.** Seller and Purchaser represent and warrant to each other that they have not had any dealings with any real estate brokers, finders or agents in connection with this Agreement other than McDonough Real Estate Company (the "Seller's Broker"). Seller shall pay all commissions and other fees due to brokers; a ~~5.00%~~ ^{5.00%} commission. No other fees or commissions to any other shall be the responsibility of the Seller

(K-10)

10. **SURVIVAL OF CLOSING.** All representations, warranties, agreements and indemnities contained in this Agreement shall survive the closing of this transaction.

11. **POSSESSION.** Possession of the Property, free from all tenancies, parties in possession and occupants, shall be delivered to Purchaser by Seller at the closing.

DEFAULT. In the event Purchaser defaults under the terms and conditions of the Agreement and Seller is not in default of the Agreement, Purchaser shall have thirty (30) days after receipt of written notice of default from Seller to cure the default. In the event of no cure by purchaser after the 30 days purchaser shall be liable for all costs and damages including legal fees incurred by seller in his attempt in enforcement of this agreement under the law.

In the event Seller defaults under the terms and conditions of this Agreement and Purchaser is not in default of this Agreement, Purchaser shall deliver a written notice to Seller stating the default of Seller and the action required by Seller to cure such default. Said notice shall provide that if said identified default is not cured to Purchaser's satisfaction within thirty (30) days after Seller's receipt of such notice, then Purchaser may either: (i) terminate this Agreement by written notice to Seller, and thereupon the Earnest Money Deposit of One Thousand (\$1,000.00) shall promptly be refunded to Purchaser and the parties shall have no further obligations hereunder; or (ii) avail itself of any remedies available to it at law or in equity, including, but not limited to, the right to specific performance, and seller shall be liable for all costs and damages including legal fees incurred by purchaser in his attempt in enforcement of this agreement under the law.

12.

13. **TIME OF THE ESSENCE.** Time is of the essence of this Agreement; provided, however, if the final (but not any interim) date of any period set forth herein (including, but not limited to, the date of closing) falls on a Saturday, Sunday or legal holiday under the laws of the United States of America, the final date of such period shall be extended to the next business day.

14. **NOTICE.** All notices, demands, or other communications of any type (herein collectively referred to as "Notices") given by Seller to Purchaser or by Purchaser to Seller, whether required by this Agreement or in any way related to the transaction contracted for herein, shall be void and of no effect unless given in accordance with the provisions of this Agreement. All notices shall be legible and in writing and shall be delivered to the person to whom the notice is directed, either in person with a receipt requested therefor or sent by a recognized overnight courier service for next day delivery or by United States certified mail, return receipt requested, postage prepaid and addressed to the parties at their respective addresses set forth below, and the same shall be effective (a) upon receipt or refusal if delivered personally; (b) one (1) business day after depositing with such an overnight courier service; or (c) three (3) business days after deposit in the mails if mailed as follows:

If to Purchaser:

Hopewell Redevelopment and Housing Authority
Attn: Tarvaris J. McCoy
350 East Poythress Street
Hopewell, VA 23860

If to Seller:

Steve McDonough
1315 Ruffin Rd.
North Prince George, VA 23860

Either party hereto may change the address for Notice specified above by giving the other party ten (10) days advance written notice of such change of address.

15. **ASSIGNMENT**. Purchaser shall have the right to assign this Agreement at any time without consent of Seller for the purpose of constructing the apartment units. Seller shall not have the right to assign this Agreement without the written consent of Purchaser.

16. **FORCE MAJEURE**. If Purchaser is delayed or prevented from performing any of its obligations under this Agreement by reason of strike, lockouts or labor troubles, riots, insurrection, acts of God or any cause beyond Purchaser's control, the period of such delay or such prevention shall be deemed added to the time period herein provided for the performance of any such obligation by Purchaser.

17. **MISCELLANEOUS**. No term or condition of this Agreement will be deemed to have been waived or amended unless expressed in writing, and the waiver of any condition or the breach of any term will not be a waiver of any subsequent breach of the same or any other term or condition. This Agreement constitutes the entire agreement of the parties which incorporates and supersedes all prior written and oral understandings. This Agreement shall be binding upon, and inure to the benefit of, the parties, their heirs, executors, personal representatives, nominees, successors or assigns.

18. **COUNTERPARTS**. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all such counterparts taken together shall be deemed to constitute one and the same instrument.

19. **AUTHORIZATION**. Both Seller and Purchaser represent that they have full capacity, right, power and authority to execute, deliver and perform this Agreement and all documents to be executed by Seller pursuant hereto, and all required action and approvals therefore have been duly taken and obtained. The individuals signing this Agreement and all other documents executed or to be executed pursuant hereto on behalf of Seller are and shall be duly authorized to sign the same on Seller's behalf and to bind Seller thereto. This Agreement and all documents to be executed pursuant hereto by Seller are and shall be binding upon and enforceable against Seller, as applicable, in accordance with their respective terms, and the transaction contemplated hereby will not result in a breach of, or constitute a default or permit acceleration of maturity under, any indenture, mortgage, deed of trust, loan agreement or other agreement to which Seller or the Property is subject or by which Seller or the Property is bound.

20. **NO SOLICITATION.** Seller agrees that upon its execution of this Agreement neither it nor its agents or employees (a) will initiate, encourage the initiation by others of discussions or negotiations with third parties or respond to solicitations by third parties relating to the Property or any part thereof, (b) will fail to immediately notify Purchaser if any third party attempts to initiate any such solicitation, discussion or negotiation with Seller and (c) will enter into an agreement with any third party with respect to the Property or any part thereof.

21. **CONFIDENTIALITY.** Seller and its agents, representatives, employees, partners, officers and directors will not disclose the subject matter or terms of the transaction contemplated by this Agreement (except to professional performing services for Seller or government agencies requesting same.

[SEPARATE SIGNATURE PAGES FOLLOW]

PURCHASER:

Hopewell Redevelopment and Housing Authority

By: Stew A. Benjamin

Print Name: Steven A. Benjamin, Sr

Date 12/22/17

Title: Executive Director

IN WITNESS WHEREOF, Seller(s) have/ has caused this Agreement to be executed and sealed as of the date first above written.

SELLER(s):

Individuals

By: AWK Durrani 12/23/17
Printed Name: ABULWAHEED KHAN DURRANI
Date

By: Najma Durrani
Printed Name: _____
Date 12-23-17

By: NAJMA DURRANI
Printed Name: _____



HOPEWELL, VA REAL ESTATE RECORDS



City of Hopewell Tax Report - HOPEWELL, VA 23860



© PropertyKey, 2017

- Residential
- Agricultural
- Government
- Water
- Commercial
- Industrial
- Other
- Condo

PROPERTY INFORMATION

PID # 042-0195 Tax ID: 05218 Property Type: Residential Property Address: CEDAR HOPEWELL, VA 23860 Current Owner: A W K & NAJMA DURRANI 1012 WINSTON CHURCHILL DR HOPEWELL, VA 23860- 5141	Property Use: 1 SINGLE FAMILY URBAN Land Description: 1. Lot Lot Size: - n/a - Zoning: R3 2. Lot Lot Size: - n/a - Zoning: R3 3. Lot Lot Size: - n/a - Zoning: R3	Census Tract: 820300 Block: 2111 Block / Lot: Subdivision: HIGHLAND PARK Legal Description: LOTS 1 THRU 12 BLK 5 & LOTS 1 THRU 12 BLK 7 & LOTS 1 THRU 12 BLK 10 SUBDIVISION: HIGHLAND PARK
---	---	---

VALUE INFORMATION

	<u>2012 Final</u>	<u>2013 Final</u>	<u>2014 Final</u>	<u>2015 Final</u>	<u>2016 Final</u>
Building Value:	\$0	\$0	\$0	\$0	\$0
Land Value:	\$154,900	\$148,700	\$148,700	\$225,000	\$225,000
Extra Feature Value:	- n/a -				
Total Assessed Value:	\$154,900	\$148,700	\$148,700	\$225,000	\$225,000
Taxable Value:	\$154,900	\$148,700	\$148,700	\$225,000	\$225,000
Millage Rate:	-n/a-	-n/a-	-n/a-	-n/a-	-n/a-

SALES INFORMATION

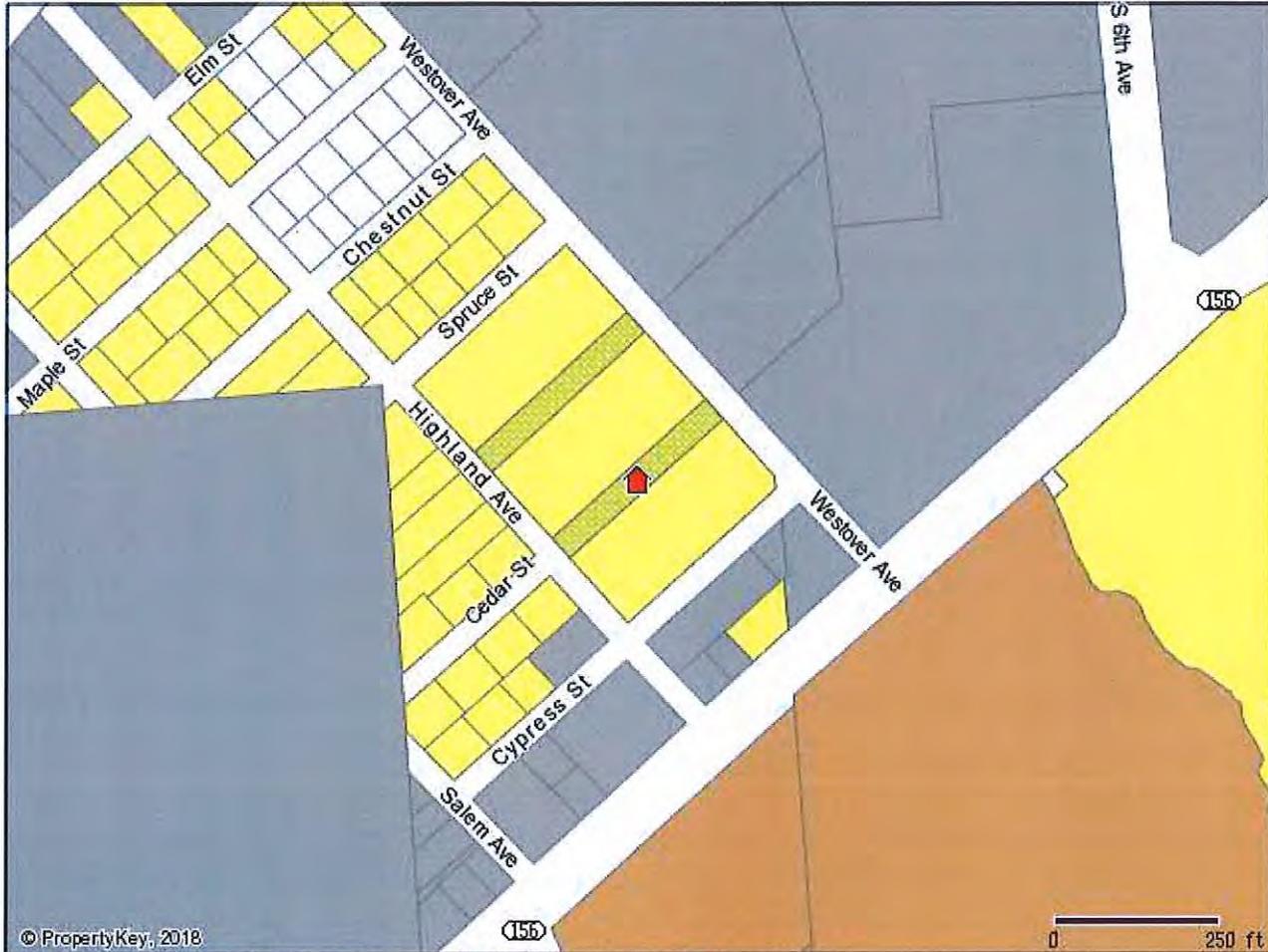
Deed Type	Sale Date	Rec Date	Price	Document #	Grantor
n/a	07/1998		\$1		



HOPEWELL, VA REAL ESTATE RECORDS



City of Hopewell Tax Report - HOPEWELL, VA 23860



© PropertyKey, 2018

- Residential
- Agricultural
- Government
- Water
- Commercial
- Industrial
- Other
- Condo

PROPERTY INFORMATION

PID # 042-0252	Property Use: 1 SINGLE FAMILY URBAN	Census Tract: 820300 Block: 2111
Tax ID: 10977	Land Description: 1. Lot	Block: / Lot:
Property Type: Residential	Lot Size: - n/a -	Subdivision: HIGHLAND PARK
Property Address: WESTOVER HOPEWELL, VA 23860	Zoning: R3	Legal Description: VAC ASH ST & PT OF CEDAR ST VAC SUBDIVISION: HIGHLAND PARK
Current Owner: A W K & NAJMA DURRANI 1012 WINSTON CHURCHILL DR HOPEWELL, VA 23860-5141	2. Lot Lot Size: - n/a - Zoning: R3	

VALUE INFORMATION

	<u>2012 Final</u>	<u>2013 Final</u>	<u>2014 Final</u>	<u>2015 Final</u>	<u>2016 Final</u>
Building Value:	\$0	\$0	\$0	\$0	\$0
Land Value:	\$18,900	\$18,100	\$18,100	\$30,000	\$30,000
Extra Feature Value:	- n/a -				
Total Assessed Value:	\$18,900	\$18,100	\$18,100	\$30,000	\$30,000
Taxable Value:	\$18,900	\$18,100	\$18,100	\$30,000	\$30,000
Millage Rate:	-n/a-	-n/a-	-n/a-	-n/a-	-n/a-

SALES INFORMATION

Deed Type	Sale Date	Rec Date	Price	Document #	Grantor
n/a	04/08/2002		\$0	Bk 2000/Pg 20001252	
n/a	07/01/1998		\$1	Bk 4 /Pg 65	
n/a	06/15/1998		\$0		CITY OF HOPEWELL

BUILDING INFORMATION
No buildings on this property or building information not available.

REFERENCES:
 MAP OF HIGHLAND PARK PREPARED BY SIMS OCTOBER 18, 1921

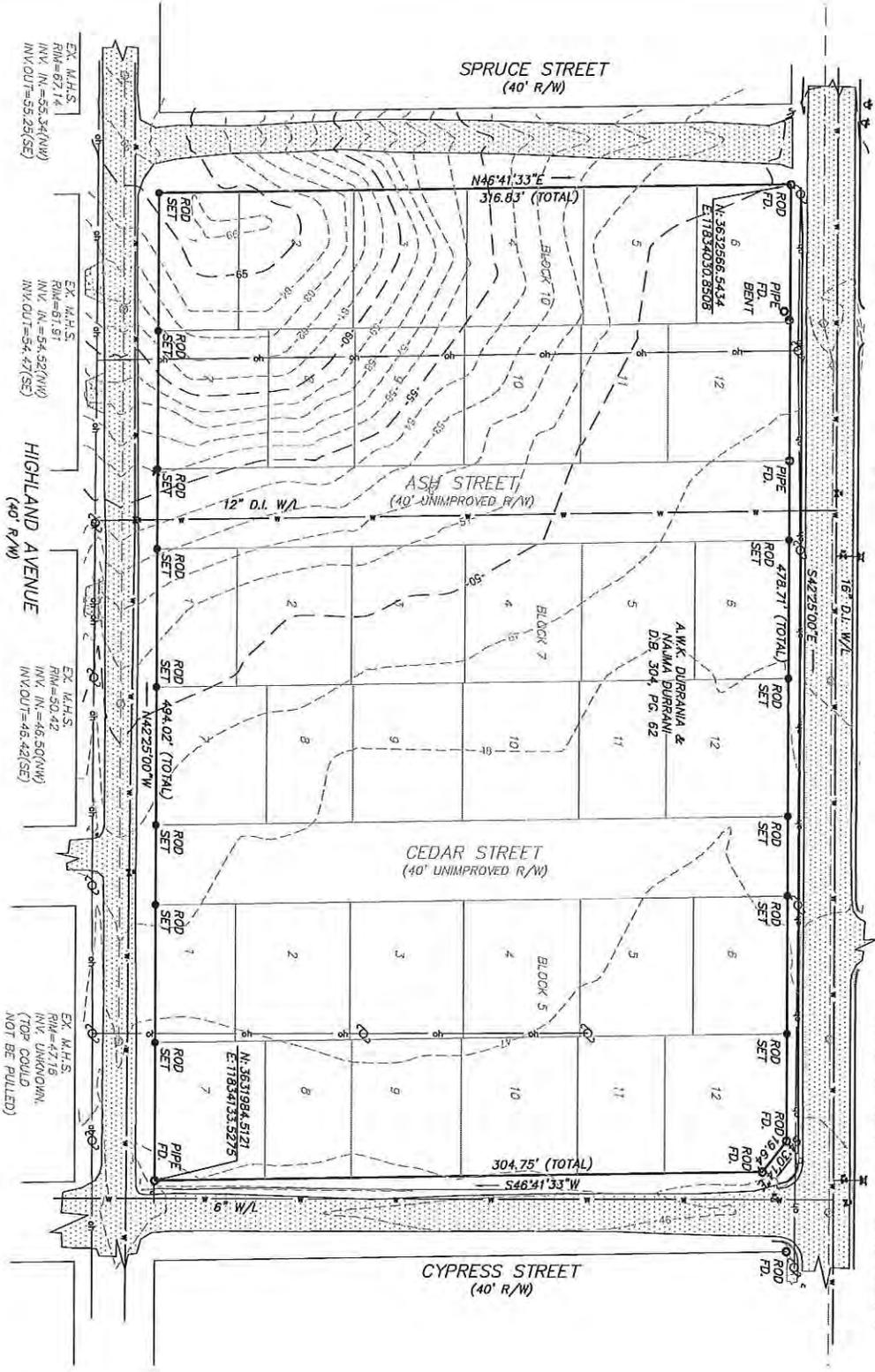
EX. M.H.S.
 R/W=48.12
 INV. IN.=45.05(CE)
 INV. OUT.=44.93(NW)

EX. M.H.S.
 R/W=48.95
 INV. IN.=45.00(NW)
 INV. OUT.=44.93(CE)

EX. M.H.S.
 R/W=48.33
 INV. IN.=44.08(NW)
 INV. OUT.=44.03(CE)

EX. M.H.S.
 R/W=45.71
 INV. IN.=41.11(NW)
 INV. OUT.=41.05(CE)

EX. M.H.S.
 R/W=45.60
 INV. IN.=38.50(NW)
 INV. OUT.=38.44(CE)



LEGEND

DL GRATE	EX EXISTING
TELEPHONE PEDestal	EX EXISTING
ELEC. TRANSFORMER	PO POWER POLE
SAINTARY CLEANOUT	SI SIGN
WATER VALVE	☆ LIGHT POLE
GAS VALVE	⊙ # OF PARKING SPACES
ASPHALT	○ GUY POLE/WIRE
SANITARY MANHOLE	CONCRETE
P.O.B. POINT OF BEGINNING	OH OVERHEAD LINE
ERP EDGE OF PAVEMENT	PLC PROPERTY LINE
R/W RIGHT OF WAY	FC FACE OF CURB

THIS IS TO CERTIFY THAT I MADE AN ACCURATE
 FIELD SURVEY OF THE ABOVE PROPERTY AND THAT
 THE DIMENSIONS AND AREAS SHOWN ARE CORRECT
 TO THE BEST OF MY KNOWLEDGE AND BELIEF
 AND THAT THERE ARE NO VISIBLE ENCROACHMENTS OTHER
 THAN SHOWN.

Charles C. Tommes II
 CHARLES C. TOMMES II
 L.C. No. 2803
 3/11/15
 LAND SURVEYOR

PLAT
 SHOWING
 TOPOGRAPHIC SURVEY OF
 LOTS 1-12, BLOCK 5, LOTS 1-12, BLOCK 7 &
 LOTS 1-12, BLOCK 10
 HIGHLAND PARK SUBDIVISION
 FOR
 BRADLEY HOUSING DEVELOPERS, LLC
 CITY OF HOPEWELL, VIRGINIA
 DATE: MARCH 4, 2015
 SCALE: 1" = 40'

2463 boulevard
 colonial heights, VA 23834
 telephone: 804.520.9715
 facsimile: 804.520.9716
 email: cctommes@tommespc.com
 consulting engineers, planners, & land surveyors

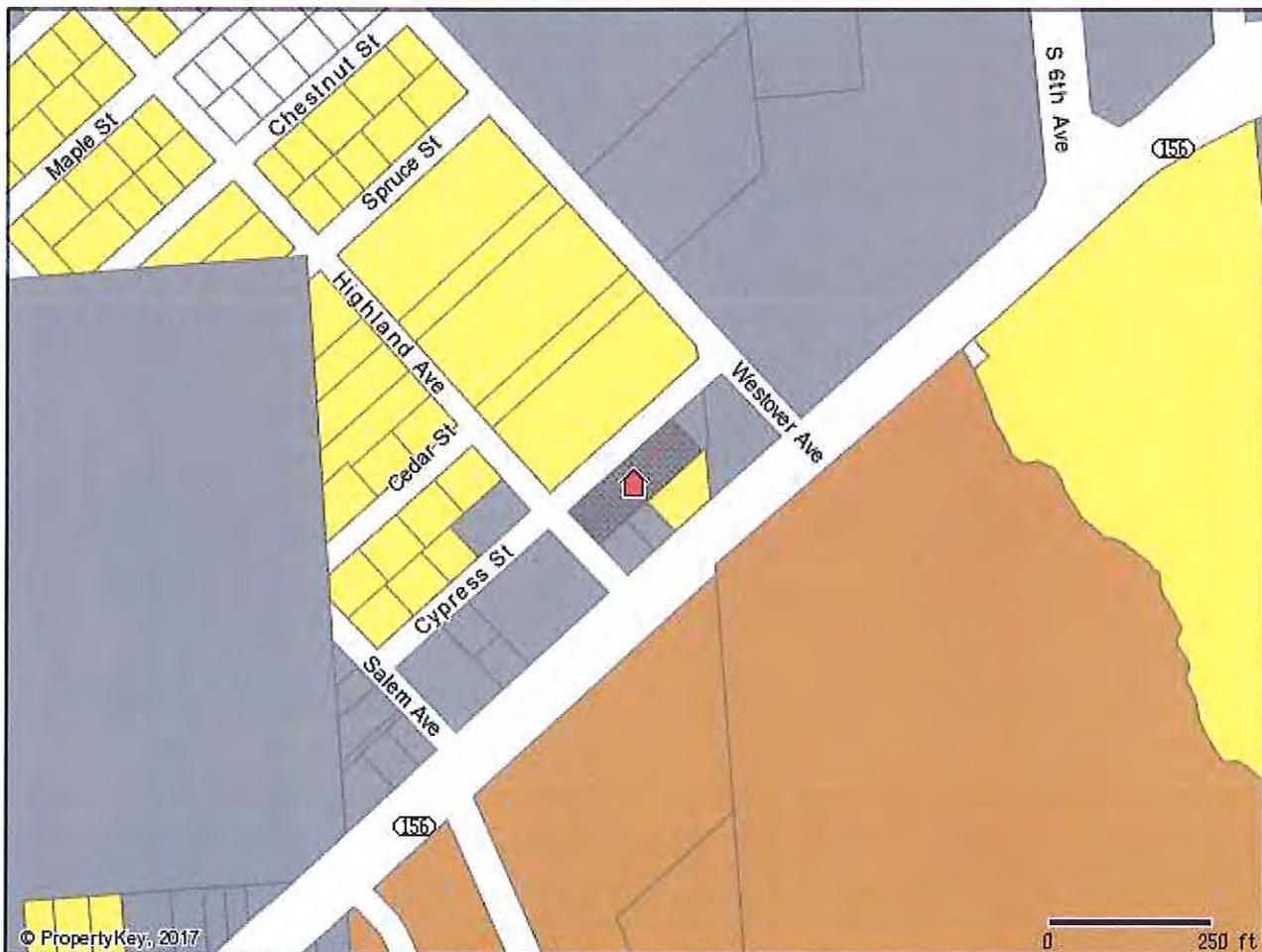
CALCULATED BY: GERT II
 DRAWN BY: GERT II
 CHECKED BY: GERT II
 SHEET 1 OF 1



HOPEWELL, VA REAL ESTATE RECORDS



City of Hopewell Tax Report - HOPEWELL, VA 23860



© PropertyKey, 2017

- Residential
- Agricultural
- Government
- Water
- Commercial
- Industrial
- Other
- Condo

PROPERTY INFORMATION

<p>PID # 042-0095 Tax ID: 05209 Property Type: Commercial Property Address: CYPRESS HOPEWELL, VA 23860 Current Owner: A W K & NAJMA DURRANI 1012 WINSTON CHURCHILL DR HOPEWELL, VA 23860-5141</p>	<p>Property Use: 4 COMMERCIAL/INDUSTRIAL Land Description: 1. Lot Lot Size: 0.34 acres / 14,628 sf Zoning: B3 Frontage: 212 ft Depth: 69 ft</p>	<p>Census Tract: 820300 Block: 2111 Block / Lot: Subdivision: HIGHLAND PARK Legal Description: LOTS 1-2-3-4 BLK 3 SUBDIVISION: HIGHLAND PARK</p>
---	---	--

VALUE INFORMATION

	<u>2012 Final</u>	<u>2013 Final</u>	<u>2014 Final</u>	<u>2015 Final</u>	<u>2016 Final</u>
Building Value:	\$0	\$0	\$0	\$0	\$0
Land Value:	\$54,700	\$54,700	\$54,700	\$54,700	\$54,700
Extra Feature Value:	- n/a -				
Total Assessed Value:	\$54,700	\$54,700	\$54,700	\$54,700	\$54,700
Taxable Value:	\$54,700	\$54,700	\$54,700	\$54,700	\$54,700
Millage Rate:	-n/a-	-n/a-	-n/a-	-n/a-	-n/a-

SALES INFORMATION

Deed Type	Sale Date	Rec Date	Price	Document #	Grantor
BARGAIN & SALE	03/22/2004	03/22/2004	\$5,000	Bk 2004/Pg 907	PRINCE GEORGE PROP
Mortgage Amount:	\$5,000	Mortgage Terms:	% / yrs	Document Book/Page:	/ 908
Lender:	PRINCE GEORGE PROPERTIES	Borrower:	GHOLSON CAROL F		

n/a	07/1998	\$1	
n/a	06/24/1997	\$1	WILSON NORWOOD W III & R W MCDONOUGH
n/a	06/01/1997	\$1	
n/a	07/02/1995	\$0	WILSON NORWOOD W JR

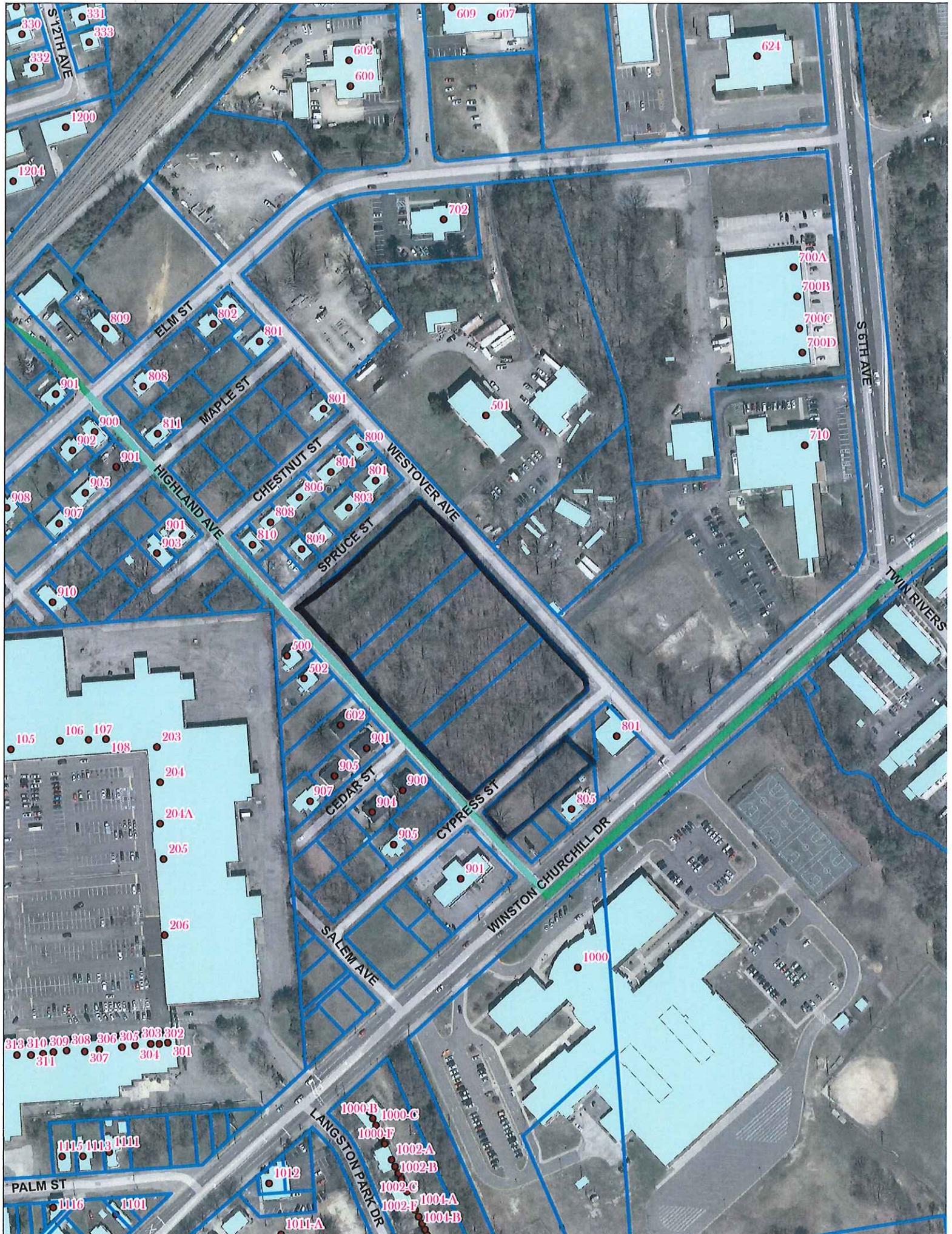
BUILDING INFORMATION

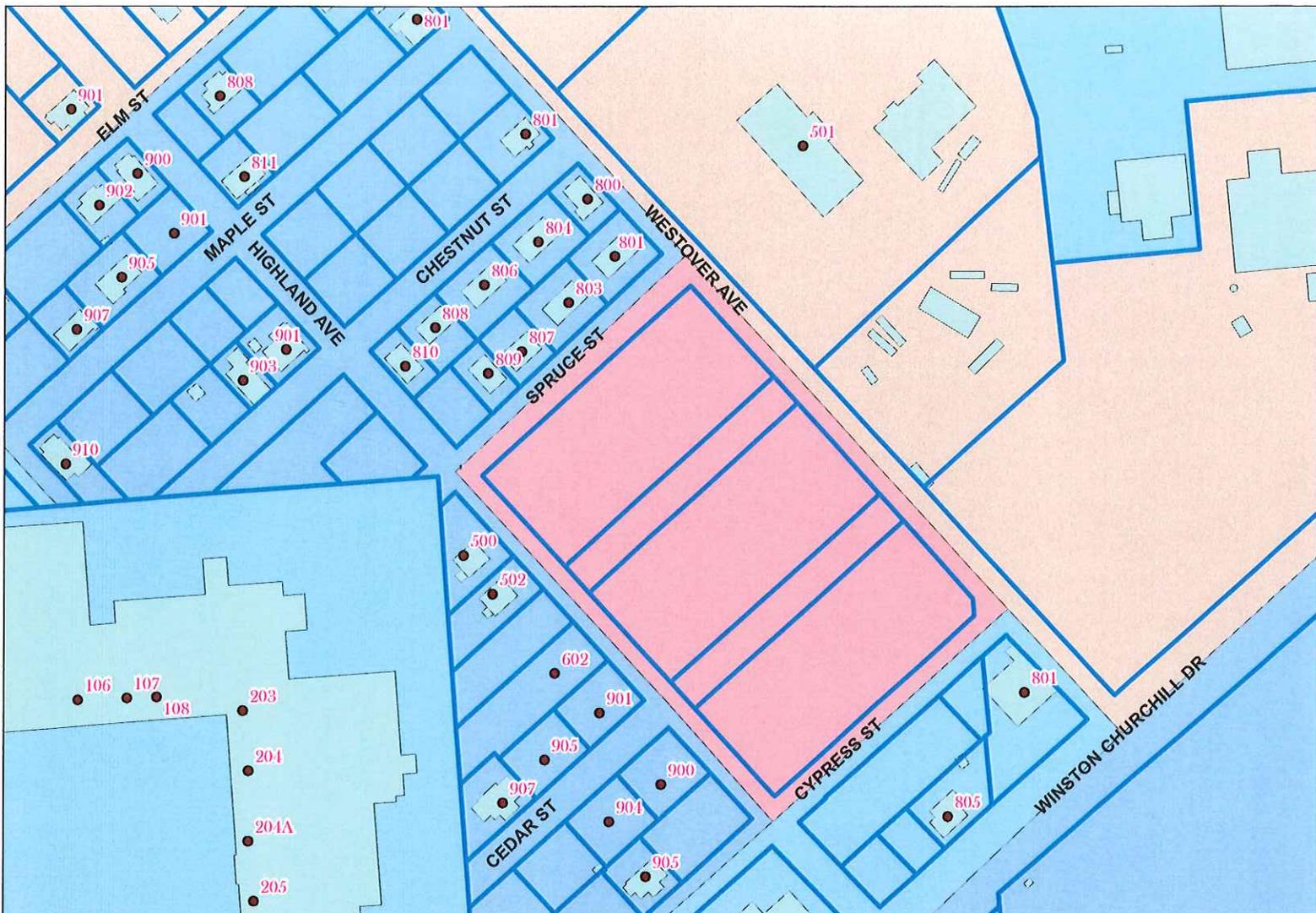
No buildings on this property or building information not available.

n/a	06/24/1997	\$1	WILSON NORWOOD W III & R W MCDONOUGH
n/a	06/01/1997	\$1	
n/a	07/02/1995	\$0	WILSON NORWOOD W JR

BUILDING INFORMATION

No buildings on this property or building information not available.





Zoning Map depicting Sub-Parcel # 042-0195 and 042-0095

- Zoning**
- <all other values>
- ZONE_LBL**
- B-1
 - B-2
 - B-3
 - B-4
 - C-1
 - M-1
 - M-2
 - PUD
 - R-1
 - R-1A
 - R-2
 - R-3
 - R-4
 - RO-4
 - TH-1

Hopewell Redevelopment & Housing Authority

"Where People Matter Every Day"



350 East Poythress Street
P.O. Box 1361
Hopewell, Virginia 23860
804/458-5160, 541-1458
Fax 804/458-3364

TDD/TTY & Voice 711

March 27, 2018

Dear Planning Commission Members:

Hopewell Redevelopment and Housing Authority (HRHA) offers the following conditions for the development of the proposed apartments located on parcels 042-0095, 042-0195 and 042-0252 in the Cavalier Square area of the city.

1. We will design and build using the principles of Traditional Neighborhood Design. This includes but is not limited to:
 - a. Buildings will be built close to the street.
 - b. There will be sidewalks/ walking paths and/or bike paths to connect to future pedestrian scale paths developed by the city.
 - c. There will be well designed open space.
 - d. Parking will be behind or under the building.
2. The development shall contain no more than 68 units.
3. The buildings will be well-designed with high quality construction materials. Specifically, the building will have its exterior composed of brick and hardi board material.
4. The buildings will meet the energy efficiency requirements for EarthCraft certification.
5. The plans will be discussed with the police department to include elements of Crime Prevention through Environmental Design.
6. We will present conceptual plans and drawings once available for: (a) the Planning Commission to review and approve the design of the building(s), (b) the height and number of floors of building(s), (c) the building setbacks and (d) the overall site layout; prior to site plan approval.

Sincerely,

A handwritten signature in black ink that reads "Steve A. Benham".

Steven Benham
Executive Director



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 Agenda Item R-6**BACKGROUND:**

Freedman Point Limited Partnership is seeking to enter into an exclusive, permanent parking easement agreement with the City at 330 Appomattox St, also known as Lots 26, 27 and 28, Block 11 West City Point to allow for the construction and maintenance of eight (8) parking spaces.

ISSUE:

The use of City property by permanent easement to construct and maintain eight (8) additional parking spaces is necessary to satisfy the applicable parking requirements for the proposed Freedman Point development and provide alternate means of ingress and egress to the site at 315 E Cawson St.

RECOMMENDATION:

City Administration and Engineering recommends Council approval of the Parking Easement Agreement and requests authority for City Manager to sign such agreement once approved by the City Attorney.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

- Parcel ID 0801035 Summary
- Freedman Point Site Plan Dated March 30, 2018
- GIS Overview of Lots 26, 27 and 28, Block 11 West City Point
- Parking Easement Agreement Draft

STAFF: Austin Anderson, Public Works Engineering – Construction Manager

Council action form 11-21-2017

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"/>	Councilor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

**05-08-
2018**



REZONING OF HIGHLAND PARCEL

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY

HRHA VISION 2030

Our mission is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

We will be the premiere housing agency for Hopewell and surrounding areas

WHAT WE HAVE DONE

- The Summit

- Kippax Place



THE SUMMIT
Apartment Community



804-446-3430
TTY: 711



THE SITE

- Currently zoned for approximately 40 apartments
- Currently Forested acreage



OUR PROPOSAL

- Aligned with proposed Comp. Plan
- Mostly Brick Façade
- Traditional Neighborhood Design Elements
- Energy Efficient Design
- Up to 64 apartments
- Approx. \$11M in Development



OUR PROPOSAL

- Typical Rents

- 1 Bedroom \$775
- 2 Bedroom \$925
- 3 Bedroom \$1050
- 4 Bedroom \$1160

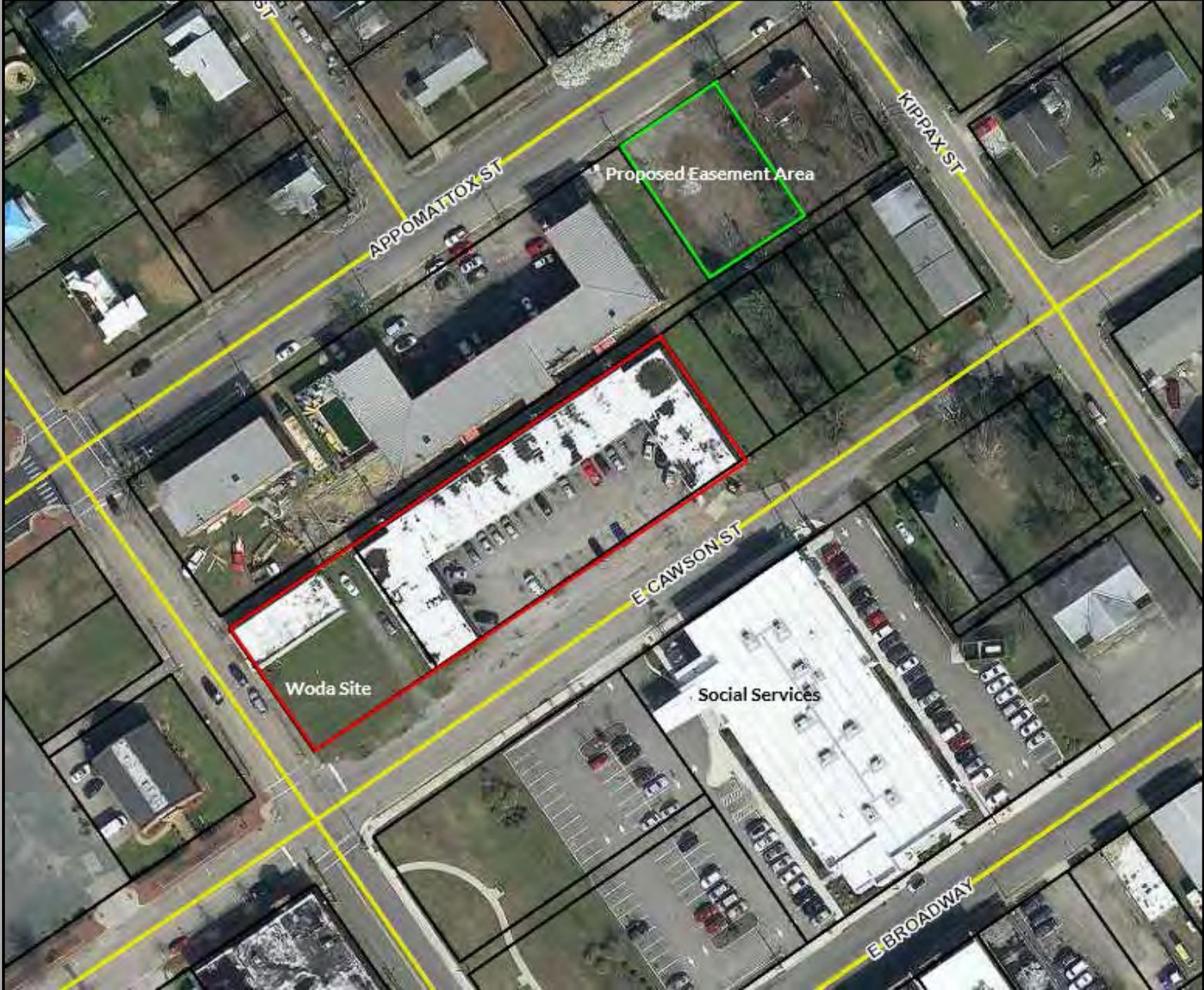
- Income Mixing

- Individuals and Families at 40%(\$30,960) , 50%(\$38,700), and 60%(\$46,400) of AMI (\$78,700)

*Does the rezoning meet the criteria set out in the
Comprehensive Plan?*

Is the rezoning an improvement to the area?

Does it fulfill a community need?



Proposed Easement Area

APPOMATTOX ST

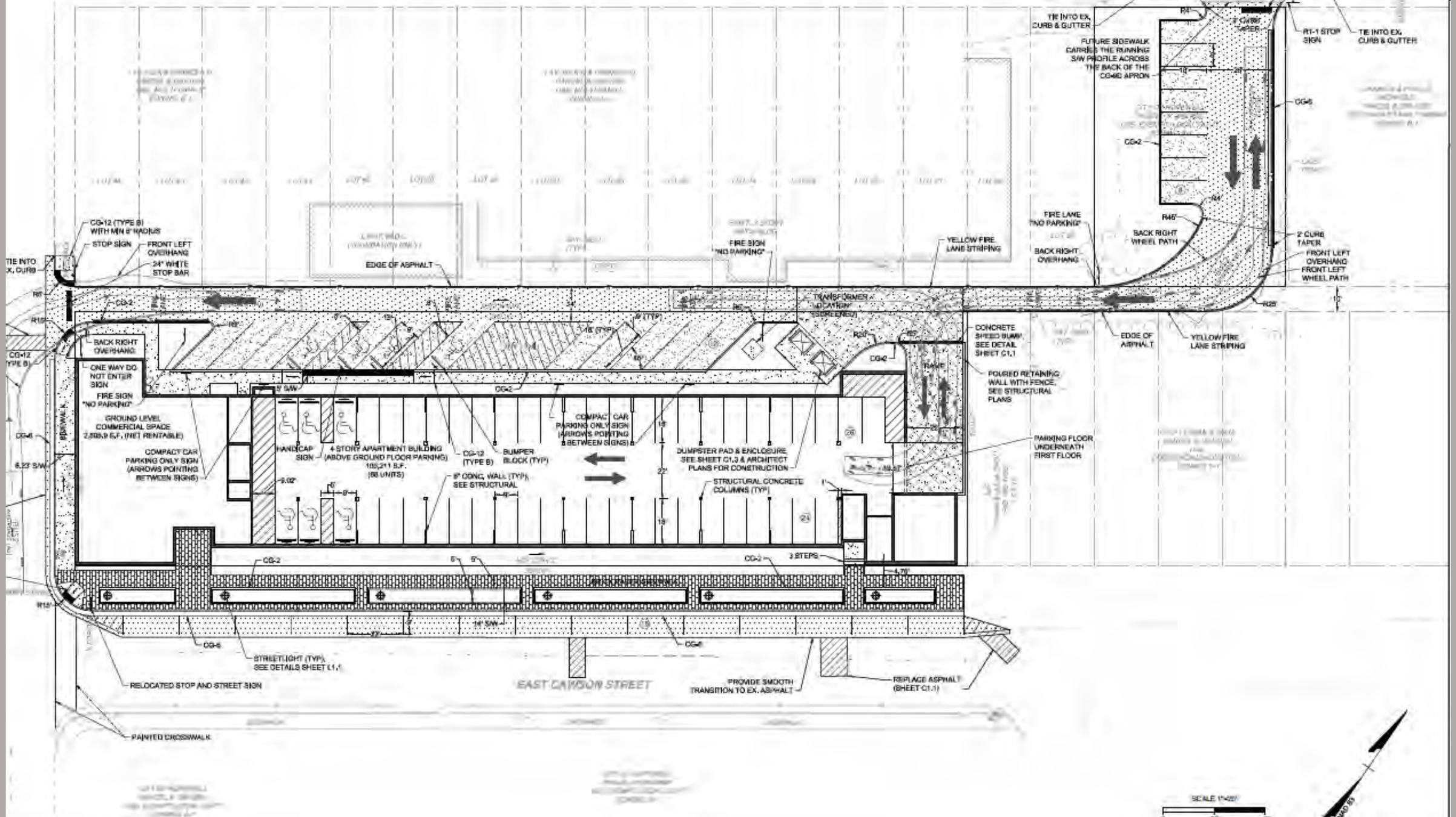
KIPPAX ST

E CAWSON ST

Woda Site

Social Services

E BROADWAY



CG-12 (TYPE B) WITH MIN 8' RADIUS
 STOP SIGN
 FRONT LEFT OVERHANG
 24" WHITE STOP BAR

EDGE OF ASPHALT

FIRE SIGN "NO PARKING"

YELLOW FIRE LANE STRIPING

FIRE LANE "NO PARKING"

BACK RIGHT OVERHANG

TIE INTO EX. CURB & GUTTER

FUTURE SIDEWALK CARRIES THE RUNNING SAW PROFILE ACROSS THE BACK OF THE CG4D APRON

RT-1 STOP SIGN

TIE INTO EX. CURB & GUTTER

BACK RIGHT OVERHANG

ONE WAY DO NOT ENTER SIGN
 FIRE SIGN "NO PARKING"

GROUND LEVEL COMMERCIAL SPACE
 2,305.9 S.F. (NET RENTABLE)

COMPACT CAR PARKING ONLY SIGN (ARROWS POINTING BETWEEN SIGNS)

HANDICAP SIGN

4-STORY APARTMENT BUILDING (ABOVE GROUND FLOOR PARKING)
 105,211 S.F. (88 UNITS)

COMPACT CAR PARKING ONLY SIGN (ARROWS POINTING BETWEEN SIGNS)

BUMPER BLOCK (TYP)

DUMPSTER PAD & ENCLOSURE
 SEE SHEET C1.3 & ARCHITECT PLANS FOR CONSTRUCTION

STRUCTURAL CONCRETE COLUMNS (TYP)

CONCRETE SPEED BUMPS
 SEE DETAIL SHEET C1.1

POURED RETAINING WALL WITH FENCE
 SEE STRUCTURAL PLANS

PARKING FLOOR UNDERNEATH FIRST FLOOR

RELOCATED STOP AND STREET SIGN

STREETLIGHT (TYP)
 SEE DETAILS SHEET C1.1

EAST CARSON STREET

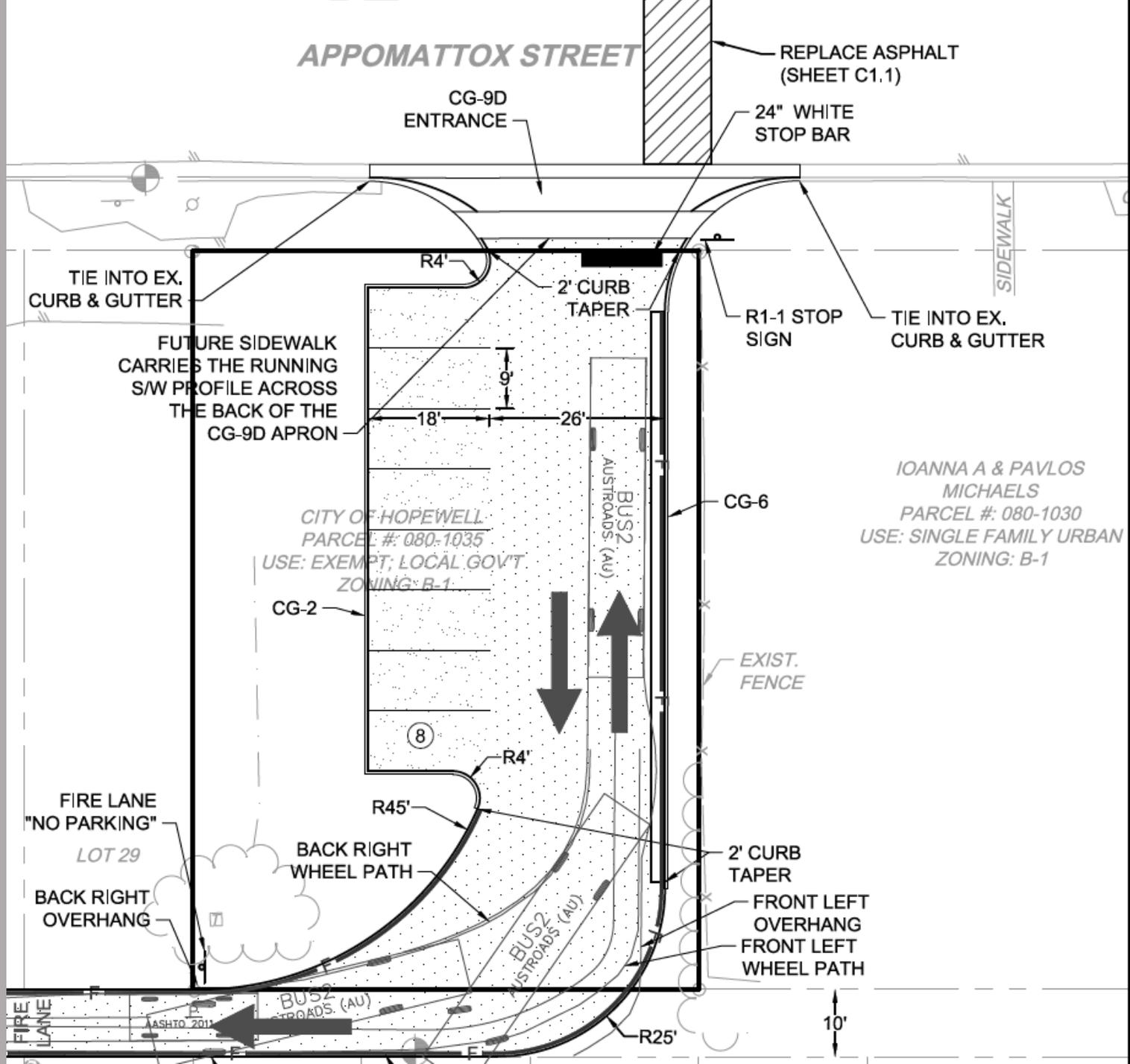
PROVIDE SMOOTH TRANSITION TO EX. ASPHALT

REPLACE ASPHALT (SHEET C1.1)

SCALE 1/4" = 1'-0"



APPOMATTOX STREET



REPLACE ASPHALT
(SHEET C1.1)

24" WHITE
STOP BAR

CG-9D
ENTRANCE

SIDEWALK

TIE INTO EX.
CURB & GUTTER

FUTURE SIDEWALK
CARRIES THE RUNNING
S/W PROFILE ACROSS
THE BACK OF THE
CG-9D APRON

R4'

2' CURB
TAPER

R1-1 STOP
SIGN

TIE INTO EX.
CURB & GUTTER

IOANNA A & PAVLOS
MICHAELS
PARCEL #: 080-1030
USE: SINGLE FAMILY URBAN
ZONING: B-1

CITY OF HOPEWELL
PARCEL #: 080-1035
USE: EXEMPT; LOCAL GOVT
ZONING: B-1

CG-2

CG-6

EXIST.
FENCE

FIRE LANE
"NO PARKING"

LOT 29

BACK RIGHT
OVERHANG

8

R4'

R45'

BACK RIGHT
WHEEL PATH

2' CURB
TAPER

FRONT LEFT
OVERHANG
FRONT LEFT
WHEEL PATH

FIRE
LANE

ASHTO 2011

BUS2
STROADS (AU)

BUS2
STROADS (AU)

R25'

10'

**REPORTS
OF THE
CITY
ATTORNEY**

Current . . .

**RULES OF CITY COUNCIL
THE CHAIR – POWERS AND DUTIES**

101. **Robert's Rules of Order** – Robert's Rules of Order shall govern questions of order and procedure in cases not provided for in these rules. The City Attorney shall be parliamentarian and his ruling, when requested by the presiding officer, shall be final and binding.

Proposed changes (redlined) . . .

RULES OF HOPEWELL CITY COUNCIL RULES OF PROCEDURE

THE CHAIR – POWERS AND DUTIES

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

CONDUCT OF MEETINGS—

ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY

101. **Robert's Rules of Order—; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert's Rules of Order* shall govern questions of order and procedure in cases not provided for in these rules prevails (Charter IV.4). The City Attorney shall be city attorney is parliamentarian and his, whose ruling, when requested by or through the presiding officer, shall be final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chairman (see Rule 103) is the presiding officer.

Proposed changes (clean) . . .

HOPEWELL CITY COUNCIL RULES OF PROCEDURE

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

CONDUCT OF MEETINGS—

ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY

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

vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chairman (see Rule 103) is the presiding officer.

Current . . .

105. **Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be by roll call by the Clerk, followed by immediate statement of result. All other votes may be taken by “ayes” and “nays,” or by roll call, at the discretion of the Chair. It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.

Proposed changes (redlined) . . .

105. ~~**Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be~~**Methods** ~~– Votes upon a motion to adopt an ordinance or Resolution shall be~~**resolution** ~~are by roll call by the Clerk, followed by immediate statement of result. All other votes may be taken~~~~are~~ by “ayes” and “nays,” ~~or by~~ (Charter IV.8), unless the ~~presiding officer requests a roll call, at the discretion of the Chair. It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.~~

Proposed changes (clean) . . .

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call.

**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

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

ADJOURN