

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

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

Mark A. Haley, City Manager
Stefan M. Calos, City Attorney
Ronnieye Arrington, City Clerk

Date: August 8, 2017

MUNICIPAL BUILDING

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

OPEN MEETING

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

MOTION: To amend/adopt agenda.

Roll Call

MOTION: To go into closed meeting for (1) discussion of appointment of specific appointees of city council (Office on Youth Commission, city manager, city attorney); (2) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating its facilities in the community; (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation (Children Services Act program, cemetery), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code section 2.2-3711 (A) (1), (5) (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

REGULAR MEETING

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

MOTION: To amend/adopt agenda

Roll Call

Prayer by Pastor Kenneth Branford of the LAOS Outreach Center, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Luman-Bailey.

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: May 2, 2017, June 5, 12, 13, 2017 and July 11, 2017

C-2 Pending List: Provided June 11, 2017

C-3 Routine Approval of Work Sessions: None

C-4 Personnel Change Report & Financial Report: Personnel

C-5 Ordinances on Second & Final Reading: None

C-6 Routine Grant Approval: None

C-7 Public Hearing Announcement: **September 12, 2017** – Development Fee structure changes

C-8 Information for Council Review: Meeting Minutes: School Board (June 22, 2017 and July 13, 2017); ARLS Board of Trustees (June 20, 2017); Hopewell Water Renewal Commission (May 2, 2017 and April 3, 2017); revised Talent Bank Resume form (revised to include information regarding proof of residence and identity)

C-9 Resolutions/Proclamations/Presentations: Presentation to John Randolph Medical Center, Dominion Fire Works, and Vulcan Materials by Hopewell Recreation and Parks; presentation by Wendy Austin of FOLAR on Crater Health District Appomattox River Trail Neighborhood Access Project; presentation by Elliot Eliades on Hopewell Emergency Crew status; status report from Rob Churchman of Cherry Bekaert regarding 2015 CAFR

C-10 Additional Announcements: Riverside Regional Jail, Sussex County potential membership

Public Hearings

*Each person addressing the Council shall step to the microphone, give name and address and limit comments to **five (5) minutes** or less. No person shall be permitted to address Council a second time until all others have been heard once and no one shall speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body and not to any member thereof. No person other than the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the Mayor. No question shall be asked a Council member (including Administration) except through the presiding officer. (Rule 405.)*

PH-1 Fee Structure Adjustments – Public Works and Recreation and Parks

ISSUE: The fees for Public Works and Recreation and Parks have become outdated and require revision. Both departments have proposed adjustments to fees. The proposed amendments will assist with offsetting expenditures while improving efficiency for both departments.

RECOMMENDATION: Administration recommends approval.

MOTION: To approve the proposed fee structures for Public Works and Recreation and Parks.

Roll Call

PH-2 Transfer of Property – Parks and Recreation

ISSUE: Recreation and Parks requests transfer of an unused open space, identified as Union Hall Field, PID# 030-1065 to Hopewell School Board.

RECOMMENDATION: Administration recommends approval.

MOTION: To approve the transfer of Union Hall Field, PID# 030-1065 to Hopewell School Board.

Roll Call

PH-3 Conditional use permit for a metal carport

ISSUE: The proposed business owner of 903 South 15th Avenue (PID# 045-0380) requests a conditional use permit to locate a metal carport in the B-3, Highway Commercial District.

RECOMMENDATION: The Planning Commission and Staff recommend Approval.

MOTION: To approve a conditional use permit to install a metal carport at 903 South 15th Avenue.

Roll Call

PH-4 Conditional use permit to locate a driving school in Downtown Hopewell.

ISSUE: Wanda Gilbert requests a conditional use permit to operate a driving school at 217 East Broadway (PID# 080-0760), zoned B-1, Downtown Central Business District.

RECOMMENDATION: The Planning Commission and Staff recommend approval.

MOTION: To approve a conditional use permit for a driving school at 217 East Broadway.

Roll Call

PH-5 Approval of conditional use permit to establish a micro-winery in Downtown Hopewell

ISSUE: Haley’s Honey Meadery LLC requests a conditional use permit to establish a micro winery at 205 East Poythress Street (PID # 080-0391), which is zoned B-1, Downtown Central Business District.

RECOMMENDATION: The Planning Commission and Staff recommend approval

MOTION: To approve a conditional use permit for a micro-winery at 205 East Poythress Street.

Roll Call

Communications from Citizens

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

Regular Business

Reports of City Manager:

R-1 Hazard Mitigation – approval of five-year plan

ISSUE: Approval of the Richmond-Crater Multi-Regional Hazard Mitigation Plan (2017 Update) is required by the Disaster Mitigation Act of 2000.

RECOMMENDATION: Staff recommends approval of the 2017 Richmond-Crater Multi-Regional Hazard Mitigation Plan

MOTION: To approve the 2017 Richmond-Crater Multi-Regional Hazard Mitigation Plan

Roll Call

R-2 Approval and adoption of ordinance assessing \$5.00 court fee for an electronic summons system

ISSUE: City Council is asked to approve an ordinance allowing for assessment of an additional \$5.00 court fee, pursuant to Va. Code § 17.1-279.1 *Additional assessment for electronic summons*, to be charged in each criminal or traffic case in the Hopewell district or circuit courts, in which the defendant is charged with a violation of any statute or ordinance.

RECOMMENDATION: Staff recommends approval.

MOTION: To approve the ordinance allowing for assessment of an additional \$5.00 court fee.

Roll Call

R-3 Appropriation of \$40,680 from FOLAR to the Riverwalk Project

ISSUE: The City has received a check from FOLAR in the amount of \$40,680 for use in completion of the Riverwalk Project, and is asking that Council approve the appropriation of these funds.

RECOMMENDATION: Administration recommends approval of the appropriation.

MOTION: To appropriate \$40,680 from FOLAR to the Riverwalk Project.

Roll Call

R-4 Request for authority to exceed contract limit for Development

ISSUE: Per the City's procurement procedures, when a department exceeds its limit, it must come to Council for approval. The Department of Development has funds budgeted, but seeks approval to exceed the limit.

RECOMMENDATION: Administration recommends approval.

MOTION: To grant authority for the Department of Development to exceed its contract limit per the City of Hopewell procurement policy.

Roll Call

R-5 Approval of Hopewell Water Renewal Fund (Fund 032) Capital Projects Budget Amendment

ISSUE: Past budgeting practices did not require Hopewell Water Renewal to budget for capital projects in Enterprise Fund 32. As good financial practice, the Interim Finance Director is requiring that capital projects be included in the budget to document proposed project expenses and revenues for each fiscal year.

RECOMMENDATION: Staff recommends approval.

MOTION: To approve amendment of FY 2017 Fund 032 capital projects budget to increase the total funding and appropriations by \$275,000.

Roll Call.

R-6 Schedule Council Retreat

MOTION: To hold City Council's retreat on _____, 2017.

Reports of the City Attorney:

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

IR-1 Request City Council add to the September 12, 2017 agenda, to consider adoption of a policy allowing participation in meetings through electronic communication pursuant to Virginia Code § 2.2-3708.1.

Roll Call

IR-2 Request City Council adopt a balanced budget resolution for all funds, to include corrected errors and fund transfers; and to receive a report that shows current balances to date for the General Fund, Rainy Day Fund, Assigned Funds and Unassigned Funds at the September 12, 2017 meeting.

Roll Call

IR-3 Request update from Johnnie Butler on streets paved, and appropriated funds available for additional paving.

Roll Call

Citizen/Councilor Requests

Other Council Communications

Adjournment

CONSENT AGENDA

MINUTES

**May 2, 2017
Special Meeting
DRAFT**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL .HELD MAY 2, 2017

A Special Meeting and Work Session of the City Council of the City of Hopewell, Virginia, was held Tuesday, May 2, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Christina J. Luman-Bailey, Councilor
Arlene Holloway, Councilor
Anthony J. Zevgolts, Councilor
Janice B. Denton, Councilor
Brenda S. Pelham, Councilor

Mark A. Haley, City Manager
Stefan M. Calos, City Attorney
Ronnieye Arrington, City Clerk

ROLL CALL

Mayor Shornak opened the meeting at 6:33 p.m. Roll call was taken as follows:

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

CLOSED MEETING

Motion was made at 6:36 p.m. by Councilor Pelham, and seconded by Councilor Zevgolts, to go into Closed Meeting for (I) discussion of performance of specific appointees of city council, city manager, city attorney, boards, commissions, and committees), and public officers (city councilors); and (II) consultation with legal counsel employed or retained by city council related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (1) and (7), respectively. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolts	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

May 2, 2017
Special Meeting
DRAFT

RECONVENE OPEN MEETING

Council convened into Open Session at 7:30 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolts	-	yes
Vice Mayor Gore	-	yes

WORK SESSION

Mayor Shornak opened the work session at 7:30 p.m. Roll call was take as follows:

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

Mark Haley, City Manager, Charles Dane, Assistant City Manager, and Lance Wolff, Interim Finance Director, presented the City Manager's proposed budget to council for review and discussion. Mayor Shornak closed the work session at 8:19 p.m.

At 8:20 pm, Councilor Pelham moved to go into the special meeting, which motion was seconded by Councilor Luman-Bailey. Upon the roll call the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolts	-	yes
Vice Mayor Gore	-	yes

**May 2, 2017
Special Meeting
DRAFT**

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

Prayer by Rev. Dr. Sylvia Tucker, Director of John Randolph Medical Center Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

A motion was made by Councilor Denton, and seconded by Councilor Holloway, to adopt the agenda. Upon the roll call, the vote resulted:

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

CONSENT AGENDA

A motion was made by Councilor Zevgolis, and seconded by Councilor Denton, to approve the consent agenda: Public Hearing Announcement: May 9, 2017, request to vacate portion of Plant Street; request to amend Zoning Ordinance regarding freestanding signs, and to define micro-cidery, micro-distillery, micro-winery, wine bar and winery/restaurant. Additional Announcement: May 9, 2 and city manager's recommendations for CIP; May 23, 2016 – adoption of FY2018 city budget, on second reading. Presentation by James Sanderson of Davenport & Company. Upon the roll call, the vote resulted:

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

Public Hearings

PH-1 A public hearing was held to receive comments regarding the proposed FY2018 budget. There were no speakers, so the public hearing was closed at 9:06pm. Councilor Denton moved to approve the fiscal year 2018 city budget on the first of two readings. The motion was seconded by Councilor Bailey. Discussion ensued. An amendment motion was made by Councilor Pelham to continue using last year's budget until the 2015 CAFR was completed. That motion failed for lack of a second. Councilor Pelham stated that she would not vote for a budget until the 2015 CAFR was completed. She also stated that she wanted the city to continue paying the health insurance for the retirees' spouses. Councilor Pelham further stated that she had concerns about the Sands Anderson portion of the budget. She asked that all of her concerns be made a part of the record. Councilor Gore stated that she would not be voting for the budget because she had issues regarding the compensation study, which results were not in, issues with the retirees' insurance being discontinued, questions about the line item issues and possible errors. Councilor Zevgolis

**May 2, 2017
Special Meeting
DRAFT**

stated that he too had concerns about the budget, and believed that council could not vote on the budget at a special meeting. Mayor Shornak and Councilor Denton both stated they wanted to move forward with the budget proposed by the City Manager.

A substitute motion was made by Councilor Pelham and seconded by Mayor Shornak to postpone approval of the budget until the next council meeting. Upon the roll call, the vote resulted:

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

Mayor Shornak submitted a Transactional Disclosure Statement because her daughter is a city employee.

PH-2 A public hearing was held to receive comments regarding the proposed FY2018 school budget. There were no speakers, so the public hearing was closed at 9:49 pm. Councilor Holloway moved to adopt the fiscal year 2018 school budget. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

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

Councilor Pelham submitted a Transactional Disclosure Statement because she works for the school system.

REGULAR BUSINESS

Reports of City Manager:

SB-1 Approve Grant Funding Appropriation – The city manager presented the Emergency Management Office of Fire & Rescue’s request for appropriation of \$50,200 in grant funds for Foam Operations and Rescue Task Force protection equipment and supplies. This grant was received from the State Homeland Security Grant Program process. There is no match required for this grant. Councilor Zevgolis moved to appropriate \$50,200 to Hopewell Fire & Rescue for the spending down of grant funds. Upon the roll call, the vote resulted.

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes

May 2, 2017
Special Meeting
DRAFT

Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Councilor Pelham submitted a Transactional Disclosure Statement.

SB-1 Approval of Tax Rate for 2018 – The assistant city manager presented the City Manager’s proposed tax increase for FY 2018. There were several rates proposed which included a 4 cent increase, a 2 cent increase, and no increase. Vice Mayor Gore made a motion to not increase real estate taxes, and for the tax rate to remain at \$1.13. Upon the roll call, the vote resulted.

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

Councilor Pelham submitted a Transactional Disclosure Statement.

ADJOURN

At 10:10 p.m., motion was made by Vice Mayor Gore, and seconded by Councilor Zevgolis to adjourn. Upon the roll call, the vote resulted:

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

Jackie M. Shornak, Mayor

Ronniece L. Arrington, City Clerk

**June 5, 2017
Special Meeting
DRAFT**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL .HELD JUNE 5, 2017

A Special Meeting of Hopewell City Council, was held Monday, June 5, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Arlene Holloway, Councilor
Brenda S. Pelham, Councilor (arrived at 7:02 p.m.)
Janice Denton, Councilor

Ronnieye Arrington, City Clerk

ABSENT: Christina Luman-Bailey, Councilor
Anthony Zevgolis, Councilor

ROLL CALL

Mayor Shornak opened the meeting at 6:33 p.m. Roll call was taken as follows:

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

ADOPT AGENDA

Motion was made at 6:33 P.M. by Councilor Denton and seconded by Councilor Holloway to adopt the agenda. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Councilor Holloway	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes

CLOSED MEETING

Motion was made by Councilor Denton, and seconded by Vice Mayor Gore, to go into Closed Meeting for discussion of appointment of specific appointees of city council (school board); and (II) consultation with legal counsel employed or retained by city council related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (1) and (7), respectively. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Councilor Holloway	-	yes
Vice Mayor Gore	-	yes

**June 12, 2017
Special Meeting
DRAFT**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL .HELD JUNE 12, 2017

A Special Meeting of Hopewell City Council, was held Monday, June 12, 2017, at 6:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Arlene Holloway, Councilor
Brenda S. Pelham, Councilor
Janice Denton, Councilor
Christina Luman-Bailey, Councilor

Ronnieye Arrington, City Clerk

ABSENT: Anthony Zevgolis, Councilor

ROLL CALL

Mayor Shornak opened the meeting at 6:00 p.m. Roll call was taken as follows:

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

ADOPT AGENDA

Motion was made at 6:01 p.m. by Councilor Denton and seconded by Councilor Luman-Bailey to adopt the agenda. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

CLOSED MEETING

Motion was made by Councilor Denton, and seconded by Vice Mayor Gore, to go into Closed Meeting for discussion of appointment of specific appointees of city council (school board); and (II) consultation with legal counsel employed or retained by city council related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (1) and (7), respectively. Upon the roll call, the vote resulted:

**June 12, 2017
Special Meeting
DRAFT**

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

RECONVENE OPEN MEETING

Council convened into Open Session at 7:01 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

Councilor Pelham submitted a Transactional Disclosure Statement.

ADJOURN

At 7:03 p.m., motion was made by Councilor Denton, and seconded by Vice Mayor Gore to adjourn. All councilors responded “aye”.

Jackie M. Shornak, Mayor

Ronnie L. Arrington, City Clerk

DRAFT

MINUTES OF THE CITY COUNCIL MEETING HELD JUNE 13, 2017

A regular meeting of the City Council of Hopewell, Virginia, was held Tuesday, June 13, 2017, at 6:30 p.m. in Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Brenda Pelham, Councilor (arrived - 6:47pm)
Arlene Holloway, Councilor
Anthony Zevgolis, Councilor
Christina Luman-Bailey, Vice Mayor
Wayne Walton, Councilor
Jackie Shornak, Councilor

Charles Dane, Assistant City Manager
Stefan Calos, City Attorney
Ronnieye Arrington, City Clerk

ABSENT: Janice Denton, Councilor (arrived- 8:33pm, left - 9:01pm)
Mark Haley, City Manager

ROLL CALL

Mayor Shornak opened the meeting at 6:31 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	absent
Councilor Pelham	-	absent (arrived - 6:47 pm)

Motion was made by Councilor Zevgolis and seconded by Councilor Luman-Bailey to adopt the agenda. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes

DRAFT

CLOSED MEETING

Motion was made at 6:33 p.m. by Councilor Zevgolis and seconded by Councilor Luman-Bailey to go into closed meeting for (1) discussion of appointment of specific appointees of city council (School Board, HRHA, VASAP); (2) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating its facilities in the community; (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation (VAWCO), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code section 2.2-3711 (A) (1), (5), and (7) (two items), respectively. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes

OPEN MEETING

Council came out of Closed Meeting at 7:33 p.m. Councilors were asked if they complied with Virginia Code § 2.2-3712(D), namely, that only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion were discussed in closed meeting, to which they all responded yes.

Roll call was taken as follows:

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

REGULAR MEETING

Prayer by Chaplain Judy Bailey of John Randolph Medical Center Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America.

DRAFT

CONSENT AGENDA

Motion was made by Councilor Pelham and seconded by Vice Mayor Gore to approve the Consent Agenda—Personnel Change and Financial Reports; Public hearing announcement: request to vacate a portion of Gray Street, City-School Board land exchange; Union Baptist Church proclamation. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Pelham	-	yes

PUBLIC HEARINGS

PH-1 A public hearing was held to receive comments regarding nominees or applicants for the School board. The applicants are: Wesley Joyner, Anthony Sylvester, Linda Hyslop, Rogers Henry, Ruth Johnson, and Deborah Marks) for two positions, each beginning July 1, 2017 and ending June 30, 2020, pursuant to Va. Code § 22.1-29.1 (*Public hearing before appointment of School Board members*). No one signed up for the public hearing so it was closed. Councilor Luman-Bailey made a motion to move the appointment to the School Board to the June 27, 2017 meeting, which motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Pelham	-	yes

COMMUNICATIONS FROM CITIZENS – Mayor Shornak opened the floor to any citizen wishing to speak, as none had signed up. There being no citizen comments, communications from citizens was closed at 7:38 p.m.

REGULAR BUSINESS

R-1 Downtown Stormwater Drain Art - Presentation was made by Kevin Orlosky of Art on Wheels and Jake Elder, Economic Development Coordinator, with input by Charles Dane, Assistant City Manager, requesting approval of a grant from the James River Association to fund artwork on 15-20 storm drains in downtown Hopewell on East Broadway, East Cawson, Appomattox, and Library Streets. Councilor Luman-Bailey made a motion which was seconded by Councilor Pelham to approve the stormwater drain art project and the proposed locations. Upon the roll call, the vote resulted:

DRAFT

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Pelham	-	yes

R-2 Approval of 2017 Sewer Service Rate Adjustment - presentation was made by Jeanie Grandstaff, Director of Hopewell Water Renewal, requesting a 5% increase in sewer rates, and to approve an ordinance changing metered consumption from cubic feet to gallons. Councilor Gore questioned if the proposed rate increase was included in the budget. Grandstaff confirmed it was, in anticipation of council approval. Councilor Gore questioned how much was written off, Grandstaff said \$600k write-off included 2013, 2014 and 2015. Grandstaff said they were hiring a consultant to assist with the collection issue. Dane said they were going to request that PB Mares look into the failure to produce a 2015 and 2016 CAFR timely. Luman-Bailey said that the operating budget, recurrent expenses and recurrent revenue was different to which Grandstaff advised this was due to the Enterprise Fund. Shornak confirmed that the requested increase would equate to an average increase of \$1.14 per month, per household. Motion was made by Councilor Luman-Bailey to approve the requested 5% increase and ordinance. This motion was not seconded and so failed.

Councilor Pelham completed a Transactional Disclosure Statement.

R-3 Adoption of FY 2018 City Budget Resolution - presentation was made by Charles Dane, with input and remarks by the Mr. Haley and Lance Wolff, Interim Finance Director, regarding the adoption of the FY 2018 City Budget Resolution. Council approved the budget at its May 23, 2017 meeting. Councilor Pelham moved to adopt the FY18 budget resolution, which motion was seconded by Vice Mayor Gore. Discussion ensued. Gore and Pelham both expressed concerns that the resolution contained errors. Dane advised that the errors would be corrected. Zevgolis argued that the adoption of the resolution should wait until the errors were fixed. Dane advised council of the risks associated with not adopting the resolution at this time.

Gore substituted a motion to approve the FY 2018 City Budget Resolution, but to do nothing under Sec. 31 of the resolution, other than the Riverwalk, until the 2016 CAFR is complete. Discussion ensued. Luman-Bailey was concerned that the 2016 CAFR would not be done until December (Dane agreed this was true). Shornak expressed her concerns that council was modifying the motion because she felt it was wrong to pick and choose. Denton said she didn't understand why the CAFR was a problem since it had not been a problem the previous year. Wolff advised council that he had completed all of the journal entries required to submit to Cherry Bekaert for them to complete the 2015 CAFR. He further stated that he was working on the transmittal letter and other final documents. He stated that he believed the 2015 CAFR would be complete by the end of June 2017. He said that normally a CAFR takes seven months, so the 2016 CAFR could be completed by as soon as December 2017. A call for the vote was given, to which all council agreed. Upon the roll call, the vote resulted:

DRAFT

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

Councilor Zevgolis requested that the clerk read the motion on the floor, which was done. Upon the reading of the motion, Councilor Zevgolis changed his vote from “no” to “yes,” making the final vote:

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

After the final vote, Councilor Denton was excused from the meeting.

Mayor Shornak submitted a Transactional Disclosure Statement. Councilor Pelham also submitted a Transactional Disclosure Statement.

R-4 Approval of Hopewell Water Renewal Fund 32 Capital Projects Budget Resolution - presentation was made by Jeanie Grandstaff, with remarks by the City Manager requesting the approval of the increase of the total funding and appropriations by \$2,650,000 to Fund 32. Councilor Luman-Bailey moved to approve the increase, which motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Pelham	-	yes

R-5 Setting a Date for the Police Station Groundbreaking Ceremony – Mr. Haley advised Council that construction on the new police station will begin very soon and a date needs to be set for the groundbreaking. He proposed to set the groundbreaking for June 27, 2017 at 6:30, and to hold it on the grounds behind the Municipal Building. Vice Mayor Gore moved to accept that date and time for the groundbreaking, which motion was approved by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

DRAFT

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Pelham	-	yes

REPORTS OF THE CITY ATTORNEY:

Stefan Calos advised council of the status of the VAWCO rate increase request application, which litigation was won, and which resulted in a \$2 million refund to the citizens of Hopewell.

REPORTS OF THE CITY CLERK:

By unanimous decision of council, Peter Eliades was re-appointed to the John Tyler Alcohol Safety Action Program.

REPORTS OF CITY COUNCIL:

Luman-Bailey stated that she attended the Virginia Gateway and that the City scored well. She thanked Councilor Zevgolis for also attending.

Gore spoke about the V3 veterans program and Hopewell's involvement in it.

Pelham asked Administration to please post "Children At Play" signs in all of the places where children are seen playing. She reminded everyone that this is the time of year that children playing in the street are mostly at risk. She also noted that between Pine Ave and High Street has a tree which is growing out into the street and needs to be removed.

Councilor Zevgolis requested that Dane come back to council with information regarding Boppers and why they are now located in Chesterfield.

ADJOURN

At 9:20 p.m., Councilor Zevgolis made a motion to adjourn the meeting, which was seconded by Councilor Luman-Bailey, and unanimously passed.

Jackie Shornak, Mayor

Ronnieye Arrington, City Clerk

July 11, 2017
Regular Meeting
DRAFT

MINUTES OF THE CITY COUNCIL MEETING HELD MAY 23, 2017

A meeting and work session of the City Council of the City of Hopewell, Virginia, was held Tuesday, July 11, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Christina J. Luman-Bailey, Councilor
Arlene Holloway, Councilor
Anthony J. Zevgolis, Councilor
Janice B. Denton, Councilor

Mark A. Haley, City Manager
Stefan M. Calos, City Attorney
Ronnieye Arrington, City Clerk

ABSENT Brenda S. Pelham, Councilor

ROLL CALL

Mayor Shornak opened the meeting at 6:31 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	absent (arrived at 6:32pm)
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent

ADOPT AGENDA

Motion was made at 6:32 p.m. by Councilor Denton and seconded by Councilor Luman-Bailey to adopt the agenda without revision. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

CLOSED MEETING

Motion was made at 6:33 p.m. by Councilor Denton, and seconded by Councilor Luman-Bailey, to go into Closed Meeting for (1) discussion of appointment or performance of specific appointees of city council (city manager, city clerk, board of architectural review); (2) consultation with legal counsel and

July 11, 2017
Regular Meeting
DRAFT

briefings by staff members or consultants pertaining to actual litigation (The Beacon, EEOC), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code section 2.2-3711 (A) (1) and (7) (two items), respectively. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

RECONVENE OPEN MEETING

Council convened into Open Session at 7:43 p.m. and announced that it would not be coming out of closed session, but rather would return to it at the end of the regular meeting.

WORK SESSION

Mayor Shornak opened the work session at 7:44 p.m. Roll call was taken as follows:

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

Ed Watson, Director of Public Works, Aaron Reidmiller, Director of Parks & Recreation, and Tevya Griffin, Director of Planning, presented their proposal for fee increases and decreases for their departments, including trash collection fees, construction and demolition waste fees, leaf collection, (it was recommended that trash collection and stormwater fees be billed through the property tax collection billing process), park fees, planning and zoning fees, to council for review and discussion. After discussion, Councilor Zevgolis requested that the fee changes be brought back in a public hearing. Mayor Shornak closed the work session at 8:33 p.m.

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

Prayer by Chaplain Michael Wyche of John Randolph Medical Center Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

July 11, 2017
Regular Meeting
DRAFT

CONSENT AGENDA

A motion was made by Councilor Denton and seconded by Councilor Holloway to approve the consent agenda: Pending list updated July 7, 2017, Personnel Report, Public Hearing Announcement: August 8, 2017, conditional use permits for carport; driving school in Downtown Hopewell, and meadery; transfer of property; September 12, 2017, trash, sewer, wastewater collection; and Information for Council Review: Hopewell School Board calendar; School Board agenda for July 13, 2017. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolts	-	yes
Vice Mayor Gore	-	yes

PUBLIC HEARING

PH-1 Community Development Block Grant update and appropriation request. A public hearing was held to receive comments regarding the proposed appropriation of \$170,044, including the \$162,676 allocated by HUD for FY2018 from the CDBG Program, and the re-appropriation of \$7,368 from cancelled projects FY2018 budget, and to authorize the city manager to submit the Third Year Annual Action Plan per HUD. There were no speakers, so the public hearing was closed at 8:38 p.m. Vice Mayor Gore moved to appropriate the \$170,044 and to authorize the city manager to submit the Third Year annual action Plan. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolts	-	yes
Vice Mayor Gore	-	yes

COMMUNICATIONS FROM CITIZENS

Johnny Partin of Ward 3 announced that he was collecting donations and supplies for middle school teachers. Charles Dane announced that the TV show Homeland will be filming in Richmond, and have indicated that they will also film some scenes in Hopewell. Mr. Dane also announced that they were in negotiations with another movie planning

REGULAR BUSINESS

Reports of City Manager:

R-1 Approve Grant Funding Appropriation – The city manager presented the Hopewell Fire & Rescue’s request for appropriation of \$22,500 in grant funds from John Randolph Foundation for the purchase of two LUCAS™ chest compression devices. The total cost of the devices is \$30,000 and Fire &

July 11, 2017
Regular Meeting
DRAFT

Rescue will pay the remaining \$7,500. Councilor Denton moved to appropriate \$22,500 to Hopewell Fire & Rescue for the purchase of the LUVAST™ devices. Upon the roll call, the vote resulted.

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

R-2 Presentation on Classification and Compensation Study – John Anzivino of Springsted Incorporated presented on Springsted’s findings with the class and comp study. He highlighted the City’s deficient areas where employees were making below the minimum. There were three option presented to the city for adoption (see attached). Councilor Denton moved to adopt the study, which motion was seconded by Councilor Luman-Bailey. Upon discussion, no vote followed this motion.

Councilor Luman-Bailey made a motion to amend the above motion to adopt Option 1 of the study. This motion was seconded by Councilor Denton. Upon roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Councilor Luman-Bailey then made the motion to adopt Option 1 of the class and comp study. Before the vote, Councilor-Luman Bailey amended her motion to adopt Option 1 of the class and comp study, effective July 1, 2017. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Mayor Shornak submitted a Transactional Disclosure statement.

Councilors Zevgolis and Gore requested that Springsted return for a work session.

R-3 A & B - Sewer Service Rate - Jeanie Grandstaff, Director of Hopewell Water Renewal and James Sanderson of Davenport & Company present to council regarding the need to adjust the current residential and commercial sewer rates by 5% to ensure that operational reserve fund remains secure, and to provide for the increased operation expenses resulting from the completion of the Phase 2 Nitrogen Reduction project. Ms. Grandstaff further requested that council repeal Sec. 31-11.1 of Article I, Chapter 31 of the

July 11, 2017
Regular Meeting
DRAFT

Hopewell City Code as it was no longer accurate or necessary. Councilor-Luman Bailey made a motion to approve the 5% increase and repeal Sec. 31-11.1 of the Hopewell City Code. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

R-4 Repeal and replace Chapter 2A of the City Code – Mark Haley, City Manager presented the proposed change to the Chapter 2A of the City Code, which is to repeal the current chapter and replace it with a proposed ordinance which incorporates the Virginia Public Procurement Act. Councilor Zevgolis moved to repeal and replace Chapter 2A, which motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

R-5 Approval of Hopewell Water Renewal Fund 32 Capital Project Budget Amendment – Mr. Haley and Ms. Grandstaff presented on the need to amend the FY17 budget to add a capital project and increase the total funding and appropriations by \$622,400. Councilor Denton moved and Councilor Luman-Bailey seconded the motion granting the appropriation. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Extend Meeting – Mayor Shornak noted that it was already at 10:30 p.m. and asked for a motion to extend the meeting past the 10:30 p.m. deadline. Vice Mayor Gore made the motion, which was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

July 11, 2017
Regular Meeting
DRAFT

Individual Reports of Council

Vice Mayor Gore asked that both the Website and Legislative Committees set meetings in the near future.

Luman-Bailey remarked that she had attended the Crater Regional meeting on June 22, 2017. She also advised that she and Mr. Haley had attended the ribbon cutting of the nitrogen project.

Vice Mayor Gore asked Assistant Manager Charlie Dane about the status of the \$2.5 million that was requested but never borrowed. Mr. Dane said that he would have the information regarding those funds prior to the net council meeting. Vice Mayor Gore then asked about the budget resolution and how would the errors on that be addressed. Mr. Dane responded that the correct information would be provided to council in the next month or so when the city issued updated financials.

Mayor Shornak commented to recreation and parks on the great job they had done on the July 1, 2017 fireworks. She mentioned that she had attended the groundbreaking for the new police building. Mayor Shornak also said that she had been asked by Rev. C.W. Harris' son to attend the Reverend's 93rd birthday celebration. She also attended the Ft Lee Centennial race with Mr. Dane. She extended a special thank you to Herbert Bragg, Director of Intergovernmental Affairs for his assistance. The Mayor said that she, Councilors Luman-Bailey and Denton, along with Mr. Haley attended the July 10, 2017 Ft. Lee reception. Mayor Shornak ended by acknowledging that Lacharese Aird had attended tonight's meeting.

CCR – Councilor Luman-Bailey gave a report on spot blight and how the city is looking at different methods to deal with it.

Mayor Shornak closed the regular meeting at 10:33 p.m.

CLOSED MEETING

At 10:37 p.m. Council went back into Closed Meeting for (1) discussion of appointment or performance of specific appointees of city council (city manager, city clerk, board of architectural review); (2) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation (The Beacon, EEOC), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code section 2.2-3711 (A) (1) and (7) (two items), respectively.

RECONVENE OPEN MEETING

Council convened back into Open Session at 11:35 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes

**July 11, 2017
Regular Meeting
DRAFT**

Councilor Zevgolis	-	no
Vice Mayor Gore	-	yes

ADJOURN

At 11:35 p.m., motion was made by Councilor Zevgolis and seconded by Councilor Denton to adjourn. Council unanimously agreed.

Meeting Adjourned at 11:36 p.m.

Jackie M. Shornak, Mayor

Ronnieye L. Arrington, City Clerk

**PERSONNEL
CHANGE
REPORT**

DATE: August 1, 2017
TO: The Honorable City Council
FROM: Michelle Ingram, HR Specialist
SUBJECT: Personnel Change Report – July 2017

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
GOMES, BENJAMIN	FIRE	FIREFIGHTER	07/12/2017
LEE, COLIN	FIRE	FIREFIGHTER	07/12/2017
MIJANGOS, SAUL	FIRE	FIREFIGHTER	07/12/2017
O'CARROLL, CLIFFORD	FIRE	FIREFIGHTER	07/12/2017
RUTTER, RICHARD	FIRE	FIREFIGHTER	07/12/2017
SWANN, TIMOTHY	FIRE	FIREFIGHTER	07/12/2017
THOMPSON, DANILE	FIRE	FIREFIGHTER	07/12/2017

PROMOTIONS

NAME	DEPARTMENT	POSITION	DATE
ASHBURN, FELICIA	FINANCE	ACCT TECH	07/12/2017

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
HODZIC, ALEN	DEVELOPMENT	PROP INSPEC	07/11/2017
ROTZOLL, SPENCER	RECREATION	LIFEGUARD	07/11/2017
PISAREK, DAN	POLICE	POLICE OFF	07/14/2017
BEHNKE, ASHARANI	POLICE	VICT WITN ADVOC SR	07/14/2017
WARD, WHITNEY	RECREATION	RESP LEADER	07/25/2017

CC: Mark Haley, City Manager
Charles Dane, Assistant City Manager
Renia Coles, Human Resources Director
Debbie Pershing, Senior Executive Assistant
Lance Wolff, Interim Finance Director
Dipo Muritala, Accounting Manager
Kim Hunter, Payroll

Jay Rezin, IT
Dave Harless, Risk/Safety Coordinator
Carol Scarbrough, Parks & Recreation
Terry Burd, IT Manager

**INFORMATION
FOR COUNCIL
REVIEW**

**MINUTES OF THE MEETING
SCHOOL BOARD OF THE CITY OF HOPEWELL
June 22, 2017**

CALL TO ORDER

Ms. Linda Hyslop, Vice-Chairman, called the meeting to order at 5:30 p.m. and the opening prayer was delivered by Ms. Linda Hyslop.

PRESENT

Ms. Linda E. Hyslop, Vice-Chairman; Mrs. Shirl A. Jefferson, member; Dr. Deborah Marks, member, were present. Mr. N. Gregory Cuffey, member, arrived at 5:35p.m. Mr. Christopher Reber, Chairman, was absent.

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent of Schools; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique G. Barnes, Director of Finance; Mr. Patrick Barnes, Director of Operations; Mrs. Missy Shores, Director of Personnel; Mrs. Janice Butterworth, Supervisor of Secondary Instruction; Dr. Tina Barringer, Supervisor of Elementary Education; Mrs. Janel English, Coordinator of Finance; Ms. Caitlyn Davis, Public Relations Specialist; Mr. Aaron Reidmiller, Director of Recreation and Parks for the City of Hopewell; and one member of the press.

ADOPTION OF AGENDA

Upon a motion by, Dr. Deborah Marks, and seconded by Mrs. Shirl Jefferson the School Board adopted the meeting agenda, adding a tour of the Food Service Feeding Bus as "E" under the discussion items, with all members voting aye.

DISCUSSION ITEMS

A. July School Board Meeting – Dr. Melody Hackney

Dr. Hackney reminded the Board Members that they would need to meet in July to reorganize the Board for FY2018. Discussion ensued regarding holding the reorganizational meeting on Thursday, July 6.

B. Hopewell City School Strategic Plan - Dr. Kim Evans

Dr. Evans distributed copies of the division's strategic plan and highlighted the major points and thanked all who have contributed their time and energy to the project. She highlighted the major areas, goals and mentioned that tasks to achieve each goal were in the process of implementation.

C. Preliminary Exit Interviews – Mrs. Missy Shores

Mrs. Shores mentioned that she has been meeting with each employee who is leaving the division and will have a compilation once all have been completed, but many are leaving due to issues beyond the division's control; i.e., spouse is being transferred, retirement, etc.

School Board Minutes

June 22, 2017

Page 2

D. Union Hall Lot Conveyance – Mr. Aaron Reidmiller

Mr. Reidmiller advised School Board members that the City is still interested in transferring the old ball field at Union Hall, which has not been used in many years, to the School Board to use as it feels is necessary, and that its transfer was not contingent upon the transfer of other properties. Mr. Reidmiller cleared the misconception that there was a contingency regarding the properties Mr. Reidmiller previously brought before the School Board. There is no obligatory exchange. He also wanted to advise the Board of the City's timeline. He will bring it before City Council for approval in the upcoming months.

E. Food Service Feeding Bus – Mr. Patrick Barnes

Mr. Barnes took School Board Members and guests outside to look at the new Food Service Feeding Bus. The Food Service Department renovated a surplus school bus and had it outfitted so that the division would be able to travel into the community and feed children during the summer. School Board Members shared their excitement about the innovative idea.

CLOSED MEETING

Upon motion by Mrs. Shirl Jefferson and seconded by Mr. Greg Cuffey, the School Board adopted the following resolution to enter a Closed Session at 6:20 p.m., with all members voting aye.

Pursuant to §2.2-3711(A) of the Code of Virginia, I move that the Board convene in a closed meeting for the purpose of discussing the following specific matters:

- A.** The discussion or consideration of the employment, assignment, appointment, promotion, performance, demotion, salaries, or resignation of employees at Hopewell High School, Carter G. Woodson Middle School, Dupont Elementary School, Harry E. James Elementary School, Patrick Copeland Elementary School, Woodlawn Learning Center, Food Service Department, Transportation Department and the Central Office, which is authorized by §2.2-3711(A) (1) of the Code of Virginia.

REGULAR MEETING

Vice-Chairman Hyslop called the meeting to order at 7:30 p.m. The prayer was delivered by Dr. Kim Evans, followed by the Pledge of Allegiance.

PRESENT

Ms. Linda Hyslop, Vice-Chairman; Mrs. Shirl Jefferson, member; Dr. Deborah Marks, member, and Mr. Greg Cuffey, member, were present. Mr. Christopher Reber, Chairman, was absent.

School Board Minutes

June 22, 2017

Page 3

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique Barnes, Director of Finance/Board Clerk; Mrs. Missy Shores, Director of Personnel; Mr. T. Patrick Barnes, Director of Operations; Mrs. Tina Barringer, Supervisor of Elementary Instruction; Mrs. Janice Butterworth, Supervisor of Secondary Instruction; Mrs. Paula Brumfield, Supervisor of Literacy and Federal Programming; Ms. Brookie Fowler, Coordinator of Disabilities Services; Mrs. Janel English, Coordinator of Finance; Ms. Carla Fizer, Principal; Ms. Judy Barnes, Principal; Mr. Byron Davis, Principal; Mrs. Joyce Jones, Principal; Mr. Keith Crews, Alternative Education Program Coordinator; Mr. Burlin Gregory, Director of Innovation; Mrs. Cheryl Webb, Director of School Improvement and Data Analysis; Ms. Tracy Wilson, Coordinator, Educational Evaluations and Program Improvement; Honorees with their families; and Ms. Caitlyn Davis, Public Relations Specialist.

CERTIFICATION OF CLOSED MEETING

Upon a motion by Dr. Deborah Marks and seconded by Mrs. Shirl Jefferson, the Board adopted the attached Certification of Closed Meeting, with all members present voting aye.

ADOPTION OF AGENDA

Upon motion by Mr. Greg Cuffey, and seconded by Dr. Deborah Marks, the School Board adopted the June 22, 2017, Regular Meeting Agenda as presented, with all members voting aye.

SPECIAL RECOGNITION

A. VMEA 2016-2017 Blue Ribbon Award – Hopewell High School Choir and Band Ensembles – Dr. Kim Evans

Dr. Evans and Dr. Hackney provided certificates to each Choral and Band member and their teachers, Miss Alana Marsh and Mr. Andre's Pierce, for their outstanding performances. They mentioned how proud they were to have the groups representing Hopewell City Public Schools and Hopewell High School. The groups received the VMEA 2016-2017 Blue Ribbon Award. The ensembles shook the hands of each Board Member in congratulations.

B. Annual Carter G. Woodson Middle School Oratorical Speech Finalists – Dr. Kim Evans

Dr. Evans called each winner present, while Dr. Hackney presented each with a certificate of appreciation for the students' outstanding performance. The students

School Board Minutes

June 22, 2017

Page 4

shook the hands of each School Board Member and were told how proud the division is of their success.

C. Cafeteria Managers Recognition - Mr. Patrick Barnes

Mr. Barnes recognized each school's Cafeteria Manager for all of their hard work, noting that they had served 117,000 extra meals this year since the middle school and all of the elementary schools were now participating with the Federal CEP program and each child at those schools could eat without charge.

D. Hopewell Division Teacher of the Year – Dr. Melody Hackney

Dr. Hackney introduced Mr. George Sumner from Patrick Copeland Elementary School as Hopewell City Public Schools' Teacher of the year. She invited Mr. Byron Davis, the Principal at Patrick Copeland, to say a few words of accolade for Mr. Sumner. Mr. Sumner mentioned that he was proud to receive the award.

E. Presentation of School Highest Monthly Student Attendance Trophy – Dr. Melody Hackney

Dr. Hackney recognized the school with the highest student attendance for May of 2017. Dupont Elementary School won the award with a 95% attendance rate. Ms. Carla Fizer, Principal, accepted the award on behalf of her students.

F. Presentation of School Highest Monthly Staff Attendance Trophy – Dr. Melody Hackney

Dr. Hackney recognized the school with the highest licensed staff attendance for May of 2017. This month there was a tie between Woodlawn Learning Center and New Hope Academy with a 95.45454% staff attendance rate. Mrs. Joyce Jones, Principal, accepted the award on behalf of her staff and Mr. Keith Crews, Alternative Education Coordinator, accepted on behalf of his staff.

REPORTS

A. Spotlight on Instruction – Mr. Thomas Applegate

Ms. Sommer Jones and Ms. Sara Fletcher introduced Mr. Applegate and advised the School Board Members of his success throughout the year. Mr. Applegate informed all present that he attributes his success to the help of his colleagues, Ms. Jones and Ms. Fletcher and that he is pleased to be a part of the HCPS family.

B. Spotlight on Instruction – Mr. Michael Dalton

In Mr. Dalton's absence, Mrs. Jan Butterworth introduced the students and described the assignment they completed for Spanish Class. Each student had been tasked to write a murder mystery in Spanish. Each presentation was in Spanish, but the students presented the information in English and tasked the School Board

School Board Minutes

June 22, 2017

Page 5

Members to solve the mysteries. Ally Geronimo, Dawsyn Hock and Preston Haden were congratulated by each Board Member.

C. Title I and Title II Grant – Mrs. Paula Brumfield

Mrs. Brumfield walked the School Board Members through the major points of the Title I and Title II Consolidated application that was included in the Board's packet. She will submit the application to the Department of Education for the continuation of the grants.

D. Monthly Instructional Improvement Update – Mrs. Cheryl Webb

Mrs. Webb presented the Board with the preliminary SOL and accreditation results, emphasizing the progress that has been made at each school. At this time, it appears that Patrick Copeland Elementary School and Hopewell High School will be fully accredited.

E. Finance, Maintenance and Clerk's Report – Mrs. Monique Barnes

May FY2017 Report (Month 11 of Fiscal Year)

The May 15 and March 31, 2017 warrant totals included:

Operating Fund	\$	594,185.49
Textbook Fund	\$.00
Cafeteria Fund	\$	136,212.98
Capital Projects Fund	\$.00
Building/Bus Fund	\$	78,358.80
Total Funds	\$	808,757.27

Mrs. Barnes mentioned to the Board that the accounts payable listings for May 15 and May 31 were in the Board packet. These reports included payments for: instructional supplies, staff development, travel, testing supplies, retirement recognition, computer equipment and software, legal fees, postage, utilities, maintenance supplies, fuel, and janitorial supplies. \$78,358.80 was expended from the Building/Bus Replacement fund for the HVAC system in the Gym at Carter G. Woodson Middle School.

Mrs. Barnes went on to mention that as a point of comparison, the operating fund had 22.34% of the FY2017 expenditure budget remaining at the end of May 2017, and there was 20.72% of the FY2016 expenditure budget remaining at the same time last year. The revenue receipts were 58.19% of the budgeted amount for FY2017 at the end of May 2016, and the revenue receipts were 47.51% of the FY2016 budgeted amount at the same time last year.

School Board Minutes

June 22, 2017

Page 6

She continued by explaining to the Board that we are monitoring the end-of-year financial processes very carefully to make sure that our expenditures for the year are within the actual revenue as well as the approved budget. She mentioned that the state supported student membership as of the end of May was 3,987, with the Average Daily Attendance (ADA) being at 93.15%; and the actual year-long ADM as reported to the state was 3,966.05 and the FY2017 budget was based on 3,975 students.

She concluded the Financial report by mentioning that there were numerous contract renewals listed in the General Resolutions. We have received satisfactory service with these vendors and wish to renew their contracts for another year.

Regarding the Maintenance report, Mrs. Barnes mentioned that during the month of May we completed and closed 485 work orders and ended the month with 182 still in progress.

Mrs. Barnes also mentioned that there was no information from the Clerk to present to the School Board this month.

PUBLIC COMMENTS- None

CONSENT AGENDA

Upon a motion by Mr. Greg Cuffey, and seconded by Dr. Deborah Marks, the Board adopted the attached Consent Agenda with all members voting aye.

Minutes

The minutes of the meeting of May 11, 2017, were approved as submitted.

Licensed Personnel Resolutions

17-06-L1

Retirement

Betty Ware

Supervisor of CTE &

Health and PE

WHEREAS, Betty Ware has announced her retirement as of July 1, 2017

WHEREAS, during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

WHEREAS, she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

RESOLVED, that the School Board of the City of Hopewell expresses its appreciation to Betty Ware

School Board Minutes

June 22, 2017

Page 7

for her many years of dedicated service, and contributions to her profession; and be it further

RESOLVED, that the School Board of the City of Hopewell extends to Betty Ware its best wishes for many years of happiness during her retirement.

17-06-L2

Retirement

Carla Carr

Teacher

WHEREAS, Carla Carr has announced her retirement as of July 1, 2017

WHEREAS, during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

WHEREAS, she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

RESOLVED, that the School Board of the City of Hopewell expresses its appreciation to Carla Carr for her many years of dedicated service, and contributions to her profession; and be it further

RESOLVED, that the School Board of the City of Hopewell extends to Carla Carr its best wishes for many years of happiness during her retirement.

17-06-L3

Retirement

Susanne Moore

Teacher

WHEREAS, Susanne Moore has announced her retirement as of July 1, 2017

WHEREAS, during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

WHEREAS, she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

RESOLVED, that the School Board of the City of Hopewell expresses its appreciation to Susanne Moore for her many years of dedicated service, and contributions to her profession; and be it further

RESOLVED, that the School Board of the City of Hopewell extends to Susanne Moore its best wishes

School Board Minutes

June 22, 2017

Page 8

for many years of happiness during her retirement.

17-06-L4
Probationary
Appointment
Leena Mustafa

RESOLVED, upon the recommendation of the Superintendent of Schools, that Leena Mustafa, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Teutianna Durrah
Assignment: Carter G. Woodson
Salary: \$43,491.00 (TCH, Step 0)

17-06-L5
Probationary
Appointment
Nicole Zimmel

RESOLVED, upon the recommendation of the Superintendent of Schools, that Nicole Zimmel, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: TBD
Assignment: TBD
Salary: \$43,491 (TCH, Step 0)

17-06-L6
Probationary
Appointment
Arlesa Johnson

RESOLVED, upon the recommendation of the Superintendent of Schools, that Arlesa Johnson, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 25, 2017
Vice: Mary White
Assignment: Harry E. James Elementary School
Salary: \$58,116.00 (TCH, Step 26)

17-06-L7
Probationary
Appointment
Courtney Brown

RESOLVED, upon the recommendation of the Superintendent of Schools, that Courtney Brown, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: TBD
Assignment: Carter G. Woodson
Salary: \$43,491.00 (TCH, Step 0)

17-06-L8
Probationary
Appointment
Corinne Gumann

RESOLVED, upon the recommendation of the Superintendent of Schools, that Corinne Gumann, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Venessa Bond
Assignment: Hopewell High School
Salary: \$46,141 (TCHIII, Step 0)

School Board Minutes

June 22, 2017

Page 9

17-06-L9

Probationary
Appointment
Lee Ann Baker

RESOLVED, upon the recommendation of the Superintendent of Schools, that Lee Ann Baker, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Nicole Cary
Assignment: Harry E. James
Salary: \$54,994 (TCH, Step22)

17-06-L10

Probationary
Appointment
Lacey Driver

RESOLVED, upon the recommendation of the Superintendent of Schools, that Lacey Driver, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Brittany Ashby
Assignment: Dupont Elementary School
Salary: \$46,141 (TCHIII, Step3)

17-06-L11

Probationary
Appointment
Leah Reed

RESOLVED, upon the recommendation of the Superintendent of Schools, that Leah Reed, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Tammy Stephens
Assignment: Dupont Elementary School
Salary: \$44,708 (TCH, Step7)

17-06-L12

Probationary
Appointment
Linda Mickens

RESOLVED, upon the recommendation of the Superintendent of Schools, that Linda Mickens, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Amy Jarvis
Assignment: Carter G. Woodson
Salary: \$50,622 (TCH, Step16)

17-06-L13

Probationary
Appointment
Kathy Gilstrap

RESOLVED, upon the recommendation of the Superintendent of Schools, that Kathy Gilstrap, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: C. Rybar
Assignment: Dupont Elementary
Salary: \$50,622 (TCH, Step16)

17-06-L14

Probationary
Appointment

RESOLVED, upon the recommendation of the Superintendent of Schools, that Jessica Bourneuf, being duly certified, be and is hereby granted a probationary

School Board Minutes

June 22, 2017

Page 10

Jessica Bourneuf appointment as a Guidance Counselor, effective August 25, 2017
Vice: Ashley Denton
Assignment: Hopewell High School
Salary: \$49,702 (TCHIII 215 , Step0)

17-06-L15

Probationary
Appointment
Maria Feliciano

RESOLVED, upon the recommendation of the Superintendent of Schools, that Maria Feliciano, being duly certified, be and is hereby granted a probationary appointment as a ESL Teacher, effective August 25, 2017
Vice:
Assignment: Carter G. Woodson Middle School
Salary: \$51,219 (TCHIII, Step 13)

17-06-L16

Resignation
of
Brittany Nice

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Brittany Nice be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher, Harry E. James Elementary School

17-06-L17

Resignation
of
Teutianna Durrah

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Teutianna Durrah be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher, Carter G. Woodson Middle School

17-06-L18

Resignation
of
Lauren Robinson

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Lauren Robinson be and is hereby accepted, effective June 30, 2017.
Assignment: Guidance Counselor, Hopewell High School

17-06-L19

Resignation of
Melaniann Piercy

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Melaniann Piercy be and is hereby accepted, effective June 30, 2017.
Assignment: Guidance Counselor, Hopewell High School

17-06-L20

Resignation
of
Khilia Logan

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Khilia Logan be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher, Carter G. Woodson Middle School

17-06-L21

Resignation
of
Jennifer Fleming

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Jennifer Fleming be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher; Harry E. James Elementary School

School Board Minutes

June 22, 2017

Page 11

17-06-L22

Resignation
of
Meredith Boyd

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Meredith Boyd be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher; Carter G. Woodson Middle School

17-06-L23

Resignation
of
Rachel Tew

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Rachel Tew be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher; Hopewell High School

17-06-L24

Resignation
of
Jessica Minnix

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Jessica Minnix be and is hereby accepted, effective June 30, 2017.
Assignment: New Hope Academy

17-06-L25

Resignation
of
Ashley Denton

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Ashley Denton be and is hereby accepted, effective June 30, 2017.
Assignment: Guidance Counselor; Hopewell High School

17-06-L26

Resignation
of
Patrice Godbolt

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Patrice Godbolt be and is hereby accepted, effective June 16, 2017.
Assignment: Math Specialist; Carter G. Woodson Middle School

17-06-L27

Resignation
of
Cassandra Merrick

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Cassandra Merrick be and is hereby accepted, effective June 16, 2017.
Assignment: Teacher; Woodlawn Learning Center

17-06-L28

Resignation
of
Sean Bonner

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Sean Bonner be and is hereby accepted, effective June 16, 2017.
Assignment: Teacher; Carter G. Woodson Middle School

17-06-L29

Resignation
of
Irene Robinson

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Irene Robinson be and is hereby accepted, effective June 16, 2017.
Assignment: Teacher; New Hope Academy

17-06-L30

RESOLVED, upon the recommendation of the

School Board Minutes

June 22, 2017

Page 12

Resignation of Tiffany Farmer Superintendent of Schools, that the resignation of Tiffany Farmer be and is hereby accepted, effective June 16, 2017.
Assignment: Assistant Principal; Patrick Copeland Elementary School

17-06-L31

Resignation of Rae Harvey

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Rae Harvey be and is hereby accepted, effective June 16, 2017.
Assignment: Assistant Principal; Carter G. Woodson Middle School

17-06-L32

Resignation of Kristina Holland

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Kristina Holland be and is hereby accepted, effective June 16, 2017.
Assignment: Teacher; Patrick Copeland Elementary School

17-06-L33

Resignation of Valerie Rafey

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Valerie Rafey be and is hereby accepted, effective June 16, 2017.
Assignment: Teacher; Patrick Copeland Elementary School

17-06-L34

Resignation of Virginia Pfister

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Virginia Pfister be and is hereby accepted, effective June 16, 2017.
Assignment: Teacher; Patrick Copeland Elementary School

17-06-L35

Resignation of Angela Miller

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Angela Miller be and is hereby accepted, effective June 16, 2017.
Assignment: Teacher; Carter G. Woodson Middle School

17-06-L36

Resignation of Lara Van Gundy

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Lara Van Gundy be and is hereby accepted, effective June 16, 2017.
Assignment: Teacher; Carter G. Woodson Middle School

17-06-L37

Transfer of Emily Ward

RESOLVED, upon the recommendation of the Superintendent of Schools, that the transfer of Emily Ward from instructional coach to teacher be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher; Carter G. Woodson Middle School

17-06-L38

Transfer

RESOLVED, upon the recommendation of the Superintendent of Schools, that the transfer of Sommer Jones

School Board Minutes

June 22, 2017

Page 13

of
Sommer Jones

from ITRT to instructional coach be and is hereby accepted,
effective June 30, 2017.

Assignment: Instructional Coach

17-06-L39

Approval of
Supplement

RESOLVED, upon the recommendation of the Superintendent of Schools, that Jacqueline Edmonds be paid a supplement in the amount of \$1,500.00 for completing CTE follow up surveys during the 2016-2017 school year.

17-06-L40

Approval of
Supplement

RESOLVED, upon the recommendation of the Superintendent of Schools, that Melaniann Piercy be paid a supplement in the amount of \$1,000.00 for completing career assessments and industry certification testing during the 2016-2017 school year.

17-06-L41

Superintendent
Amendment to

17-05-L22

RESOLVED, upon the recommendation of the Superintendent of Schools, that resolution **17-05-L22** be and is hereby amended to pay a stipend in the amount of \$6000.00 to Kori Harrow for supervising other speech pathologists and completing required Medicaid trainings and documentation funded by Medicaid reimbursements.

17-06-L42

Approval of
Stipend
School

RESOLVED, upon the recommendation of the Superintendent of Schools, that a stipend for providing services during the winter sports season at Carter G. Woodson Middle

be and is hereby approved for Carrie Ross.
Stipend: \$21.53

17-06-L43

Approval of
Supplements

RESOLVED, upon the recommendation of the Superintendent of Schools, that supplements for the following athletic coaching positions at Hopewell High School be and are hereby approved for the 2016-2017 Spring Sports Season.

Position	Name	Supplement
Baseball		
Head Coach	Adam Capps	\$2000.00
Assistant Coach	Carl Easter	\$1400.00
Assistant Coach	Bobby Pershing	\$4100.00
Softball		
Head Coach	Megan Holder	\$3400.00

School Board Minutes

June 22, 2017

Page 14

Assistant Coach	Rachel Baldwin	\$1400.00
Girls Soccer		
Head Coach	Emily Ward	\$1900.00
Outdoor Track		
Head Coach	Frank Cancino	\$4300.00
Assistant	Mary Sims	\$1400.00
Assistant	Jonathan Lewis	\$1400.00
Boys Tennis		
Head Coach	Michael Dalton	\$2100.00
Girls Tennis		
Head Coach	John Johnson	1900.00
Weight Training	Ricky Irby	700.00
Spring Sports Site Supervisor	Anthony Anderson	700.00

17-06-L44

Appointment
of Summer School
Teachers

Resolved, upon the recommendation of the Superintendent of Schools, that the following be and are hereby approved as substitute teachers for Summer School to be paid out of 21st Century Grant Funds.

Nina Durstine (Teacher)
Emily Ward (Teacher)
Marlaina Mueller (SPED)
Ashley Clear (sub)
Haley Strum (sub)
Morgan Hobson (sub)
Melissa Rooks (sub)
Taylor Redmond (sub)
Tiffany Bailey (sub)
Angela Miller (sub)

17-06-L45

Approval of
Stipends

Resolved, upon the recommendation of the Superintendent of Schools, that the following teachers be paid \$25.00 per hour for Stipends providing instruction as part of the 21st Century Community Learning Grant Program at Patrick Copeland Elementary School.

Victoria Edwards
Valerie Rafey

17-06-L46

Reappointment

Resolved, upon the recommendation of the Superintendent of Schools, that the following be reappointed as a substitute school

School Board Minutes

June 22, 2017

Page 15

of School psychologists for the 2017-2018 school year, effective July 5, 2017.
Psychologists Donna Elder and Marlene Schillinger

17-06-L47 **Resolved**, upon the recommendation of the Superintendent of Schools, that Crystal Journette-Hawkes is hereby reappointed as of a part time special education counselor for the 2017-2018 school year, effective July 5, 2017.
Crystal Journette-Hawkes

17-96-L48 **Resolved**, upon the recommendation of the Superintendent of Schools, that the stipend paid to 21st Century Grant Staff be increased by \$10.00 per hour.
Pay Increase Teachers from \$25.00 to \$35.00
Coordinators from \$30.00 to \$40.00

17-06-L49 **RESOLVED**, upon the recommendation of the Superintendent Approval of of Schools, the following supplements be approved as funded by the Supplements Title I, Part A, portion of the "Every Student Succeeds Act" Application for the 2016-2017 school year effective July 1, 2017 through August 18, 2017:

Schools	Number of Teachers	Amount per Hour	Maximum Number of hours
Carter G. Woodson Middle School	20	\$20.00	12 hours per person (not to exceed \$4847.03)
Patrick Copeland Elementary School	12	\$20.00	23 hours per person (not to exceed \$5520.00 total)
Patrick Copeland Elementary School-Creation of PBAs and Rubrics	5	\$20.00	15 hours per person core instructional teachers (not to exceed \$1200) 10 hours (per 1 SPED teacher to modify PBAs/rubrics (not to exceed \$200)
Dupont Elementary School	12	\$20.00	23 hours per person (not to

School Board Minutes

June 22, 2017

Page 16

			exceed \$5520.00 total)
Dupont Elementary School-Creation of PBAs and Rubrics	5	\$20.00	15 hours per person core instructional teachers (not to exceed \$1200) 10 hours (per 1 SPED teacher to modify PBAs/rubrics (not to exceed \$200)

17-06-L50

Superintendent
Approval of
the
Supplements

RESOLVED, upon the recommendation of the

of Schools, the following supplements be approved as funded by Title I, Part A, portion of the "Every Student Succeeds Act" Application for the 2016-2017 school year effective June 19, 2017 through June 30, 2017:

Schools	Number of Teachers	Amount per Hour	Maximum Number of hours
Carter G. Woodson Middle School	20	\$20.00	12 hours per person (not to exceed \$4847.03)
Patrick Copeland Elementary School	12	\$20.00	23 hours per person (not to exceed \$5520.00 total)
Patrick Copeland Elementary School-Creation of PBAs and Rubrics	5	\$20.00	15 hours per person core instructional teachers (not to exceed \$1200) 10 hours (per 1 SPED teacher to modify PBAs/rubrics (not to exceed \$200)
Dupont	12	\$20.00	23 hours per

School Board Minutes

June 22, 2017

Page 17

Elementary School			person (not to exceed \$5520.00 total)
Dupont Elementary School-Creation of PBAs and Rubrics	5	\$20.00	15 hours per person core instructional teachers (not to exceed \$1200) 10 hours (per 1 SPED teacher to modify PBAs/rubrics (not to exceed \$200)
Harry E. James Elementary School	12	\$20.00	23 hours per person (not to exceed \$5520.00 total)
Harry E. James Elementary School- Creation of PBAs and Rubrics	5	\$20.00	15 hours per person core instructional teachers (not to exceed \$1200) 10 hours (per 1 SPED teacher to modify PBAs/rubrics (not to exceed \$200)

17-06-L51

RESOLVED, upon the recommendation of the

Superintendent

Appointment

Of Summer School
School

Coordinator

of Schools, that effective June 19 - August 3, 2017, the following positions be approved for the Standards of Learning Summer

Program funded through SOL Summer School stipend funds:

Position	Maximum Number	Amount per Hour	Maximum No. of hours
Elementary Coordinators PC-George Sumner	3	\$30.00	114

School Board Minutes

June 22, 2017

Page 18

Dup-Ryan Ponder HEJ-			
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17-06-L52 **RESOLVED**, upon the recommendation of the Superintendent Approval of of Schools, the following supplements be approved as funded by the Supplements FY18 Title I, Part A, portion of the "Every Student Succeeds Act"

Application for the 2017-2018 school year effective July 1, 2017 through August 18, 2017:

Schools	Number of Teachers	Amount per Hour	Maximum Number of hours
Carter G. Woodson Middle School	20	\$20.00	7.5 hours per person (not to exceed \$3,000.00)

17-06-L53 **RESOLVED**, upon the recommendation of the Superintendent Amendment to of Schools, that Resolution 16-09-L44 be and is hereby amended to

Resolution reflect the appointment of Mary Shores to EPAS/Step 4, effective
16-09-L44 June 30, 2017.

Classified Personnel Resolutions

17-06-C1 **RESOLVED**, upon the recommendation of the Superintendent of Schools, that the retirement of Brenda Hill be and is hereby approved, effective July 1, 2017.
Retirement Assignment: Teacher Assistant; Harry E. James Elementary School
Of
Brenda Hill

17-06-C2 **RESOLVED**, upon the recommendation of the Superintendent of Schools, that the retirement of Richard Thomas be and is hereby approved, effective July 1, 2017.
Retirement Assignment: Manager of Maintenance
Of
Richard Thomas

School Board Minutes

June 22, 2017

Page 19

17-06-C3

Resignation
Of Gladys
Jenkins-Stevens

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Gladys Jenkins Stevens be and is hereby approved, effective April 7, 2017.
Assignment: Bus Driver – Transportation

17-06-C4

Resignation
Of Monica Jones

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Monica Jones be and is hereby approved, effective May 19, 2017.
Assignment: Secretary – Hopewell High School

17-06-C5

Resignation
Of Laura Allen

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Laura Allen be and is hereby approved, effective May 5, 2017.
Assignment: Van Driver – Transportation

17-06-C6

Resignation
Of Tiffany Roman

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Tiffany Roman be and is hereby approved, effective May 15, 2017.
Assignment: Secretary I – Hopewell High School

17-06-C7

Appointment
Full-Time
Transportation
Gay Brown

RESOLVED, upon the recommendation of the Superintendent of Schools, that Gay Brown be and is hereby appointed as a Full-Time Bus Driver for the 2017-2018 school year, effective July 1, 2017.
Salary: \$12, 089 per year

17-06-C8

Appointment
Substitute
Maintenance
James Douth

RESOLVED, upon the recommendation of the Superintendent of Schools, that James Douth be and is hereby appointed as a Substitute Maintenance worker for the 2016-2017 school year, effective June 1, 2017.
Salary: \$11.83 per hour

17-06-C9

Reappointment
Of Maintenance
Substitutes

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and are hereby reappointed as Maintenance Substitutes for the 2017-2018 school year, effective July 1, 2017 at their FY2018 hourly rates.
Kenneth Congelton, Emery Lewis and James Douth

17-06-C10

RESOLVED, upon the recommendation of the

School Board Minutes

June 22, 2017

Page 20

Appointment
Of Summer Food
Service Manager

Superintendent of Schools, that the following be and is hereby granted temporary appointments as Summer Food Service Food Service Managers for the 2017 Summer Food Service Programs, effective June 26 – June 30, 2017 at their FY2017 hourly rate:

Susan Wiley
Anita Mays

17-06-C11

Appointment
Of Summer Food
Service Managers

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and are hereby granted temporary appointments as Summer Food Service Food Service Managers for the 2017 Summer Food Service Programs, effective July 1 – August 24, 2017 at their FY2018 hourly rate:

Susan Wiley
Anita Mays

17-06-C12

Appointment
Of Summer Food
Service Manager

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and is hereby granted temporary appointments as Summer Food Service Managers for the 2017 Summer Food Service Programs, effective June 19 - June 30, 2017 at the following FY2017 hour rate:

Floretta Moore, \$10.81 per hour

17-06-C13

Appointment
Of Summer Food
Service Managers

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and are hereby granted temporary appointments as Summer Food Service Managers for the 2017 Summer Food Service Programs, effective July 1 – August 24, 2017 at the following FY2017 hour rate:

Floretta Moore, \$15.24 per hour
Mary Walker, \$15.24 per hour
Terri Henggeler, \$15.24 per hour
Susan Bradshaw, \$15.24 per hour

17-06-C14

Appointment
Of Student
IT Workers

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and are hereby appointed as student IT workers for the 2016-2017 school year, effective June 19-June 30, 2017 at \$7.85 per hr.

Hunter Cowden, Mary-Catherine Neal and Zayne Landes

17-06-C15

Appointment
Of Student
IT Workers

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and are hereby appointed as student IT workers for the 2017-2018 school year, effective July 1, 2017 at \$7.85 per hr.

Hunter Cowden, Mary-Catherine Neal and Zayne Landes

School Board Minutes

June 22, 2017

Page 21

17-06-C16

Appointment
Of Summer Food
Service Workers

RESOLVED, upon the recommendation of the

Superintendent of Schools, that the following be and are hereby granted temporary appointments as Summer Food Service Workers for the 2017 Summer Food Service Programs, effective June 20 – June 30, 2017 at their FY2017 hourly rate:

Pamela Bowles	Elizabeth Edwards
Brenda Hill	Darnell Hamilton
Shannon Rackley	Heddi Leonard
Jasmin Torres	Daquan Studivant
Henrietta Jackson	Vicki Vance
Ernestine Shaw	Jennifer Vreeland
Deborah Sturges	Alexander Allen
Tina Tyler	Shanta Hill
Cynthia Fistler	Theresa Lipari
Tricia King	Joyce Pope
Monique Gaither	Ambrosia VanEpps
Michael Robbins	Amoah, Blynder
Mary Walker	Rosie McCabe
Tammy Anderson	Diane Williams
Patricia Allen	Nellie Huddleston
Juanita Boggs	Tewana McMillan
Ashley Edwards	Bonnie Brisendine
Darcel Hill	Bertha Jones
Deondre Marks	Ida Moss
James Studivant	Jatarra Ruffin
Michael Taggart	Tracy White
Maria Boone	Tammy Anderson

17-06-C17

Appointment
Of Summer Food
Service Workers

RESOLVED, upon the recommendation of the

Superintendent of Schools, that the following be and are hereby granted temporary appointments as Summer Food Service Workers for the 2017 Summer Food Service Programs, effective July1 – August 24, 2017 at their FY2018 hourly rate:

Pamela Bowles	Ernestine Shaw
Brenda Hill	Deborah Sturges
Shannon Rackley	Tina Tyler
Jasmin Torres	Cynthia Fistler
Henrietta Jackson	

School Board Minutes

June 22, 2017

Page 22

Tricia King
Monique Gaither
Michael Robbins
Mary Walker
Tammy Anderson
Patricia Allen
Juanita Boggs
Ashley Edwards
Darcel Hill
Deondre Marks
James Studivant
Michael Taggart
Maria Boone
Elizabeth Edwards
Darnell Hamilton
Heddi Leonard
Daquan Studivant
Vicki Vance

Jennifer Vreeland
Alexander Allen
Shanta Hill
Theresa Lipari
Joyce Pope
Ambrosia VanEpps
Amoah, Blynder
Rosie McCabe
Diane Williams
Nellie Huddleston
Tewana McMillan
Bonnie Brisendine
Bertha Jones
Ida Moss
Jatarra Ruffin
Tracy White
Tammy Anderson

17-06-C18

Appointment
Part-Time
Transportation
Rebecca Carpenter

RESOLVED, upon the recommendation of the Superintendent of Schools, that Rebecca Carpenter be and is hereby appointed as a Van Driver worker for the 2017-2018 school year, effective July 1, 2017.
Salary: \$10.73 per hr (Salary adjustment for verified prior years of service with HCPS)

17-06-C19

Change of
Employment

RESOLVED, upon the recommendation of the Superintendent of Schools, that Juanita Boggs be and is hereby granted transfer from Full-Time Food Service Worker to Part-Time Food Service Worker (6 hour), effective May 1, 2017.
Salary: No Change in Hourly Rate

17-06-C20

Appointment
Of Substitute
Custodians

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and is hereby granted temporary appointments as substitute summer custodians, effective June 19 - June 30, 2017 at their FY2017 hourly rate:
Monique Gaither and James Studivant

17-06-C21

Appointment
Of Substitute

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and are hereby granted temporary appointments as substitute summer custodians,

School Board Minutes

June 22, 2017

Page 23

Custodians effective July 1 – September 2, 2017 at their FY2018 hourly rate:
Monique Gaither and James Studivant

17-06-C22

Appointment
Full-Time
Division Manager
Milton G Jones, Jr.

RESOLVED, upon the recommendation of the Superintendent of Schools, that Milton (Chip) G. Jones, Jr. be and is hereby appointed as the Division Manager of Maintenance for the 2017-2018 school year, effective July 1, 2017.
Salary: \$53,121 (step 0)
Vice: Richard Thomas

17-06-C23

Appointment
Of Summer
Transportation
Employees

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and are hereby granted temporary appointments as Summer Transportation Employees, effective June 19 – June 30, 2017 at their FY2017 hourly rate.

Brown, Angela
Brown, Gay
Burroughs, Trish
Carpenter, Mia
Carpenter, Rebecca
Collins, Kasey
Edwards, Ann
Edwards, Jessica
Gholson, LaTasha
Gray, Wendy
Hanshew, Deana
Harper, Mary
Hawthorne, Marie
Holsopple, Edith
Horsley, Rene
Jones, Edward
Jones, Iesha
Kirby, Jennie
Lewis, DreShawn

Lewis, Latona
McAllister, William
Mitchell, Cathi
Morse, Terry
Ortiz, Rebeca
Perkins, Angela
Peterson, Sheila
Plant, Tammy
Pulver, Bill
Rozier, David
Sawyer, Robert
Scott, Aaron
Shoffner, Tazz
Smith, Margie
St. Prix, Kristen
Thomas, Angela
VanDelle, Linda
White, Ashleigh

17-06-C24

Appointment
Of Summer
Transportation
Employees

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and are hereby granted temporary appointments as Summer Transportation Employees, effective July 1 – August 18, 2017 at their FY2018 hourly rate.

School Board Minutes

June 22, 2017

Page 24

Brown, Angela	White, Ashleigh
Brown, Gay	Thomas, Angela
Burroughs, Trish	VanDelle, Linda
Carpenter, Mia	
Carpenter, Rebecca	
Collins, Kasey	
Edwards, Ann	
Edwards, Jessica	
Gholson, LaTasha	
Gray, Wendy	
Hanshew, Deana	
Harper, Mary	
Hawthorne, Marie	
Holsopple, Edith	
Horsley, Rene	
Jones, Edward	
Jones, Iesha	
Kirby, Jennie	
Lewis, DreShawn	
Lewis, Latona	
McAllister, William	
Mitchell, Cathi	
Morse, Terry	
Ortiz, Rebeca	
Perkins, Angela	
Peterson, Sheila	
Plant, Tammy	
Pulver, Bill	
Rozier, David	
Sawyer, Robert	
Scott, Aaron	
Shoffner, Tazz	
Smith, Margie	
St. Prix, Kristen	

17-06-C25
Appointment
Of
Jessica Fields

RESOLVED, upon the recommendation of the Superintendent of Schools, that Jessica Fields be and is hereby appointed as secretary of Hopewell High School, effective June 12, 2017.
Salary: \$23,049
Vice: Tiffany Roman

17-06-C26
Approval of
Supplements

RESOLVED, upon the recommendation of the Superintendent of Schools, the following supplements be approved as funded by the Title I, Part A, portion of the

School Board Minutes

June 22, 2017

Page 25

"Every Student Succeeds Act" Application for the 2017-2018 school year effective July 1, 2017 through August 18, 2017:

School	Title I Tutor/ Retired Teacher	Amount per Hour	Maximum Number of hours
Dupont Elementary School	Faith Furbush	\$20.00	30 hours

17-06-C27

Appointment
Of Parent
Involvement
Assistants

RESOLVED, upon the recommendation of the Superintendent of Schools, the following be hereby appointed as Title I parent involvement assistants funded by the FY18 Title I, Part A grant for the 2017-2018 school year effective August 21, 2017 through June 16, 2018:

School	Parent Involvement Assistant	Amount per Hour	Maximum No. of hours
Harry E. James	Felecia Jones	\$12.79	300 (not to exceed \$3849.49)
Dupont	Phylise Taylor	\$11.83	325 (not to exceed \$3849.49)
Carter G. Woodson	Joan Gosier	\$12.59	800 (not to exceed \$10,072.00)
Patrick Copeland	Kyleigh Gray	\$11.65	790 (not to exceed \$9207.85)

17-06-C28

Appointment
of
Peggy Westcott

RESOLVED, upon the recommendation of the Superintendent of Schools, that Peggy Westcott be and is hereby appointed as Coordinator of ECA, effective June 12, 2017.
Salary: \$52,000.00
Vice: New Position

17-06-C29

Approval of
Supplements

RESOLVED, upon the recommendation of the Superintendent of Schools, that supplements for the following athletic coaching positions at Hopewell High School be and are hereby approved for the 2016-2017 Spring Sports Season.

General Resolutions

Warrants

17-06-G1

Review of Bills
FY2017

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of ***\$594,185.49 (Operating Fund)***, ***\$136,212.98 (Cafeteria Fund)*** and ***\$78,358.80 (Building/Bus Fund)*** for the ***May 2017*** billing period, have been presented and reviewed by the Hopewell City School Board.

Miscellaneous

17-06-G2

Approval of
Donations

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Hopewell School Board accepts, with thanks, the following ***donations***:

- \$150.00 from the VFW Post 637 to HCPS to sponsor field trips for elementary students
- \$3,250.00 from Hopewell Family Center 1472 –Loyal order of the Moose to HCPS to sponsor the Maymont Park & Science Museum field trips for elementary students
- \$200.00 from Mr. Will Harlan, Owner of Harlan Construction Company (c/o Harlan Foundation) to HCPS for the FY18 Summer School Program
- \$50.00 from J. W. Enochs, Inc. to HCPS for the FY18 Summer School Program
- \$50.00 from Dr. J. D. Skaggs to HCPS for the FY18 Summer School Program
- \$90.00 from Ms. Alana Marsh of Richmond, HHS Choral Director, to the Choir Department at Hopewell High School
- \$500.00 from the Hopewell Moose Family Center 1472 to Carter G. Woodson Middle School for the SOL Carnival
- \$100.00 from the Hopewell Lions Club to Carter G. Woodson Middle School for computers in the English Department
- Supplies, valued at \$150.00, from Ms. Linda Adams of Midlothian, VA for Mrs. Allen's classroom at Dupont Elementary School

17-06-G3

Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for the ***Mechanical Maintenance Service Agreement***, be and is hereby renewed with ***Siemens Industry, Inc.***, in the amount of ***\$220,456*** for the 2017-2018 school year (***to include 18 new units at Carter G. Woodson Middle School***).

School Board Minutes

June 22, 2017

Page 28

17-06-G4
Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***Building Automation System Sustainable Building Services***, be and is hereby renewed with ***Automated Logic*** in the amount of ***\$40,420 for*** the 2017-2018 school year.

17-06-G5
Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***office, instructional and art supplies***, be and is hereby renewed with ***Kurtz Bros*** for the 2017-2018 school year.

17-06-G6
Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***dust mop and mat cleaning*** be and is hereby renewed with ***Cintas*** in the amount of approximately ***\$200.40*** for dust mop heads every other week and approximately ***\$156.50*** for floor mats every four weeks for the 2017-2018 school year.

17-06-G7
Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***Janitorial Supplies*** for an amount not to exceed ***\$100,000***, be and is hereby renewed with ***Rutherford*** for the 2017-2018 school year.

17-06-G8
Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***paper supplies*** be and is hereby renewed with ***Rutherford*** in the amount of ***\$116.76*** per case (total for case of Green Seal toilet tissue, toilet tissue dispensers, Green seal paper towel rolls, paper towel dispensers, trash bag liners) on an as needed basis for the 2017-2018 school year.

17-06-G9
Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***hourly rate roof repairs*** be and is hereby renewed with ***Old Dominion Roofing***, in the amount of ***\$30.00 per hour*** for laborer, ***\$55.00 per hour*** for Supervisor, ***\$30.00 per hour*** for ground safety, ***\$30.00 per hour*** for vehicle/driver, ***and \$55.00 per hour*** for Inspector, for the 2017-2018 school year.

17-06-G10
Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***moving services*** be and is hereby renewed with ***Quality Moving & Storage Co.***, in the amount of ***\$27.50 per hour*** for laborer, ***\$32.50 per hour*** for Supervisor, and

School Board Minutes

June 22, 2017

Page 29

\$60.00 per hour for vehicle/driver, for the 2017-2018 school year.

17-06-G11

Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***floor refinishing, screening and cleaning*** be and is hereby renewed with ***Performance Floors, Inc.***, for an amount not to exceed ***\$4,812.00 every even year and \$5,192.00 every odd year***, beginning with the 2016-17 school year.

17-06-G12

Approval of
Contract Renewal

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for ***locksmith services*** be and is hereby renewed with ***Diamond Locksmith***, at a general laborer ***hourly rate of \$85.00***, emergency/overtime rate of ***\$127.50*** and material and supply mark-up cost of ***40%***, for the 2017-18 school year.

17-06-G13

Approval VHSL
Membership

RESOLVED, upon the recommendation of the Superintendent of Schools, that approval is requested for Hopewell High School to continue ***membership***, in the amount of ***\$3,418.10***, with the ***Virginia High School League (VHSL)*** for the 2017-2018 school year.

17-06-G14

Approval for
Superintendent to
issue Employment
Contracts and
make Transfers

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Hopewell City School Board grant permission to the Superintendent to issue employment contracts and make transfers through June 30, 2017. All such contracts must be presented to the School Board at its next regularly scheduled meeting.

17-06-G15

Approval of
Authorized
Signatures in the
Absence of the
Superintendent

RESOLVED, upon the recommendation of the Superintendent of Schools, that ***Kim F. Evans*** be and is hereby authorized to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence in the absence of the division superintendent for a period beginning July 1, 2017 and ending June 30, 2018, without additional compensation.

17-06-G16

Approval Long-
Term Care Group
Policy

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract with ***Unum Insurance Company*** for ***long-term care group policy*** for Hopewell City Public Schools employees be and is hereby continued.

School Board Minutes

June 22, 2017

Page 30

17-06-G17

Authorization of Local Application for Federal Funds (Title III)

RESOLVED, upon the recommendation of the Hopewell City School Board, that the Superintendent is authorized to file a **local application** for 2017-2018 for federal funds for the utilization of **Title III, Part A** (Limited English Proficient).

17-06-G18

Approval of Food Service Bids

RESOLVED, upon the recommendation of the Superintendent of Schools, that approval be and is hereby granted for the following 2017-2018 **Food Service bids** to be awarded to the following vendors:

<u>Item</u>	<u>Company</u>
Equipment Repair	Tech-24
Fresh Fruit/Vegetables	Loving Produce Co.
Cleaning Supplies	SFS PAK
Frozen & Staple Foods	RRS Foodservice
Bread	Flowers Foods
Milk	Pet
Uniforms	Clay Medical
Canned Drinks	Coke
Paper Products	Riverside Paper Products

17-06-G19

Approval of Contract

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for the provision of physical therapy during the 2017-18 school year be and is hereby awarded to **Therapy Connection** at the rate of **\$40.00** per treatment unit and per evaluation of students (*effective July 5, 2017 through June 30, 2018*).

17-06-G20

Approval of Meal Charge Policy

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Meal Charge Policy (required by USDA) to allow students to charge up to \$5.00 (two lunches) at all Hopewell City Public Schools, be and is hereby approved.

17-06-G21

Approval of Contract

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for the provision of speech language services during the summer of 2017 be and is hereby awarded to **TALK, L.C.** at the rate of **\$65.00** per hour (*effective June 16 through June 30, 2017*).

17-06-G22

Approval of Contract

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for the provision of speech language services during the 2017-18 school year be and is hereby awarded

School Board Minutes

June 22, 2017

Page 31

to **TALK, L.C.** at the rate of **\$65.00** per hour (*effective July 5, 2017 through June 30, 2018*).

17-06-G23

Approval of Title I
Application

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Superintendent is authorized to file a ***consolidated local application for 2017-2018 for federal funds*** under P.L. 107-110, *No Child Left Behind Act of 2001*, in the amount of ***\$1,645,585.24*** for utilization in the following eligible programs:

Title I, Part A (Improving Basic Programs) **\$1,440,597.07**
Title II, Part A (Teacher Quality) **\$ 204,988.17**

17-06-G24

Approval of
Head Start
Application

RESOLVED, upon the recommendation of the Superintendent of Schools, that the ***Head Start Program COLA Funds Application*** in the amount of ***\$12,343.00***, be and is hereby approved as presented.

Action Items

17-06-L54

Appointment
Of
Keith Crews

RESOLVED, upon the recommendation of the Superintendent of Schools, that Keith Crews be and is hereby appointed to the position of Supervisor of Alternative Education and Discipline for the 2017-1018 school year.
Vice: Michael Camden
Salary: \$80,082

17-06-L55

Approval of
Supplement

Resolved, upon the recommendation of the Superintendent of Schools that Pamela Aerni be paid a supplement in the amount of \$6,000.00, \$3,000.00 per semester, to serve as Coordinator of Instruction at Hopewell High School for the 2017-2018 school year.

Upon a motion by Dr. Deborah Marks and seconded by Mr. Greg Cuffey, the Board agreed to approve the action items as a block.

Upon a motion by Mr. Greg Cuffey and seconded by Dr. Deborah Marks, the Board approved the action items, with all members present voting aye.

SUPERINTENDENT'S REPORT

School Board Minutes

June 22, 2017

Page 32

- A. Dr. Hackney advised the Board of the incredible experience in professional development that engaged the majority of our teaching staff in an intensive week-long PBL Odyssey training opportunity. All of our teachers will go through the same training and it is conducted in-house.
- B. Dr. Hackney reminded the Board members of the VSBA Conference on Education that will be held on July 18, 2017 in Richmond.
- C. Dr. Hackney also mentioned that the division will be applying for a planning grant that will enable the division to gather information and determine the feasibility of year round schools. The purpose of the grant is to gather information, only. The Board approved through a motion by Mr. Gregory Cuffey and seconded by Dr. Deborah Marks permission for the division apply for the planning grant.

Information & General Information Items - None.

Board Member Comments

Mrs. Jefferson thanked everyone for a "job well done" and gave a special thanks to Mr. Barnes and his team for the five-star retirement dinner. She went on to thank Dr. Bailey and her staff for the compassion and love that is exhibited in their work and complimented Mr. Crews for his extraordinary performance. She wished the staff and enjoyable summer.

Mr. Cuffey acknowledged Byron Davis for all of his hard work to improve Patrick Copeland's test scores and meet accreditation. He commended Mr. Davis and his staff for the outstanding job. He also congratulated the high school for meeting accreditation again and that he was proud of the high school. He went on to compliment Mr. Barnes on the Summer Feeding Bus and noted that feeding so many children during the summer is incredible. He complimented Mr. Crews for his outstanding work with New Hope Academy and mentioned that the children are thriving and conforming into the type of citizens that we aspire them to be. He finished by complimenting Carter G. Woodson on the progress the school has made and mentioned that the division has made a lot of progress in one year. He correlates the progress to everyone's hard work and he thanked the staff for all that they do.

Dr. Marks reiterated all that Mr. Cuffey mentioned and related a story about another high school principal who led her staff to overcome the odds that are against a school who has not met accreditation and after going through demoralizing Department of Education meetings and training sessions, she advised the Superintendent that her school would never go through this again. That principal led her staff to meeting accreditation in one year. She was that principal and she thanked Mr. Davis for accomplishing the same task with his staff. She challenged each principal whose school did not make accreditation to

School Board Minutes

June 22, 2017

Page 33

make the same promise to Dr. Hackney. She closed by wishing all of the staff and enjoyable summer.

Vice-Chair Hyslop closed by commending all staff members on their motivation and commitment. She mentioned that Hopewell City Public Schools is a family that takes care of all of its members and that we do not give up on any children. All are taken in, taken seriously and given a home.

Vice-Chair Hyslop adjourned the regular meeting at 9:11 p.m.

In witness whereof I set my signature this **13th** day of **July**, 2017.

Chairman: _____
School Board of the City of Hopewell

Attest: _____ **Clerk**

SCHOOL BOARD OF THE CITY OF HOPEWELL

School Board Meeting

July 13, 2017

School Board Office @ 103 N. 12th Avenue

1. Call to Order for Early Session (5:30 p.m.) (Cover Letter)
2. Roll Call
3. Prayer
4. Adopt Agenda for Early Session
5. Discussion Items:
 - A. Strategic Plan Approval
 - B. School Board Retreat
 - C. School Start Times/Transportation Proposal
 - Proposal
6. Closed Meeting (Resolution)
 - Discussion/consideration of the employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of Division and potential employees
7. Recess to Regular Meeting
8. Call to Order for Regular Meeting (7:30 p.m.)
9. Roll Call
10. Prayer
11. Pledge of Allegiance
12. Certification of Closed Session
13. Adopt Agenda for Regular Session
14. Special Recognition
 - Introduction of New Administrators

15. Reports (Cover Sheet)
 - A. HCPS Summer Projects by Department
 - B. Finance, Maintenance and Clerk's Reports – Mrs. Monique Barnes
 - Totals
 - Expenditures/Revenues Summary
 - Expenditures/Revenues Details
 - Check Register 6/15/17
 - Check Register 6/29/17
 - Head Start Monthly Reports
 - Petty Cash Report
 - Membership Reports
 - Attendance Report
 - Maintenance Report
16. Public Comments
17. Consent Agenda
 - A. Approval of Minutes
 - June 22, 2017
 - B. Approval of Licensed Resolutions
 - Resolutions
 - C. Approval of Classified Resolutions
 - Resolutions
 - D. Approval of General Resolutions
 - Resolutions
 - ◊17-07-G10 –Warrants
 - ◊17-07-G11 –Donations
 - ◊17-07-G12– Printing Contract
 - ◊17-07-G13– Strategic Plan
 - ◊17-07-G14– Amended and Restated MOU with City
 - MOU
 - ◊17-07-G15– School Start Times/Transportation Proposal
18. Action Items
19. Superintendent's Report
 - A. Administrative Retreat
20. Information Items

A. Review of Policies

- Policy BBFA – Conflict of Interests and Disclosure of Economic Interests
- Policy CBCA – Disclosure Statement Required of Superintendent
- Policy EEAh – Student Transportation Services
- Policy EFB – Free and Reduced Price Food Services
- Policy GA – Personnel Policies Goals
- Policy GAH – School Employee Conflict of Interests
- Policy GBM – Professional Staff Grievances
- Policy GCPF – Suspension of Staff Members
- Policy IJh – Guidance and Counseling Program
- Policy JFCC – Student Conduct on School Buses
- Policy JHC – Student Health Services
- Policy JHCH – School Meals and Snacks
- Policy JO – Student Records
- Policy JOA – Student Transcripts
- Policy KGh – Community Use of School Facilities
- Policy LEB – Advanced/Alternative Courses for Credit

B. Review of Regulation

- Regulation LC-E – Hopewell City Public Schools Charter School Application Addendum

21. General Information
22. Board Member Comments
23. Adjournment

UPON REQUEST OF THE CLERK, THE SCHOOL DIVISION SHALL MAKE REASONABLE ACCOMMODATIONS FOR A DISABLED PERSON TO BE ABLE TO PARTICIPATE IN SCHOOL BOARD MEETINGS

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

July 18, 2017

Carson Library
2:00 p.m.

ARLS Board of Trustees – Minutes of June 20, 2017

The ARLS regular monthly meeting was called to order by Chairman Mrs. Dragoo on June 20, 2017 at 4:05 PM at the McKenney Library, McKenney, VA with a quorum of board present.

Trustees present: Mrs. Dragoo, Mrs. Gallup, Mrs. Sykes, Mrs. Tuggle and Mrs. Yates.

Trustees absent: Mrs. Benjamin, Mrs. Halupka, Mrs. Judge and Dr. Shepperson.

Staff present: Mr. Manning

Approval of Agenda: A motion was made by Mrs. Gallup and seconded by Mrs. Tuggle to approve the agenda. Motion passed unanimously.

Consent Agenda: A motion was made by Mrs. Tuggle and seconded by Mrs. Sykes to approve the consent agenda. Motion passed unanimously.

Communications: None.

Citizen Comments:

- Mrs. Tuggle reported a problem with computers at the Prince George Library. Brian Manning will check with Chris Weigard for clarification and correction.
- Mrs. Gallup complimented the ARLS staff for the emails to patrons of the newsletter and notice of future events in the library system.

Report of the Library Director:

R1. Staff Update:

- Jacob Sanford, former page, is now a Library Assistant in Circulation.
- The position of Director of Branch Services will be advertised soon and so will the newly open position of a Library Assistant I in Hopewell.
- Interviews are currently being conducted for the position of Library Assistant II in Youth Services. Since another position in Youth Services has just opened up, it is hoped that the current interviews can result in the hiring of two Library Assistants for Youth Services.

R2. Hopewell Youth Services Area: The renovation of the Youth Services area is delayed due to an issue with the cost of fabric swatches. The new furniture is arriving in August. The new floor plan for the first floor will be paid with the FY 2017 budget and will be finished in August 2017.

R3. Hopewell Third Thursday's Marketplace: This event has been incredibly successful with more than 100 children attending each of the two events. The Youth Services team has done a wonderful job with activities and giving away free books at their designated area in a building on Broadway. There are two more events planned for July and August.

R4. FY 2018 Budget: The FY 2018 Budget has been funded by all three municipalities. Two anticipated changes during FY 2018 regarding the ARLS Endowment Fund with the John Randolph Foundation were announced by Mr. Manning:

- The John Randolph Foundation will change their endowment payments from June to July. Therefore the foundation endowment payment of \$26,000 will not appear in the FY 2017 budget. It will be in the FY 2018 budget.
- "Donations to the Future" will be a campaign to encourage patrons of ARLS to make donations to the ARLS endowment fund. This will be announced in the July newsletter.

R5. New Trustees: Lillian Boyd has been appointed to the ARLS Board of Trustees for a four year term to represent Prince George County.

R6. Staff Appreciation Dinner: The 2017 Staff Appreciation is this evening at the Ragsdale Community Center Ballroom, McKenney. For 2018, two dinners will be scheduled, one for the staff in June and a separate dinner for the volunteers during National Volunteer Week in April.

Committee Reports: Chairman Mrs. Dragoo informed the Personnel Committee that they will meet in July to evaluate the Library Director.

New Business: Sections One and Two of the ARLS Policies were approved with the acceptance of the changes discussed at the May meeting and additional changes including the numbering of Section Two policies, 2.6 through 2.8. Motion of acceptance was made by Mrs. Tuggle and seconded by Mrs. Yates, motion was approved.

Unfinished Business: There was none.

Announcements:

- Chairman Mrs. Dragoo distributed the proposed Board of Trustees Meeting Locations for FY 2018. Trustees were reminded that all meetings begin at 1 PM.
- The entire board joined Mrs. Dragoo in recognizing the eight plus years of service by each of the two retiring board members: Mrs. Tuggle from Prince George and Mrs. Yates from Dinwiddie.

The June meeting of the ARLS Board of Trustees was adjourned at 4:58 PM. The next meeting will be July 18 at the Carson Library, Prince George County at 1:p.m.

Respectfully submitted
Doris Gallup, Secretary

Appomattox Regional Library System

Revenue and Expenses

July 1, 2016 - June 30, 2017

Fund#	FY2017		FY2017		Total	Percentage	Balance Due
	Revenue 06/30/17	Proposed	Prev. Total	Monthly			
		Receipts	Receipts	Receipts	Receipts	Received	
100	Carry Over**	\$20,000	\$0	\$20,000	\$20,000	100.0%	\$0
101	Reserve**	\$110,000	\$0	\$110,000	\$110,000	100.0%	\$0
102	Hopewell	\$587,630	\$587,630	\$0	\$587,630	100.0%	\$0
103	Dinwiddle	\$268,230	\$268,232	\$0	\$268,232	100.0%	(\$2)
104	Prince George	\$579,792	\$579,796	\$0	\$579,796	100.0%	(\$4)
105	State Funds	\$386,031	\$386,031	\$0	\$386,031	100.0%	\$0
106	Fines/Fees/Lost	\$22,372	\$24,398	\$1,403	\$25,801	115.3%	(\$3,429)
107	Copying Receipts	\$20,166	\$18,126	\$1,766	\$19,892	98.6%	\$274
108	Endowment Funds	\$20,499	\$22,658	\$0	\$22,658	110.5%	(\$2,159)
109	E-Rate Refunds	\$28,000	\$26,190	\$0	\$26,190	93.5%	\$1,810
110	Gifts/Donations	\$10,000	\$5,800	\$150	\$5,950	59.5%	\$4,050
111	Grants	\$5,750	\$1,500	\$0	\$1,500	26.1%	\$4,250
112	Other	\$24,949	\$22,116	\$1,970	\$24,086	96.5%	\$863
TOTALS		\$7,083,419	\$1,942,477	\$135,289	\$2,077,766	99.7%	\$5,653

2010 BUDGET

Personnel									
200	MLS Salaries & Wages	\$449,655	\$348,570	\$22,322	\$370,892	82.5%	\$78,763		
201	Non-MLS Salary & Wages***	\$565,067	\$564,088	\$46,285	\$610,373	108.0%	(\$45,306)		
202	Benefits for Staff/Retirees	\$267,845	\$227,171	\$18,658	\$245,829	91.8%	\$22,016		
Total Personnel		\$1,282,567	\$1,139,829	\$87,265	\$1,227,094	95.7%	\$55,473		
Books & Materials									
300	Books	\$80,000	\$73,103	\$2,528	\$75,631	94.5%	\$4,369		
301	Leased Materials	\$36,000	\$26,405	\$0	\$26,405	73.3%	\$9,595		
302	Standing Order Books	\$21,000	\$26,353	\$2,166	\$28,519	135.8%	(\$7,519)		
303	Print News & Periodicals	\$12,276	\$4,642	\$12,987	\$17,629	143.6%	(\$5,353)		
304	Audiovisual Materials	\$28,850	\$25,574	\$2,969	\$28,543	98.9%	\$307		
305	Electronic Materials	\$4,500	\$2,308	\$0	\$2,308	51.3%	\$2,192		
306	Microforms	\$1,133	\$1,606	\$0	\$1,606	141.7%	(\$473)		
307	Binding/Repair	\$500	\$0	\$0	\$0	0.0%	\$500		
308	Restricted - Donation/Grant	\$1,250	\$949	\$0	\$949	75.9%	\$301		
309	Family Resource Books	\$1,000	\$1,019	\$0	\$1,019	101.9%	(\$19)		
310	Econtent	\$21,000	\$20,601	\$31	\$20,632	98.2%	\$368		
Total Books & Materials		\$207,509	\$182,560	\$20,681	\$203,241	97.9%	\$4,268		
Capital Expenditures									
400	Library Non-Computer Equip.	\$12,875	\$3,486	\$1,278	\$4,764	37.0%	\$8,111		
401	Computer Hardware	\$10,875	\$646	\$2,166	\$646	5.9%	\$10,229		
Total Capital Expenditures		\$23,750	\$4,132	\$3,444	\$7,576	31.9%	\$16,174		
Contractual									
500	Iyasis ILL Services	\$2,000	\$1,572	\$0	\$1,572	78.6%	\$428		
501	Software Licensing Contracts	\$15,700	\$16,424	\$2,004	\$16,424	104.6%	(\$724)		
502	Audit	\$18,000	\$15,683	\$0	\$15,683	87.1%	\$2,317		
503	Cataloging MARC Records	\$3,605	\$4,416	\$173	\$4,589	127.3%	(\$984)		
504	Unique Management	\$9,000	\$5,586	\$627	\$6,213	69.0%	\$2,788		
505	Computer Support Service Calls	\$15,000	\$15,999	\$2,360	\$18,359	122.4%	(\$3,359)		

506 Other Computer Software Serv.	\$12,500	\$11,017	\$763	\$11,780	94.2%	\$720
507 Telecomm Internet Line Charges	\$22,200	\$17,230	\$2,605	\$19,835	89.3%	\$2,365
508 Printing and Publications	\$9,500	\$10,580	\$3,415	\$13,995	147.3%	(\$4,495)
509 Security Guard Service	\$25,512	\$24,199	\$3,230	\$27,429	107.5%	(\$1,917)
Total Contractual	\$133,017	\$122,706	\$15,176	\$137,882	103.7%	(\$4,865)

Facilities/Maint./Operations

600 Equip. Repair & Maintenance	\$5,500	\$4,996	\$2,255	\$7,251	131.8%	(\$1,751)
601 TLC Maintenance Contract	\$19,500	\$0	\$17,434	\$17,434	89.4%	\$2,066
602 Facilities and Rent	\$76,650	\$66,000	\$6,000	\$72,000	93.9%	\$4,650
603 Supplies	\$32,000	\$27,980	\$2,159	\$30,139	94.2%	\$1,861
604 Travel / Workshops /Conf. Fees	\$8,500	\$9,168	\$582	\$9,750	114.7%	(\$1,250)
605 Training / Education	\$4,500	\$2,214	\$175	\$2,389	53.1%	\$2,111
606 Utilities	\$6,000	\$4,063	\$215	\$4,278	71.3%	\$1,722
607 Telephone (Voice)	\$13,000	\$11,340	\$1,858	\$13,198	101.5%	(\$198)
608 Insurance	\$12,937	\$0	\$12,866	\$12,866	99.5%	\$71
609 Vehicle Maintenance & Fuel	\$4,500	\$4,000	\$279	\$4,279	95.1%	\$221
610 Job & Contracting Advertising	\$2,500	\$801	\$2,000	\$2,801	112.0%	(\$301)
611 Promotional Advertising	\$2,000	\$658	\$218	\$876	43.8%	\$1,124
612 Organization/Association Dues	\$3,500	\$2,892	\$524	\$3,416	97.6%	\$84
613 Postage	\$4,500	\$4,578	\$351	\$4,929	109.5%	(\$429)
614 Janitorial	\$64,500	\$54,566	\$4,740	\$59,306	91.9%	\$5,194
615 Other Building Maintenance	\$11,000	\$8,505	\$3,347	\$11,852	108.0%	(\$947)

Programs/Activities/Other

700 YS Summer Reading Program	\$6,500	\$1,932	\$2,976	\$4,908	75.5%	\$1,592
701 YS Programming Supplies	\$4,191	\$874	\$1,275	\$2,149	51.3%	\$2,042
702 Adult Programming	\$2,600	\$3,096	\$360	\$3,456	132.9%	(\$856)
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$370	\$0	\$370	7.4%	\$4,630
705 Reserve	\$5,500	\$0	\$5,500	\$5,500	100.0%	\$0
706 McKenny Library	\$22,500	\$63,511	\$0	\$63,511	282.3%	(\$41,011)

707 Hopewell Project	\$50,000	\$0	\$46,019	\$46,019	92.0%	\$3,981
708 Prince George Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
707 Misc. Professional Serv. & Other	\$15,759	\$0,761	\$1,322	\$11,000	70.3%	\$4,676



Hopewell Water Renewal Commission
Special Meeting
May 2, 2017

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

Others Present	
Jeanie Grandstaff, H2O Renewal	
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 3:00 on May 2, 2017. A quorum was present. Commissioner Haley presented a proxy from Commissioner Calos to vote in his absence.
2. **Citizens Communication.** There was no communication from citizens at this meeting.
3. **Nitrogen Reduction Project Final Payments.** Jeanie Grandstaff explained that the phase 2 nitrogen reduction project is on budget and is expected to be completed and receive final payment in September 2017. Both AdvanSix and WestRock have completed their cash payments and the Virginia Resource Authority (VRA) loan has been exhausted. There are still some grant funds available, but this money will be expended in May. DEQ has retained \$2.4M until the project is completed and DEQ's certificate to operate (CTO) is issued. This \$2.4M retainage is causing a cash flow problem.

In our contract with Hopewell Nutrient Partners (HNP), substantial completion is defined as when wastewater is flowing through the tanks. In the grant agreement with DEQ, substantial completion is defined as when the new process passes the performance test. Growth of the biology in the MBBR tank is necessary before the performance test can be conducted and could take 2 to 3 months. And the performance test is contracted to last for 30 days. Therefore, there could be at least 4 to 6 months between what is considered substantial completion under the HNP contract and substantial completion under the DEQ grant agreement.

To bridge this 4 to 6 month gap, H2O Renewal has several options.

1. There are 2 "reserve" accounts in the Wastewater Plant Fund. As of 1/31/17, we have a combined total of \$1,707,605.80.
2. In the FY 2016-2017 miscellaneous revenue account, we currently have \$1.6M and anticipate that may exceed \$2M by July 1, 2017.

Rather than taking out a short term loan, H2O Renewal recommends that we use a combination of these funding sources to make the necessary HNP payments. Once the CTO is issued by DEQ and we receive the grant fund retainage, we will use those funds to replenish the reserve and/or miscellaneous revenue accounts. Barring any unforeseen circumstances, the project should be completed and all payments and reimbursements made prior to completing year-end adjustments in March 2018. Therefore, any money used from miscellaneous revenues will be replaced in time for the Commission members to receive their credit as part of the year-end adjustments.

After a motion by Commissioner Tuck, seconded by Commissioner Woodhouse, the Commission unanimously approved the use of the Wastewater Plant Reserve Funds and/or the FY 2016-2017 miscellaneous revenue funds to provide temporary payment of the final invoices to HNP for completion of the phase 2 nitrogen reduction project.

4. **Third Supplement Agreement.** Jeanie Grandstaff reminded the commissioners that the third supplement agreement needs to be approved and signed by each industry before the end of May in order to present the Agreement to City Council for approval. The agreement needs to be complete prior to June 30, 2017 in order to implement the new billing methodology.
5. **Ribbon Cutting.** The consensus of the Commission is the schedule the ribbon cutting for the phase 2 nitrogen project on June 28, 2017. Mark Haley will be the keynote speaker.
6. **Next Commission Meetings.** The next quarterly commission meeting is tentatively scheduled for July 17, 2017. Commissioner Haley suggested that the next meeting could be held on June 28, 2017 in the afternoon after the ribbon cutting. The commissioners agreed, but suggested that July 17, 2017 be held open in the event that it is not possible to hold the meeting on June 28 date.

The last quarterly meeting is scheduled for Monday October 16, 2017. Chair Luman-Bailey stated that her class schedule had changed and she would like to begin holding the meetings on Tuesday. The consensus of the Commission was to move the date of the October meeting to Tuesday, October 17, 2017.

7. **Adjourn.** With no further business, Chair Luman-Bailey adjourned the meeting at 3:38.

Minutes approved at the July 17, 2017 meeting.



Hopewell Water Renewal Commission
Special Meeting
May 2, 2017, 3:00 p.m.
H2O Renewal Administration Building Conference Room

AGENDA

1. Call to Order Christina Luman-Bailey, Chair
2. Citizens Communication Five Minutes Each
3. Nitrogen Reduction Project Final Payments Jeanie Grandstaff
4. Third Supplement Agreement – Request for Industry Status Commission Discussion
5. Next Commission Meetings – Request for Confirmation Commission Discussion
 July 17, 2017
 October 16, 2017
6. Other Discussion
7. Adjourn
8. Phase 2 Plant Tour

Jeanie Grandstaff

From: Calos, Stefan M. <scalos@sandsanderson.com>
Sent: Monday, April 24, 2017 10:17 AM
To: Jeanie Grandstaff; Mark Haley
Cc: Allen, Kathy; Ronnieye Arrington
Subject: RE: Hopewell Water Renewal Commission Special Meeting - May 2, 2017 2:30 p.m.

I hereby designate Mark Haley my proxy in the event you have a physical quorum and I am unable to attend in person. Thank you,

Stefan M. Calos
Attorney
Sands Anderson PC
1111 East Main Street, Suite 2400
P.O. Box 1998
Richmond, VA 23218-1998
Main: (804) 648-1636
Direct: (804) 783-7215
Fax: (804) 783-7291
scalos@sandsanderson.com
www.sandsanderson.com

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-----Original Appointment-----

From: Jeanie Grandstaff [<mailto:jgrandstaff@hopewellva.gov>]
Sent: Monday, April 24, 2017 10:12 AM
To: Christina Bailey; Daniel Rowland (daniel.rowland@westrock.com); Doug Woodhouse (dwoodhouse@vawc.com); Harry, Fred; Keefe, Jennifer F.; Mark Haley; Paul Tuck; Calos, Stefan M.; Matt Ellinghaus; Shayna Johnson
Subject: Hopewell Water Renewal Commission Special Meeting - May 2, 2017
When: Tuesday, May 02, 2017 2:30 PM-3:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: H2O Renewal Conference Room (NOT GRTC)

Legal opinion is that the Commission cannot conduct business via conference call, so I am scheduling a meeting for May 2 at 2:30 for the purpose of discussion and voting on the use of miscellaneous revenues to bridge the cash flow gap for final payments for the phase 2 nitrogen reduction capital project. If you can't make it, please send a proxy or we can arrange a call in if we have a quorum present. This meeting should take no more than 1 hour and we will meet in the administration conference room. Let me know if any of you would also like to tour the project after the meeting.

Below is the summary that I sent earlier regarding the issue.

The phase 2 nitrogen reduction project is on budget and is expected to be completed and receive final payment in September 2017. Both AdvanSix and WestRock have completed their cash payments and the Virginia Resource Authority (VRA) loan has been exhausted. There are still some grant funds available, but this money will be expended in May. DEQ has retained \$2.4M until the project is completed and DEQ's certificate to operate (CTO) is issued. This \$2.4M retainage is causing a cash flow problem.

In our contract with Hopewell Nutrient Partners (HNP), substantial completion is defined as when wastewater is flowing through the tanks. In the grant agreement with DEQ, substantial completion is defined as when the new process passes the performance test. Growth of the biology in the MBBR tank is necessary before the performance test can be conducted and could take 2 to 3 months. And the performance test is contracted to last for 30 days. Therefore, there could be at least 4 to 6 months between what is considered substantial completion under the HNP contract and substantial completion under the DEQ grant agreement.

To bridge this 4 to 6 month gap, H2O Renewal has several options.

1. There are 2 "reserve" accounts in the Wastewater Plant Fund. As of 1/31/17, we have a combined total of \$1,707,605.80.
2. In the FY 2016-2017 miscellaneous revenue account, we currently have \$1.6M and anticipate that may exceed \$2M by July 1, 2017.

Rather than taking out a short term loan, H2O Renewal recommends that we use a combination of these funding sources to make the necessary HNP payments. Once the CTO is issued by DEQ and we receive the grant fund retainage, we will use those funds to replenish the reserve and/or miscellaneous revenue accounts. Barring any unforeseen circumstances, the project should be completed and all payments and reimbursements made prior to completing year-end adjustments in March 2018. Therefore, any money used from miscellaneous revenues will be replaced in time for the Commission members to receive their credit as part of the year-end adjustments.



Hopewell Water Renewal Commission
 Quarterly Meeting
 April 3, 2017

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

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, AdvanSix
Matt Ellinghaus, H2O Renewal	Alex Barfield, WestRock
Shayna Johnson, H2O Renewal	
Harold Walker, H2O Renewal	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 on April 3, 2017. A quorum was present.
2. **Review for Approval: Minutes from January 30, 2017.** The minutes of the January 30, 2017 meeting were unanimously approved after a motion from Commissioner Harry, seconded by Commissioner Haley.
3. **Citizens Communication.** There was no communication from citizens at this meeting.
4. **Staff Reports.**
 - a. **Safety and Compliance.** Jeanie Grandstaff stated that there had been no accidents or non-compliance incidents since the January meeting
 - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the April 3, 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 1.83 million pounds compared to the permit limit of 1.83 million pounds. However, due to high phosphorus discharges from Green Plains in the spring of 2016, the phosphorus permit limit of 76,139 pounds per year was exceeded by 1,445 pounds that cost \$11,429.95 in phosphorus credits.
 - c. **Business Report.** Shayna Johnson, reported on the current budget status for the third quarter of FY 17 and the year-to-date. The budget status report is attached as a part of these minutes. Miscellaneous revenue through February 2017 totals \$1,611,107.
 - d. **Maintenance Projects Status.** Harold Walker reported that the bids for the new centrifuge were received last week with the winning bid of \$450,000. HDR will be preparing the plans for the installation and we anticipate going to bid for a contractor before the end of the fiscal year. Harold also explained the current problems with the existing centrifuges and described the annual incinerator hearth replacement that was completed in March.

5. **FY 18 Budget.** Shayna Johnson presented the FY 2018 proposed budget. A copy of her presentation is attached to these minutes. The total proposed budget is \$12,307,534 which is a 9.94% increase over the previous year's budget and is primarily caused by the start-up and operation of the new nitrogen reduction process. The capital budget is proposed at \$1,250,000. After a motion from Commissioner Harry, seconded by Commissioner Tuck, the FY 2017-2018 operational and maintenance and capital budgets were approved.
6. **O&M Cost Allocation Agreement.** Jeanie Grandstaff stated that she had not heard from any of the industry members since the last meeting regarding comments on the proposed Third Supplement to the Amended and Restated Hopewell Regional Wastewater Treatment Facility Agreement. Both Commissioner Harry and Commissioner Tuck stated that their companies' legal review were complete and the business review was being conducted. Alex Barfield with WestRock stated that the agreement was still under review by the company's legal department. Jeanie stressed that the agreement needs to be signed by the end of May in order for the Agreement to be taken to City Council for its review and approval. The new billing methodology cannot begin until the agreement is finalized. She agreed to send a reminder email to the Commissioners regarding the timeline.
7. **Phase 2 Status and Start-up Information.** Matt Ellinghaus provided an update on the construction status of the phase 2 nitrogen reduction project. He stated that HNP is still working on grouting the leaks in the MBBR tank walls. The MBBR bubble test is scheduled for late April and once completed, the media addition will begin. The project timeline status is attached as a part of these minutes.
8. **Hydrogen Sulfide Study Status.** Jeanie Grandstaff and Matt Ellinghaus explained that Hopewell Water Renewal was awaiting a report from HDR on the hydrogen sulfide levels at the plant site. Preliminary testing results show very high levels in the centrifuge basement and on the roof of the solids handling building. HDR will be making recommendations on the best way to handle the hydrogen sulfide issues.
9. **Phase 2 Ribbon Cutting – June 28, 2017.** The phase 2 nitrogen reduction ribbon cutting is still tentatively planned for June 28. Awaiting results of the leak testing to ensure media can be installed and new equipment will be running before ribbon cutting arrangements are made.
10. **Next Commission Meetings.** The next Commission meetings are tentatively scheduled for July 17 and October 16, 2017. Jeanie Grandstaff agreed to send an email to the Commission to confirm the dates.
11. **Other Discussion.** Commissioner Haley reported that Hopewell was reported as number 2 in the state for the highest levels of pollution emissions. Mark reminded the Commission of how past reports were made to the citizens and City Council on how industry emissions were handled. He asked the Commission if there were suggestions on how to explain this report to citizens. Chair Luman-Bailey suggested that the City Manager recreate the Hopewell Citizen and Industrial Panel so that citizens could hear first-hand what the report means. Commissioner Haley as City Manager agreed to take the lead on this initiative.
12. **Adjourn.** With no further business, Chair Luman-Bailey adjourned the meeting at 3:41.

Minutes approved at the July 17, 2017 Meeting



February 13, 2017

To: Ross Kearney
Hopewell City Clerk
300 N. Main St.
Hopewell, VA 23860

From: David Anderson
General Manager
WestRock Company
910 Industrial St.
Hopewell, VA 23830

Subject: Resignation from the Hopewell Water Renewal Commission

Please accept my resignation as the WestRock Company representative on the Hopewell Water Renewal Commission effective February 15, 2017. I am retiring from the General Manager position at Westrock. Daniel Rowland will be assuming the role of General Manager and I recommend that he be appointed as the WestRock Company representative for the Commission.

Sincerely,

A handwritten signature in black ink, appearing to read "David Anderson", with a long horizontal line extending to the right.

David Anderson
General Manager
WestRock Company



Hopewell Water Renewal Commission
Quarterly Meeting
April 3, 2017, 1:30 p.m.
Gravelly Run Training Center

AGENDA

1. Call to Order Christina Luman-Bailey, Chair
2. Review for Approval: Minutes from January 30, 2017 Christina Luman-Bailey, Chair
3. Citizens Communication Five Minutes Each
4. Staff Reports
 - a) Safety and Compliance Jeanie Grandstaff
 - b) Regulatory and Enforcement Matt Ellinghaus
 - c) Business Report Shayna Johnson
 - d) Maintenance Projects Status Harold Walker
5. FY 18 Budget Shayna Johnson
6. O&M Cost Allocation Agreement Commission Discussion
7. Phase 2 Status and Start-up Information Matt Ellinghaus
8. Hydrogen Sulfide Study Status Matt Ellinghaus
9. Phase 2 Ribbon Cutting – June 28, 2017 Jeanie Grandstaff
10. Next Commission Meetings Commission Discussion
July 17, 2017
October 16, 2017
11. Other Discussion
12. Adjourn

Hopewell Water Renewal Commission
 Quarterly Meeting
 January 30, 2017

Members Present	Members Absent
Christina Luman-Bailey, Chair	None
Fred Harry, AdvanSix	
Mark Haley, City Manager	
Paul Tuck, Ashland	
Dave Anderson, WestRock	
Doug Woodhouse, Virginia American Water Company	
Stefan Calos, City Attorney	

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, AdvanSix
Matt Ellinghaus, H2O Renewal	Alex Barfield, WestRock
Shayna Johnson, H2O Renewal	Becky McDonough, Hopewell/Prince George Chamber of Commerce
Harold Walker, H2O Renewal	Chris Tabor, Hazen
	Bart Kreps, Raftelis, (by phone)

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 on January 30, 2017. A quorum was present.
2. **Review for Approval: Minutes from October 17, 2016 Meeting and December 13, 2016 Special Meeting.** The minutes of the October 17, 2016 meeting were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Anderson. The December 13, 2016 minutes were unanimously approved after a motion from Commissioner Woodhouse, seconded by Commissioner Haley.
3. **Citizens Communication.** There was no communication from citizens at this meeting.
4. **Employee of the Year.** Chair Christina Luman-Bailey presented a plaque to Jeff Stiff for 2016 employee of the year. He was nominated by fellow employees because of his can-do attitude and willingness to take the time to help out. He is very positive and supportive in all that he does; no matter if it is moving files or boxes to doing all the necessary paperwork and prep work for equipment orders. He follows up on discrepancies and makes sure that orders are entered into the maintenance work order system. He has an infectious smile and is the epitome of the word "Teamwork".
5. **Staff Reports.**
 - a. **Safety and Compliance.** Jeanie Grandstaff briefed the Commission on the status of plant safety and compliance stating that there had been no lost time accidents or permit violations since the last meeting.

- b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the January 30, 2017 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the total nitrogen discharged in 2016 was 1.76 million pounds compared to the permit limit of 1.83 million pounds. However, due to high phosphorus discharges from Green Plains in February 2016, the phosphorus permit limit of 76,139 pounds per year was exceeded by 1,445 pounds for which credits will need to be purchased from the nutrient exchange.
- c. **Capital Project Status.** Jeanie Grandstaff updated the Commission on the status of the capital projects: The purchase of the new centrifuge is still in the process. HDR is preparing the specifications and the bid should be advertised around the beginning of March. HDR is also designing the installation of the centrifuge.

In addition, HDR is in the process of designing the necessary plans for the UNOX and plant electrical upgrade projects.

- d. **Business Report.** Shayna Johnson, reported on the current budget status for the second quarter of FY 17 and the year-to-date. The budget report is attached as a part of these minutes. Miscellaneous revenue year to date totals are \$1,234,724.
 - e. **Upcoming Maintenance Projects.** Harold Walker reported that HDR has scheduled a meeting during mid-February to discuss its evaluation on the repair of the return activated sludge line that developed a leak. Preliminary information from HDR is not recommending wrapping of the line, however, staff plans to question this recommendation.
6. **Wastewater O&M Cost Allocation Billing Methodology.** Jeanie Grandstaff began the discussion by stating that, as requested by the Commission at the December meeting, Raftelis revised the model to compare the 60/40 cost of service model with method 3A using a 3 year rolling average. This provided the Commission with information to demonstrate whether the increase in fees was due to the model or to the increase in loadings. Based on this information, Commissioner Anderson presented a spreadsheet, (attached as a part of these minutes) which consolidated the costs per Commission member by loading parameter (BOD, TSS, Flow, TN, Other). This spreadsheet outlined what was driving the difference in fees for each member. After a motion by Commissioner Harry, seconded by Commissioner Tuck, the Commission approved the 60/40 cost of service method for calculating Commission members O&M costs beginning July 1, 2017. Commissioner Anderson voted "no" on the motion.
7. **O&M Cost Allocation Agreement.** The Commission discussed the issue of reserve funds and requested information on why 180 days of the O&M budget was the recommended amount for the reserve fund. The Commission suggested that the Third Supplemental Agreement should include language on how the reserve fund is set up and funded, how the cash flow will work, and provide flexibility on how the money will be used. Jeanie Grandstaff agreed to talk with Brendan Staley at Hunton & Williams to have the Commission's suggestions incorporated into the draft agreement and to send the Commissioners a new draft version of the agreement. The Commission's consensus was to provide comments on the agreement by February 28, 2017.

- 8. Phase 2 Status and Start-up Information.** Matt Ellinghaus provided an update on the construction status of the phase 2 nitrogen reduction project. He stated that HNP is working on correcting leaks between the MBBR tanks. Once the leaks are sealed, HNP will begin installing the media into the tanks. Matt also reported that Gravely Run Pump Station wet well had passed its leak test. The Dominion upgrade of the plant substation is complete with minor site work remaining. The project timeline status is attached as a part of these minutes.
- 9. City of Hopewell Charter Amendment Status.** Jeanie Grandstaff reported that the City's charter changes were modified after comments from WestRock. The changes which were approved by committees in the House of Delegates and the Senate allow a total of 9 industrial members and eliminates the language which required new Commission members to pay a fee equal to 4% of the original cost of the facility. The new language provides that City Council can determine this fee amount based on a recommendation by the Commission.
- 10. Billing for Capital Projects.** Jeanie Grandstaff requested guidance from the Commission on how they wished to be billed for approved capital project. Currently, billing is charged to Commission members as invoices on the projects are received. The consensus of the Commission was to continue capital project billing as invoices are received. The Commission also requested that before projects are started that a construction and cash flow schedule be provided. The next 2 projects requiring a construction and cash flow schedule are the centrifuge and Unox/plant electrical upgrade projects.
- 11. Amendment of the Nutrient General Permit Limits for Total Phosphorus.** Matt Ellinghaus reported that the new Nutrient General Permit phosphorus limit for Hopewell Water Renewal will be reduced to 61,749 pounds per year beginning in 2017. Staff will be monitoring phosphorus closely to ensure that the limit is met or that credits will need to be purchased from the nutrient exchange to obtain compliance. Potentially, phosphorus reduction treatment may be required in the future.
- 12. Hydrogen Sulfide Study and Treatment.** Matt Ellinghaus informed the Commission that staff had engaged HDR to conduct a hydrogen sulfide study of the Solids and Centrifuge buildings due to the levels of hydrogen sulfide suspected of being present and the amount of corrosion experienced on mechanical and electronic equipment. Staff requested HDR to prioritize any corrective actions that may need to be taken, so that implementation can be phased.
- 13. Phase 2 Ribbon Cutting.** Jeanie Grandstaff stated that a tentative date of May 3, 2017 has been scheduled for the ribbon cutting. Mark Haley will be the keynote speaker. However, this date may need to be postponed if start-up of the project is delayed.
- 14. New Plant Logo.** Jeanie Grandstaff showed the Commission, the attached copy of the logo, which was designed by staff and enhanced by an on-line graphic designer.

15. Other Discussion. Commissioners David Anderson, Mark Haley, Paul Tuck, and Doug Woodhouse terms have expired and need to be reappointed to the Commission. All 4 of the Commissioners indicated their willingness to continue on the Commission. Jeanie Grandstaff will submit a letter to the City Clerk requesting that these members be reappointed by Council for an additional 2 year term.

Based on discussion, the Commission agreed to hold the next quarterly meeting on April 3, 2017 at 1:30 p.m.

16. Adjourn. There being no further business, Chair Luman-Bailey adjourned the meeting at 3:22 p.m.

DRAFT

Regulatory Affairs / Technical Services

Quarterly Summary

- Title V Permit

- 2007 Clean Air Act Audit, April 2009, and December 2010 NOVs. A Consent Order was signed with EPA in September 2016. We are now in the process of implementing its requirements. Procurement of a third party auditor was required by the Consent Order. After advertising in October and again in February, H2O Renewal did not receive any submittals on the Request for Qualifications.

In addition, H2O Renewal has requested EPA to approve alternative HAP compliance monitoring parameters as agreed to verbally with EPA during the negotiations for the Consent Order. EPA has ignored both requests for approval. If alternative compliance monitoring parameters are not approved by September 2017, the current parameters will expire with the Order, leaving H2O Renewal in a dilemma as to what parameters to monitor.

- Sewage Sludge Incinerator Rules. Installation of a new scrubber and ash handling system is complete. The new scrubber passed all the new air standards. Compliance report was submitted to DEQ at the end of April, 2016. Performance testing for the ash handling system was completed in July 2016. Final report on fugitive dust emissions received and sent to DEQ demonstrating full compliance with the standard. The second annual performance test was conducted in mid-March 2017 and we are awaiting the test results.

- VPDES Permit

- Violations. The plant maintained compliance through February of 2017 and appears to be on track for compliance in March.
- VPDES Permit. The VPDES permit expired on September 30, 2013. The permit was reissued and became effective on August 1, 2016. The ammonia permit limit is 25.8 mg/l Daily Maximum and 17.2 mg/l Monthly Average. The new ammonia and nitrogen limits will become effective in January 2018 after the nitrogen reduction project is complete and operational.
- Section 308 Request from EPA. During the past quarter, H2O Renewal has received no further requests from EPA for information. The 2016 annual pretreatment report was submitted to EPA as required.

- Storm Water Permit. The July 2014 industrial storm water general permit requires sampling at each outfall for total nitrogen, total phosphorus and total suspended solids, as well as pH. To lessen the sampling burden and improve sampling locations Hazen is currently designing a method to combine existing outfalls and installing storm water controls. This will reduce the number of outfalls to 4 or 5. Money for construction of the new outfalls is proposed in the FY 18 capital budget.

- Environmental Management System (EMS). H2O Renewal submitted its E3 annual report on April 1, 2017. DEQ has requested H2O Renewal to reapply for E3 status even though we have experienced a number of violations/enforcement actions over the past few years. We have contracted with Aegis Environmental to assist us in updating the EMS and preparing the application.

- Nutrient Issues

- Nutrient General Permit. The projected nitrogen discharged for 2017 is currently at the permit limit of 1.83 million pounds/year. The annual average concentration through February was 22.8 mg/l. The Nutrient General Permit expired in December 2016 and has not yet been reissued. In the draft permit, James River dischargers' phosphorus allocations are being reduced by approximately 19%. H2O

Hopewell Water Renewal Commission Meeting
April 3, 2017

Renewal's phosphorus limitation will be reduced from 76,139 pounds/ year to 61,749 pounds/year. The current projected phosphorous discharge for 2017 is 53,800. H2O Renewal typically discharges around 50,000 pounds of phosphorus/year, but due to some unexpected loadings last year, we discharged 77,584 pounds in 2016 and needed to purchase 1,445 credits on the exchange at a cost of \$11,429.95.

- Water Quality Improvement Fund Grant Agreement for Denitrification. The 2001 grant agreement was modified to require an effluent Total Nitrogen annual average concentration of 24 mg/l and allows for a 10% exceedance to 26.4 mg/L. As stated above, the 2017 average total nitrogen discharged through February was 22.8 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 credits from Honeywell at one-half The Exchange credit price. For 2016, we agreed to purchase 181,985 credits at a cost of \$1.75/credit or a total cost of \$318,473.75.
- Chesapeake Bay and James River TMDL. H2O Renewal was invited to participate on DEQ's Regulatory Advisory Panel (RAP) to comment and assist with the development of the chlorophyll a standard for the James River. An introductory meeting was held in late June and additional meetings and conference calls have been held. The primary focus to date has been review of the modeling results and determination of where Chl-a levels should be set.
- Nitrogen Reduction Alternatives Evaluation and Segregated Treatment
 - Phase 2. Construction on the phase 2 nitrogen reduction project is continuing with delays in some components. Substantial completion is now scheduled for May 2017 due to MBBR leak testing and sealing of concrete leaks. A project timeline status is provided as part of the meeting agenda.
 - Water Quality Improvement Fund Grant Agreement for Phase 2 Nitrogen Reduction. H2O Renewal is submitting pay request to DEQ as invoices are received. The total grant amount spent through February 2017 is \$45,442,255.46 with a total project amount of \$67,168,301.
- 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 continuing in 3 previously unevaluated sub-basins and future rehab plans are being developed based on the CCTV work. 90% design plans have been received for sewer line stabilization at Carter Woodson Elementary School and specs are being prepared for bid.
 - Station Street PS flow evaluation has begun to determine the cause for high flows resulting in multiple wet weather overflow events.
- Lab Certification
 - H2O Renewal's lab certification was re-issued in June 2016.

Hopewell Water Renewal Commission Meeting
April 3, 2017

Milestones in the upcoming timeline
(Italics text indicates actions predicted from a strategic analysis of available information):

2017

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

2018

- Stormwater Permit Application Due -- December

2019

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

2020

- *VPDES Permit Application Due*

HOPEWELL WATER RENEWAL
BUDGET PERFORMANCE REPORT

FY 2016-2017 CATEGORY	Jan 1 to Mar 31 3rd Qtr			YTD FY 16-17			Total Budget
	Actual	Budget	%	YTD FY 16-17	* Budget	%	BUDGET
Salaries	689,846	816,213		2,191,492	2,349,431		3,066,433
Benefits	267,253	371,934		788,104	1,058,695		1,376,649
TOTAL LABOR	957,099	1,188,147	80.6%	2,979,596	3,408,126	87.4%	4,443,082
Power	369,865	465,375		943,418	1,241,000		1,861,500
Fuel	86,719	75,000		188,602	200,000		300,000
TOTAL ENERGY	456,584	540,375	84.5%	1,132,021	1,441,000	78.6%	2,161,500
OTC	7,668	87,000		11,197	272,000		375,000
Hypochlorite	186,264	137,500		531,529	408,334		550,000
Lime	0	0		0	0		
Polymer	55,440	128,000		249,759	256,000		320,000
Defoamer	5,090	5,000		17,815	10,000		20,000
Phosphoric	8,756	17,500		30,480	46,667		70,000
TOTAL CHEMICALS	263,218	375,000	70.2%	840,779	993,000	84.7%	1,335,000
Maintenance Supply	377,656	136,750		894,723	384,667		567,000
Contract Maintenance	159,298	127,000		301,095	373,667		543,000
Interceptor Maintenance	4,151	3,750		7,475	10,000		15,000
TOTAL MAINTENANCE	541,104	267,500	202.3%	1,203,293	768,333	156.6%	1,125,000
Utilities	35,443	29,333		89,366	79,683		116,500
Other Supplies	91,263	74,875		211,911	210,167		309,500
Consulting	506,837	198,312		814,330	528,833		793,249
Administration	16,264	26,775		123,389	263,067		302,100
Residual Disposal	41,981	43,750		152,133	116,667		175,000
Legal Services	4,500	25,000		22,434	66,667		100,000
TOTAL MISCELLANEOUS	696,288	398,046	174.9%	1,413,562	1,265,083	111.7%	1,796,348
GRAND TOTAL	2,914,294	2,769,068	105.2%	7,569,252	7,875,543	96.1%	10,860,931

HRWTF FY 17-18 Operating Budget

<i>Category</i>	<i>Budget Amount</i>	
Salaries	2,861,085	
Over-Time	203,000	
Part Time	45,000	
Bonuses/Licenses	2,680	
Tool Allowance	1,275	
Benefits	<u>1,389,055</u>	
TOTAL LABOR		4,502,095
Power	2,251,000	
Fuel	<u>300,000</u>	
TOTAL ENERGY		2,551,000
OTC	740,000	
Hypochlorite	400,000	
Lime	0	
Polymer	420,000	
Defoamer	20,000	
Phosphoric	<u>70,000</u>	
TOTAL CHEMICALS		1,650,000
Contract Maintenance	794,500	
Maintenance Supplies	632,000	
Interceptor	<u>15,000</u>	
TOTAL MAINTENANCE		1,441,500
Utilities	123,000	
Other Supplies	323,500	
Outside Contractual Services	883,439	
Administration	299,000	
Ash Disposal	175,000	
Legal Services	<u>25,000</u>	
TOTAL MISCELLANEOUS		1,828,939
LEVY IN LIEU OF TAXES		334,000
TOTAL		12,307,534

03/21/17

HRWTF FY17-18 OPERATING BUDGET													
DESCRIPTION	TOTAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries	2,861,085	220,328	220,328	328,903	220,328	220,328	220,328	220,328	220,328	328,903	220,328	220,328	220,328
Over-Time	203,000	15,615	15,615	15,615	23,423	15,615	15,615	15,615	15,615	15,615	23,423	15,615	15,615
Part Time	45,000	3,462	3,462	3,462	5,192	3,462	3,462	3,462	3,462	3,462	5,192	3,462	3,462
Bonuses/Licenses	2,680											250	680
Tool Allowance	1,275			413					1,500	862			
Benefits	1,389,055	106,955	106,955	159,752	106,955	106,955	106,955	106,955	106,955	159,752	106,955	106,955	106,955
TOTAL	4,502,095	346,360	346,360	508,145	355,898	346,360	346,360	346,360	347,860	508,594	356,148	346,610	347,040
Electricity	2,251,000		187,583	187,583	187,583	187,583	187,583	187,583	187,583	187,583	187,583	187,583	375,167
Fuels	300,000		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	50,000
Total Energy	2,551,000	0	212,583	425,167									
OTC	740,000		61,667	61,667	61,667	61,667	61,667	61,667	61,667	61,667	61,667	61,667	123,330
Hypochlorite	400,000	0	37,503	33,333	33,333	33,333	33,333	33,333	33,333	33,333	33,333	45,833	50,000
Lime	0											0	
Polymer	420,000		60,000	64,000	0	64,000	0	64,000	0	64,000	0	64,000	40,000
Defoamer	20,000		0	0	5,000	0	0	5,000	0	0	0	10,000	0
Phosphoric	70,000		5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	11,667
Total Chemicals	1,650,000	0	165,003	164,833	105,833	164,833	100,833	169,833	100,833	164,833	100,833	187,333	224,997
Testing	269,775		22,481	22,481	22,481	22,481	22,481	22,481	22,481	22,481	22,481	22,481	44,963
Consulting Services	579,664		48,305	48,305	48,305	48,305	48,305	48,305	48,305	48,305	48,305	48,305	96,611
Total Conslit	849,439	0	70,787	141,573									
Contractual Maintenance	794,500	35,000	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	126,583
Maintenance Supply	632,000	20,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	51,000	102,000
Total Maint	1,426,500	55,000	114,292	228,583									
Interceptor	15,000	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	2,500
Water	110,000		9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	18,333
Dumpster	5,000	0	575	425	425	425	425	425	425	425	425	425	600
Telephone	8,000	600	700	700	700	700	700	700	700	600	600	600	700
Total Utilities	123,000	600	10,442	10,292	10,292	10,292	10,292	10,292	10,292	10,192	10,192	10,192	19,633
Misc Expense	4,000	0	333	333	333	333	333	333	333	333	333	333	667
Office Supplies	4,500	0	417	417	417	417	417	417	417	417	417	417	333
Scientific Supply	200,000	6,000	16,167	16,167	16,167	16,167	16,167	16,167	16,167	16,167	16,167	16,167	32,333

HRWTF FY17-18 OPERATING BUDGET													
DESCRIPTION	TOTAL	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Janitorial Supply	7,500	500	583	583	583	583	583	583	583	583	583	583	1,167
Vehicle Supplies	50,000	4,000	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	3,833	7,667
Wearing Apparel	26,500	0	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	2,208	4,417
Misc. Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
Safety Supply	10,000	0	833	833	833	833	833	833	833	833	833	833	1,667
Non-Capital Equip	25,000	0	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	4,167
Total Supplies	327,500	10,500	26,458	26,458	26,458	26,458	26,458	26,458	26,458	26,458	26,458	26,458	52,417
Auditing	20,000	6,000			6,000	3,000			3,000				2,000
Legal Services	25,000	0	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	4,167
Misc Contracts	14,000	2,500	958	958	958	958	958	958	958	958	958	958	1,917
Custodial Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Advertising	1,500	0	125	125	125	125	125	125	125	125	125	125	250
DP	5,000	0	417	417	417	417	417	417	417	417	417	417	833
Property Insurance	120,000	120,000	0	0	0	0	0	0	0	0	0	0	0
Travel	11,500	0	2,500	4,000	2,500	500	500	500	500	0	0	0	500
Training	52,000	3,000	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	4,083	8,167
Memberships	55,000	12,500	12,000	500	4,500	500	500	500	500	15,000	0	0	8,500
Freight	20,000	500	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	3,250
Permit Fees	30,000		15,000	15,000									
Total Admin	354,000	144,500	38,792	28,792	22,292	13,292	10,292	10,292	13,292	24,292	9,292	9,292	29,583
Ash Removal	175,000		14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	29,167
Total before Levy	11,973,534	556,960	1,000,550	1,152,015	934,268	974,730	907,730	976,730	912,230	1,147,864	916,418	993,380	1,500,660
Levy in Lieu of Tax	334,000					167,000	167,000						167,000
GRAND TOTAL	12,307,534					1,074,730	1,074,730						1,667,660
													3/10/2017

HOPEWELL REGIONAL WASTEWATER TREATMENT FACILITY
BUDGET PERFORMANCE REPORT

MONTHLY			Feb-17	YEAR TO DATE		
EXPENSES	BUDGET	%	CATEGORY	EXPENSES	BUDGET	%
234,056	235,880		Salaries	1,966,074	2,004,978	
88,086	107,092		Benefits	698,802	899,445	
322,142	342,972	93.93%	TOTAL LABOR	2,664,875	2,904,423	91.75%
234,775	155,125		Electricity	812,864	1,085,875	
33,825	25,000		Fuel	160,247	175,000	
268,599	180,125	149.12%	TOTAL ENERGY	973,111	1,260,875	77.18%
0	29,000		Other Treatment Chemicals	11,197	243,000	
88,345	45,833		Hypochlorite	496,629	362,500	
0	0		Lime	0	0	
55,440	0		Polymer	249,759	192,000	
5,090	0		Defoamer	17,815	10,000	
4,394	5,833		Phosphoric	26,118	40,833	
153,269	80,667	190.00%	TOTAL CHEMICALS	801,518	848,334	94.48%
81,891	45,583		Maintenance Supply	756,516	339,083	
4,600	42,333		Contract Maintenance	157,222	331,333	
1,514	1,250		Interceptor Maintenance	7,363	8,750	
88,005	89,167	98.70%	TOTAL MAINTENANCE	921,102	679,167	135.62%
2,732	9,950		Utilities	80,287	70,250	
28,259	24,958		Other Supplies	170,454	185,208	
93,807	66,104		Consulting	457,614	462,729	
7,923	11,258		Administration	119,730	255,808	
5,164	14,583		Residual Disposal	125,375	102,083	
2,625	8,333		Legal Services	20,559	58,333	
140,510	135,187	103.94%	TOTAL MISCELLANEOUS	974,018	1,134,412	85.86%
972,526	828,118	117.44%	GRAND TOTAL	6,334,625	6,827,210	92.78%

DESCRIPTION	16-17 YTD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries	1,736,878.94	204,037.10	195,686.93	299,522.03	203,258.51	205,571.31	212,451.19	207,607.15	208,744.72	0.00	0.00	0.00	0.00
Overtime	174,104.94	19,617.48	16,526.25	32,496.30	20,820.92	21,942.26	21,999.48	19,788.85	20,913.40	0.00	0.00	0.00	0.00
Part Time	53,914.85	4,889.76	9,183.12	12,702.96	8,123.92	7,603.84	4,117.64	2,975.61	4,318.00	0.00	0.00	0.00	0.00
Tools	525.00	0.00	0.00	0.00	0.00	525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bonuses	650.00	200.00	0.00	370.00	0.00	0.00	0.00	0.00	80.00	0.00	0.00	0.00	0.00
Total Benefits	698,801.72	80,361.78	77,522.16	102,105.99	87,104.25	86,912.54	86,844.52	89,864.36	88,086.12	0.00	0.00	0.00	0.00
TOTAL LABOR	2,664,875.45	309,106.12	298,918.46	447,197.28	319,307.60	322,554.95	325,412.83	320,235.97	322,142.24	0.00	0.00	0.00	0.00
Electricity	812,863.85	0.00	110,881.23	109,507.46	119,471.55	3,430.81	230,262.20	4,535.90	234,774.70	0.00	0.00	0.00	0.00
Fuels	160,246.87	0.00	18,093.06	17,369.57	6,073.58	41,722.45	18,624.29	24,539.39	33,824.53	0.00	0.00	0.00	0.00
TOTAL ENERGY	973,110.72	0.00	128,974.29	126,877.03	125,545.13	45,153.26	248,886.49	29,075.29	268,599.23	0.00	0.00	0.00	0.00
OTC	11,196.88	0.00	0.00	0.00	0.00	3,529.00	0.00	7,667.88	0.00	0.00	0.00	0.00	0.00
Hypochlorite	496,629.40	22,108.80	80,776.50	69,990.60	53,600.40	66,357.10	50,430.80	63,020.30	88,344.90	0.00	0.00	0.00	0.00
Lime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Polymer	249,758.96	0.00	82,764.00	55,440.00	0.00	56,114.96	0.00	0.00	55,440.00	0.00	0.00	0.00	0.00
Defoamer	17,815.00	0.00	0.00	0.00	5,090.00	0.00	7,695.00	0.00	5,090.00	0.00	0.00	0.00	0.00
Phosphoric	26,118.00	0.00	4,364.00	4,290.00	4,358.00	4,324.00	4,388.00	0.00	4,394.00	0.00	0.00	0.00	0.00
TOTAL CHEMICALS	801,518.24	22,108.80	167,904.50	129,720.60	63,048.40	132,325.06	62,453.80	70,688.18	153,268.90	0.00	0.00	0.00	0.00
Testing	140,936.96	0.00	15,647.64	15,867.00	16,892.00	30,969.00	9,803.00	31,234.32	20,524.00	0.00	0.00	0.00	0.00
Consulting	316,676.61	0.00	6,085.60	16,170.42	37,352.87	113,919.65	44,785.82	25,079.20	73,283.05	0.00	0.00	0.00	0.00
TOTAL TSTNG/CONSULT	457,613.57	0.00	21,733.24	32,037.42	54,244.87	144,888.65	54,588.82	56,313.52	93,907.05	0.00	0.00	0.00	0.00
Maint Supply	756,516.49	44,414.96	64,111.85	65,880.68	98,987.25	125,604.68	118,067.79	157,558.66	81,890.62	0.00	0.00	0.00	0.00
Contract Maint	157,222.49	17,925.16	7,976.60	54,642.92	32,476.00	20,087.28	6,709.81	10,824.78	4,599.94	0.00	0.00	0.00	0.00
Interceptor	7,363.49	0.00	1,117.50	0.00	0.00	2,206.30	0.00	2,525.35	1,514.34	0.00	0.00	0.00	0.00
TOTAL MAINT	921,102.47	62,340.12	73,205.95	120,523.60	131,463.25	147,878.26	126,777.60	170,908.79	88,004.90	0.00	0.00	0.00	0.00
Telephone	3,742.21	0.00	160.90	168.09	174.65	185.18	162.66	158.54	2,732.19	0.00	0.00	0.00	0.00
Water	76,544.55	0.00	13,242.89	557.94	15,359.60	23,761.43	170.08	23,472.61	0.00	0.00	0.00	0.00	0.00
Dumpster	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITIES	80,286.76	0.00	13,403.79	726.03	15,514.25	23,946.61	332.74	23,631.15	2,732.19	0.00	0.00	0.00	0.00
Scientific Supply	112,354.60	5,548.73	6,376.28	17,515.94	8,916.77	29,933.10	16,221.55	9,167.98	18,674.25	0.00	0.00	0.00	0.00
Non Cap Equip	9,657.02	0.00	0.00	0.00	0.00	0.00	506.57	5,195.00	3,955.45	0.00	0.00	0.00	0.00
Misc Oper	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Safety Supply	6,321.32	279.99	729.80	559.80	497.54	1,990.05	741.72	1,271.42	251.00	0.00	0.00	0.00	0.00
Office Supply	2,657.66	449.84	257.00	129.08	143.05	420.01	697.69	299.81	261.18	0.00	0.00	0.00	0.00

DESCRIPTION	16-17 YTD	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Janitorial Supply	5,225.31	980.24	448.84	-124.16	868.46	456.15	859.40	951.15	785.23	0.00	0.00	0.00	0.00
Misc Expense	2,135.92	239.48	0.00	133.05	0.00	924.49	618.00	133.95	86.95	0.00	0.00	0.00	0.00
Veh Supplies	16,168.92	508.16	4,682.26	983.43	1,633.85	2,528.85	1,455.31	2,686.54	1,690.52	0.00	0.00	0.00	0.00
Wearing Apparel	15,932.96	0.00	0.00	5,468.45	1,662.11	2,456.00	1,960.29	1,841.67	2,554.44	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	170,453.71	8,006.44	12,494.18	24,665.59	13,721.78	38,708.65	23,050.53	21,547.52	28,259.02	0.00	0.00	0.00	0.00
Misc Contracts	4,937.55	0.00	3,326.50	374.50	303.40	255.65	184.25	249.60	243.65	0.00	0.00	0.00	0.00
Auditing	5,415.00	0.00	5,415.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	8,363.18	529.46	3,397.48	317.92	1,501.96	553.68	0.00	263.60	1,799.08	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DP	8,186.07	241.38	210.00	786.44	3,800.00	0.00	241.38	0.00	2,906.87	0.00	0.00	0.00	0.00
Training	16,644.27	9,021.00	970.00	924.70	2,509.00	25.00	801.10	2,035.00	358.47	0.00	0.00	0.00	0.00
Memberships	31,984.60	17,230.00	8,976.60	0.00	5,578.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00
Legal Services	20,559.36	0.00	0.00	0.00	0.00	15,225.00	2,709.36	0.00	2,675.00	0.00	0.00	0.00	0.00
Permit Fees	27,217.69	0.00	6,474.34	9,094.35	5.00	11,644.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Freight	16,981.16	19.89	1,919.83	2,130.65	2,417.73	2,821.33	3,123.42	2,133.55	2,414.76	0.00	0.00	0.00	0.00
TOTAL ADMIN	140,288.88	27,041.73	30,689.75	13,628.56	16,115.09	30,524.66	7,059.51	4,681.75	10,547.83	0.00	0.00	0.00	0.00
Residual Disposal	125,374.80	0.00	12,555.58	50,096.30	20,993.20	0.00	26,506.45	10,059.02	5,164.25	0.00	0.00	0.00	0.00
Levy in Lieu of Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTAL	6,334,624.60	428,603.21	759,879.74	945,472.41	759,953.57	885,980.10	875,068.77	707,141.19	972,525.61	0.00	0.00	0.00	0.00



PROPOSED OPERATING BUDGET
FY 2017-2018

FY 17-18 Proposed O&M Budget

Category	Actual		Budget FY 16-17	Proposed FY 17-18	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)			
Labor	3,938,068	4,055,967	4,443,082	4,502,095	1%
Energy	1,761,148	1,755,518	2,161,500	2,551,000	18%
Chemicals	1,247,804	1,315,356	1,335,000	1,650,000	24%
Maintenance	1,247,412	1,282,623	1,125,000	1,441,500	28%
Miscellaneous	1,660,416	1,898,598	1,796,349	1,828,939	2%
Levy in Lieu of Taxes	334,000	334,000	334,000	334,000	0%
Total	10,188,848	10,642,062	11,194,931	12,307,534	9.94%

FY 17-18 Proposed O&M Budget

Labor

Category	Actual		Budget FY 16-17	Proposed FY 17-18	% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)			
Salaries	2,525,488	2,614,669	2,822,933	2,861,085	1%
Over-Time	225,605	263,334	198,500	203,000	2%
Part Time	48,364	55,313	45,000	45,000	0%
Bonuses/licenses	615	46,830	2,680	2,680	0%
Tool Allowance	825	1,050	1,275	1,275	0%
Benefits	1,137,171	1,074,772	1,372,694	1,389,055	1%
Total	3,938,068	4,055,967	4,443,082	4,502,095	1%

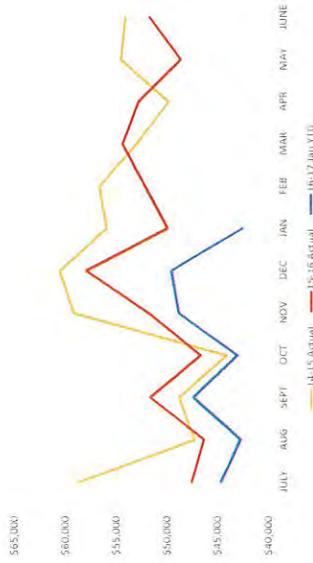
FY 17-18 Proposed O&M Budget

Labor

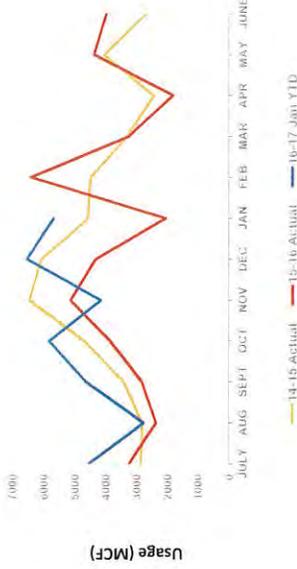
- FY 17-18 Budget supports 52.00 FTE's
- PC Support Specialist position transferred to City's IT Dept to centralize IT function.
- Plans to fill vacant Chief Chemist position.
- Fringe Benefit Rates are subject to change via action by the General Assembly or 3rd party benefit providers.
- Labor costs represent approximately 40% of the total budget for the facility.
- No confirmed merit or COLA increases.
- City currently evaluating results of Classification and Compensation study to determine implementation strategy.

FY 17-18 Proposed O&M Budget

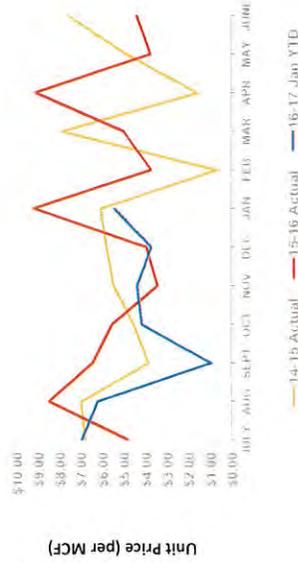
Electricity Fuel Surcharge



Natural Gas Usage



Natural Gas Unit Cost



Energy

- Electrical costs trending lower than usual for the current fiscal year due to lower usage and decreased fuel surcharges.
- Anticipate increase in electricity usage as a result of the Nitrogen Reduction Facility coming online.
- Will not be participating in ENERNOC program this fiscal year.

Chemicals

Category	Actual FY 14-15 (unaudited)	Actual FY 15-16 (unaudited)	Budget FY 16-17	Proposed FY 17-18	% Change
OTC	129,237	105,335	375,000	740,000	97%
Hypochlorite	654,465	725,167	550,000	400,000	-27%
Polymer	403,416	409,563	320,000	420,000	31%
Defoamer	19,010	35,630	20,000	20,000	0%
Phosphoric	41,676	39,662	70,000	70,000	0%
Total	1,247,804	1,315,356	1,335,000	1,650,000	24%

H2O Renewal Proposed FY 17-18 Budget

Chemicals

- Other Treatment Cost increase is driven by the startup of the Nitrogen Reduction Facility due to the addition of a new chemical to the treatment process, sodium hydroxide, for pH control.
- Other Treatment Chemicals also includes liquid oxygen for O2 Plant.
- Anticipate decrease in Hypochlorite usage due to change in the treatment process – will now be chlorinating after secondary treatment.
- Anticipate increase in Polymer usage because of DAFs associated with MBBR.

H2O Renewal Proposed FY 17-18 Budget

Maintenance

Category	FY 14-15 (unaudited)	FY 15-16 (unaudited)	Budget FY 16-17	Proposed FY 17-18	% Change
Contract Maintenance	648,395	354,622	548,000	794,500	46%
Maintenance Supplies	699,016	885,456	567,000	632,000	11%
Interceptor	7,837	42,544	15,000	15,000	0%
Total	1,355,249	1,282,623	1,125,000	1,441,500	28%

H2O Renewal Proposed FY 17-18 Budget

Maintenance

- FY 17-18 Projects:
- Industrial Influent Fine Screen Rebuild (Estimated cost \$182K)
 - O2 Plant Gel Trap Valve Replacement (Estimated cost \$20K)
 - Centrifuge Feed Pump Replacement
 - Incinerator Hearth Replacement
 - Centrifuge Repair
 - Currently out to bid for a new centrifuge, however, we expect continued repairs on the existing units.

H2O Renewal Proposed FY 17-18 Budget

Contractual Maintenance

Category	Actual		Budget		Proposed		% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)	FY 16-17	FY 17-18	FY 17-18		
Tech Services	24,948	36,789	42,000	42,000	42,000	0%	0%
Process Support	16,738	31,472	30,000	30,000	30,000	0%	0%
Support Services	105,491	89,291	110,000	110,000	110,000	0%	0%
Sludge Thickening	0	26,826	10,000	10,000	10,000	0%	0%
Dewatering	180,104	51,567	25,000	125,000	125,000	500%	500%
Prelim. Treatment	10,795	420	5,000	182,000	182,000	3600%	3600%
Secondary Clarification	1,155	0	2,500	40,000	40,000	1600%	1600%
Incineration	103,886	48,989	125,000	75,000	75,000	-60%	-60%
Biological Treatment	192,521	66,374	140,000	175,000	175,000	25%	25%
Miscellaneous	22,757	3,314	65,000	5,500	5,500	-92%	-92%
Total	647,600	354,622	549,500	794,500	794,500	45%	45%

Maintenance Supplies

Category	Actual		Budget		Proposed		% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)	FY 16-17	FY 17-18	FY 17-18		
Tech Services	45,106	50,849	57,000	57,000	57,000	0%	0%
Process Support	39,193	60,981	50,000	50,000	50,000	0%	0%
Support Services	82,784	118,186	50,000	70,000	70,000	40%	40%
Sludge Thickening	12,904	25,607	30,000	30,000	30,000	0%	0%
Dewatering	159,984	264,978	100,000	125,000	125,000	25%	25%
Secondary Clarification	41,168	77,423	75,000	75,000	75,000	0%	0%
Incineration	31,259	71,769	50,000	50,000	50,000	0%	0%
Biological Treatment	83,330	99,524	75,000	125,000	125,000	66%	66%
Miscellaneous	203,288	116,139	80,000	50,000	50,000	-38%	-38%
Total	699,016	885,456	567,000	632,000	632,000	11%	11%

Miscellaneous

Category	Actual		Budget		Proposed		% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)	FY 16-17	FY 17-18	FY 17-18		
Utilities	113,656	122,845	116,500	123,000	123,000	6%	6%
Other Supplies	341,188	339,629	305,500	323,500	323,500	6%	6%
Outside Contractual Services	599,419	738,379	824,849	883,439	883,439	7%	7%
Administration	315,933	374,734	274,500	299,000	299,000	9%	9%
Ash Disposal	192,298	202,588	175,000	175,000	175,000	0%	0%
Legal Services	63,475	95,475	100,000	25,000	25,000	-75%	-75%
Total	1,625,969	1,873,650	1,796,349	1,828,939	1,828,939	2%	2%

Utilities

Category	Actual		Budget		Proposed		% Change
	FY 14-15 (unaudited)	FY 15-16 (unaudited)	FY 16-17	FY 17-18	FY 17-18		
Water	98,826	110,365	100,000	110,000	110,000	10%	10%
Telephone	7,254	8,969	8,000	8,000	8,000	0%	0%
Dumpster	7,576	3,512	8,500	5,000	5,000	-40%	-40%
Total	113,656	122,846	116,500	123,000	123,000	5%	5%

Other Supplies

Category	Actual FY 14-15 (unaudited)	Actual FY 15-16 (unaudited)	Budget FY 16-17	Proposed FY 17-18	% Change
Office Supplies	6,052	4,564	4,500	4,500	0%
Scientific Supplies	205,632	206,981	175,000	200,000	14%
Janitorial Supplies	8,068	6,751	7,500	7,500	0%
Vehicle Supplies	59,884	57,258	52,000	50,000	-4%
Wearing Apparel	25,517	29,730	26,500	26,500	0%
Safety Supplies	8,390	13,240	10,000	10,000	0%
Non-Capital Equipment	27,645	21,105	30,000	25,000	-20%
Total	341,188	339,629	305,500	323,500	5%

F-50 Renewal Proposed FY 17-18 Budget

Outside Contractual Services

Category	Actual FY 14-15 (unaudited)	Actual FY 15-16 (unaudited)	Budget FY 16-17	Proposed FY 17-18	% Change
Auditing Costs	0	10,000	17,000	20,000	17%
Consulting	193,425	415,543	373,474	449,664	20%
Title V Permit					
Compliance	126,760	81,958	100,000	80,000	-20%
Engineering	70,463	0	50,000	50,000	0%
Air Monitoring	192,466	208,895	269,775	269,775	0%
Misc Contracts	13,271	18,656	10,800	10,500	-3%
Bottled Water	1,912	2,205	2,600	2,000	-24%
Walk Off Mats	1,122	1,122	1,200	1,200	0%
Total	599,419	738,379	824,849	883,139	7%

F-50 Renewal Proposed FY 17-18 Budget

Outside Contractual Services

- Audit costs have not yet been expensed for FY 14-15, pending the completion of the FY 14-15 CAFR.
- Nitrogen Credits have increased in cost in the exchange.

F-50 Renewal Proposed FY 17-18 Budget

Administration

Category	Actual FY 14-15 (unaudited)	Actual FY 15-16 (unaudited)	Budget FY 16-17	Proposed FY 17-18	% Change
Advertising	273	1,935	1,500	1,500	0%
Data Processing	9,489	3,603	5,000	5,000	0%
Property Insurance	120,000	120,000	120,000	120,000	0%
Travel	11,511	11,493	12,000	11,500	-5%
Education and Training	14,909	30,482	54,000	52,000	-4%
Miscellaneous Expenses	11,150	155,587	4,000	4,000	0%
Membership/Dues	38,779	30,974	30,000	30,000	0%
Freight Charges	24,952	34,283	18,000	20,000	11%
Permit Fees	16,142	14,505	20,000	30,000	50%
Total	247,205	402,862	264,500	274,000	4%

F-50 Renewal Proposed FY 17-18 Budget

**Q & A
COMMENTS**

HCO Renewal Proposed FY 17-18 Budget

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 .



**TALENT BANK RESUME
BOARDS, COMMISSIONS & AUTHORITIES**

**CITY OF HOPEWELL
300 North Main Street
Hopewell, Virginia 23860**

Board of Architectural Review (ARB)
Board of Bldg. Code & Fire Prevention Code Appeals
Board of Equalization (BOE)
●Board of Zoning Appeals (BZA)
Central Virginia Film Office Board
Central Virginia Waste Management Authority (CVWMA)
Community Planning and Management Team (CPMT)
Crater District Area Agency on Aging
Crater Health Local Advisory Board
Disability Services Board/Crater Planning District
✕Economic Development Authority
District 19 Community Services Board (DCSB)
Dock Commission
Downtown Design Review Committee
Friends of the Appomattox River (FOLAR)
Historic Preservation Committee
✕●Housing Authority, Hopewell Redevelopment & HRHA
John Tylor Community College Board (JTCC)
Keep Hopewell Beautiful (Formerly Clean City Commission)

Law Library Committee
Library Board (Appomattox Regional)
Neighborhood WATCH Advisory Council
●Planning Commission/Wetlands Board
Resource Conservation and Development (RC&D)
Council of the South Centre Corridors
Recreation Commission
Hopewell Water Renewal Commission (H₂O Renewal)
School Board
Senior Citizen Advisory Commission
Sesquicentennial Committee
Social Services Advisory Board
Technology Fund Committee
Telecommunications Regulation Committee
Transportation Safety Board (TSB)
Virginia's Gateway Region
Youth Services Commission

First Choice

Second Choice

Third Choice

Date Submitted: _____ (This resume will become void two years from this date) Occupation: _____

Name: _____

Address: _____
This is my Home Address Business Address Mailing Address

Address: _____
This is my Home Address Business Address Mailing Address

Home Phone: () _____ Cell Phone: () _____ Office Phone: () _____ Email: _____

What are your specific qualifications, skills and abilities as they relate to the Board(s), Commission(s) or Committee(s) on which you have requested to serve; and how will they enhance that Board, Commission or Committee? _____

Additional Comments: _____

In what ward of the City of Hopewell do you reside? 1 2 3 4 5 6 7

Do you have relatives who are employed by the City of Hopewell, serve as a member of either of the agencies to which

you seek appointment, or who serve on Hopewell City Council? Yes No

If so, whom? _____ Which agency? _____

By my signature hereto, I certify that (1) the information given by me in this document is correct to the best of my knowledge, (2) I understand that I may be required to provide proof of identity and, if applicable, proof of residency, and (3) I understand and agree that the city of Hopewell may make an independent investigation of my background and qualifications, including (a) under Sec. 2-61 (Criminal background check required as a condition of service to the city) of the city code, and (b) as to my references, past and present employment, education, involvement in litigation or other proceedings, and other items.

Signature

Date

Please return completed form to:

**Office of the City Clerk, Municipal Building
300 North Main Street, Hopewell VA 23860**

Requires annual filing of Financial Disclosure Statements

Requires annual filing of Real Estate Disclosure Statements

The members of the Hopewell City Council appreciate your interest in serving the Citizens of the City

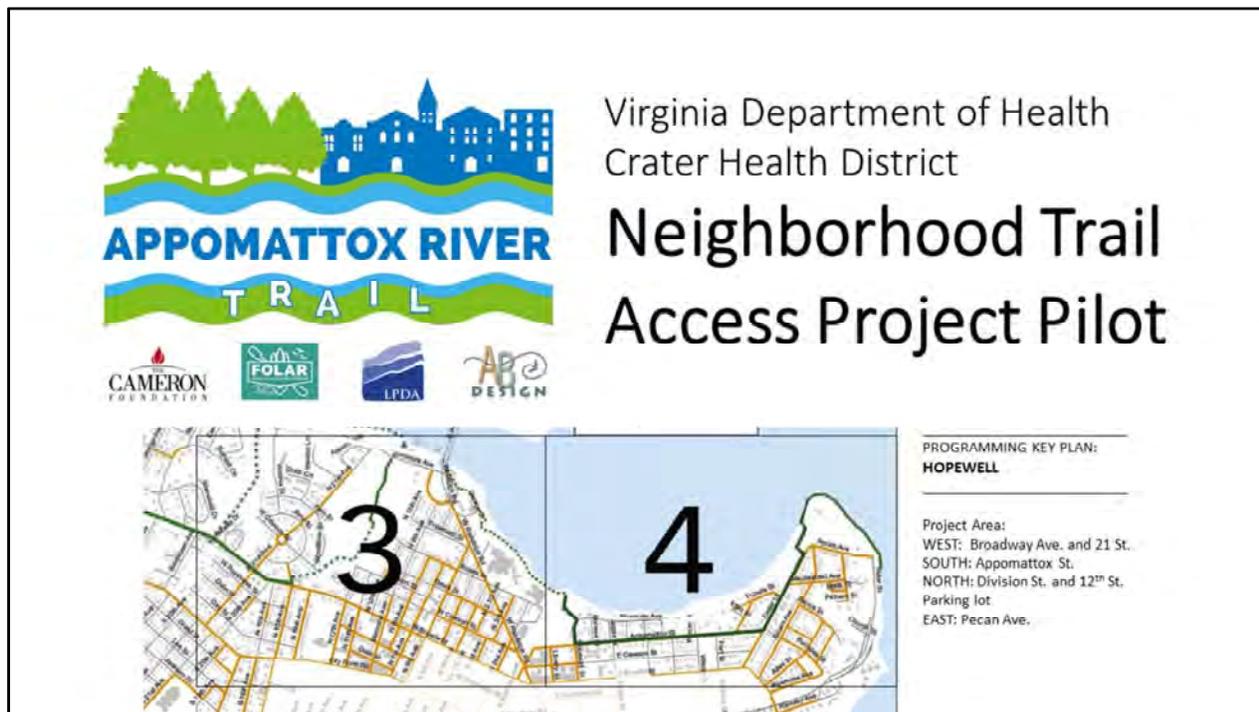
PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS



CHD is funding the study, design, and production of Appomattox River Trail Markers to help connect neighborhoods to the ART. This will give residents the opportunity to add more exercise into their daily lives. The focus area of this pilot project is along the Trail from Broadway and 21st to City Point.

As part of the process we gathered public and stakeholder input through two public meetings and at three community events including the Hopewell H.E.A.L.Fest. I also met with Councilor Bailey and with Planning staff several times. We received input from the ARB and the DDRC. We also reviewed the Wayfaring Plan, the VCU City Point Study, and the proposed Bike Trail section of the comprehensive plan to ensure compatibility with each. We are also able to connect with the Riverside Stormwater trail project.

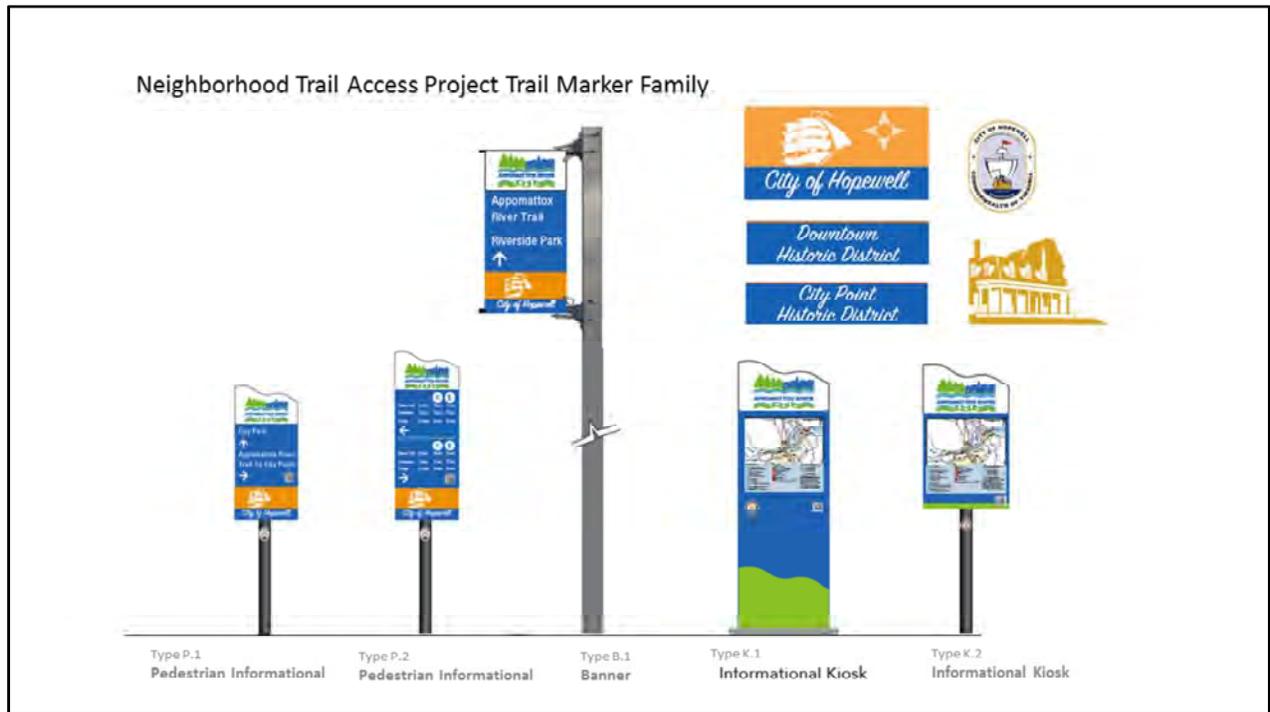


Appomattox River Trail Master Plan

A coordinated **guide** to locating and prioritizing 20+ mile **shared-use trails with a coordinated signage system** through **six** municipalities: Chesterfield, Dinwiddie, Prince George, Colonial Heights, Hopewell, and Petersburg



The project leverages the work of Appomattox River Trail Master Plan which was funded by the Cameron Foundation and prepared by two expert consultant organizations. The Trail will ultimately connect 20+ miles of shared-use trail along the river – which will connect to other trails to provide even broader access. Staff has received a printed copy of the two part plan for its file and the document is available online at folar-va.org.



The Hopewell Family of markers uses the framework of the ART marker system which provides consistency of identity and branding as well as cost efficiency AND the flexibility to be compatible with existing and/or proposed seals, symbols, logos, etc.

The cost to produce the 14 specified markers is \$15,000, which is being funded by CHD. The only cost to the City is \$1200 to increase the size of the City Point Kiosk. This funding is budgeted in the Dept. of Development budget.

Banner
S sidewalk Appomattox St between Weston St. and Marks St.



Pedestrian Directional
SW Corner of Broadway Ave. and 15th St.



These are illustrative photos of placement and location of a banner and a pedestrian directional. They will be placed in right-of-way areas.

Kiosk
NW Corner of Division and 12th Parking lot



This is a sample of the small Kiosk. Rec & Parks Director has approved placement. We are working on the large kiosk. The schedule is to begin production by the end of the month and installation in September.

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: Receive public comment on amendments to the current fee structure of the departments of Public Works and Recreation and Parks.

ISSUE: Many fees pertaining to the operations of the departments of Public Works and Recreation and Parks have become outdated and require revision. The department of Public works has proposed adjustments to fees relating to Citizen Convenience Center usage and leaf collection, while the department of Recreation and Parks has proposed adjustments to fees relating to recreational facility rentals. The proposed amendments to the current fee structure will assist with offsetting expenditures while improving efficiency for both departments.

RECOMMENDATION: City Staff recommends Council consider citizen comments regarding the adjustment of fees charged by the departments of Public Works and Recreation and Parks and to approve the proposed fee amendments.

TIMING: Public Hearing – August 8, 2017.

BACKGROUND: Staff gave presentations at the July 11, 2017 Council Work Session to discuss the need for fee changes in both departments.

FISCAL IMPACT: The overall fiscal impact on Public Works is expected to be near zero. Through increased revenues, the department of Recreation and Parks will offset rising expenditures related to facility maintenance and repairs.

ENCLOSED DOCUMENTS: Proposed fee schedules for both departments

STAFF: Aaron Reidmiller, Director of Recreation and Parks
Edward Watson, Director of Public Works

Council action form 1-3-17

SUMMARY:

Y N

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

Y N

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

**11-9-
2016**

PUBLIC HEARING NOTICE

Hopewell City Council will conduct a public hearing at a meeting on Tuesday, August 8, 2017, at 7:30 p.m. in City Council Chambers in the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, for the purpose of receiving comments regarding proposed fee increases and decreases for the Citizen’s Convenience Center, Leaf Collection, and Recreation and Parks, as follows:

Citizen’s Convenience Center – Proposed Fee Changes		
	Current	Proposed
<u>Residential Solid Waste</u> –Car	\$3.25	\$3.00
Pickup or small trailer	\$10.25	\$10.00
Dual axle trailer	\$20.50	\$35.00
<u>Construction and Demo</u> – Car	\$3.25	\$3.00
Pickup or small trailer	\$20.50	\$20.00
Dual axle trailer	\$30.75	\$50.00
<u>Brush and Yard Waste</u> – Car	No charge	No charge
Pickup or small trailer	No charge	No charge
Dual ale trailer	No charge	\$10.00
Leaf Collection – Proposed Fee Changes		
<u>Seniors/Handicapped</u> – 1 st Pick up	No cost	No cost
2 nd & 3 rd Pick up	\$5.25 each	\$5.00
<u>Other Residents</u> – 1 st pickup	\$10.25	\$10.00
2 nd & 3 rd pick up	\$20.50	\$20.00

Recreation and Parks Proposed Fee Adjustments		
Fee Adjustment Requests		
Facility Name	Current Fee	Proposed Fee
Mathis Field Rental	\$50/day	\$100/day
Mathis Concession Rental	\$100/day	\$150/day
Mathis Concession Security Deposit	New fee	\$100
Atwater Soccer Fields	\$50/day	\$75/day
Atwater Soccer Concession	\$100/day	\$150/day
Atwater Concession Security Deposit	New fee	\$100
Additional Field Maintenance	New fee	\$35/hour
Tournament Cancellation Fee	New fee	\$50
AW Park Pavilion Half Day Resident	\$20	\$25
AW Park Pavilion Full Day Resident	\$35	\$40

Recreation and Parks Proposed Fee Adjustments		
Fee Adjustment Requests		
Facility Name	Current Fee	Proposed Fee
AW Park Pavilion Half Day Non Res	\$35	\$40
AW Park Pavilion Full Day Non Res	\$60	\$65
Atwater SC Pavilion Half Day Resident	\$15.50	\$25
Atwater SC Pavilion Full Day Resident	\$30.75	\$40
Atwater SC Pavilion Half Day Non Res	\$30.75	\$40
Atwater SC Pavilion Full Day Non Res	\$51.00	\$65
Crystal Lake Large Pavilion Half Day Res	\$35	\$50
Crystal Lake Large Pavilion Full Day Res	\$60	\$75
Crystal Lake Small Pavilion Half Day Res	\$20	\$25
Crystal Lake Small Pavilion Full Day Res	\$35	\$40
Crystal Lake Large Pavilion Half Day Non Res	\$65	\$80
Crystal Lake Large Pavilion Full Day Non Res	\$130	\$150
Crystal Lake Small Pavilion Half Day Non Res	\$35	\$40
Crystal Lake Small Pavilion Full Day Non Res	\$60	\$65
Heritage Gardens Half Day Res	\$150	\$25
Heritage Gardens Full Day Res	\$225	\$40
Heritage Gardens Half Day Non Res	\$250	\$40
Heritage Gardens Full Day Non Res	\$325	\$65
HCC Gymnasium Half Gym Res	\$26/hr	\$40/hr
HCC Gymnasium Full Gym Res	\$51/hr	\$80/hr
HCC Gymnasium Half Gym Non Res	\$36/hr	\$50/hr
HCC Gymnasium Full Gym Non Res	\$65/hr	\$100/hr
HCC Gymnasium Security Deposit	\$20	\$50
HCC Meeting Room 3 hour block Res	\$26	\$50
HCC Meeting Room 3 hour block Non Res	\$47	\$75
HCC Meeting Room Additional Hours	\$10	\$10
HCC Meeting Room Use of Kitchen	\$30	\$50
HCC Meeting Room Security Deposit	\$20	\$50
HCC Pool 3 Hour Block (1-20 Children) Res	\$65	\$85
HCC Pool 3 hour block (1-20 children) Non res	\$75	\$100
HCC Pool 3 Hour block (21-40 children) Res	New fee	\$110
HCC Pool 3 hour block (21-40 children) Non res	New fee	\$135
Use of inflatable obstacle course	New fee	\$50

Recreation and Parks Proposed Fee Adjustments		
Fee Adjustment Requests		
Facility Name	Current Fee	Proposed Fee
HCC Pool Security Deposit	New fee	\$50
HCC Pool Lane Rental*	\$5/hr/lane	\$10/hr/lane
*Allows for contract negotiation with higher volume users such as swim teams and military training agencies.		
No Requested Fee Change		
Adult Resident Annual Membership	\$180	
Adult Non resident Annual Membership	\$255	
Family Resident Annual Membership	\$360	
Family Nonresident Annual Membership	\$500	
Student Resident Annual Membership	\$90	
Student Nonresident annual membership	\$150	
Senior resident annual membership	\$90	
Senior Nonresident annual membership	\$150	
Military resident annual membership	\$150	
Military nonresident annual membership	\$235	
Person with Disability resident annual membership	\$80	
Person with Disability nonresident annual mem	\$110	
Adult resident limited membership	\$90	
Adult nonresident limited membership	\$150	
Family resident limited membership	\$240	
Family nonresident limited membership	\$345	
Student resident limited membership	\$45	
Student nonresident limited membership	\$75	
Senior resident limited membership	\$45	
Senior nonresident limited membership	\$75	
Resident monthly membership	\$35	
non-resident monthly membership	\$40	
military resident monthly membership	\$30	
military nonresident monthly membership	\$35	
Resident daily membership joining fee	\$13	
Nonresident daily membership joining fee	\$19	
Adult resident daily fee	\$3	
Adult nonresident daily fee	\$5	
student resident daily fee	\$2	
student nonresident daily fee	\$3	
senior resident daily fee	\$2	

Recreation and Parks Proposed Fee Adjustments		
Fee Adjustment Requests		
Facility Name	Current Fee	Proposed Fee
senior nonresident daily fee	\$3	
Guest pass resident	\$5	
guest pass non resident	\$6	
Replacement membership card	\$6	

PH-2



CITY OF HOPEWELL
CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

Commented [AR1]:

COUNCIL AGENDA ITEM TITLE: Public Hearing and Vote: Transfer of Property from Recreation and Parks Department to Hopewell City Public Schools

ISSUE: The Recreation and Parks Department has requested to transfer real property to Hopewell City Public Schools. The parcel consists of an unused open green space and is identified by parcel identification number 030-1065, otherwise known as Union Hall Field. City Council will hear public comment from citizens on the proposed transfer of land.

RECOMMENDATION: Staff recommends approval of the transfer of real property after receiving public comment from citizens.

TIMING: The public hearing will be held at the August 11 meeting of Hopewell City Council beginning at 7:30 p.m.

BACKGROUND: The transfer of property is the first part of a larger plan that will also include the expansion of Mathis Park, using vacant wooded property currently owned by Hopewell Public Schools. The plan to eliminate unused space and to improve existing high volume parks is consistent with City Council's Strategic Plan. The entire plan was presented to City Council during work session on August 9, 2016.

FISCAL IMPACT: The transfer will result in cost savings for the Department of Recreation and Parks based on the reduction of maintenance responsibility.

ENCLOSED DOCUMENTS: PowerPoint Presentation from August 9, 2016

STAFF: Director of Recreation and Parks-Aaron Reidmiller

Table with columns Y and N for Mayor, Vice Mayor, and Councilors.

SUMMARY: The Recreation and Parks Department will transfer ownership of a small, unused green space to Hopewell Public Schools as the first phase of a larger project to increase the size of Mathis Park.

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

PUBLIC HEARING NOTICE

The Hopewell City Council will hold a public hearing in accordance with Virginia Code § 15.2-1800, on July 11, 2017 at 7:30 p.m. in City Council Chambers, 300 N. Main Street, Hopewell, Virginia, to consider citizen comments regarding the transfer of parcel identification number 030-1065. Information regarding the above may be examined at the Office of the Director of Recreation and Parks, 100 W. City Point Road, Hopewell, Virginia from 8:30 a.m. to 5:00 p.m., Monday through Friday.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



Land Exchange Proposal

Hopewell Recreation and Parks

August 23, 2016

Introduction

- ▶ Hopewell Recreation and Parks and Hopewell Public Schools personnel are proposing the exchange of several parcels that would benefit each organization
- ▶ This presentation will provide additional information on the proposed exchange for members of Hopewell City Council and the Hopewell School Board
 - Union Hall Field (Recreation ownership)
 - Hopewell High School (Schools ownership)



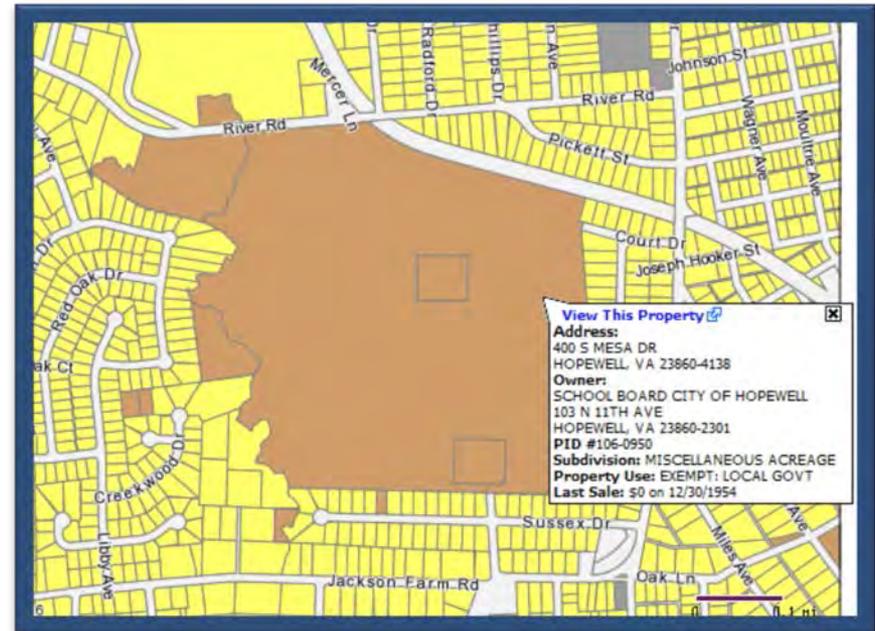
Union Hall Field

- ▶ The Union Hall site is a practice baseball/softball field currently owned by Recreation and Parks
- ▶ Because of limited use and need, the Recreation and Parks department has proposed a transfer of ownership for the parcel to Hopewell City Public Schools



Mathis Park

- ▶ Mathis Park is a baseball/softball complex currently operated by the Recreation Department
- ▶ Real estate records show the land as being part of the School Board's parcel that also includes Hopewell High School and Patrick Copeland Elementary School
- ▶ The boundary lines of the parcel should be adjusted to reflect Recreation and Parks Department ownership of the existing baseball fields, as well as the wooded area that will be used for new passive recreational amenities (trails, disc golf, etc.)



Mathis Park Aerial



Summary

- ▶ Union Hall ownership transferred to schools
- ▶ Hopewell High School boundary line adjustment: Mathis Park and wooded property transferred to Recreation and Parks

PH-3

NOTICE OF PUBLIC HEARING

Hopewell City Council will conduct a public hearing at a meeting on Tuesday, August 8, 2017, at 7:30 p.m. in City Council Chambers in the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, for the purpose of receiving comments regarding the following requests in accordance with Article XXI, Amendments of the Hopewell Zoning Ordinance:

1. A request from the proposed business owner of 903 South 15th Avenue for a conditional use permit to locate a metal carport in the B-3, Highway Commercial District. The property is further identified as parcel ID# 045-0380.
2. A request from Wanda Gilbert for a conditional use permit to operate a driving school at 217 East Broadway. The property is zoned B-1, Downtown Central Business District, and is further identified as parcel ID# 080-0760.
3. A request from Haley's Honey Meadery LLC for a conditional use permit to establish a micro winery at 205 East Poythress Street. The property is zoned B-1, Downtown Central Business District and is further identified as parcel ID# 080-0391.

Information regarding the above-referenced matters may be examined at the Department of Development, Room 321, Municipal Building, Hopewell, Virginia, Monday through Friday during normal business hours, or by telephone at 804-541-2220.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



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: Public Hearing to consider citizen comments regarding a Conditional Use Permit to allow a carport in the B-3 Zoning District, located at 903 South 15th Avenue.

ISSUE: The City has received an application for a Conditional Use Permit to allow a carport in the B-3 Zoning District.

RECOMMENDATION: The City Administration recommends approval of the Conditional Use Permit with conditions.

TIMING: A public hearing will be held on Tuesday, August 8, 2017.

BACKGROUND: The Hopewell Zoning Ordinance requires a Conditional Use Permit for the placement of a metal carport in the B-3 Zoning District. The applicant was unaware that a permit was needed to erect a carport. The carport was placed at 903 South 15th Avenue without a permit. After speaking with the applicant, he requested a Conditional Use Permit which would allow the carport to remain. .

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: 1. Staff Report

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

SUMMARY:**Y N**

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

Y N

- Councilor K. Wayne Walton, Ward #5
- Mayor Brenda Pelham, Ward #6
- Mayor Jackie M. Shornak, Ward #7



Lorenzo Coleman
903 South 15th Avenue
Lots 24-27, Block 15, Hopewell Heights

**Conditional Use Permit to locate a carport on
property located in a B-3 Zoning District**
Staff Report prepared for City Council

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

I. PUBLIC HEARINGS:

Planning Commission	June 1, 2017	Tabled
Planning Commission	July 13, 2017	Recommended Approval
City Council	August 8, 2017	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	N/A
Existing Zoning:	B-3, Highway Commercial District
Size of Area:	14,950 square feet
Owner:	Kim & Anthony Bennett
Location of Property:	Intersection of South 15 th Avenue and Arlington Road near Poplar Street
Election Ward:	Ward
Land Use Plan Recommendation:	Commercial
Strategic Plan Goal:	Economic Development
Map Location(s):	Sub Parcel #: 045-0380
Zoning of Surrounding Property:	North: B-3 South: B-3 East: B-3 West: B-3

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a Conditional Use Permit request from to locate a carport on property identified as 903 South 15th Avenue.

IV. SUBJECT PROPERTY:

The subject property is zoned B-3, Highway Commercial District and is identified as Tax Sub-parcel # 045-0380. The lot is 14,950 sq. ft. in size. The legal description of the property is Lots 24-27, Block 15, Hopewell Heights.

The subject property is located at the intersection of South 15th Avenue also identified as Oaklawn Boulevard (Route 36) and Arlington Road. Although, currently the building is vacant, the primary use of the property has been a vehicle repair shop. The applicant would also operate a vehicle repair shop at this location.

V. APPLICABLE ZONING ORDINANCE SECTION(S):

Article XI, Highway Commercial District (B-3)

Statement of Intent

This district is intended to provide sufficient space in appropriate locations for a wide variety of commercial and miscellaneous service activities, generally serving a wide area and located particularly along certain existing major thoroughfares where a general mixture of commercial and service activity now exists, but which uses are not characterized by extensive warehousing, frequent heavy trucking activity, open storage of materials or the nuisance factors of dust, odor, and noise associated with manufacturing. This includes such uses as retail stores, banks, business offices, drive-in restaurants and automobile sales and service facilities.

Article XI, Section A, Use Regulations

5. Automobile and truck sales and service establishments, and rental agencies, provided that vehicles lifts and pits, dismantled and wrecked automobiles and all parts and supplies be located within a building enclosed on all sides and provided that all service and repair of motor vehicles be conducted in a building enclosed on all sides.

Article I, Definitions

35. AUTOMOBILE REPAIR: The use of a site for the repair of automobiles, noncommercial trucks, motorcycles. This includes muffler shops, wheel and brake shops, oil change and lubrication, tire service and sales, installation of CB radios, car alarms, stereo equipment, or cellular telephones. This does not include body and fender shops, paint and welding services.

Article XXI, Amendments, Section G, Conditional and Special Use Permits, Sub-Section c. 1-4:

1. *When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.*
2. *The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.*
3. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.*
4. *In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:*
 - i. *Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and*
 - ii. *A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.*

Article XXI, Amendments, D. Conditional and Special Use Permits, Sub-Section d.

d. *Approval Criteria*

As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

1. *The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.*

2. *The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.*
3. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.*
4. *The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.*
5. *The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.*
6. *The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*
7. *The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.*

VI. ZONING/STAFF ANALYSIS:

The applicant desires to use a carport as an accessory to his vehicle repair business that has not yet opened. He purchased a carport and after inquiring with the carport contractor about the status of a building permit to erect the carport he was told a building permit wasn't needed. The Department of Development, Planning and Zoning Division, was informed about the placement of a carport and it was determined that building permit was not obtained. Contact was made with

the property owner and the business owner and a Conditional Use Permit application was filed.

While in the Development Office, witnessed by the City Planner and the Director, the applicant contacted the carport contractor and asked why he was told that a building permit was not needed. The representative told him that he should have reviewed his contract that says that they are not responsible for local ordinances. He asked for a refund and that the company remove the structure since it was placed under false pretenses. The representative would not oblige.

At the January 8, 2017 Planning Commission meeting, the Commission voted to approve a recommendation to approve carports in the B-3 District if not seen from the public right-of-way with a Conditional Use Permit, issued by City Council. Council approved this amendment at their April 25, 2017 meeting.

The applicant is applying for a CUP in order to keep the carport located on the property to use in conjunction with his soon to open business. If approved, the applicant must also apply for a building permit and be approved by the Building Official in order to keep the carport.

The property is located on a corner lot. The carport will be seen from the public right-of-way from all angles. The location of the property will therefore not provide screening of the structure as recommended (not seen from the public right-of-way). There are various ways to screen structures, i.e. fencing, landscaping. Landscape screening to the rear and the side opposite the building could be added, although the front of the structure would still be seen from the street.

The erection of carports in a business district has been a topic of great conversation in the city, especially, in the past three years. Several small business owners, particularly, those that deal in vehicular repair or sales desire to use the structure as an alternative to building additional bays. The Zoning Ordinance, however, conflicts with this desire, in that all repair of vehicles must take place inside an enclosed structure and that a conditional use permit must be obtained to erect a carport in the B-2 and B-3 district. Carports are still not allowed in the B-1 and B-4 zoning districts.

The department has open violations on three businesses that are carport related. One was the impetus for the most recent request for a Zoning Ordinance Amendment to allow a metal carport with a Conditional Use Permit in the B-3 Zoning District. The business owner filed a building permit to place a carport on a property located in the B-3 District and was informed they were not allowed. Another offender uses carports for cover from precipitation as the bays to the garage are too small to hold large cars. This business owner has provided a formal plan to enlarge the building to accommodate new car bays which would alleviate the use of the carports. However a full site plan has not yet been provided.

The last known offender made a request to allow metal carports in the B-2 Zoning District with a Conditional Use Permit. City Council approved the request but the applicant has not yet applied for the permit.

It is clear that there must be some resolution to the use of carports in business districts. The restriction to allow them in business districts was meant to approve the aesthetic of our corridors. However, instead of heading the law, business owners, some purposefully, and others unknowingly, have placed carports in violation. Striking a balance between being business friendly and upholding the integrity of the zoning ordinance and its purpose to provide compatible land uses is difficult but hopefully obtainable. This will be a goal of the upcoming Zoning Ordinance re-write that will follow the approval of the 2027 Comprehensive Plan.

To help this situation now, the Department will add information to the City website that list uses that require a building permit. Hopefully this will help curtail the placement of buildings without proper permits.

VII. STAFF RECOMMENDATION:

Staff is recommending approval of the request to locate a metal carport at 903 South 15th Avenue. Staff recommends the following conditions be placed on the property in conjunction with approval of the carport.

1. Landscape screening be established prior to the issuance of a final certificate of occupancy to the rear and side opposite the building of the carport. Said screening must grow, at minimum, to block the view of the open sections of the carport located at the bottom.
2. The owner of the business will be responsible to maintain the health of the vegetation through proper pruning, spacing and watering. The Department of Development can require reestablishment of vegetation when it is witnessed to be in poor condition (wilting, brown, diseased, dying)

VIII. PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended *approval with conditions*, with a vote of 4 to 0 to allow a metal carport at 903 South 15th Avenue also identified as Sub-Parcel # 043-0830. The conditions recommended are listed in Section VII above.

IX. CITY COUNCIL DECISION

The City Council *approves, approves with conditions, denies*, the Conditional Use Permit, with a vote of ___ to ___ to allow a metal carport at 903 South 15th Avenue also identified as Sub-Parcel #043-0830.

Attachments:

1. Application
2. Location of property
3. Picture of carport

City of Hopewell, VA
Permits / Inspect... - 20170394|CUP - 2017
004900-0001 Tewa Gr. 05/11/2017 03:14PM
RECEIVED
0
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transition Amount: 300.00
CASH:



The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$200

APP# 2017-0394

APPLICANT: Lorenzo Coleman
ADDRESS: 903 South 15th ave
Hopewell, VA 23860
PHONE #: 804-586-7048 FAX #:

INTEREST IN PROPERTY: _____ 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: AR Bennett
ADDRESS: 1509 Maple St
Hopewell, VA 23860
PHONE #: 804-458-643 FAX #:

PROPERTY ADDRESS / LOCATION:
903 South 15th ave
PARCEL #: 045-0380 ACREAGE: 14,950 ZONING: B-3

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

1. FLOOR PLANS OF THE PROPOSED BUILDINGS. _____
2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND DREAR ELEVATIONS. _____

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

PRESENT USE OF PROPERTY:

Auto repair Shop

THE CONDITIONAL USE PERMIT WILL ALLOW:

Carport will be use for pre-registration of customers vehicles

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

No will only be used for registration

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

No will only be used for registration also it does not pose as a eye sore

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

The carport will be needed with the opening of my Repair shop

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.

LC

APPLICANT SIGNATURE

5-11-17

DATE

OFFICE USE ONLY

Lorenzo Coleman
PRINTED NAME

DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____

DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:



Rear Property Line **** IMPORTANT ****

City of Hopewell
Site Plan



Please draw a simple sketch showing the location of the building addition/ shed/deck or other building being added to your property and provide distances from each side of the building addition to all 4 property lines of the building addition or new building. We must have the 4 property distances in order to process your permit.

() Feet - TO BACK PROPERTY LINE

() Feet - TO SIDE PROPERTY LINE

() Feet - TO SIDE PROPERTY LINE

() Feet - SIDE YARD

() Feet - SIDE YARD

() Feet - SIDE PROPERTY LINE

() Feet - TO SIDE PROPERTY LINE

() Feet - FRONT PROPERTY LINE

THIS SITE PLAN
MUST BE FILLED OUT COMPLETELY
AND
ATTACHED WITH PERMIT

Front Property Line

Street Name

Street Name

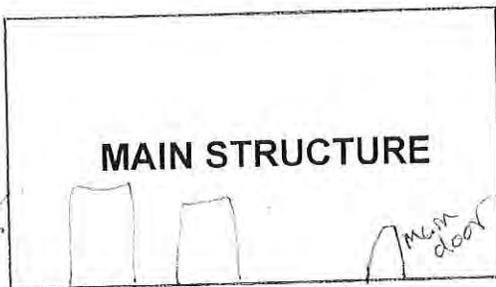
Side Property Line OR

Side Property Line OR

carport

Back door

Main door



903 South 15th Avenue

S 15TH AVE

SPRUCE ST

SPRUCE ST

S 15TH AVE

S 15TH AVE

OAKLAWN BLVD

ARLINGTON RD

ARLINGTON RD

450325

1304

450300

450285

0

450290

0

450320

Carpport Location

450340

B-3

450345

450380

450350

450355

R-2

903

450375

450370

901

450360

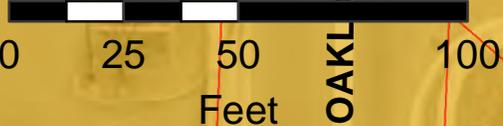
905

450470

450475

450470

N



450310

450421



PH-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing to consider citizen comments regarding a Conditional Use Permit to allow a driving school in the B-1 Zoning District at 217 East Broadway.

ISSUE: The City has received an application for a Conditional Use Permit to allow a driving school to locate in the B-1 Zoning District. In order to operate a school in this district, a Conditional Use Permit must be approved by City Council.

RECOMMENDATION: The City Administration recommends approval of the Conditional Use Permit, without conditions.

TIMING: A public hearing will be held on Tuesday, August 8, 2017.

BACKGROUND: On October 11, 2016, City Council voted to approve a Zoning Ordinance Amendment to allow schools in the B-1 Zoning District by issuance of a Conditional Use Permit. Prior to this amendment, schools were not an allowable use in this district.

FISCAL IMPACT: Economic Development

ENCLOSED DOCUMENTS: 1. Staff Report

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

SUMMARY:

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

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



Wanda Gilbert
217 East Broadway Avenue
Lot 5 & 6, Block 8, West City Point Subdivision

Conditional Use Permit for a Driving School
Staff Report prepared for the City Council – August 8, 2017

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

I. PUBLIC HEARINGS:

Planning Commission	July 13, 2017	Recommended Approval
City Council	August 8, 2017	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	N/A
Existing Zoning:	B-1, Downtown Central Business District
Size of Area:	5,685 square feet or 0.131 acres
Owner:	Robert E Jr. & Naomi B. Brown
Location of Property:	Lot 5 & 6, Block 8, West City Point Subdivision
Election Ward:	Ward 1
Land Use Plan Recommendation:	Commercial
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 080-0760
Zoning of Surrounding Property:	North: B-1 South: B-1 East: B-1 West: B-1

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a Conditional Use Permit request from Wanda Gilbert to operate a Driving School at 217 East Broadway Avenue.

IV. SUBJECT PROPERTY:

The subject property is zoned B-1, Downtown Central Business District and is identified as Tax Sub-parcel # 080-0760 and is located at 217 East Broadway Avenue. The lot is 5,685 sq. ft. in size. The property is identified as Lot 5 & 6, Block 8, West City Point.

V. APPLICABLE ZONING ORDINANCE SECTION(S):

ARTICLE I, Definitions: School, states

“A public, parochial, or private school or college, or a school for the mentally or physically handicapped, giving regular instruction at least five (5) days a week, except holidays, for a normal school year of not less than seven (7) months, it may also include a school primarily devoted to giving instruction in vocational, professional, musical, dramatic, artistic, terpsichorean, linguistic, scientific, religious or other special subjects.”

ARTICLE IX, Downtown Central Business District, B-1, Section A: Use Regulations states:

“Schools, with Conditional Use Permit issued by City Council (October 11, 2016). “

Article XXI, Amendments, Section G, Conditional and Special Use Permits, Sub-Section c. 1-4:

1. *When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.*
2. *The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.*
3. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.*

4. *In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:*
 - i. *Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and*
 - ii. *A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.*

Article XXI, Amendments, D. Conditional and Special Use Permits, Sub-Section d.

d. *Approval Criteria*

As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

1. *The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.*
2. *The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.*
3. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.*
4. *The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on*

the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.

5. *The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.*
6. *The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*
7. *The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.*

VI. ZONING/STAFF ANALYSIS:

The applicant proposes to use the building located at 217 East Broadway Avenue to operate a driving school. On October 11, 2016 City Council voted to approve a Zoning Ordinance Amendment to allow schools in the Downtown Central Business District with a Conditional Use Permit. Previously, schools were not permitted.

The applicant intends to use the site for a driving school that would have between 15-20 students at one time. The weekly hours of operation would be from 3:00 p.m. – 10:00 p.m. in the evening and on Saturdays from 8:00 a.m. to 5:00 p.m. The applicant intends to offer classes in Driver Improvement (8 hours), Classroom Refresher (8 hours), Driver Education Classroom (30 hours), and Behind the Wheel (14 hours). While most classes will take place in the building, the behind the wheel course will focus on students driving throughout the community, interstate, and rural roads.

Having productive schools in the Downtown Central Business District would assist in the development of the district by promoting existing businesses with students seen as potential customers for other businesses in the vicinity.

VII. STAFF RECOMMENDATION:

Staff is recommending approval of the request for a driving school at 217 East Broadway Avenue, also identified as Lot 5 & 6, Block 8, in the West City Point Subdivision. Staff recommends the Planning Commission discuss hours of operation and place conditions on these hours.

VIII. PLANNING COMMISSION RECOMMENDATION:

At their July 13, 2017 meeting the Planning Commission voted to recommend approval of the Conditional Use Permit request to allow a driving school at 217 East Broadway Avenue, also identified as Lot 5 & 6, Block 8, in the West City Point Subdivision. There were no conditions added.

IX. CITY COUNCIL DECISION:

The Hopewell City Council *approves, approves with conditions, denies*, a request from Wanda Gilbert for a Conditional Use Permit to allow a driving school at 217 East Broadway Avenue, also identified as Lot 5 & 6, Block 8, in the West City Point Subdivision.

Attachments:

1. Application
2. Location Map

APP 20170518



The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICANT: Wanda Gilbert *pgva driving school@gmail.com*
pgva driving
ADDRESS: 15080 Lebanon Road
Spring Grove, VA. 23881
PHONE #: (804) 720-6866 FAX #: _____

INTEREST IN PROPERTY: _____ 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: Bobby Brown
ADDRESS: 217 E. Broadway
Hopewell, VA. 23860
PHONE #: 1-804-731-7556 FAX #: _____

PROPERTY ADDRESS / LOCATION:

PARCEL #: 080-0706 ACREAGE: _____ ZONING: B-1

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY: Vacant

THE CONDITIONAL USE PERMIT WILL ALLOW:
Use for a driving school. Fifteen - twenty students maximum at one time. Evening hours of operation 3:00 - 10:00 pm. Saturdays 8:00 am to 5 pm (one proposed time) Offering classes: Driver Improvement (8 hour), Classroom refresher (8 hour), driver education classroom (30 hour) and behind the wheel (14 hours)

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.
Assist in economic development (bringing more individuals into the area to assist in support of existing businesses).

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.
Helping to reduce risk on our roadways.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.
Helping to promote existing businesses with future students and contributing to the revitalizing of the downtown area.

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.

Wanda Gilbert
APPLICANT SIGNATURE

6-28-17
DATE

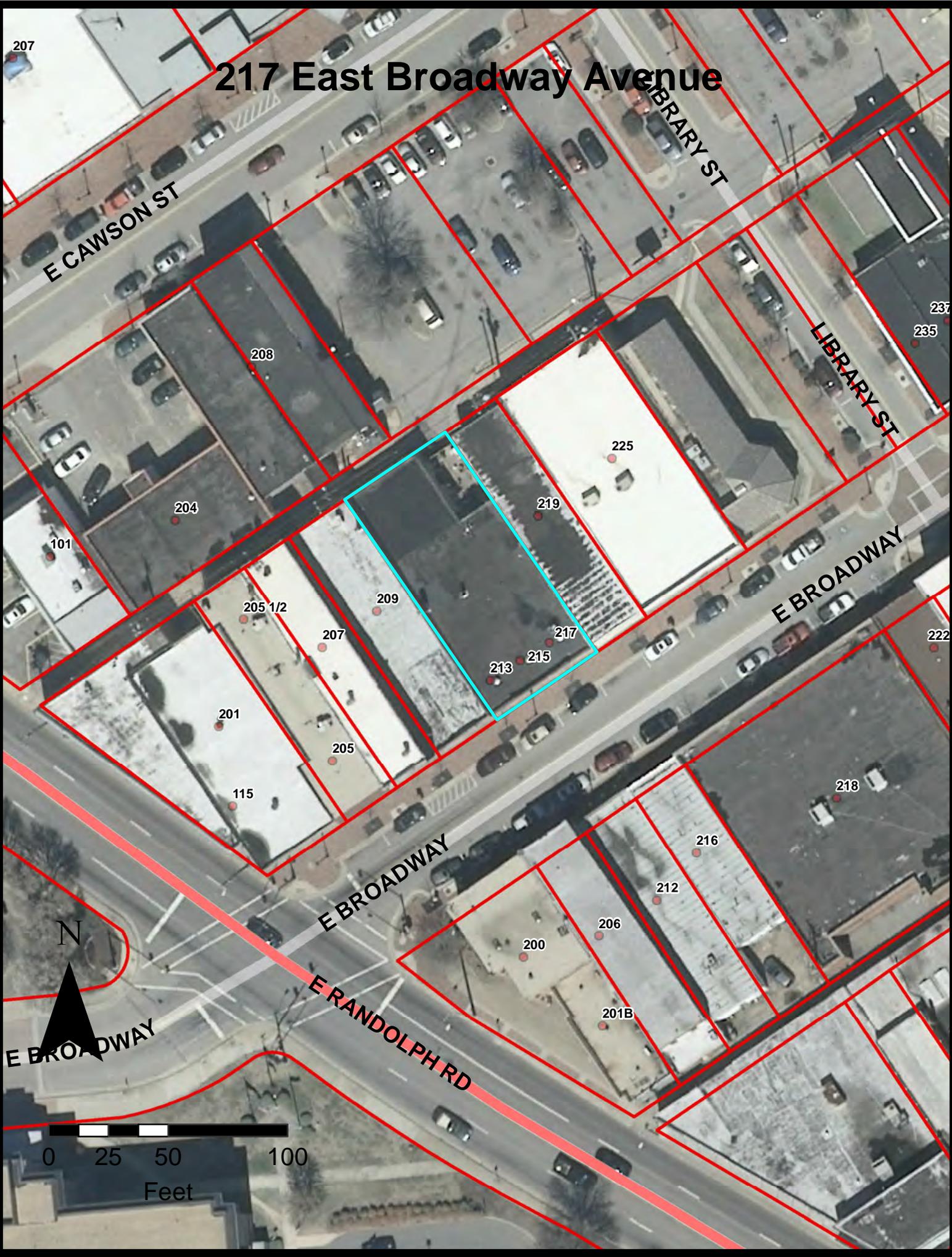
OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:

217 East Broadway Avenue



E CAWSON ST

LIBRARY ST

LIBRARY ST

E BROADWAY

E BROADWAY

E RANDOLPH RD



PH-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing to consider citizen comments regarding a request to allow a micro-winery (meadery) in the B-1 Zoning District, with a Conditional Use Permit.

ISSUE: The City has received an application for a Conditional Use Permit to allow a micro-winery locate in the B-1 Zoning District, located at 207 East Poythress Street. In order to operate a micro-winery in this district, a Conditional Use Permit must be approved by City Council.

RECOMMENDATION: The City Administration recommends approval of the Conditional Use Permit, without conditions.

TIMING: A public hearing will be held on Tuesday, August 8, 2017.

BACKGROUND: On May 10, 2016, City Council voted to approve a Zoning Ordinance Amendment to allow a micro-winery in the B-1 Zoning District with a Conditional Use Permit, issued by City Council. Prior to this amendment, micro-winerries were not an allowable use in this district.

FISCAL IMPACT: Economic Development

ENCLOSED DOCUMENTS: 1. Staff Report

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

SUMMARY:**Y N**

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

Y N

- Councilor K. Wayne Walton, Ward #5
- Mayor Brenda Pelham, Ward #6
- Mayor Jackie M. Shornak, Ward #7



Haley's Honey Meadery, LLC
207 East Poythress Street
Lot 2R, Block 5, West City Point Subdivision

Conditional Use Permit to establish a Meadery
Staff Report prepared for City Council – August 8, 2017

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

I. PUBLIC HEARINGS:

Planning Commission	May 11, 2017	Tabled
Planning Commission	July 13, 2017	Recommended Approval
City Council	August 8, 2017	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	N/A
Existing Zoning:	B-1, Downtown Central Business District
Size of Area:	2,555 square feet or 0.058 acres
Owner:	Nathan & Nelia Grubb
Location of Property:	Lot 2R, Block 5, West City Point Subdivision
Election Ward:	Ward 1
Land Use Plan Recommendation:	Commercial
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 080-0391
Zoning of Surrounding Property:	North: B-1 South: B-1 East: B-1 West: B-1

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a Conditional Use Permit request from Haley's Honey Meadery to establish a micro winery at 207 East Poythress Street.

IV. SUBJECT PROPERTY:

The subject property is zoned B-1, Downtown Central Business District and is identified as Tax Sub-parcel # 080-0391 and is located at 207 East Poythress Street. The lot is 2,555 sq. ft. in size. The property is identified as Lot 2R, Block 5, West City Point.

The property is a part of the Broyhill building complex which once housed a car dealership. At glance, it appears that there is only one large building but there are actually seven separate buildings. Currently, there is a boat manufacturing company, and a truck bedlining located in the complex.

V. APPLICABLE ZONING ORDINANCE SECTION(S):

ARTICLE I, Definitions: Micro winery, with Conditional Use Permit, states

A facility that manufactures wine onsite. Main ingredients not necessarily produced onsite.

ARTICLE IX Downtown Central Business District, B-1, Section A: Use Regulations states:

Micro winery, with Conditional Use Permit issued by City Council.

Article XXI, Amendments, Section G, Conditional and Special Use Permits, Sub-Section c. 1-4:

1. *When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.*
2. *The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in*

addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.

3. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.*
4. *In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:*
 - i. *Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and*
 - ii. *A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.*

Article XXI, Amendments, D. Conditional and Special Use Permits, Sub-Section d.

d. *Approval Criteria*

As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

1. *The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.*
2. *The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.*
3. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.*

4. *The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.*
5. *The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.*
6. *The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*
7. *The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.*

VI. ZONING/STAFF ANALYSIS:

The applicant proposes to rehabilitate the building at 207 East Poythress to establish a micro winery. The applicant would produce mead or honey wine. Mead is an alcoholic drink fermented with honey and water fermented with yeast. Haley's uses honey from Prince George and Chesterfield County. The applicant also uses various fruits like strawberries and blueberries grown in Virginia. Mead may be still, carbonated, sparkling; dry, semi-sweet or sweet.

Manufacturing of the mead would take place in the micro-winery. For definition purposes, the mirco-winery is considered a farm winery. The mead therefore can be sold in an ABC store. The amount of alcohol that can be made in mead is limited by the capacity of the yeast added to withstand alcohol. Yeast cannot live in a solution containing more than 14% alcohol. However, there are rare occasions where mead can be manufactured at 18% alcohol. Mead will be distributed from this location. Vino will be the shipping company for the meadery. Patrons can also take mead away from the business in designated containers for future consumption.

The store will have an industrial look with a bar, tasting room, and small manufacturing area. The exterior design of the building will be approved by the Downtown Design Review Committee (DDRC) as the building is located in the B-1 Zoning District, and the historic downtown historic district.

Parking for the meadery could be accommodated through proposed angled parking spaces along East Poythress Street, and a proposed reconfigured parking lot soon to be owned by the City along City Point Road and Randolph Road (transferred by the Economic Development Authority). While currently, the B-1 Zoning District does not have parking space requirements, it is good practice to determine the required parking spaces if the use was any other Zoning District. The use requires 10 parking

The closest meadery is located in the Scott's Addition section of Richmond. Williamsburg, Virginia also has a meadery. The owner desires to open the first meadery in the Tri-Cities area.

VII. STAFF RECOMMENDATION:

Staff is recommending approval of the request to establish a micro winery at 207 East Poythress Street, also identified as Lot 3R, Block 5, in the West City Point Subdivision. Staff recommends the Planning Commission discuss hours of operation and place conditions on these hours.

VIII. PLANNING COMMISSION RECOMMENDATION:

At their July 13, 2017 meeting the Planning Commission voted 4 to 0 to recommend approval of the Conditional Use Permit to establish a micro winery at 207 East Poythress Street, also identified as Lot 2R, Block 5, in the West City Point Subdivision.

IX. CITY COUNCIL DECISION:

The Hopewell City Council *approves, approves with conditions, denies*, a request from Haley's Honey Meadery, LLC, a request for a Conditional Use Permit to establish a micro-winery (meadery) at 207 East Poythress Street, also identified as Lot 2R, Block 5, in the West City Point Subdivision.

Attachments:

1. Application

20170460



The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICANT: Tonya Haley - Haley's Honey Meadery, LLC.
ADDRESS: 207 E Doythress
Hopewell, VA. 23834
PHONE #: 804-310-6845 FAX #: _____

INTEREST IN PROPERTY: _____ 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: Nathan Grubb
ADDRESS: 215 E Randolph St
Hopewell, VA
PHONE #: 804-921-0520 FAX #: _____

PROPERTY ADDRESS / LOCATION:

PARCEL #: 080-0391 ACREAGE: _____ ZONING: B-1

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

1. FLOOR PLANS OF THE PROPOSED BUILDINGS. _____
2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

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

PRESENT USE OF PROPERTY:

Empty

THE CONDITIONAL USE PERMIT WILL ALLOW:

The production and selling of mead. We will also sell merchandise, and mead on and off premises.

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

No open flames or explosives, equipment will be separated from the public.

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

The public will be coordinated away from fermentation tanks and all equipment

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

We will provide ADA restrooms and follow a safety plan.

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

1 JUNE 17

DATE

OFFICE USE ONLY

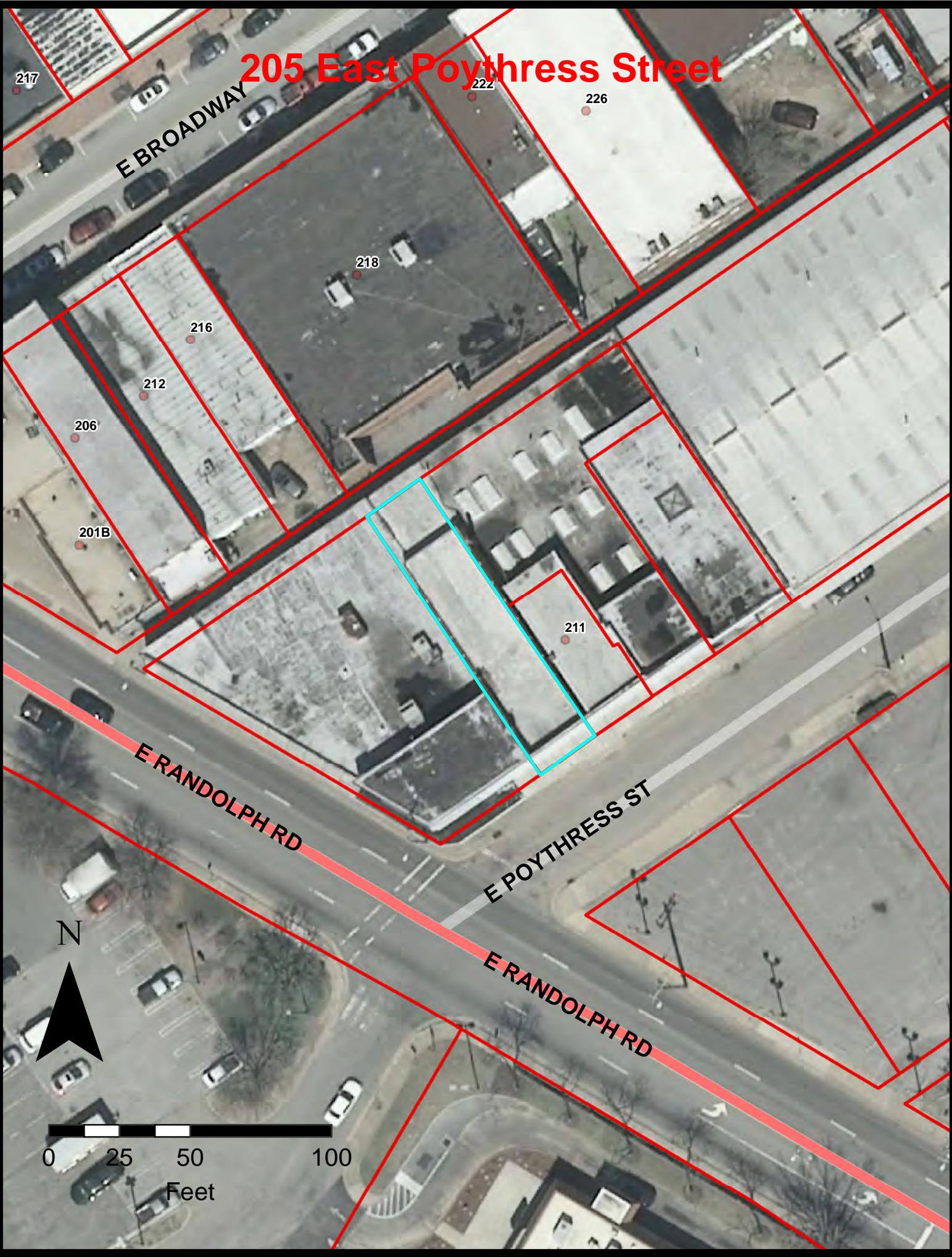
DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:

205 East Poythress Street



217

222

226

E BROADWAY

218

216

212

206

201B

211

E RANDOLPH RD

E POYTHRESS ST

E RANDOLPH RD

N



0 25 50 100

Feet

**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: Approval of the Richmond-Crater Multi-Regional Hazard Mitigation Plan (2017 Update) as required by the Disaster Mitigation Act of 2000. The requirements for local mitigation plans are found in Section 44 Code of Federal Regulations Part 201.6.

RECOMMENDATION: Staff recommends approval of the 2017 Richmond-Crater Multi-Regional Hazard Mitigation Plan.

TIMING: City Council action is requested on August 8th, 2017.

BACKGROUND: Every five years the hazard mitigation plan is updated as required by FEMA to be eligible for hazard mitigation funds. The Richmond-Crater Region received a grant to hire Dewberry to update our plan. This update included a fresh look at all of our mitigation actions by all of the impacted departments, to ensure that future mitigation projects will be eligible for federal funding through FEMA hazard mitigation grants. The plan was reviewed by the Virginia Department of Emergency Management, and then approved by FEMA, pending your adoption.

FISCAL IMPACT: Required for the receipt of Future Hazard Mitigation funds.

ENCLOSED DOCUMENTS: Richmond-Crater Multi-Regional Hazard Mitigation Plan (2017 Update) Hopewell Executive Summary.

STAFF:

Benjamin Ruppert, Coordinator of EM, Donald R. Hunter II, Fire Chief

Council Action Form 2017

SUMMARY:

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

Insert Date of Meeting



FEMA

July 14, 2017

Dr. Jeffrey D. Stern
State Coordinator of Emergency Management
Virginia Department of Emergency Management
10501 Trade Court
North Chesterfield, Virginia 23236

Dear Dr. Stern:

The Federal Emergency Management Agency (FEMA) has completed our review of the Richmond-Crater Hazard Mitigation Plan, based on the standards contained in 44 Code of Federal Regulations (CFR), Part 201, as authorized by the Disaster Mitigation Act of 2000 (DMA2K). These criteria address the planning process, hazard identification and risk assessment, mitigation strategies and plan maintenance requirements.

The plan received a “satisfactory” rating for all required criteria and is approvable pending adoption. However prior to formal approval, each participating jurisdiction in the Richmond-Crater Hazard Mitigation Plan is required to provide FEMA with a resolution of adoption.

We commend you for your dedication demonstrated in supporting the DMA2K, and both Richmond Regional Planning District Commission and Crater Planning District Commission’s commitment to reduce future disaster losses.

If you have questions, please contact Kathryn Lipiecki, Chief, Risk Analysis Branch, at (215) 931-5655.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Gruber", written over a horizontal line.

Eugene K. Gruber, P.E.
Director, Mitigation Division

cc: Robert Coates, State Hazard Mitigation Officer
Dennis K. Morris, Executive Director, Crater Planning District Commission
Martha Shickle, Executive Director, Richmond Regional Planning District Commission

2017 Richmond-Crater Multi-Regional Hazard Mitigation Plan Update

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt, and update natural hazard mitigation plans to receive certain federal assistance, and

WHEREAS, a Hazard Mitigation Technical Advisory Committee (“HMTAC”) comprised of representatives from the Counties of Charles City, Chesterfield, Dinwiddie, Greensville, Goochland, Hanover, Henrico, New Kent, Prince George, Powhatan, Surry and Sussex, the Cities of Colonial Heights, Emporia, Hopewell, Petersburg and Richmond, and the Towns of Ashland, Claremont, Dendron, Jarratt, McKenney, Stoney Creek, Surry, Wakefield and Waverly was convened to study the Richmond Regional and Crater Planning District Commissions’ risks from and vulnerabilities to natural hazards, and to make recommendations on mitigating the effects of such hazards on this multi-region; and

WHEREAS, a request for proposals was issued to hire an experienced consulting firm to work with the HMTAC to update the 2011 Richmond-Crater Multi-Regional Hazard Mitigation Plan for the Richmond Regional and Crater Planning District Commission; and

WHEREAS, the efforts of the HMTAC members and the consulting firm of Dewberry, in consultation with members of the public, private and non-profit sectors, have resulted in an update of the 2011 Richmond-Crater Multi-Regional Hazard Mitigation Plan, including the City of Hopewell, Virginia.

NOW THEREFORE, BE IT RESOLVED by the Hopewell City Council, that the Richmond–Crater Multi-Regional Hazard Mitigation Plan update dated July 14th 2017 is hereby approved and adopted for the City of Hopewell

ADOPTED by the City of Hopewell this ____ day of _____, 2017.

APPROVED:

Jackie M. Shornak, Mayor, City of Hopewell

ATTEST:

Ronnieye L. Arrington, City Clerk

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Approval and adoption of ordinance assessing \$5.00 court fee for an electronic summons system

ISSUE: City Council is asked to approve an ordinance allowing for assessment of an additional \$5.00 court fee, pursuant to Va. Code § 17.1-279.1 *Additional assessment for electronic summons*, to be charged in each criminal or traffic case in the Hopewell district or circuit courts, in which the defendant is charged with a violation of any statute or ordinance.

RECOMMENDATION: Staff recommends approval.

TIMING: Effective July 1, 2017

BACKGROUND: The Hopewell Sheriff's Department is in the process of implementing an electronic summons system. Officers complete a traffic summons on a computer, print the ticket and transmit the data electronically to the Sheriff's Department's in-house records storage system and to the Virginia Supreme Court, which sends the summons to the appropriate district court for subsequent adjudication.

House Bill 477 from the 2014 Virginia Assembly allows any county or city through its governing body to assess an additional sum not in excess of \$5.00 as part of the fees in each criminal or traffic case. The assessment shall be collected by the clerk of the court in which the action is filed, remitted to the treasurer of the appropriate county or city, and held by such treasurer subject to disbursement by governing body to a local law enforcement agency solely to fund software, hardware, and associate equipment costs for the implementation and maintenance of an electronic summons system.

SUMMARY:

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

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



FISCAL IMPACT: Staff projects this assessment will add \$50,000 to \$100,000 in yearly revenue to fund the majority of software, hardware, and associate equipment costs for the continuing maintenance of the City's electronic summons system.

ENCLOSED DOCUMENTS: Va. Code § 17.1-279.1

STAFF: **Mark Haley, City Manager**
 Luther Sodat, Sheriff
 Tommy Cheek

SUMMARY:

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

Y **N**
 Councilor Janice Denton, Ward #5
 Councilor Brenda Pelham, Ward #6
 Mayor Jackie Shornak, Ward #7



Code of Virginia
Title 17.1. Courts of Record
Chapter 2. Clerks, Clerks' Offices and Records

§ 17.1-279.1. Additional assessment for electronic summons system.

Any county, city, or town, through its governing body, may assess an additional sum not in excess of \$5 as part of the costs in each criminal or traffic case in the district or circuit courts located where such cases are brought in which the defendant is charged with a violation of any statute or ordinance, which violation in the case of towns arose within the town. The imposition of such assessment shall be by ordinance of the governing body, which may provide for different sums in circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the action is filed, remitted to the treasurer of the appropriate county, city, or town, and held by such treasurer subject to disbursements by the governing body to a local law-enforcement agency solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system. The imposition of a town assessment shall replace any county fee that would otherwise apply.

2014, c. [325](#); 2015, cc. [546](#), [643](#).

ORDINANCE 2017-___

An ordinance amending Chapter 2, Article 1 of the City Code, by adding Sec. 2-14 (Assessment for electronic summons system providing for the assessment of costs in criminal and traffic cases).

BE IT ORDAINED BY HOPEWELL CITY COUNCIL:

That the Hopewell City Code, 1981, is hereby amended as follows:

Chapter 2 ADMINISTRATION

ARTICLE I. IN GENERAL

...

Sec. 2-14. Assessment for electronic summons system.

Pursuant to Virginia Code § 17.1-279.1, there is hereby imposed an assessment of \$5.00 as part of the costs in each criminal and traffic case in the district and circuit courts of the City of Hopewell in which the defendant is charged with violation of any statute or ordinance. The assessment shall be in addition to any other sum and shall be collected by the clerk of the court in which the case is filed, remitted to the city treasurer, and held by the treasurer subject to disbursements by the City Council to local law-enforcement agencies solely to fund software, hardware, and associated equipment costs for the implementation and maintenance of an electronic summons system.

R-3

R-4

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

- Consent Agenda
- Public Hearing
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- 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: Approval of Hopewell Water Renewal Fund (Fund 032) FY 2017 Capital Projects Budget Amendment

ISSUE: Three projects on the FY 2017 Adopted Capital Budget received bids greater than the approved budget. The Hopewell Water Renewal Fund Capital Projects Budget must be amended to reflect and document the total cost and source of funding for these two capital projects. An additional \$275,500 needs to be appropriated for the following capital projects:

Project	Budget Amount	Additional Budget Amount Needed	Reason for Budget Amendment
UNOX System Electrical Upgrade	\$1,100,000	\$240,456	Bid amount greater than original budget amount
Centrifuge	\$1,559,000	\$35,000	Incorrect bid amount entered in request for budget approval
LIMS	\$163,400	\$44	Incorrect bid amount entered in request for budget approval

RECOMMENDATION: The City Administration recommends City Council’s approval to amend the FY 2017 Hopewell Water Renewal Fund Capital Projects Budget to increase the total funding (estimated revenues) and appropriations by \$275,500.

TIMING: These capital projects are underway and procurement is ready to be awarded, but to proceed with the capital projects using FY 2017 funds, City Council must approve a budget amendment resolution as soon as possible.

BACKGROUND: In 2015, these capital projects were included and approved by the Hopewell Water Renewal Commission as part of the total Capital Projects Budget for FY 2017. Based on the HRWC’s project approval and payment policy, funds for the payment of the capital project costs shall be invoiced to the members of the HWRC as the vendor invoices are received.

SUMMARY:
Y N

- Mayor, Michael C. Bujakowski Ward #3
- Councilor Christina J. Luman-Bailey, Ward #1
- Councilor Roosevelt Edwards, Ward #2
- Councilor Wayne Walton, Ward #5

Y N

- Vice Mayor Jasmine E. Gore Ward #4
- Councilor Brenda Pelham, Ward #6
- Councilor Jackie Shornak, Ward #7

FISCAL IMPACT: Failure to increase the budget will delay the projects and will potentially cause permit violations because vital equipment and software are not being replaced in a timely fashion.

ENCLOSED DOCUMENTS: None

STAFF: Jeanie Grandstaff, Director, Hopewell Water Renewal

SUMMARY:

Y N

- Mayor, Michael C. Bujakowski Ward #3
- Councilor Christina J. Luman-Bailey, Ward #1
- Councilor Roosevelt Edwards, Ward #2
- Councilor Wayne Walton, Ward #5

Y N

- Vice Mayor Jasmine E. Gore Ward #4
- Councilor Brenda Pelham, Ward #6
- Councilor Jackie Shornak, Ward #7

ADJOURN