

# AGENDA

# **REGULAR MEETING**

# **CONSENT AGENDA**

# MINUTES

**October 18, 2017  
Special Meeting**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD OCTOBER 18, 2017**

A Special Meeting of Hopewell City Council, was held Wednesday, October 18, 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  
Janice Denton, Councilor  
Anthony Zevgolis, Councilor  
Christina Luman-Bailey, Councilor

Ronnieye Arrington, City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:30 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	-	present

**ADOPT AGENDA**

Motion was made at 6:30 p.m. by Councilor Zevgolis and seconded by Vice Mayor Gore 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 Zevgolis	-	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 and consideration of prospective candidates for employment of appointment of specific appointees of city council (city manager, city attorney); and 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 (8), respectively. Upon the roll call, the vote resulted:

**October 18, 2017  
Special Meeting**

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

**RECONVENE OPEN MEETING**

Council convened into Open Session at 8:00 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 Zevgolis	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

**ADJOURN**

At 8:01 p.m., motion was made by Councilor Zevgolis, and seconded by Vice Mayor Gore to adjourn. All councilors responded “aye”.

/s/ \_\_\_\_\_  
Jackie M. Shornak, Mayor

/s/ \_\_\_\_\_  
Ronnieye L. Arrington, City Clerk

**PERSONNEL  
CHANGE  
REPORT**

**DATE:** October 10, 2017  
**TO:** The Honorable City Council  
**FROM:** Michelle Ingram, Human Resources Specialist  
**SUBJECT:** Personnel Change Report – September 2017

---

**ADDITIONS (Regular FT and PT positions only)**

NAME	DEPARTMENT	POSITION	DATE
ALLEN, CALEB	FIRE	FIREFIGHTER	09/27/2017
ALLGOOD, JOSEPH	POLICE	POLICE OFFICER	09/18/2017
BULEZA, RICHARD	POLICE	POLICE OFFICER	09/18/2017
CHADEK, COLTON	POLICE	POLICE OFFICER	09/18/2017
DRAHMS, CLAYTON	POLICE	POLICE OFFICER	09/18/2017
ENNIS, DEVON	PUBLIC WORKS	CONV CTR MAIN SPEC	09/27/2017
HERETICK, JOHN	PUBLIC WORKS	PW MAINT SPEC	09/13/2017
JOHNSON, JEREMY	FIRE	FIREFIGHTER	09/27/2017
KING, TIMOTHY	RECREATION	ATHLETIC SITE ASST	09/11/2017
LOWE, REAGAN	RECREATION	RESPITE LEADER	09/13/2017
MCCALL, THOMAS	PUBLIC WORKS	PW MAINT SPEC	09/13/2017
PERKINS, GERALD	FIRE	FIREFIGHTER	09/27/2017
POTTS, ALLEANA	TREASURER	DEPUTY TREAS II	09/27/2017
WHITBY, WYATT	FIRE	FIREFIGHTER	09/27/2017
WILKINSON, AMY	RECREATION	ATHLETIC SITE ASST	09/11/2017

**PROMOTIONS**

MALDONADO, EDWARD	WATER RENEWAL	CHIEF CHEMIST	09/27/2017
-------------------	---------------	---------------	------------

**SEPARATIONS**

NAME	DEPARTMENT	POSITION	DATE
CUNNINGHAM, LUKE	FIRE	FIREFIGHTER	09/15/2017
NEWTON, CABEL	SOCIAL SERVICES	ADMIN PROG ASST I	09/22/2017
SANCHEZ, TIA	HEALTHY FAMILIES	DIR HEALTHLY FAM	09/25/2017
WADE III, HORACE	DEVELOPMENT	SENIOR PLANNER	09/15/2017

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

Ron Hamilton, IT  
Jay Rezin, IT  
Dave Harless, Risk/Safety Coordinator  
Carol Scarbrough, Parks & Recreation

# **FINANCIAL REPORT**



# City of Hopewell, Virginia

## SUMMARY of BUDGET RE-APPROPRIATIONS & NEW BUDGET APPROPRIATIONS by MEETING and by FUND

FY 2018 (as of September 30, 2017) - Period 3

<u>Meeting Date</u>	<u>Fund</u>	<u>Source of Funds</u>	<u>Amount</u>	<u>Description of Purpose and/or Use of Funds</u>
7/11/2017	011	Contribution/Grant Funds	22,500	Appropriation of Grant from John Randolph Foundation.
9/12/2017	011	Fund Balance	180,000	Appropriation of Funding for Purchase of Voting Equipment & Office Supplies
		<b>General Fund Total</b>	<b>202,500</b>	
7/11/2017	052	Federal Funds	\$ 162,676	Appropriation of FY 2018 CDBG Program Total Funding.
7/11/2017	052	Federal Funds	7,368	Reappropriation of FY 2017 CDBG Program Unused Funding in FY 2018.
9/12/2017	052	Other Funds	1,000	Keep America Beautiful Grant
		<b>Grants Fund Total</b>	<b>171,044</b>	
8/8/2017	071	Contribution/Grant Funds	40,680	Appropriation of Grant from FOLAR for Riverwalk Capital Project.
		<b>Capital Projects &amp; Debt Service Fund Total</b>	<b>40,680</b>	
		<b>Sub-Total - All Funds (w/ Interfund Transfers)</b>	<b>414,224</b>	
		<b>Less: Interfund Transfers</b>	<b>-</b>	
		<b>Total - All Funds (w/o Interfund Transfers)</b>	<b>414,224</b>	

City of Hopewell, VA  
 "Unaudited" Balance Sheet Summary by Fund  
 FY 2018 (as of September 30, 2017) - Period 3

Fund #	Fund Name (or Description)	Total Assets	Total Liabilities	Beginning Fund Balance	Total Revenues	Total Expenditures	Ending Fund Balance
003	Perpetual Care Fund	1,056,662.26	(75.00)	1,020,660.38	28,837.17	7,089.71	1,056,587.26
011	General Fund	14,919,936.26	(16,338,111.27)	2,833,544.14	2,698,984.37	(6,950,703.52)	(1,418,175.01)
012	Social Services Fund	734,631.87	(325,995.65)	458,577.74	998,221.94	(1,048,163.46)	408,636.22
014	School Operating Fund	Unavailable	Unavailable	Unavailable	4,540,717.11	(8,100,356.38)	Unavailable
015	Children's (Comprehensive) Services Act Fund	2,200,758.09	(1,393,369.50)	471,775.00	581,608.84	(245,995.25)	807,388.59
030	Refuse Fund	3,073,116.80	(111,764.92)	3,179,868.56	4,043.34	(222,560.02)	2,961,351.88
032	Hopewell Regional Water Treatment Fund	88,681,042.23	(19,148,574.83)	68,370,919.27	3,684,279.79	(2,522,731.66)	69,532,467.40
035	Recreation Fund	(170,695.25)	(189,980.61)	26,745.14	40,827.41	(428,248.41)	(360,675.86)
038	Marina Fund	94,678.66	-	89,538.66	5,140.00	-	94,678.66
040	Sewer Operations Fund	26,774,062.90	(10,589.33)	25,187,367.86	1,576,105.71	-	26,763,473.57
041	Sewer Maintenance Fund	30,018,364.47	(25,813,792.16)	4,990,058.72	23,781.85	(809,268.26)	4,204,572.31
042	Sewer Improvement Fund	1,093,853.47	-	1,093,853.47	-	-	1,093,853.47
043	Sewer Bond (Debt Service) Fund	(996,551.28)	(761,000.29)	(1,757,551.57)	-	-	(1,757,551.57)
044	Sewer System Rate Stabilization Fund	2,134,721.00	-	2,134,721.00	-	-	2,134,721.00
045	Sewer System Debt Service Reserve Fund	1,952,347.43	-	1,952,347.43	-	-	1,952,347.43
046	Sewer Construction (Capital Projects) Fund	1,994,705.02	-	1,994,705.02	-	-	1,994,705.02
048	Storm Water 1 Fund	474,992.36	(22,525.23)	667,677.83	-	(215,210.70)	452,467.13
049	Storm Water 2 Fund	(69,242.49)	(1,000,000.00)	(1,060,932.99)	5,488.50	(13,798.00)	(1,069,242.49)
052	Grants Fund	345,007.68	(85,241.30)	239,136.22	22,500.00	(1,869.84)	259,766.38
053	Anti-Litter Fund	18,660.30	-	19,017.30	-	(357.00)	18,660.30
056	School Textbook Fund	Unavailable	Unavailable	Unavailable	71,511.05	(129,326.73)	Unavailable
057	School Cafeteria Fund	Unavailable	Unavailable	Unavailable	43,233.00	(332,905.50)	Unavailable
063	School Building & Bus Replacement Fund	Unavailable	Unavailable	Unavailable	-	-	Unavailable
071	Capital Projects & Debt Service Fund	17,295,876.51	491,357.54	17,831,710.05	8,298,617.58	(8,343,093.58)	17,787,234.05
072	Fixed (Capital) Assets & LTD Fund	43,813,501.51	(81,383,084.59)	(37,569,583.08)	-	-	(37,569,583.08)
073	Special Welfare Fund	56,941.00	-	53,669.92	3,271.08	-	56,941.00
073	Police Seizure Assets (Forfeitures) Fund	64,855.13	(35,387.70)	29,467.43	-	-	29,467.43
075	Economic Development Fund	(375,469.42)	-	(375,469.42)	-	-	(375,469.42)
076	Self-Insurance Fund	557,396.11	-	779,582.79	-	(222,186.68)	557,396.11
090	Healthy Families Fund	(181,364.60)	(19,859.53)	(152,090.94)	12,426.94	(61,560.13)	(201,224.13)

**Total - All Funds**

235,562,788.02 (146,147,994.37) 92,509,315.93 22,639,595.68 (29,641,245.41) 89,414,793.65

**"Unaudited" Actual vs. Budgeted Revenues Summary**  
**FY 2018 (as of September 30, 2017) - Period 3**

CITY OF HOPEWELL, VA

Fund #	Fund Name	Adopted Budget	Budget Transfers & Amendments	Amended Budget	Actual Revenues	Accruals, Deferrals & Adjustments	(Under) Over Amended Budget
003	Perpetual Care Fund	\$ 165,000	-	\$ 165,000	\$ 28,837.17	\$ -	\$ (136,162.83)
011	General Fund	52,752,980	22,500	52,775,480	2,698,984.37	-	(50,076,495.63)
012	Social Services Fund	5,021,939	-	5,021,939	998,221.94	-	(4,023,717.06)
014	School Operating Fund	51,997,255	-	51,997,255	2,623,279.87	-	(49,373,975.13)
015	Childrens' (Comprehensive) Services Act Fund	3,334,550	-	3,334,550	581,608.84	-	(2,752,941.16)
030	Refuse Fund	2,104,382	-	2,104,382	4,043.34	-	(2,100,338.66)
032	Hopewell Regional Water Treatment Fund	14,951,688	-	14,951,688	3,684,279.79	-	(11,267,408.21)
035	Recreation Fund	1,776,900	-	1,776,900	40,827.41	-	(1,736,072.59)
038	Marina Fund	14,400	-	14,400	5,140.00	-	(9,260.00)
040	Sewer Operations Fund	8,479,425	-	8,479,425	1,576,105.71	-	(6,903,319.29)
041	Sewer Maintenance Fund	8,479,425	-	8,479,425	23,781.85	-	(8,455,643.15)
042	Sewer Improvement Fund	-	-	-	-	-	-
043	Sewer Bond (Debt) Fund	1,629,459	-	1,629,459	-	-	(1,629,459.00)
044	Sewer System Rate Fund	-	-	-	-	-	-
045	Sewer System Debt Fund	-	-	-	-	-	-
046	Sewer Construction (Capital Projects) Fund	-	-	-	-	-	-
048	Storm Water 1 Fund	2,807,810	-	2,807,810	-	-	(2,807,810.00)
049	Storm Water 2 Fund	250,000	-	250,000	5,488.50	-	(244,511.50)
052	Grants Fund	-	171,044	171,044	22,500.00	-	(148,544.00)
053	Anti-Litter Fund	6,063	-	6,063	-	-	(6,063.00)
056	School Textbook Fund	906,508	-	906,508	42,906.63	-	(863,601.37)
057	School Cafeteria Fund	3,269,351	-	3,269,351	(30.90)	-	(3,269,381.90)
063	School Building & Bus Replacement Fund	2,846,066	-	2,846,066	-	-	(2,846,066.00)
071	Capital Projects & Debt Service Fund	5,800,000	40,680	5,840,680	8,298,617.58	-	2,457,937.58
072	Fixed (Capital) Assets & LTD Fund	-	-	-	-	-	-
073	Special Welfare Fund	-	-	-	3,271.08	-	3,271.08
074	Police Seizure Assets (Forfeitures) Fund	-	-	-	-	-	-
075	Economic Development Fund	38,440	-	38,440	-	-	(38,440.00)
076	Self-Insurance Fund	500,000	-	500,000	-	-	(500,000.00)
090	Healthy Families Fund	204,135	-	204,135	12,426.94	-	(191,708.06)
	<b>Total - All Funds</b>	<b>\$ 167,335,776</b>	<b>\$ 234,224</b>	<b>\$ 167,570,000</b>	<b>\$ 20,650,290.12</b>	<b>\$ -</b>	<b>\$ (146,919,709.88)</b>
	City G/L	\$ 108,316,596	\$ 234,224	\$ 108,550,820	\$ 17,984,134.52	\$ -	\$ (90,566,685.48)
	School Div. G/L	59,019,180	-	59,019,180	2,666,155.60	-	(56,353,024.40)
	<b>Total</b>	<b>\$ 167,335,776</b>	<b>\$ 234,224</b>	<b>\$ 167,570,000</b>	<b>\$ 20,650,290.12</b>	<b>\$ -</b>	<b>\$ (146,919,709.88)</b>

Prepared by: Lance Wolff

Report date: October 24, 2017

City of Hopewell, VA  
 "Unaudited" Actual vs. Budgeted Expenditures Summary  
 FY 2018 (as of September 30, 2017) - Period 3

Fund #	Fund Name	Adopted Budget	Budget Transfers & Amendments	Amended Budget	Actual Expenditures	Outstanding P.O. Encumbrances	Under (Over) Amended Budget
003	Perpetual Care Fund	\$ 165,000	-	\$ 165,000	\$ (7,089.71)	\$ 136,495.37	\$ 35,594.34
011	General Fund	52,752,980	202,500	52,955,480	6,950,703.52	2,470,623.37	43,534,153.11
012	Social Services Fund	5,021,939	-	5,021,939	1,048,163.46	26,026.50	3,947,749.04
014	School Operating Fund	51,997,255	-	51,997,255	8,100,356.38	1,761,157.93	42,135,740.69
015	Childrens' (Comprehensive) Services Act Fund	3,334,550	-	3,334,550	245,995.25	75,320.03	3,013,234.72
030	Refuse Fund	2,104,382	-	2,104,382	222,560.02	1,101,091.48	780,730.50
032	Hopewell Regional Water Treatment Fund	14,951,688	-	14,951,688	2,522,731.66	6,488,712.86	5,940,243.48
035	Recreation Fund	1,776,900	-	1,776,900	428,248.41	142,349.18	1,206,302.41
038	Marina Fund	14,400	-	14,400	-	-	14,400.00
040	Sewer Operations Fund	8,479,425	-	8,479,425	-	-	8,479,425.00
041	Sewer Maintenance Fund	7,431,306	-	7,431,306	809,268.26	1,843,171.28	4,778,866.46
042	Sewer Improvement Fund	-	-	-	-	-	-
043	Sewer Bond (Debt) Fund	1,629,459	-	1,629,459	-	-	1,629,459.00
044	Sewer System Rate Fund	-	-	-	-	-	-
045	Sewer System Debt Fund	-	-	-	-	-	-
046	Sewer Construction (Capital Projects) Fund	-	-	-	-	-	-
048	Storm Water 1 Fund	1,359,330	-	1,359,330	215,210.70	2,083,503.46	(939,384.16)
049	Storm Water 2 Fund	250,000	-	250,000	13,798.00	51,942.77	184,259.23
052	Grants Fund	-	171,044	171,044	1,869.84	-	169,174.16
053	Anti-Litter Fund	6,063	-	6,063	357.00	3,928.00	1,778.00
056	School Textbook Fund	650,000	-	650,000	129,326.73	115,655.44	405,017.83
057	School Cafeteria Fund	3,269,351	-	3,269,351	332,905.50	802,521.60	2,133,923.90
063	School Building & Bus Replacement Fund	2,377,447	-	2,377,447	-	3,593,809.97	(1,216,362.97)
071	Capital Projects & Debt Service Fund	7,174,938	40,680	7,215,618	8,343,093.58	1,830,967.36	(2,958,442.94)
072	Fixed (Capital) Assets & LTD Fund	-	-	-	-	-	-
073	Special Welfare Fund	-	-	-	-	-	-
074	Police Seizure Assets (Forfeitures) Fund	-	-	-	-	-	-
075	Economic Development Fund	38,440	-	38,440	-	322.00	38,118.00
076	Self-Insurance Fund	500,000	-	500,000	222,186.68	220,616.00	57,197.32
090	Healthy Families Fund	204,135	-	204,135	61,560.13	167.44	142,407.43
<b>Total - All Funds</b>		<b>\$ 165,488,988</b>	<b>\$ 414,224</b>	<b>\$ 165,903,212</b>	<b>\$ 29,641,245.41</b>	<b>\$ 22,748,382.04</b>	<b>\$ 113,513,584.55</b>

**ROUTINE  
GRANT  
APPROVAL**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**      **Routine Grant Approval**

**ISSUE:** The Recreation and Parks Department has received a \$300 grant from the Virginia Association for Competitive Swimming, Inc. to create a new lifeguard position to assist with swim team practice coverage.

**RECOMMENDATION:** Staff recommends approval

**TIMING:** October 24, 2017

**BACKGROUND:** The Virginia Association for Swimming, Inc. (VACS) hosts a competitive swim team program at the Hopewell Community Center. The organization is offering a grant to help fund an additional lifeguard position that will provide coverage during swim team practices.

**FISCAL IMPACT:** \$300 increase to payroll funding.

**ENCLOSED DOCUMENTS:** None

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

**SUMMARY:**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**STAFF:**

**SUMMARY:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <b>Y</b>                 | <b>N</b>                 |   |
| <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          |

- |                          |                          |                                  |
|--------------------------|--------------------------|----------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                  |
| <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    |



# PUBLIC HEARING ANNOUNCEMENTS

Public hearing will be held November 21, 2017

Request for conditional use permit for covered self-storage facility; spot blight; request for vacation of an alley off of Miles Ave; request to amend the Zoning Ordinance, Article III, and Article III-A, Accessory Buildings; request to amend the Hopewell Zoning Map; request to vacate a portion of an alley located in the High Point Subdivision; request for condituial use permit to decrease total square footage of the construction of a single-family dwelling

**INFORMATION  
FOR COUNCIL  
REVIEW**

## **EDA Meeting 08/07/2017 @ 5:30pm**

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

**Absent:** none

**Staff Present:** Charles Dane, Assistant City Manager

**Others Present:** none

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

### **Approval of Agenda:**

A motion made by E. Eliades and 2<sup>nd</sup> by B. Moore to amend the Agenda so that Charles Dane can give his report first, (#7) so that he can attend another meeting. Motion carried.

### **CLOSED SESSION:**

The EDA entered into closed session to discuss matters related to business development not subject to open meeting requirements. The motion was made to go into closed session by T. Wagstaff and 2<sup>nd</sup> by E. Eliades. Motion carried. Mr. Dane reviewed all projects currently in the pipeline and discussed any forthcoming.

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

### **Treasurer's Report:**

Joan Gosier provided a treasurer's report. She reported that Randy Howard, CPA will give us his contract by the next meeting for review. D. Randolph thanked Joan for the great work she is doing as treasurer.

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

### **Chairperson Report:**

D. Randolph reported that the EDA is paying utilities at the Luna's and Scoops buildings, Mr. Wagstaff and Mr. Eliades are reviewing the Legacy Business Program guidelines and present at the next meeting.

### **New Business:**

A motion was made by S. Pettler and 2<sup>nd</sup> by J. Gosier to reimburse Elliott Eliades \$240.00 for cutting grass at the Bopper's property since April. Motion carried. (Elliott Eliades refrained from voting)

**Next meeting:** August 28, 2017 in the Second Floor City Conference Room @ 5:30pm.

**Adjourn:** Motion by T. Wagstaff to adjourn, 2<sup>nd</sup> by E. Eliades; adjourned at 7:00pm.

808

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY

350 East Poythress Street  
Hopewell, VA 23860

REGULAR MEETING OF August 14, 2017

\*\*\* MINUTES \*\*\*

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, August 14, 2017 at 5:15 p.m.

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

Present:	Michael Mahaney, Chairman Sheila Flowers, Vice-Chairman Johnny Jones, Commissioner Sherman Cross, Commissioner – arrived at 5:16 p.m. Patrick Flourde, Commissioner Ruth Johnson, Commissioner
Absent:	Rogers Henry, Commissioner
Also Present:	Steve Benham, Executive Director Sherry Henderson, Executive Secretary Madelyn Reay, Deputy Executive Director Michelle Coleman, Acting Director of Finance and Administration

CONSENT AGENDA

Vision-Executive Committee – No Report

C-1 thru C-4: Upon motion made by Vice-Chairman Flowers and seconded by Commissioner Flourde with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

- Yes	Chairman Mahaney
- Yes	Vice-Chairman Flowers
- Yes	Commissioner Jones
- Yes	Commissioner Flourde
- Yes	Commissioner Cross
- Yes	Commissioner Johnson

6 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

Mr. Benham requested the Regular Agenda be amended to add Resolution No. 831 to the Agenda. A motion made by Commissioner Jones and seconded by Commissioner Flourde, with all Commissioners present responding, the Board of Commissioners approved the request to add Resolution No. 831 to the Agenda.

Upon roll call, the vote resulted:

- Yes	Chairman Mahaney
- Yes	Vice-Chairman Flowers
- Yes	Commissioner Jones
- Yes	Commissioner Flourde
- Yes	Commissioner Cross
- Yes	Commissioner Johnson

6 Yes; Motion Passed

R-1 Request approval of Resolution No. 829 to amend Resolution No. 828 increasing the payment amount up to \$150,000 to settle the Fair Housing Cases.

Upon motion made by Commissioner Plourde and seconded by Commissioner Cross with all Commissioners present responding, the Board of Commissioners approved Resolution No. 829, to amend Resolution No. 828 increasing the payment amount up to \$150,000 to settle the Fair Housing Cases.

Upon roll call, the vote resulted:

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

6 Yes; Motion Passed

R-2 Request approval of Resolution No. 830 to amend Resolution No. 826 adding the change order request for Davisville/Bland Court Roof Replacement Project in the amount of \$221,290.22.

Upon motion made by Vice-Chairman Flowers with all Commissioners present responding, the Board of Commissioners approved Resolution No. 830 to amend Resolution No. 826 adding the change order request for Davisville/Bland Court Roof Replacement Project in the amount of \$63,159.29 bringing the total amount to \$221,290.22.

Upon roll call, the vote resulted:

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

6 Yes; Motion Passed

R-3 Request approval of Resolution No. 831, to approve the Executive Director be authorized to award up to \$20,000 (annual affect) in wage increases as merit raises as allowed by current personnel policy.

Upon motion made by Commissioner Jones and seconded by Commissioner Johnson with all Commissioners present responding, the Board of Commissioners approved Resolution No. 831, to approve the Executive Director be authorized to award up to \$20,000 (annual affect) in wage increases as merit raises as allowed by current personnel policy.

Upon roll call, the vote resulted:

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

6 Yes; Motion Passed

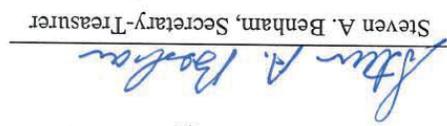
R-4 Other Matters presented by the Executive Director.

Mr. Benham updated the Board on the meeting with the U.S. Department of HUD, Fair Housing, along with Community Housing Partners regarding the five Fair Housing complaints received reference the Summit.

ADJOURNMENT

Upon motion made Commissioner Flourde and seconded by Vice-Chairman Flowers with all Commissioners present responding affirmatively, the meeting was adjourned at 6:47 p.m.

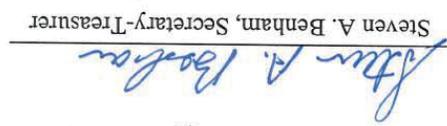
  
Michael L. Mahaney, Chairman

  
Steven A. Benham, Secretary-Treasurer

ADJOURNMENT

Upon motion made Commissioner Flourde and seconded by Vice-Chairman Flowers with all Commissioners present responding affirmatively, the meeting was adjourned at 6:47 p.m.

  
Michael L. Mahaney, Chairman

  
Steven A. Benham, Secretary-Treasurer

APPOMATTOX REGIONAL LIBRARY  
SYSTEM

BOARD OF TRUSTEES

October 17, 2017

Burrowsville Library  
1:00 p.m.

**ARLS Board of Trustees  
Minutes of September 19, 2017**

The ARLS regular monthly meeting was called to order by Chairman Mrs. Drago on September 19, 2017 at 1:00 PM at the Dinwiddie Library, Dinwiddie, VA with a quorum of board present.

**Trustees present:** Mrs. Benjamin, Mrs. Drago, Mrs. Gallup, Mrs. Halupka, Mrs. Judge, Mrs. Sykes, and Ms. Winfield.

**Trustees absent:** Dr. Boyd, Dr. Shepperson.

**Staff present:** Brian Manning, Chris Wiegard, Ginger Mauler and Nicole Coleman

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

**Consent Agenda:** A motion was approved by Mrs. Benjamin and seconded by Mrs. Gallup to approve the consent agenda. Mr. Manning announced that the Turnover Rate report will be eliminated due to its lack of relevance; it will be discussed at library staff meetings but not at trustees' meetings. The TI report will no longer be printed but will be verbal during the *Report of Library Director*. Motion passed.

**Communications:**

- Mr. Manning introduced the ARLS Branch Services Manager, Ginger Mauler, who spoke briefly to the board.
- ARLS staff development will be held on Columbus Day from 10 AM until 2 PM.
- Mr. Manning has received *Letters of Thanks* from the Virginia Department of Health, the Dinwiddie Schools System, the Hopewell Convocation and the Hopewell Third Thursday Events.

**Citizen Comments:** None.

**Report of the Library Director:**

**R1. Introduction of Ginger Mauler, Branch Services Manager.** See above

**R2. Staff Update.** Ken Robinson was hired to handle ARLS Technical Services. Interviews are ongoing for a position in Circulation in Hopewell. With that exception, ARLS is fully staffed.

**R3. Hopewell Youth Services.** Furniture is expected in October.

**R4. Hopewell Adult Area.** This is the area next in line for refurbishing at the Hopewell Library.

**R5. Prince George Parking.** Mr. Manning will attend the September 26 Prince George Board of Supervisors meeting to request signage to discourage parking by non-library patrons.

**R6. Reading Along the Appomattox.** The title of the book is "Hidden Figures." To accompany this community read there will be a screening of the film "Hidden Figures" and a special program by Dr. David Morgan, Associate Professor of Physics and Astronomy, Richard Bland College.

**R7. VLA Conference, Norfolk, October 11-13.** Mr. Manning as well as personnel from Youth Services and Adult Services will attend.

**R8. Policy Update – Collection Development/Public Computer Access/Public Meeting Spaces.** The board is ready to work on this updating process as prescribed in the Five Year Strategic Plan. Mrs. Dragoo reported positive public feedback at the Hopewell Library with regard to the extending of the library book loan period from two weeks to three weeks.

**Committee Reports:**

The Personnel Committee met on July 31 at 10 AM at the Hopewell Library. Committee members present were Mrs. Halupka, Mrs. Dragoo, Dr. Boyd and Mrs. Sykes. The committee completed the annual evaluation of the Library Director, Mr. Manning. It was concluded that Mr. Manning's performance met the standards of the Director's Annual Evaluation. Therefore, he will continue in the position of Director of ARLS.

**New Business:**

- Mr. Manning, the ARLS staff present and board members discussed Outreach, with specific mention of Christmas parades in the three localities, communication with new residents in the three localities, and Holiday events for the employees,
- A motion was made by Mrs. Bertha Judge and seconded by Mrs. Doris Gallup to change the December board meeting from December 12 to December 5. Motion passed. All other meetings from October 2017 through June 2018 remain the same at this time.

**Unfinished Business:** None.

**Announcements:** The next ARLS Board of Trustees Meeting will be at the Burrowsville Community Center on Tuesday, October 17 beginning at 1 PM.

**Adjournment:** 1:38 PM

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

Fund#	Revenue 10/30/17	FY2018		Prev. Total Receipts	Monthly Receipts	Total Receipts	Percentage Received	Balance Due
		Proposed	Receipts					
100	Carry Over	\$20,000	\$0	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$600,261	\$150,065	\$150,065	\$150,065	\$300,131	50.0%	\$300,131
103	Dinwiddie	\$273,595	\$68,399	\$0	\$0	\$68,399	25.0%	\$205,196
104	Prince George	\$592,224	\$148,056	\$0	\$0	\$148,056	25.0%	\$444,168
105	State Funds	\$380,000	\$96,735	\$96,735	\$0	\$96,735	25.5%	\$283,265
106	Fines/Fees/Lost	\$22,600	\$3,477	\$3,477	\$1,120	\$4,597	20.3%	\$18,003
107	Copying Receipts	\$20,121	\$3,722	\$3,722	\$1,896	\$5,618	27.9%	\$14,503
108	Endowment Funds	\$20,499	\$0	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$24,000	\$0	\$0	\$24,416	\$24,416	101.7%	(\$416)
110	Gifts/Donations	\$7,000	\$3,300	\$3,300	\$100	\$3,400	48.6%	\$3,600
111	Grants	\$5,000	\$0	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$3,617	\$3,617	\$1,562	\$5,179	21.6%	\$18,821
<b>TOTALS</b>		\$2,089,300	\$477,371	\$477,371	\$179,159	\$656,530	31.4%	\$1,432,770

Fund#	EXPENSES 09/30/17	FY18 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/31/17	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MLS Salaries & Wages	\$458,648	\$77,437	\$34,225	\$111,662	24.3%	\$346,986
201	Non-MLS Salary & Wages	\$576,368	\$109,993	\$42,390	\$152,383	26.4%	\$423,985
202	Benefits for Staff/Retirees	\$270,512	\$41,875	\$20,784	\$62,659	23.2%	\$207,853
	<b>Total Personnel</b>	<b>\$1,305,528</b>	<b>\$229,305</b>	<b>\$97,399</b>	<b>\$326,704</b>	<b>25.0%</b>	<b>\$978,824</b>
	<b>Books &amp; Materials</b>						\$0
300	Books	\$70,000	\$8,667	\$7,649	\$16,316	23.3%	\$53,684
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,000	\$4,724	\$4,045	\$8,769	24.4%	\$27,231
303	Print News & Periodicals	\$12,276	\$166	\$749	\$915	7.5%	\$11,361
304	Audiovisual Materials	\$25,000	\$2,051	\$1,404	\$3,455	13.8%	\$21,545
305	Electronic Materials	\$4,500	\$1,680	\$0	\$1,680	37.3%	\$2,820
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$500	\$0	\$0	\$0	0.0%	\$500
308	Restricted - Donation/Grant	\$1,250	\$0	\$336	\$336	26.9%	\$914
309	Family Resource Books	\$1,000	\$0	\$15	\$15	1.5%	\$985
310	Econtent	\$29,700	\$10,800	\$6,000	\$16,800	56.6%	\$12,900
	<b>Total Books &amp; Materials</b>	<b>\$208,359</b>	<b>\$28,088</b>	<b>\$20,197</b>	<b>\$48,285</b>	<b>23.2%</b>	<b>\$160,074</b>
<b>Capital Expenditures</b>							
400	Library Non-Computer Equip.	\$11,750	\$180	\$112	\$292	2.5%	\$11,458
401	Computer Hardware	\$12,000	\$0	\$3,196	\$3,196	26.6%	\$8,804
	<b>Total Capital Expenditures</b>	<b>\$23,750</b>	<b>\$180</b>	<b>\$3,308</b>	<b>\$3,488</b>	<b>14.7%</b>	<b>\$20,262</b>
<b>Contractual</b>							
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$16,500	\$2,907	\$8,260	\$11,167	67.7%	\$5,333
502	Audit	\$20,000	\$2,175	\$0	\$2,175	10.9%	\$17,825
503	Cataloging MARC Records	\$3,605	\$351	\$179	\$530	14.7%	\$3,075
504	Unique Management	\$9,000	\$922	\$474	\$1,396	15.5%	\$7,604
505	Computer Support Service Calls	\$17,500	\$5,160	\$3,540	\$8,700	49.7%	\$8,800

506 Other Computer Software Serv.	\$10,000	\$542	\$271	\$813	8.1%	\$9,187
507 Telecomm Internet Line Charges	\$22,000	\$3,557	\$1,836	\$5,393	24.5%	\$16,607
508 Printing and Publications	\$9,500	\$2,402	\$1,575	\$3,977	41.9%	\$5,523
509 Security Guard Service	\$26,500	\$4,399	\$2,202	\$6,601	24.9%	\$19,899
<b>Total Contractual</b>	<b>\$136,605</b>	<b>\$22,415</b>	<b>\$18,337</b>	<b>\$40,752</b>	<b>29.8%</b>	<b>\$95,853</b>
<b>Facilities/Maint./Operations</b>						
600 Equip. Repair & Maintenance	\$5,000	\$1,447	\$0	\$1,447	28.9%	\$3,553
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$12,600	\$6,300	\$18,900	24.7%	\$57,750
603 Supplies	\$32,000	\$3,749	\$1,448	\$5,197	16.2%	\$26,803
604 Travel / Workshops / Conf. Fees	\$8,500	\$1,122	\$625	\$1,747	20.6%	\$6,753
605 Training / Education	\$4,500	\$275	\$0	\$275	6.1%	\$4,225
606 Utilities	\$6,000	\$550	\$231	\$781	13.0%	\$5,219
607 Telephone (Voice)	\$13,000	\$2,327	\$1,162	\$3,489	26.8%	\$9,511
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$841	\$311	\$1,152	25.6%	\$3,348
610 Job & Contracting Advertising	\$2,500	\$206	\$0	\$206	8.2%	\$2,295
611 Promotional Advertising	\$2,000	\$94	\$675	\$769	38.5%	\$1,231
612 Organization/Association Dues	\$3,500	\$301	\$150	\$451	12.9%	\$3,049
613 Postage	\$4,500	\$998	\$25	\$1,023	22.7%	\$3,477
614 Janitorial	\$64,500	\$9,932	\$4,980	\$14,912	23.1%	\$49,588
615 Other Building Maintenance	\$12,500	\$1,113	\$1,038	\$2,151	17.2%	\$10,349
<b>Total</b>	<b>\$272,087</b>	<b>\$35,554</b>	<b>\$16,944</b>	<b>\$52,499</b>	<b>19.3%</b>	<b>\$219,588</b>
<b>Facilities/Maint./Operations</b>						
<b>Programs/Activities/Other</b>						
700 YS Summer Reading Program	\$6,500	\$463	\$0	\$463	7.1%	\$6,037
701 YS Programming & Supplies	\$4,191	\$432	\$17	\$449	10.7%	\$3,742
702 Adult Programming	\$2,600	\$780	\$400	\$1,180	45.4%	\$1,420
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
706 Mckenny Library	\$0	\$0	\$0	\$0	0.0%	\$0

707 Hopewell Project	\$50,000	\$698	\$0	\$698	1.4%	\$49,302
708 Prince George Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
707 Misc. Professional Serv. & Other	\$15,759	\$2,479	\$734	\$3,213	20.4%	\$12,546
Total Programs/Activ./Other	\$143,050	\$4,852	\$1,151	\$6,003	4.2%	\$137,047
GRAND TOTALS	\$2,089,379	\$320,394	\$157,337	\$477,731	22.9%	\$1,611,648

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**

**Whereas**, the government of Hopewell, Virginia celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 28.8 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 63 percent of net new jobs created over the past 20 years, and

**Whereas**, small businesses employ 48 percent of the employees in the private sector in the United States; and

**Whereas**, on average, 33 percent of consumers' holiday shopping will be done at small, independently-owned retailers and restaurants; and

**Whereas**, 91 percent of all consumers believe that supporting small, independently-owned restaurants and bars is important; and

**Whereas**, 76 percent of all consumers plan to go to one or more small businesses as part of their holiday shopping; and

**Whereas**, the City of Hopewell supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

**Whereas**, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**Now, Therefore**, I, Jackie M. Shornak, Mayor of Hopewell, Virginia do hereby proclaim, November 25, 2017, as:

***SMALL BUSINESS SATURDAY***

**And** urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

**A RESOLUTION TO URGE THE PRESIDENT OF THE UNITED STATES AND THE UNITED STATES CONGRESS TO CONTINUE THE FEDERAL HISTORIC TAX CREDIT PROGRAM, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.**

WHEREAS, the federal Historic Tax Credit program (HTC) as we know it today was put in place by Congress and the Reagan Administration to attract capital to historic rehabilitation projects that help stimulate local economies; and

WHEREAS, since the inception of the HTC, it has created over 2.4 million jobs, rehabilitated more than 42,000 buildings, and leveraged \$131.8 billion in private investment; and

WHEREAS, recognizing the importance of this successful federal economic development program, more than 35 states have enacted complementary state historic tax credit programs to help revitalize the commercial downtowns of their cities and Main Street communities; and

WHEREAS, federal HTC projects have a 99 percent success rate, leverage four private dollars for every dollar of federal support, and are catalytic, building neighborhood confidence and generating follow-on projects for blocks around; and

WHEREAS, over the life of this program, the HTC has generated \$29.8 billion in federal tax revenues compared to \$25.2 billion in credits allocated—more than paying for itself; and

WHEREAS, the federal HTC program has helped create over \$12M in private investment and numerous rehabs of blighted structures within the City of Hopewell.

NOW THEREFORE BE IT RESOLVED by the City Council of Hopewell, Virginia in due regular and legal session convened, that the Council supports the federal Historic Tax Credit program and urges the President of the United States and the United States Congress to continue the federal Historic Tax Credit program.

BE IT FURTHER RESOLVED that if any provision of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this resolution which can be given effect without the invalid provisions, items, or applications and to this end the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

# PUBLIC HEARINGS

None

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

**COUNCIL AGENDA ITEM TITLE:** Offer in compromise for \$17,000 to pay delinquent taxes.

**RECOMMENDATION:** To consider offer in compromise for \$17,000 as payment in full for all delinquent amounts and attorney’s fees/costs due on 2909 Danville Street (parcel 0150095) as allowed per Virginia Code.

**TIMING:** City Council action is requested on October 24, 2017.

**BACKGROUND:** Kay Wall inherited the property located at 2909 Danville Street upon the death of her father, Robert Wall. Real estate taxes have been delinquent since 2006 and were forwarded to Sands Anderson for collection. Ms. Wall currently has an offer to buy the property and has proposed to pay the City \$17,000 to satisfy all delinquent amounts; however, the total amount due as of November 30, 2017 (including attorney’s fees) is \$24,160.46. The \$17,000 offer in compromise would cover all taxes and grass liens, attorney’s fees and costs, but would not pay all penalty and/or interest. If the offer in compromise is not accepted, the property would go to public auction at a future date but could sell for an amount less than \$17,000. Virginia Code Section 58.1-3994, Paragraph B allows the treasurer, with the consent of the governing body, to compromise and settle the amount owed “when the treasurer or other official determines that the collection of the entire amount due and owing is in substantial doubt and the best interest of the locality will be served by such compromise.”

It is therefore requested that Council consider the \$17,000 as payment in full for all delinquent amounts (including attorney’s fees) on 2909 Danville Street for tax years 2006 through 2017 and, if approved, allow treasurer to reduce/write off penalty and/or interest in the amount of \$7,160.46.

**FISCAL IMPACT:** \$7,160.46

**ENCLOSED DOCUMENTS:** Virginia Code Section 58.1-3994  
Kay Wall’s Offer in Compromise

**STAFF:** Teresa L. Batton, Treasurer

Council Action Form 2017

**SUMMARY:**

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

**Insert  
Date of  
Meeting**

## Ronniece Arrington

---

**From:** wallkayva <wallkayva@gmail.com>  
**Sent:** Thursday, October 19, 2017 11:04 PM  
**To:** Treasurer's Office  
**Subject:** Offer of tax settlement on property at 2909 Danville Street, Hopewell, Va. 23860.

Ms. Batton,

This is confirmation of an offer I made by email tonight to the Hopewell City Attorney, Mr. Calos, on the above mentioned property, which was owned by my father from 1950 until his passing in 2012, in the amount of \$17,000.00.

If everything goes as planned, we plan to settle on or before Nov. 6th.

Any consideration of this offer will be much appreciated

Thank you,  
Kay Wall  
3003 Sterlings Bridge Place  
Midlothian, Virginia 23112  
804/744-1536

Sent from my Sprint Samsung Galaxy S7.

## § 58.1-3994. Offers in compromise with respect to local taxes

A. Notwithstanding any other provision of law, the commissioner of the revenue or other official responsible for the assessment of any local tax appealed pursuant to § 58.1-3703.1 or § 58.1-3983.1 may, in his sole discretion, compromise and settle any disputed assessment of taxes prior to the time that such assessment is no longer subject to administrative or judicial review pursuant to applicable law if the commissioner or other official responsible for assessment determines that there is substantial doubt under applicable law, regulations, or guidelines as to the taxpayer's liability for such taxes.

B. Notwithstanding any other provision of law, the treasurer or other official responsible for the collection of any local tax imposed pursuant to this title may, with the consent of the governing body or its designee, compromise and settle the amount due and payable when the treasurer or other official determines that the collection of the entire amount due and owing is in substantial doubt and the best interests of the locality will be served by such compromise. Whenever a tax otherwise due and owing is compromised pursuant to the provisions of this subsection, the difference between the amount of tax then due and owing, and the amount of tax paid pursuant to such compromise, shall be treated for the purposes of § 58.1-3921 in the same fashion as a tax rendered legally uncollectible by reason of the application of the United States Bankruptcy Code.

C. Any offer in compromise submitted to an official responsible for the assessment or collection of local taxes shall be made in writing and shall be deemed accepted only when the taxpayer is notified in writing of the acceptance by the responsible official.

D. Whenever a compromise and settlement is made pursuant to the provisions of this section, the responsible official shall make a complete record of the case, including: (i) the tax assessed; (ii) audit findings, if any; (iii) the taxpayer's grounds for dispute or contest together with all evidences thereof; (iv) factors calling collectibility into substantial doubt; (v) any nonprivileged reports or recommendations made with respect to the liability of the taxpayer, the requirements of effective tax administration considered, and/or the collectibility of taxes due; and (vi) the amount assessed or accepted and the terms and conditions attendant to settlement or compromise, with respect to the liability in question.

E. The treasurer or other official charged with collection of taxes may deposit into the treasury of the county, city or town any and all payments submitted with offers in compromise, unless the taxpayer specifically, clearly and conspicuously directs otherwise in writing at the time the offer in compromise is submitted to the responsible official. For the purposes of this subsection, no restrictive endorsement or other notation upon a check or other payment instrument shall constitute clear and conspicuous notice of a direction not to deposit.

F. Upon acceptance of an offer in compromise by the responsible local official with respect to a tax liability, the matter thereafter may not be reopened except upon a showing of fraud, malfeasance or misrepresentation of a material fact.

2004, c. 526.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

**R-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Beacon Theatre 2017 Report**

**RECOMMENDATION:** No action required

**BACKGROUND:** City Council has requested an update on the Beacon Theatre. The Beacon Theatre has served the city as an economic development catalyst since its renovation was completed in 2014. The enclosed presentation demonstrates the growth and importance of the Beacon Theatre.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:** Beacon Theatre Financials from 09/30/2016 – 09/30/2017; Presentation

**STAFF:** Charles E. Dane, Interim City Manager

Council Action Form 2017

**SUMMARY:**

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

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

**May 9, 2017**

**Trend Report  
For 09 Periods Ending 9/30/2017**

**Beacon Theatre 2012 (BTH)**

Revenue	Period Ending		Period Ending		Total
	7/31/2017	8/31/2017	9/30/2017	9/30/2017	
Ticket Revenue					
Ticket Sales	27,840	32,527	52,565		112,932
<b>Total Ticket Revenue</b>	<b>27,840</b>	<b>32,527</b>	<b>52,565</b>		<b>112,932</b>
Revenue					
Income - Beer	2,084	1,377	4,186		7,647
Income - Wine	593	536	1,159		2,288
Income - Liquor	1,279	1,577	2,843		5,899
Income - Food	294	539	808		1,439
Income - N/A Beverages	380	859	802		2,041
Income - Candy	0	77	132		209
Sponsorships, Gifts and Donations	0	200	56,000		56,200
Income - Theatre Rental	8,384	6,905	11,905		27,194
Merch	457	239	411		1,117
Tix Service Fees	0	0	3,335		3,335
Ticket Service Charges	2,440	4,274	0		6,714
<b>Total Revenue</b>	<b>15,921</b>	<b>16,583</b>	<b>81,379</b>		<b>113,883</b>
<b>Total Revenue</b>	<b>43,761</b>	<b>49,110</b>	<b>133,944</b>		<b>226,815</b>
Direct Event Expenses					
Beer Wine	762	149	1,009		1,920
Cost of Sales - Liqu	606	0	785		1,371
Artist Fees	26,815	50,926	58,850		136,591
Production / Sound	3,025	3,687	7,800		14,512
Catering	793	785	2,256		3,814
Hospitality	0	0	610		610
Fire Marshall	0	300	0		300
<b>Total Direct Event Expenses</b>	<b>32,001</b>	<b>55,827</b>	<b>71,280</b>		<b>159,118</b>
<b>Gross Profit</b>	<b>11,760</b>	<b>-6,717</b>	<b>62,654</b>		<b>67,697</b>
Expenses					
Advertising	4,882	4,855	5,191		14,928
Alarm	661	661	0		1,322
Bank Fees	336	6	6		348
Insurance	52	0	0		52
Janitorial	1,456	2,911	0		4,367

Trend Report  
For 09 Periods Ending 9/30/2017

Beacon Theatre 2012 (BTH)

	Period Ending 7/31/2017	Period Ending 8/31/2017	Period Ending 9/30/2017	Period Ending Total
Legal	8,833	0	0	6,833
Linen Service	0	832	304	1,136
Merchant Acct Fees	1,180	842	1,655	3,677
Office	0	225	15	240
Penalties	0	0	224	224
Real Estate Taxes	14,947	0	0	14,947
Rep & Maint	78	388	522	996
Contract Labor	12,867	21,205	20,883	55,055
Supplies	329	600	579	1,508
Ticket Processing	610	1,725	1,054	3,389
Utilities	1,393	5,296	1,636	8,325
<b>Total Expenses</b>	<b>45,712</b>	<b>39,556</b>	<b>32,079</b>	<b>117,347</b>
<b>Net income From Operations</b>	<b>-33,952</b>	<b>-46,273</b>	<b>30,575</b>	<b>-49,650</b>
<b>Earnings Before Income Taxes</b>	<b>-33,952</b>	<b>-46,273</b>	<b>30,575</b>	<b>-49,650</b>
<b>Net income (Loss)</b>	<b>-33,952</b>	<b>-46,273</b>	<b>30,575</b>	<b>-49,650</b>

Trend Report  
For 10 Periods Ending 6/30/2017

Beacon Theatre 2012 (BTH)

Period Ending 9/30/2016 10/31/2016 11/30/2016 12/31/2016 1/31/2017 2/28/2017 3/31/2017 4/30/2017 5/31/2017 6/30/2017

	9/30/2016	10/31/2016	11/30/2016	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	Total
<b>Revenue</b>											
Ticket Revenue	16,044	27,506	18,228	87,045	54,465	48,780	94,218	81,282	68,705	86,322	582,596
Ticket Sales	16,044	27,506	18,228	87,045	54,465	48,780	94,218	81,282	68,705	86,322	582,596
<b>Total Ticket Revenue</b>											
Revenue	0	0	0	-15,004	0	0	0	0	0	0	-15,004
Ballroom Income	3,877	5,242	3,523	1,779	7,220	8,288	7,366	3,935	4,455	3,816	54,301
Income - Beer	548	1,218	865	599	688	1,066	1,477	1,836	1,382	846	10,526
Income - Wine	4,450	2,824	3,780	2,089	6,475	6,968	5,272	7,387	3,001	2,343	44,580
Income - Liquor	751	695	960	659	581	663	1,398	1,090	852	770	8,429
Income - Food	806	781	708	465	789	1,452	1,558	1,225	981	839	9,604
Income - N/A Beverages	139	130	0	0	0	39	0	0	0	0	305
Income - Candy	1,223	22,600	0	1,260	170	7	116	127	61	120	25,684
Sponsorships, Gifts and Donations	16,702	13,851	20,065	-9,445	7,955	12,817	12,832	11,305	8,699	12,860	107,641
Income - Theatre Rental	400	361	145	417	100	595	617	1,488	1,373	1,006	6,512
Merch	0	0	0	0	35	0	5,200	4,111	4,932	0	14,278
Tix Service Fees	0	2,072	1,252	774	4,245	5,292	0	0	0	3,400	17,035
Ticket Service Charges	0	0	82	0	0	0	-750	-140	-2,978	3,868	52
Refunds											
<b>Total Revenue</b>	<b>28,697</b>	<b>49,774</b>	<b>31,360</b>	<b>-16,367</b>	<b>28,258</b>	<b>37,185</b>	<b>35,086</b>	<b>37,374</b>	<b>22,758</b>	<b>29,868</b>	<b>283,963</b>
<b>Total Revenue</b>	<b>44,741</b>	<b>77,280</b>	<b>49,588</b>	<b>70,648</b>	<b>82,723</b>	<b>85,965</b>	<b>129,304</b>	<b>118,656</b>	<b>91,463</b>	<b>118,190</b>	<b>866,538</b>
<b>Direct Event Expenses</b>											
Cost of Sales - Food	0	0	202	0	0	926	0	0	0	0	1,128
Beer Wine	772	380	679	390	1,705	2,871	2,805	2,023	2,325	96	14,146
Cost of Sales - Liqu	340	949	1,230	344	0	2,887	1,371	606	1,057	0	8,494
Artist Fees	36,859	71,215	62,665	22,650	33,000	43,150	76,039	58,646	63,600	60,712	518,636
Production / Sound	5,525	5,225	7,230	11,125	3,800	6,032	9,744	12,575	8,800	6,955	77,611
Catering	1,459	1,861	1,523	1,085	313	2,971	3,711	2,325	1,287	15,076	31,511
Hospitality	943	573	807	981	0	2,853	2,718	908	101	1,518	11,502
Fire Marshal	88	0	0	300	0	1,081	500	0	550	125	2,644
<b>Total Direct Event Expenses</b>	<b>46,086</b>	<b>80,203</b>	<b>64,336</b>	<b>36,875</b>	<b>38,818</b>	<b>63,271</b>	<b>96,388</b>	<b>77,083</b>	<b>77,730</b>	<b>84,482</b>	<b>665,772</b>
<b>Gross Profit</b>	<b>-1,345</b>	<b>-2,923</b>	<b>-14,748</b>	<b>33,773</b>	<b>43,906</b>	<b>22,694</b>	<b>32,416</b>	<b>41,573</b>	<b>13,733</b>	<b>31,708</b>	<b>200,786</b>
<b>Expenses</b>											
<b>Operating Expenses</b>											

Trend Report  
For 10 Periods Ending 6/30/2017

Beacon Theatre 2012 (BTH)

	9/30/2016	10/31/2016	11/30/2016	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	Total	
(Continued)												
Operating Expenses												
Accounting Fees	770	0	385	2,450	0	0	0	0	0	2,000	5,605	
Advertising	7,301	5,517	5,839	6,050	1,500	7,702	5,497	9,377	2,440	1,563	53,776	
Alarm	0	0	0	1,378	0	0	0	0	0	0	1,378	
Auto Expense	28	0	160	40	0	52	22	0	0	0	302	
Bank Fees	277	278	140	97	16	384	10	11	1,238	46	2,494	
Computer & Internet	0	0	75	0	0	1,463	0	0	0	0	1,538	
Dues & memberships	0	0	0	0	0	588	0	0	20	0	618	
Equipment Rental	0	0	0	0	0	0	0	0	0	587	587	
Insurance	2,610	0	4,570	1,305	0	2,610	0	3,395	3,305	0	13,580	
Jariff/Hall	0	0	0	23,359	0	0	0	13,534	1,305	3,364	15,784	
Legal	0	0	5,711	250	0	0	0	50	25	0	6,036	
Licenses & Permits	0	0	0	0	0	784	0	0	645	0	1,409	
Linens Service	0	0	0	0	0	2,796	0	0	0	76	2,872	
Maintenance	0	0	0	0	0	2,107	1,386	1,112	1,238	1,013	11,082	
Merchant Acct Fees	1,461	986	799	981	0	2,107	1,386	1,112	1,238	1,013	11,082	
Office	139	0	25	268	42	335	116	0	55	610	1,590	
Real Estate Taxes	0	0	0	0	0	0	0	16,160	0	0	16,160	
Rental Expense	0	772	2,254	0	0	0	0	0	0	0	3,026	
Rep & Maint.	0	0	0	0	0	0	0	0	163	0	163	
Contract Labor	25,729	16,614	17,275	14,822	14,349	18,374	26,605	10,813	25,440	15,224	185,245	
Supplies	767	0	180	368	0	499	1,771	514	385	2,557	7,041	
Ticket Processing	769	1,469	1,030	763	583	1,840	2,678	1,776	1,733	2,186	14,827	
Utilities	4,245	173	4,146	3,480	134	4,191	0	1,548	5,100	3,529	26,546	
<b>Total Operating Expenses</b>	<b>44,096</b>	<b>25,809</b>	<b>42,589</b>	<b>62,401</b>	<b>16,623</b>	<b>43,715</b>	<b>39,094</b>	<b>58,290</b>	<b>43,180</b>	<b>32,745</b>	<b>408,542</b>	
Depreciation / Amortization	0	0	0	200,350	0	0	0	0	0	0	200,350	
Depreciation	0	0	0	200,350	0	0	0	0	0	0	200,350	
<b>Total Depreciation / Amortization</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,350</b>	
<b>Total Expenses</b>	<b>44,096</b>	<b>25,809</b>	<b>42,589</b>	<b>262,751</b>	<b>16,623</b>	<b>43,715</b>	<b>39,094</b>	<b>58,290</b>	<b>43,180</b>	<b>32,745</b>	<b>608,892</b>	
<b>Net Income From Operations</b>	<b>-45,441</b>	<b>-28,732</b>	<b>-57,337</b>	<b>-328,978</b>	<b>27,282</b>	<b>-21,021</b>	<b>-6,878</b>	<b>-16,717</b>	<b>-29,447</b>	<b>-1,037</b>	<b>-408,106</b>	
<b>Other Income and Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100,000</b>	
City Budgeted Income	0	0	0	-100,000	0	0	0	0	0	0	-100,000	
<b>Total Other Income and Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100,000</b>	
<b>Earnings Before Income Taxes</b>	<b>-45,441</b>	<b>-28,732</b>	<b>-57,337</b>	<b>-328,978</b>	<b>27,282</b>	<b>-21,021</b>	<b>-6,878</b>	<b>-16,717</b>	<b>-29,447</b>	<b>-1,037</b>	<b>-508,106</b>	

**Balance Sheet**  
**As of 9/30/2017**

**Beacon Theatre 2012 (BTH)**

<b>Assets</b>			
<b>Current Assets</b>			
102-00	Op Acct	\$	-11,678.97
103-00	Suntrust	\$	<u>43,847.59</u>
	<b>Total Current Assets:</b>		\$ 32,168.62
<b>Fixed Assets</b>			
141-00	Building	\$	5,210,026.15
142-00	Equipment	\$	124,472.11
143-00	Furniture	\$	218,178.92
147-00	Land	\$	284,473.00
148-00	Machinery & Equipment	\$	116,603.52
149-00	Accumulated Depreciation	\$	<u>-686,073.00</u>
	<b>Total Fixed Assets:</b>		\$ 5,267,680.70
<b>Other Assets</b>			
151-00	Syndication Fees	\$	<u>10,990.92</u>
	<b>Total Other Assets:</b>		\$ 10,990.92
	<b>Total Assets:</b>		<u>\$ 5,310,840.24</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
206-00	Tickets to Buy	\$	9,854.96
207-00	Slapp	\$	1,000.00
228-00	Susan Willis	\$	7,446.32
230-00	Sales Tax Payable	\$	473.68
232-00	Meal Tax Payable	\$	541.15
233-00	Deferred Income	\$	<u>129,018.00</u>
	<b>Total Current Liabilities:</b>		\$ 148,334.11
<b>Long-Term Liabilities</b>			
210-00	City of Hopewell Loan	\$	4,591,648.11
211-00	City of Hopewell 98	\$	<u>142,903.79</u>
	<b>Total Long-Term Liabilities:</b>		\$ 4,734,551.90
	<b>Total Liabilities:</b>		\$ 4,882,886.01
<b>Equity</b>			
280-00	Retained Earnings-Current Year	\$	-97,277.24
280-00	Retained Earnings	\$	-671,361.01
282-00	Beacon Theater 2012	\$	-16,431.02
283-00	Developer Private Equity	\$	795,145.00
284-00	City of Hopewell 98	\$	<u>417,878.50</u>
	<b>Total Equity:</b>		\$ 427,954.23
	<b>Total Liabilities &amp; Equity:</b>		<u>\$ 5,310,840.24</u>

**Income Statement - YTD**  
**For The 9 Periods Ended 9/30/2017**

**Beacon Theatre 2012 (BTH)**

		Year to Date	% of Revenue
<b>Revenue</b>			
<b>Ticket Revenue</b>			
301-10	Ticket Sales	546,703.64	64.23
	<b>Total Ticket Revenue:</b>	<u>546,703.64</u>	<u>64.23</u>
<b>Revenue</b>			
305-10	Income - Beer	47,726.41	5.61
306-10	Income - Wine	9,582.90	1.13
307-10	Income - Liquor	37,145.38	4.36
308-10	Income - Food	6,792.16	0.80
309-10	Income - N/A Beverages	8,883.22	1.04
310-10	Income - Candy	245.00	0.03
315-10	Sponsorships, Gifts and Donations	56,801.88	6.67
319-10	Income - Theatre Rental	93,660.80	11.00
320-10	Merch	6,305.59	0.74
325-00	Tix Service Fees	17,613.00	2.07
325-10	Ticket Service Charges	19,650.70	2.31
	<b>Total Revenue:</b>	<u>304,407.04</u>	<u>35.77</u>
	<b>Total Revenue:</b>	<u>851,110.68</u>	<u>100.00</u>
<b>Direct Event Expenses</b>			
401-10	Cost of Sales - Food	926.43	0.11
403-10	Beer Wine	13,845.99	1.63
404-10	Cost of Sales - Liqu	7,000.67	0.82
405-10	Artist Fees	471,738.37	55.43
408-10	Production / Sound	63,018.28	7.40
410-10	Catering	29,496.60	3.47
415-10	Hospitality	8,806.58	1.03
425-10	Fire Marshall	2,556.25	0.30
	<b>Total Direct Event Exp</b>	<u>597,389.17</u>	<u>70.19</u>
	<b>Gross Profit:</b>	<u>253,721.51</u>	<u>29.81</u>
<b>Expenses</b>			
510-10	Accounting Fees	2,000.00	0.23
515-10	Advertising	43,997.76	5.17
518-10	Alarm	1,322.34	0.16
520-10	Auto Expense	74.41	0.01
525-10	Bank Fees	2,049.49	0.24
530-10	Computer & Internet	1,462.55	0.17
533-10	Dues & memberships	618.01	0.07
534-10	Equipment Rental	587.03	0.07
535-10	Insurance	6,841.69	0.80
540-10	Janitorial	11,645.88	1.37
545-10	Legal	20,366.95	2.39
550-10	Licenses & Permits	75.00	0.01
552-10	Linen Service	2,545.09	0.30
555-10	Maintenance	2,872.00	0.34
560-10	Merchant Acct Fees	10,542.69	1.24
566-10	Office	1,398.72	0.16
568-10	Penalties	224.04	0.03
575-10	Real Estate Taxes	31,106.65	3.65
585-10	Rep & Maint	1,158.99	0.14
590-10	Contract Labor	165,861.03	19.49
610-10	Supplies	7,234.96	0.85
615-10	Ticket Processing	14,185.85	1.67
625-10	Utilities	22,827.62	2.68

**Income Statement - YTD  
For The 9 Periods Ended 9/30/2017**

**Beacon Theatre 2012 (BTH)**

---

	<u>Year to Date</u>	<u>% of Revenue</u>
Total Expenses:	<u>350,998.75</u>	<u>41.24</u>
Net Income From Operations:	<u>-97,277.24</u>	<u>-11.43</u>
Earnings Before Income Tax:	<u>-97,277.24</u>	<u>-11.43</u>
Net Income (Loss):	<u>-97,277.24</u>	<u>-11.43</u>



# The Beacon Theatre 2017 Report



# Beacon Theatre Information

- The Beacon was renovated as a \$4.1 million Historic Tax Credit project
- Renovation began in 2012 and was completed in 2014
- The project received the Honor Award for Excellence in Historic Preservation from the Virginia Society American Institute for Architects
- SLAP Productions (Laurin & Susie Willis) hired as replacement promoters in March 2015

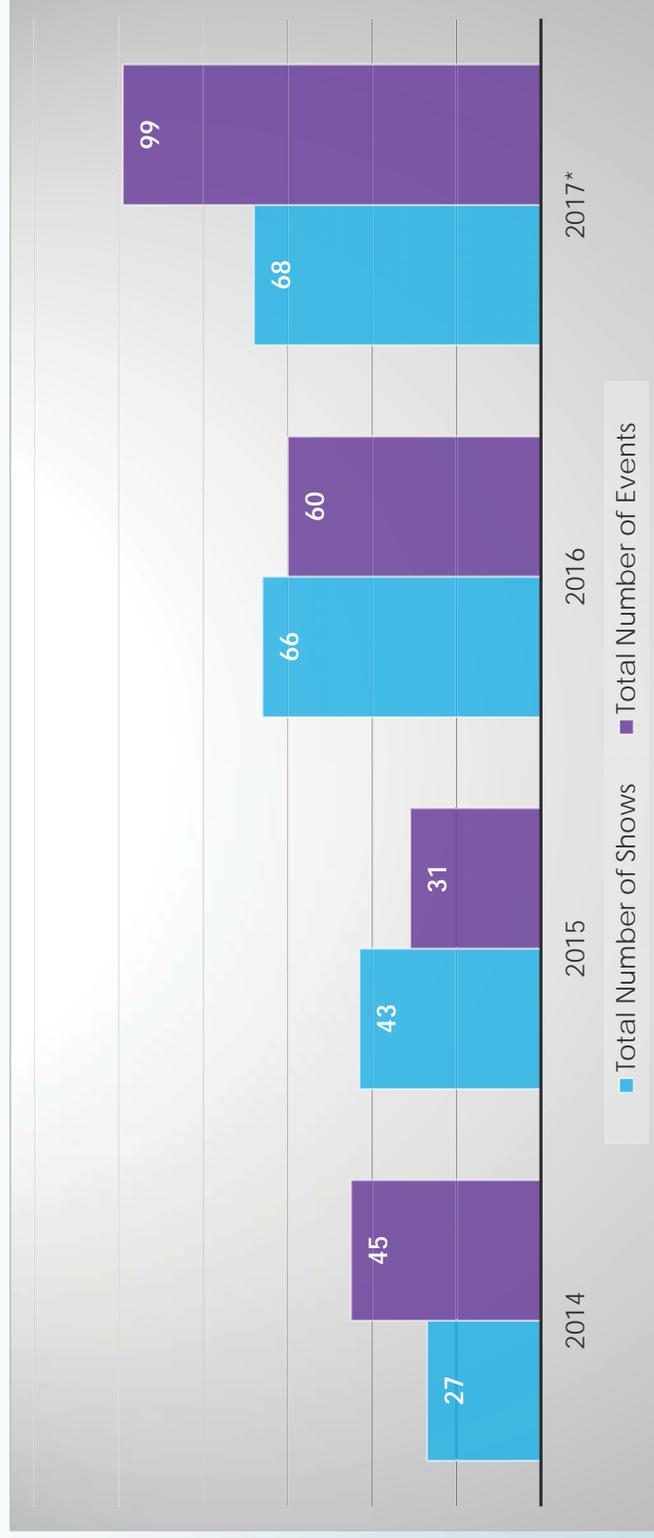


# Notable Acts and Events

- Acts
  - The Temptations
  - Vanilla Ice
  - Lou Gramm
  - Marshall Tucker Band
  - The Four Tops
  - Delbert McClinton
  - The Wailers
  - Blue Oyster Cult
  - And many others
- Events
  - Wedding Receptions
  - Beacon Hill Church
  - Imperium Red Carpet Event
  - Wine Festival
  - Cultural Festival
  - Regional Conferences
  - Film Industry Rentals
  - Light Up the Night
  - Memorial Services



# Number of Shows and Events Per Year



\*2017 Projected for Year End Totals



# Gross Ticket Sale Revenues from Shows & Rental Revenues from Events



\*2017 Ticket Sales & Event Rental Incomes as of October 12<sup>th</sup>



# Revenue vs. Loss



\*2017 Revenue & Loss as of 9/30/17

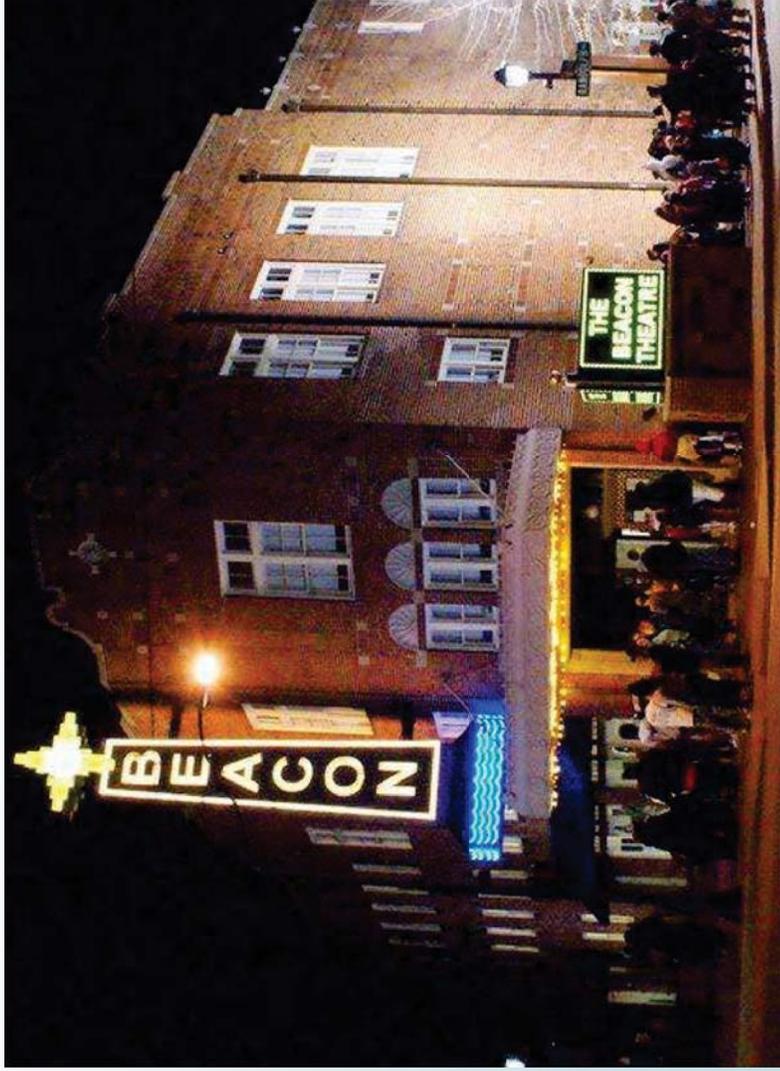


# Beacon Theatre Economic Impact

- Businesses citing the Beacon as a primary reason for locating in Hopewell:
  - The Boathouse at City Point
  - Saucy's
- The Beacon has hosted the following television and movie productions:
  - Imperium
  - Loving
  - Homeland
- Non-Local Developer's continue to site the Beacon Theatre, Library and Marina as tremendous assets for the entire city and specifically downtown



# Questions?



**R-3**



# Hopewell Downtown Partnership



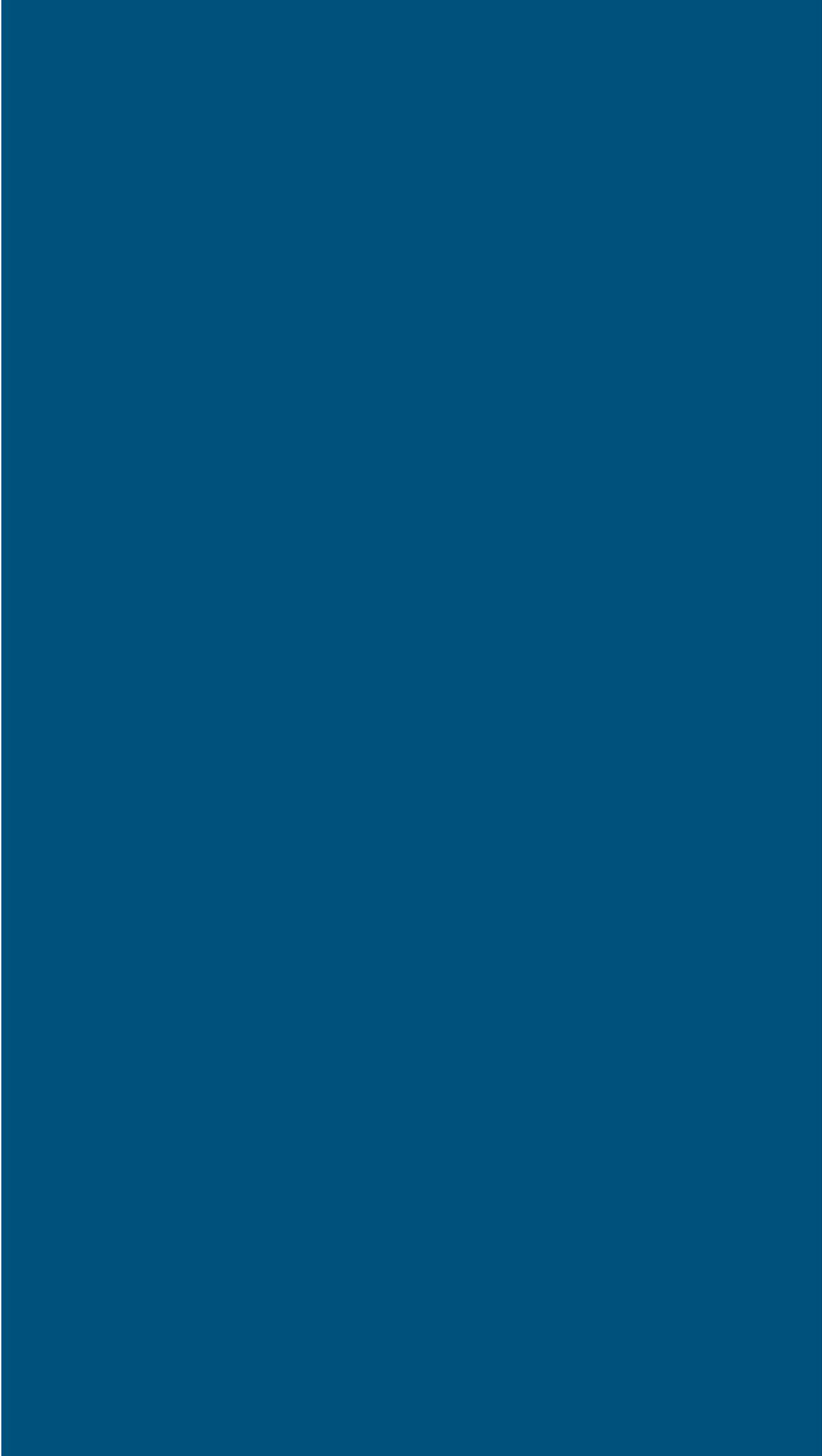
2017 In Review



# State of the Downtown Address

- New event for 2017!
- Networking event with downtown update from HDP
- 200+ attendance





# Third Thursday Open Air Marketplace

- New event series in 2017!
- 1,500+ attendees at events May-August
- Increased revenue for downtown retailers
- Featured 30+ local vendors at each event
- Brought in \$3,500+ in sponsorships



# Fourth Annual Butts to Broadway

- Attendance of 1,000+
- Generated over \$3,000 sponsorships
- Record high of 9 amateur BBQ competitors



# Retailing Promotions

HOPEWELL HOLIDAYS  
**EXTRAVAGANZA**

3 ways to win over \$150 in prizes by shopping local

- Spend \$30+ for a chance to win \$75
- Spend \$15+ for a chance to win \$50
- Find the 'mystery word' for a chance to win \$50

All details and list of participating businesses found at  
[www.hopewellowntown.com/shop](http://www.hopewellowntown.com/shop)

**HOPEWELL DOWNTOWN**  
A COMMUNITY OF BUSINESS



# 2017 Upcoming Events

- 4th Annual Harvest Festival: Saturday, November 18th from 1:00-5:00pm
- Small Business Saturday: Saturday, November 25th
- Light Up the Night Holiday Celebration: Sunday, December 3rd from 5:00-8:00pm



**HOPWELL DOWNTOWN**  
**THE 4TH ANNUAL**  
**Harvest Festival**  
**SATURDAY, NOVEMBER 18TH**  
**1 PM - 5 PM**  
205 E BROADWAY AVENUE (NEAR THE BEACON THEATRE)  
Vendors, Live Music, Adult Beverages,  
Children's Activities, & Food Trucks

sponsored by:  
**[CSX]**  
A Division of P&G

Downtown Hopewell businesses will be open and offering unique specials and products! Bring the family for a beautiful fall day in Downtown Hopewell and be a part of "History in the Making"

**MORE INFO AT [www.hopewelldowntown.com](http://www.hopewelldowntown.com) OR CALL 804-446-4847**



## 2018 Schedule of Events

January 2018:	State of the Downtown Address
February 2018:	Valentine's Day Retail Promotion
April 2018:	Spring Sidewalk Sale
May 17th, 2018:	Third Thursday Open Air Marketplace
June 2018:	Butts to Broadway BBQ Competition
June 21st, 2018:	Third Thursday Open Air Marketplace
July 19th, 2018:	Third Thursday Open Air Marketplace
August 16th, 2018:	Third Thursday Open Air Marketplace
September 20th, 2018:	Third Thursday Open Air Marketplace
October 18th, 2018:	Third Thursday Open Air Marketplace
November 17th, 2018:	5th Annual Harvest Festival
November 24th, 2018:	Small Business Saturday Retail Promotion
December 2nd, 2018:	Light Up the Night Holiday Celebration

# Event Sponsorships & Partnerships

- 2017 events brought in over \$13,000 in sponsorships for the HDP
  - CSX Corporation: \$5,000
  - Trapezium Brewing Company: \$2,000
  - Landen Strapping: \$1,200
  - Marks & Harrison: \$1,000
  - Virginia Community Capital: \$1,000
  - Parr & Abernathy: \$750
  - Other sponsorships: Carraway Glass, Virginia Commonwealth Bank, Ellis Family Dentistry, Butterworth Lofts, George Diradour State Farm

# 2018 Funds Development Plan

## TIMELINE OF EVENTS

### Board

### Promotions Committee

### Funds Development Committee

### Staff

#### November 2017

- Approve funds development plan
- Set up funds development committee
- Create list of prospective businesses for business sponsors
- Begin to solicit business sponsors
- Funds development committee create deadlines for other tactics, including:
  - Develop a list of prospects for direct mail campaign
  - Plan direct mail campaign (revise letter, explore costs of buying list from infoUSA)
  - Develop a list of prospects for in-person asks – obtain help from the Board with this
  - Planning for big fundraising event in 2018

- Begin planning a Giving Tuesday (November 28<sup>th</sup>) event/campaign
- Finalize database of current donors & sponsors
- Create content for all fundraising social media posts for 2018
  - Include targeted audience for each month
- Finalize Giving Tuesday campaign and implement
- Create a list of possible grants to apply for in 2018

#### December 2017

- Divide prospective donor list throughout board for asks in 2018
- Continue to solicit business sponsors
- Report to the board about business sponsors
- Begin to reach out to prospective donors through direct mail campaign and prospect cultivation.
- Prepare and distribute holiday mailing for donors/volunteers (non-solicitation)
- Create a follow up schedule for potential donors who we've asked
- Update donor database as we get new donors
- Come up with a template/script to guide everyone during their asks
- Create informational brochure to send in direct mail campaign
- Come up with a script for a walking tour of downtown to highlight accomplishments
- Begin to explore workplace giving campaign

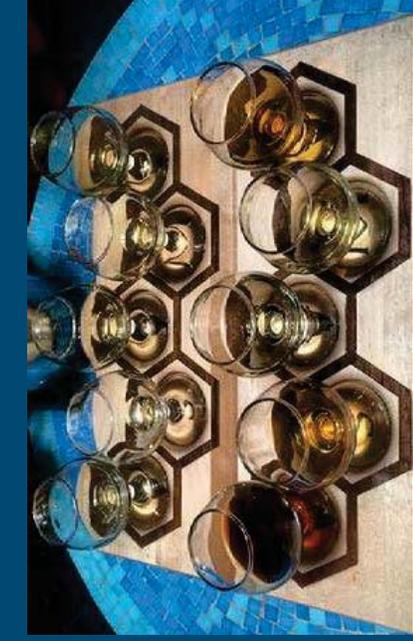
#### January 2018

- Each board member should make 2-3 asks this month
- Should have \$15,000 in sponsorships by January 31<sup>st</sup>
- Review and evaluate direct mail campaign. Adjust accordingly and send another round.
- Update donor database
- Hold board accountable for asks
- Prepare Annual Impact Report
- Send information e-newsletter to donors
- Post Facebook advertisements (\$50)

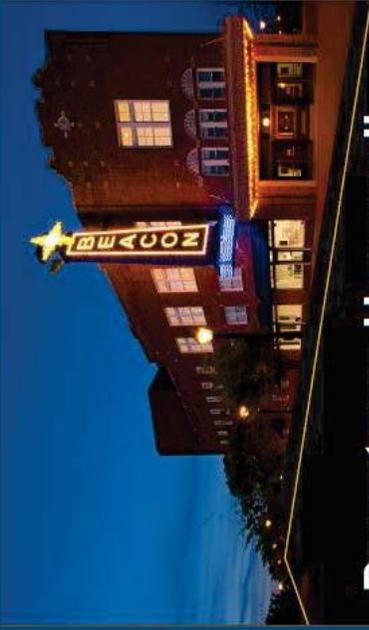
# 2017 Building Renovations



# New Businesses & Business Expansions



# MakerSpace Feasibility Study



## Downtown Hopewell Space Feasibility Study

Exploring Local Entrepreneur Demand for a Co-Working Space - Commercial Kitchen - Makerspace

Prepared for:  
Hopewell Downtown Partnership

June 2017

**VCU** L. Douglas Wilder School of Government and Public Affairs  
Center for Urban and Regional Analysis

of the space is renovated at a cost of \$80 per square foot into makerspace. The remaining 0,000 square feet is used as storage/warehouse space for makerspace users and costs \$40 per square foot to renovate.

### Scenario 4 - Combination Commercial Kitchen and Makerspace

Because the building is large enough to accommodate a commercial kitchen and makerspace, this model is a hybrid of Scenarios 2 and 3. In this model 3,000 gsf is underwritten for the commercial kitchen, 4,000 gsf is storage/warehouse space related to the commercial kitchen and/or makerspace and the remaining 7,000 gsf is makerspace. Because the commercial kitchen has high fixed costs related to equipment, no matter the amount of space used, the capital costs for this model are not significantly lower than Scenario 2 - Commercial Kitchen.

TABLE 1: SCENARIO COST COMPARISON

	Scenario 1 \$10/SF Lease	Scenario 2 Commercial Kitchen	Scenario 3 Maker Space	Scenario 4 Kitchen & Maker	Scenario 5 Kitchen & Maker with Max Income
Capital Costs	\$ 890,000	\$ 1,150,000	\$ 930,000	\$ 1,160,000	\$ 1,160,000
Capital Fundraising	\$ 356,000	\$ 887,447	\$ 372,000	\$ 612,894	\$ 464,000
Year 1 Gross Income	\$ 140,000	\$ 163,080	\$ 163,080	\$ 195,696	\$ 265,000
Year 1 Operating Expenses	\$ 17,800	\$ 107,000	\$ 59,800	\$ 93,250	\$ 93,250
Cumulative Owner Cash Year 10	\$ 397,608	-	\$ 73,895	\$ 15,432	\$ 472,870
Market Value Y11	\$ 1,143,123	\$ 172,078	\$ 770,624	\$ 700,382	\$ 1,255,861

the storage/warehouse space is \$40 per square foot.

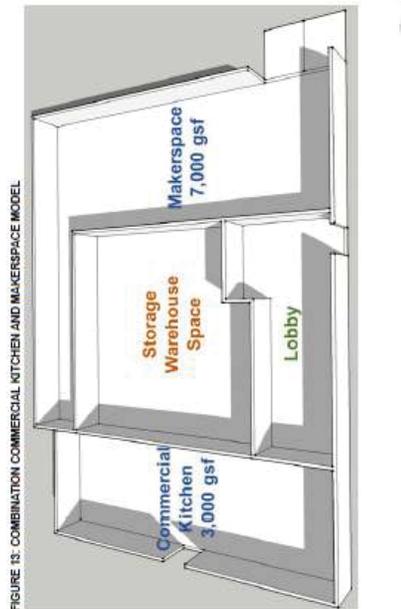
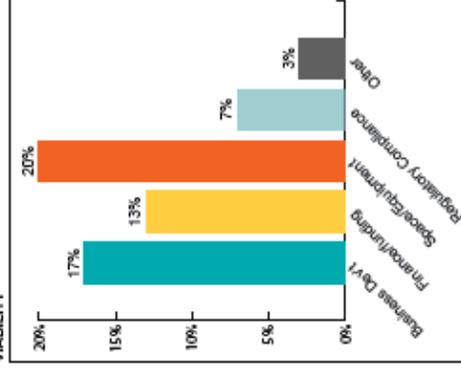


FIGURE 13: COMBINATION COMMERCIAL KITCHEN AND MAKERSPACE MODEL

FIGURE 5: MAJOR CHALLENGES TO BUSINESS VIABILITY



# New Transformation Strategy: Small-Scale Manufacturing

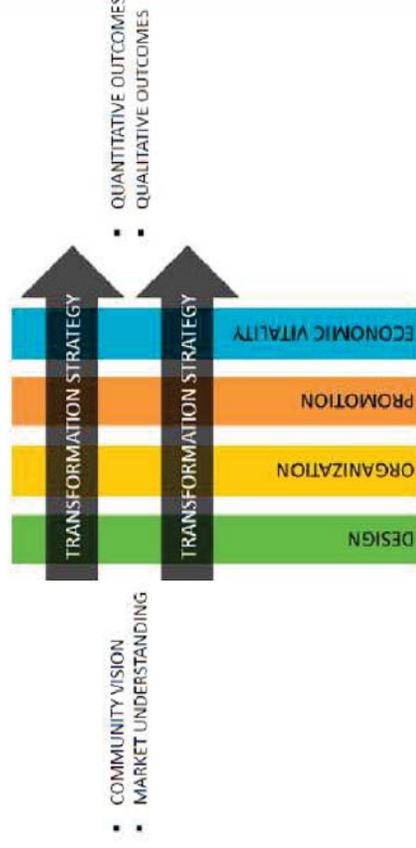
## Market Data Inputs

- Key Components for Review
  - Existing Business Mix
  - Community Assets and Anchors
  - Trade Area Analysis
  - Sales Leakage
  - Psychographics
  - Demographics

## Transformation Strategies

- Small Scale Production - Manufacturing
- Arts
- Residential

## THE MAIN STREET APPROACH



## Examples of Small Scale Production Clusters

- Owosso, Michigan
  - Popcorn Manufacturer
  - Chocolate Manufacturer
  - Leather goods Manufacturer
  - Glass blowing
  - Brewery
- Duluth, MN's "Craft District"
  - Bent Paddle Brewing Company (39 employees)
  - Frost River – Canvas and Leather Bags (32 employees)
  - Hemlocks Leatherworks



## What is needed to further drive?

- Maker Space – acts as the R&D laboratory for filling the pipeline with entrepreneurs in the small scale production space
- Incentives that specifically target Small Scale Producers
  - Could you crowdfund or approach local factories/foundations for seed pool?
- Permanent Pop-up Space dedicated to Small Scale Producers

- Technical assistance on the retail/merchandising side of the business...know the product but perhaps not retail.
- Branding/Image development focused on this...create the buzz
- Equipment grants
- Proactive targeting -





**R-4**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Approve and file a request to subdivide 15 Rev. C.W. Harris Street, also identified as Sub-Parcel #048-0339, from one lot to two lots.

**ISSUE:** A request from Cynthia R. Butterworth to subdivide 15 Rev. C. W. Harris Street.

**RECOMMENDATION:** The City Administration recommends the approval of a request to subdivide 2.562 acres of 15 Rev. C.W. Harris Street, legally identified as Lot 1, 2.562 Acres, also known as Sub-Parcel # 048-0339 into two lots with 1.950 acres and 0.612 acres respectively.

**TIMING:** City Council action is requested on October 24, 2017.

**BACKGROUND:** The purpose of this plat is to subdivide one parcel into two parcels. The Planning Commission recommended approval of the subdivision at their October 4, 2017 meeting.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:** Attachment 1: Staff Report  
Attachment 2: Proposed Subdivision Plat

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

**SUMMARY:**

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



**Cynthia R. Butterworth**  
**Subdivision Request: +\_ 2.562 acres Subdivision,**  
**Industrial Area (15 Rev. C.W. Harris Street)**

Staff Report prepared for the City Council Regular Meeting  
 October 24, 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. MEETING INFORMATION:**

Planning Commission	October 5, 2017	Recommended Approval
City Council	October 24, 2017	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Proposed Zoning: N/A  
 Existing Zoning: M-1 , Limited Industrial District  
 Parcel Size: Total Acreage: 2.562 acres  
 Owner: Cynthia R. Butterworth  
 Location of Property: 15 Rev. C.W. Harris Street  
 Election Ward: Ward 2  
 Land Use Plan Recommendation: Industrial  
 Strategic Plan Goal: Industrial  
 Map Location(s): Tax ID Sub-Parcel # 049-0339  
 Zoning of Surrounding Property: North: R-4 (Booker Street Apartments)  
 South: M-1`  
 East: R-4 (Davisville/Bland Court)  
 West: M-1

**III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request from Catherine R. Butterworth to subdivide a 2.562 acre parcel of land into two (2) lots. The property is currently zoned Limited Industrial District (M-1), and is located on Rev. C.W. Harris Street.

#### **IV. SUBJECT PROPERTY:**

The subject property is currently zoned M-1, Limited Industrial District, identified as Tax Sub-parcel # 048-0339. The property is within the Industrial Area. As the plat submitted by Townes Engineering dated October 18, 2017 illustrates, if approved, Lot 1 would be approximately 1.950 acres and Lot 2 would be 0.612 acres. The plat shows two buildings currently on the property; one an office and the other a warehouse.

#### **V. ZONING/STAFF ANALYSIS**

The total acreage of the property is 2.562 acres. Both buildings are currently located on one property. This is non-conforming and would not be allowed under current zoning regulations. Currently the buildings do not meet the 15 feet side yard setback requirements. With the subdivision of the property the buildings would be located on separate properties but the side yard setback issue would remain, however, the non-conforming would be removed. The M-1 zoning district has no minimum lot size requirements so the subdivided lots would conform to the City's Subdivision Ordinance. .

#### **VI. APPLICABLE CITY REGULATIONS**

The provisions of the Subdivision Ordinance that are germane to this subdivision request include the following:

*Article 6, Preparation, Approval and Recording of Subdivision Plats,  
Section 6-10, Approval of Preliminary Plat:*

"The City shall refer the preliminary plat to the Planning Commission and to the City Council for Council's information. The Planning Commission shall discuss the preliminary plat with the subdivider in order to determine whether or not the preliminary plat generally conforms to the requirements of the Subdivision Ordinance, Zoning ordinance and any other applicable City plans or ordinances. Within sixty (60) days of the preliminary plat submission to the Planning Commission, the subdivider shall be advised in writing by formal letter of approval, approval with conditions or disapproval of the preliminary plat."

*Article 6, Preparation, Approval and Recording of Subdivision Plats,  
Section 6-14, Approval of Final Plat:*

"The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this ordinance, and has made satisfactory arrangements for performance bond, cash or cash bond to cover the cost of necessary improvements, in lieu of construction, to the satisfaction of Council. Approval of final plat shall be written on the face of the plat by the Council."

## **VII. STAFF RECOMMENDATION:**

The staff recommends approval of the resubdivision request submitted by Cynthia R. Butterworth, to subdivide 2.562 acres into two lots; Lot 1 at 1.950 acres and Lot 2 at 0.612 acres. The subdivision will allow the office and warehouse to be on separate parcels so that the office parcel can be sold. The subdivision conforms to the City Subdivision Ordinance.

## **VIII. PLANNING COMMISSION RECOMMENDATION**

The Planning Commission has no issues with the subdivision of +- 2.562 acre Subdivision, Industrial Area into Lot 1 and Lot 2, located at 15 Rev. C.W. Harris Street. The Commission voted 5 to 0 to approve the subdivision at their meeting on October 5, 2017.

### Attachments:

1. Application
2. Subdivision Plat – Revised October 18, 2017



The City  
of  
Hopewell, Virginia

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

SUBDIVISION /  
ADMINISTRATIVE RESUBDIVISION

APPLICATION

SUBDIVISION   
APPLICATION FEE: \$250

ADMIN. RESUB.   
APPLICATION FEE: \$50

APPLICANT: Cynthia R. Butterworth  
ADDRESS: 15 New Main  
Mathews, Virginia 23109

PHONE #: 804-541-4270 FAX #: 804-541-1958

INTEREST IN PROPERTY:  OWNER OR  AGENT Just a friend

OWNER: Cynthia R. Butterworth 15 New Main  
ADDRESS: Mathews Virginia 23109 15 New Main

PHONE #: 804-541-4270 FAX #: 804-541-1958

PROPERTY ADDRESS / LOCATION:  
15 New Main, Harris Street, Hopewell, VA 23106-2142

PARCEL #: 44E-0339 ACREAGE: 2.56 ± ZONING: M2

ENGINEER/SURVEYOR: Towles PC  
ADDRESS: 2463 Bonaventure, Colonial Heights, VA 23034

PHONE #: 804-529-9015 FAX #: 804-520-9016

SUBDIVISION / ADMIN. RESUB. TITLE:

NUMBER OF EXISTING / PROPOSED LOTS: 1 / 2

LENGTH OF PROPOSED NEW PUBLIC STREETS:		
LEFT INFO	MENTIONED/REQUIRED	PROVIDED
LOT SIZE		
LOT WIDTH AT SETBACK LINE		

EIGHT (8) COPIES OF A PLAN OF THE SUBDIVISION / ADMINISTRATIVE RESUBDIVISION MUST ACCOMPANY THIS APPLICATION

- FOR A SUBDIVISION, THE SUBDIVISION PLATS MUST BE ON 17" x 22" SHEETS AND FOLLOW THE GUIDELINES SET FORTH IN ARTICLE 6-13 OF THE SUBDIVISION ORDINANCE.
- FOR AN ADMIN. RESUB., THE "BOUNDARY LINE ADJUSTMENT" (B.L.A.) PLATS MUST FOLLOW THE GUIDELINES SET FORTH IN ARTICLES 6-15 AND 6-16 OF THE SUBDIVISION ORDINANCE.

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.


12/19/2016  
 APPLICANT'S SIGNATURE DATE

OFFICE USE ONLY

DATE RECEIVED 9/11/2017      DATE OF ACTION Planning Commission 10/5/2017  
 APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

This page is intentionally blank

**GENERAL NOTES**

1. USE ..... COMMERCIAL
2. ZONING ..... M-1
3. WATER ..... VIRGINIA AMERICAN WATER COMPANY
4. SEWER ..... PUBLIC
5. DRAINAGE ..... CURB & GUTTER
6. NUMBER OF LOTS ..... 2
7. AREA  
 AREA IN LOTS ..... 2,682 ACRES  
 AREA IN OPEN SPACE ..... 0 ACRES  
 TOTAL AREA ..... 2,682 ACRES
8. BUILDING LINES: ALL BUILDING LINES TO CONFORM TO THE CITY OF HOPEWELL ZONING ORDINANCE.

**SOURCE OF TITLE**

SUB-PARCEL 048-0396: THE PROPERTY EMBRACED WITHIN THE LIMITS OF THIS SUBDIVISION WAS CONVEYED TO CYNTHIA R. BUTTERWORTH BY REAL ESTATE AFFIDAVIT DATED THE 18TH OF NOVEMBER, 2014 AND RECORDED NOVEMBER 6, 2015 AS INSTRUMENT #300000114 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF HOPEWELL, VIRGINIA.

CHARLES C. TOWNES, II, P.E., L.R.

**SURVEYOR'S CERTIFICATE**

TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL OF THE PLATS OF SUBDIVISION IN THE CITY OF HOPEWELL, VIRGINIA HAVE BEEN COMPLIED WITH.

CHARLES C. TOWNES, II, P.E., L.R.

THIS PROPERTY IS LOCATED IN PLANE 14, AS SHOWN ON THE PLAT OF SUBDIVISION MAP 14, AS COMPILED BY PARCEL #300000020, EFFECTIVE DATE: JULY 18, 2015.

THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD OR LEGAL DOCUMENTS AND DOES NOT PURPORT TO IDENTIFY LEGAL INTERESTS OR RIGHTS IN AN ENVIRONMENTAL ASSESSMENT AND/OR IDENTIFY.

THIS SURVEY WAS MADE FOR THE PURPOSE OF IDENTIFYING LEGAL INTERESTS AND DOES NOT PURPORT TO IDENTIFY LEGAL INTERESTS OR RIGHTS IN AN ENVIRONMENTAL ASSESSMENT AND/OR IDENTIFY.

REFERENCE IS MADE TO THE PLAT SHOWING PROPERTY OF JACOBSON TECHNOLOGY ENTERPRISE CENTER, INC. AS LOCATED ON TERMINAL STREET PLANT AREA, DATED FEBRUARY 26, 1997 BY J.C. TOWNES & ASSOCIATES, P.C.

PLAT SHOWING A RESUBDIVISION OF VARIOUS PARCELS OF LAND BELONGING TO LILLIAN W. ENGLISH ET AL., DATED JUNE 15, 1994 BY J.C. TOWNES & ASSOCIATES, P.C.



VICINITY MAP 1" = 200'

**SUBDIVISION CERTIFICATE**

THE SUBDIVISION OF LAND SHOWN ON THIS PLAT, DESIGNATED AS LOTS 1 & 2 CYNTHIA R. BUTTERWORTH SUBDIVISION ON REV. C.W. HARRIS STREET, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERIGNED OWNER(S), THE DEDICATION OF STREETS AND EASEMENTS ARE OF THE WIDTH AND EXTENT SHOWN ON THIS PLAT.

CYNTHIA R. BUTTERWORTH, OWNER

**NOTARY'S CERTIFICATE**

TO WIT: A NOTARY PUBLIC IN AND FOR THE CITY OF HOPEWELL, STATE OF VIRGINIA DO HEREBY CERTIFY THAT THE CERTIFICATE HAS BEEN SIGNED BY THE PERSONS WHOSE NAMES ARE SHOWN IN MY CITY AND STATE RECORDS.

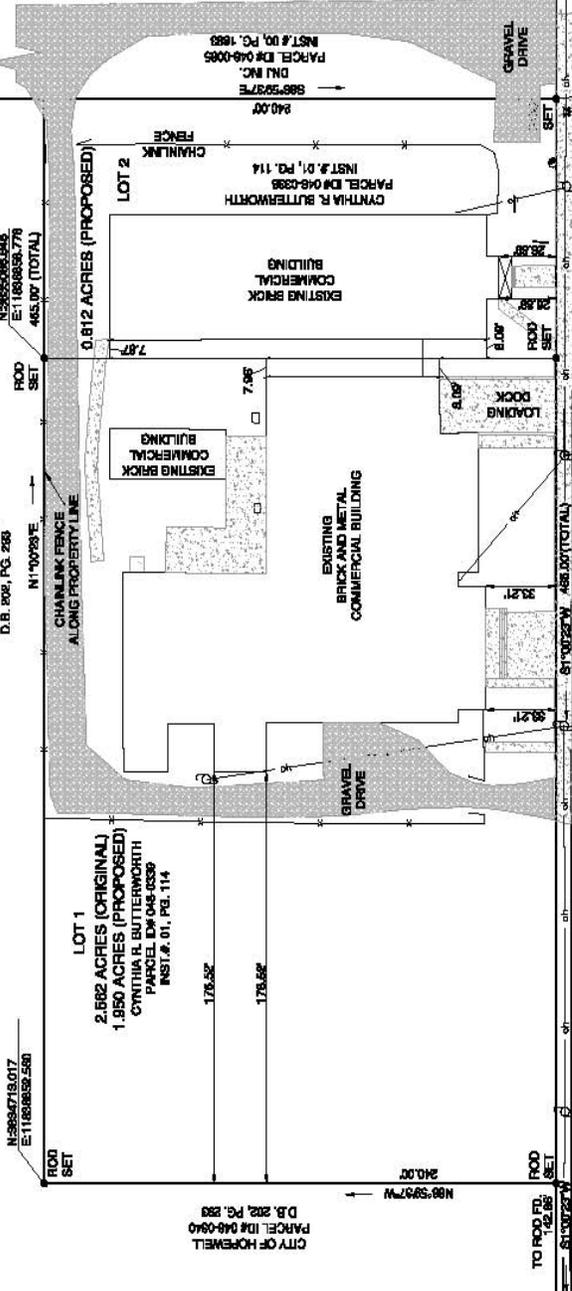
GIVEN UNDER MY HAND AND SEAL THIS \_\_\_\_ DAY OF \_\_\_\_ 2016.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC



CITY OF HOPEWELL  
 PARCEL ID# 048-0340  
 D.S. 282, PG. 286



REV. C.W. HARRIS STREET  
 (FORMERLY TERMINAL STREET)  
 50' RW

RUTH HARRIS STREET  
 (FORMERLY BOCKER STREET)  
 50' RW

**CERTIFICATE OF APPROVAL**

THE SUBDIVISION OF LAND SHOWN ON THIS PLAT, DESIGNATED AS LOTS 1 & 2 CYNTHIA R. HARRIS SUBDIVISION ON REV. C.W. HARRIS STREET IS APPROVED BY THE UNDERIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE COMMITTED TO RECORD.

DATE \_\_\_\_\_

MAYOR \_\_\_\_\_

LOTS 1 & 2  
 CYNTHIA R. BUTTERWORTH  
 SUBDIVISION

REV. C.W. HARRIS STREET  
 HOPEWELL, VIRGINIA

DATE: JANUARY 13, 2017 SCALE: 1" = 40'

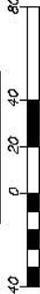
REVISED: OCTOBER 18, 2017

2480 Boulevard  
 Colonial Heights, VA 23054  
 Telephone: 804.550.9015  
 Facsimile: 804.550.9016  
 email: ctownes@townespc.com

THIS IS TO CERTIFY THAT I MADE AN ACCURATE FIELD SURVEY ON JANUARY 13, 2017. ALL MEASUREMENTS WERE MADE IN ACCORDANCE WITH THE SURVEYING AND MAPPING ACT OF 1954. THERE ARE NO UNRESOLVED ENCUMBRANCES OTHER THAN AS SHOWN.

CHARLES C. TOWNES, II  
 Lic. No. 2805  
 10/18/17  
 L.R. Map 15100V15B

GRAPHIC SCALE



**R-5**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Discuss a request to amend the Hopewell Zoning Ordinance, Article XI-A, Corridor Development District (B-4) to allow self-service storage facilities, by Conditional Use Permit.

**ISSUE:** The City has received a request to amend the Zoning Ordinance to add a self-service storage facility, with a Conditional Use Permit, in the B-4 Zoning District.

**RECOMMENDATION:** The City Administration recommends that City Council receive information regarding the request in order to be informed prior to a setting a public hearing.

**TIMING:** City Administration is requesting a public hearing be held on November 14, 2017.

**BACKGROUND:** The Planning Commission was briefed on the request at their September 2017 meeting. The Commission held a public hearing regarding to consider citizen comments at their October 4, 2017 meeting. The Commission voted to 5 to 0 to recommend approval of the Zoning Ordinance Amendment to the City Council.

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

**ENCLOSED DOCUMENTS:**

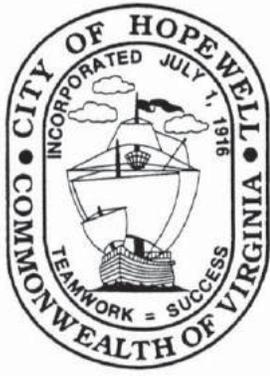
1. Application
2. Amendment
3. Staff Report

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

**SUMMARY:**

Y	N	
<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 Janice Dalton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7



# The City of Hopewell, Virginia

Department of Development

---

300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

---

**TO:** Hopewell City Council

**DATE:** October 24, 2017

**SUBJECT:** Amendment ARTICLE XI-A, Section A. of the City of Hopewell Zoning Ordinance to allow self-service storage facilities in the B-4, Corridor Development District.

## I. EXECUTIVE SUMMARY

The City of Hopewell has received a Zoning Ordinance Amendment request from Amin Land Holdings, LLC to add self-service storage facilities, with a Conditional Use Permit, in the B-4, Corridor Development District. Currently self-service storage facilities are allowed by right in the M-1, Limited Industrial District and M-2, Intensive Industrial District, and by Conditional Use Permit in the B-3, Highway Commercial District.

## II. PRESENT ZONING ORDINANCE PROVISIONS

Presently, **Article XI-A, Corridor Development District, Section A: Use Regulations**, of the City's Zoning Ordinance **does not** include self-service storage facilities as a permitted use. A list of uses permitted in the B-4 District has been included with this report. The B-4 District allows such uses as carwashes, banks, laundry and dry cleaning, restaurants and convenience stores by right. The intent of the B-4 District as defined in the Zoning Ordinance is:

*“This district is intended to provide a special district for the Woodlawn/Oaklawn Corridor area which will allow and encourage a harmonious mixing of a variety of commercial, high density residential, office and professional uses and financial institutions.”*

## III. STAFF ANALYSIS AND RECOMMENDATION

After careful review of the request, Staff recommends approval of the request for Self-storage facilities to be allowed in the B-4 Zoning District only by approval of a Conditional Use Permit. This will allow each project to be reviewed by the Planning Commission and the City Council. We recommend using the same conditions that are in place for self-storage facilities in the B-3 District. They are as follows:

1. All self-service storage facilities in the B-4 District be fully enclosed. All operations, activities and storage shall be conducted within a completely enclosed building;
2. The leasing office must have a brick façade;
3. Commercial activities being run in and out of storage units shall be prohibited;
4. Storage of feed, fertilizer, grain, soil conditioners, pesticides, chemicals, explosives and other hazardous materials, asphalt, brick, cement, gravel, rock, sand and similar construction materials, inoperable vehicles, or bulk storage of fuels shall be prohibited. The operator of the self-service storage facility shall include a provision to this effect in any lease used to rent the storage units;
5. Self-service storage facilities may not be located on land abutting a residential district or use;
6. Storage of boats, recreational vehicles, and motor vehicles shall be prohibited. This includes outside storage. The operator of the self-service storage facility shall include a provision to this effect in any lease used to rent the storage units;
7. All building façades abutting public right-of-ways shall have a brick façade.

#### **IV. PLANNING COMMISSION RESOLUTION**

The Hopewell Planning Commission voted 5 to 0 at their October 5, 2017 to recommend approval of the request for a Zoning Ordinance Amendment to amend Article XI-A, Corridor Development District, Section A., Use Regulations to allow self-service storage facilities by Conditional Use Permit.

#### **V. CITY COUNCIL**

Staff requests the City Council set a public hearing for November 14, 2017 to consider citizen comments regarding this request for a Zoning Ordinance Amendment to allow self-service storage facilities in the B-4 Zoning District by Conditional Use Permit.

While the City received this request from Amin Land Holdings, LLC, this request would affect all property in the zoned B-4. If approved, the amendment does not grant Amin Land Holdings, LLC the right to construct the storage facility. They are required to file a Conditional Use Permit application and follow the application process.

**Article XI-A**  
**Corridor Development District (B-4)**

**STATEMENT OF INTENT**

This district is intended to provide a special district for the Woodlawn/Oaklawn Corridor area which will allow and encourage a harmonious mixing of a variety of commercial, office and professional uses and financial institutions.

**A. USE REGULATIONS**

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

1. Automobile and truck sales and service establishments and truck rental and agencies, provided that all vehicle 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.
2. Automotive parts stores.
3. Barber shops and beauty parlors.
4. Bookstores.
5. Car washes.
6. Casual and formal wear stores.
7. Churches.
8. Cigarette, cigar and tobacco retail distributor.
9. Commercial banks and financial institutions, not to include check cashing establishments.
10. Contractors' establishments and display rooms, where business is conducted entirely within a completely enclosed building and where there is no storage of supplies or equipment outside the building.
11. Convenience stores with gasoline.
12. Convenience stores without gasoline.
13. Craft Beer/Tap Room.
14. Day nurseries and child care centers.
15. Financial and tax preparation services.
16. Fire stations and rescue squads.
17. Florist.
18. Grocery store.

19. Home furnishing store.
20. Hotels and motels.
21. Institutions of higher learning.
22. Insurance agency.
23. Laundry and dry cleaning.
24. Medical and dental offices.
25. Microbrewery/Restaurant.
26. Municipal and private utilities.
27. Night clubs and dance halls, with a Conditional Use Permit issued by City Council.
28. Off street parking.
29. Pet shops and supplies, excluding boarding kennels.
30. Pharmacy.
31. Plant nurseries and greenhouses.
32. Post Offices.
33. Printing shops.
34. Radio or television broadcasting stations, studios, or offices.
35. Real estate agency.
36. Restaurants.
37. Schools, special
- 38. Self-Service Storage Facility, with a Conditional Use Permit issued by City Council**
39. Service stations.
40. Shoe repair.
41. Single family dwellings, with a Conditional Use Permit issued by City Council, with all area, lot width, and setback requirements set on a case-by-case basis by Council in the permit.
42. Sports facilities, indoor.
43. Sports facilities, outdoor, with a Conditional Use Permit issued by City Council.
44. Sporting goods and hunting supplies.
45. Tailor and seamstress.
46. Tattoo parlor and body piercing establishments, with a Conditional Use Permit issued by City Council.
47. Telecommunications towers or antenna for wireless transmission above the frequency of 20,000 Hertz (hz) with a Conditional Use Permit issued by City Council.
48. Theaters, motion pictures theaters, and assembly halls, but excluding drive-ins.

49. Veterinary hospitals and animal shelters.
50. Video rental stores, not to include adult video establishments.
51. Wine bar
52. Winery/Restaurant

## **B. AREA REGULATIONS**

1. For each building containing or intended to contain one (1) or more permitted use, there shall be a minimum lot area of twelve thousand (12,000) square feet.
2. For each apartment on the second or subsequent floors of a commercial/office use, there shall be a minimum lot area of one thousand (1,000) square feet per dwelling unit. This is not in addition to the twelve thousand (12,000) square foot minimum lot area required above.
3. For multi-family uses, there shall be a minimum lot area of twelve thousand (12,000) square feet and one dwelling unit shall be permitted for each one thousand (1,000) square feet of lot area.

## **C. LOT WIDTH REGULATIONS**

The minimum lot width for permitted uses in this district shall be one hundred (100) feet.

## **D. SETBACK REGULATIONS**

Structures shall be located at least forty (40) feet from any street or highway right-of-way.

## **E. YARD REGULATIONS**

1. Side: The minimum width of each side yard for a permitted use in this district shall be ten (10) feet.
2. Rear: Each main structure shall have a rear yard of at least twenty five (25) feet.

## **F. HEIGHT REGULATIONS**

Buildings may be erected up to seventy (70) feet from grade.

## **G. SUPPLEMENTAL PARKING REGULATIONS**

Off-street parking spaces shall be in conformity with the requirements for specific uses as set forth in Article XVIII, however, no off-street parking or paved travel way shall be located within ten (10) feet of a right-of-way; no off-street parking shall be permitted within ten (10) feet of the sideline.

## **H. SCREENING**

At least thirty (30) feet of vegetation screening is required along the northern side of Virginia Street and the southern side of Poplar Street. Buffers shall be required to separate residential from all other uses.

## **I. LANDSCAPING**

All non-residential uses, including parking lots where a front yard is provided, shall be landscaped. A landscaping plan is required to be submitted in conjunction with the Site Plan Requirements of Article XVI.

## **J. REQUIREMENTS FOR PERMITTED USES**

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

## **K. SPECIAL REQUIREMENTS**

Rear entrances for businesses will not be allowed along Virginia ~~Avenue~~ Street or along Poplar Street.

## **L. CONVERSION OF USE IN B-4 DISTRICT**

In order for property to be converted from residential use to any other permitted use, all area, lot width, setback, yard, supplemental parking, screening, and landscaping requirements of the zoning district must be met.

**R-6**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Appropriation of Returned EDA Funds**

**RECOMMENDATION:** Staff recommends the consideration for the allocation of \$250,000 of returned EDA funds to Riverwalk funds and to place the remaining returned EDA funds in reserve for future City Council approval of the City Park entranceway and statuary projects.

**BACKGROUND:** The Riverwalk will be a regional waterfront amenity connecting downtown to the marina.

**FISCAL IMPACT:** Up to \$250,000 of returned EDA funds

**ENCLOSED DOCUMENTS:** None

**STAFF:**

Charles E. Dane, Interim City Manager  
 Tevya Griffin, Director of Development  
 Aaron Reidmiller, Director of Recreation and Parks  
 Austin Anderson, Construction Manager

Council Action Form 2017

**SUMMARY:**

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

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

<b>May 9, 2017</b>
--------------------

**R-7**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**     Approval of Resolution for Personal Property Tax Relief (PPTR) Percentage for 2017

**RECOMMENDATION:**     The City Treasurer and Commissioner of Revenue recommend approval of the PPTR percentage at 46% for tax year 2017.

**TIMING:**     City Council action is requested on October 24, 2017 so the Commissioner of Revenue may complete the 2017 personal property book by November 15, 2017.

**BACKGROUND:**     In accordance with changes by the 2005 General Assembly, the State's personal property tax relief percentage is based on a predetermined lump sum amount paid annually to localities since tax year 2006. Hopewell's predetermined amount for tax relief is \$1,618,029.64 and is paid each year to the City in four installments. The \$1.6 million is used in the calculation to estimate the State's portion or PPTR percentage for qualifying vehicles on the first \$20,000 in value. The tax relief percentage is estimated or recalculated annually and may change from year to year as the taxable base for qualifying vehicles changes. For 2017, the percentage of 46% produces the amount closest to (without going below) the \$1.6 million paid to the City by the State.

**FISCAL IMPACT:**     Minimal

**ENCLOSED DOCUMENTS:**     2017 PPTR Percentage Estimates  
Proposed Resolution

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

Council Action Form 2017

**SUMMARY:**

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

**Insert  
Date of  
Meeting**

## 2017 Personal Property Tax Relief (PPTR) Percentage Estimates

Annual State Tax Share/PPTR received	\$1,618,000
--------------------------------------	-------------

### PERCENTAGE ESTIMATES

State Share from preliminary 2017 Personal Property Book using 45% relief (approx. \$13,000 <i>less</i> than PPTR received)	\$1,605,000
--	-------------

State Share from preliminary 2017 Personal Property Book using 46% relief (approx. \$24,000 <i>more</i> than PPTR received)***	\$1,642,000
---	-------------

State Share from preliminary 2017 Personal Property Book using 47% relief (approx. \$56,000 <i>more</i> than PPTR received)	\$1,674,000
--	-------------

**PLEASE NOTE:** Due to proration, personal property taxes are adjusted routinely by the Commissioner's Office. For any given year, tax abatements are normally greater than tax supplements, causing the estimated state share to decrease. Accordingly, choosing an amount slightly more than the \$1,618,000 paid by the state allows the estimated share to be adjusted "down" for net abatements.

Please also note that the tax relief percentages estimated above are lower than the 49% approved for tax year 2016. The City's tax base continues to grow (both in value and number of vehicles) which, in turn, causes the PPTR percentage to decrease.

### RECOMMENDATION

**\*\*\*It is recommended that the PPTR percentage of 46% be approved for tax year 2017. This percentage produces the amount closest to (without going below) the \$1,618,000 paid annually to the City by the State.**

**R-8**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**      **Routine Grant Approval**

**ISSUE:** The Department of Development has received a \$24,000 grant from the Cameron Foundation for the Conservation and Preservation of Historic Cedar Trees on Cedar Lane.

**RECOMMENDATION:** Staff recommends approval of the grant. The award letter must be received prior to November 15, 2017.

**TIMING:** October 24, 2017

**BACKGROUND:** The Architectural Review Board (ARB) requested Council approve an ordinance to protect cedar trees along Cedar Lane that act as a gateway into the Historic City Point District. The ordinance was passed on September 27, 2016. Under the direction of Mary Calos, Chairman and Rita Joyner, Vice Chairman of the ARB, Board members and Staff applied for a historic preservation grant through the Cameron Foundation in August 2017. We are happy to announce the approval of grant funds for \$24,000 to implement the goals of the cedar tree preservation ordinance.

**FISCAL IMPACT:** \$24,000 to conserve and protect cedar trees on cedar lane

**ENCLOSED DOCUMENTS:** Award letter

**STAFF:** Tevya W. Griffin, AICP, Director of Development

**SUMMARY:**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**STAFF:**

**SUMMARY:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <b>Y</b>                 | <b>N</b>                 |   |
| <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          |

- |                          |                          |                                  |
|--------------------------|--------------------------|----------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                  |
| <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    |





October 9, 2017 *Strategically leveraging resources for a healthy, vibrant and economically vital region*

Mrs. Tevya W. Griffin  
Director of Development  
City of Hopewell - Department of Development  
300 North Main Street  
3rd Floor, Suite 321  
Hopewell, VA 23860

Dear Mrs. Griffin:

I am pleased to inform you that at a meeting on October 3, 2017, the Board of Directors of The Cameron Foundation approved a grant of \$24,000 to City of Hopewell - Department of Development.

**This is a one-year grant of \$24,000 to City of Hopewell - Department of Development to support the *Conservation & Preservation of Historic Cedar Trees on Cedar Lane project*. In making this grant the Foundation is not obligated to make a future grant for this or any other purpose.**

This grant has been approved with the understanding, based upon your representations, that City of Hopewell - Department of Development is exempt from federal income tax under Section 501(c)(3) OR Section 170(c)(1) of the Internal Revenue Code. (Note: a 501 (c)(3) organization cannot now, nor have been within the last five years, classified as a "private foundation" as described in Section 509 (a) of said Code.) Further, in accepting this grant City of Hopewell - Department of Development agrees that the grant funds will be used exclusively for exempt purposes as described in Section 501(c)(3) or Section 170(c)(1), as applicable, and will not be used for the carrying on of propaganda, nor for otherwise attempting to influence legislation (within the meaning of the taxable expenditure prohibition rules of Treasury Regulations §53.4945-2), nor for participating in, or intervening in, any political campaign on behalf of, or in opposition to, any candidate for public office.

The grant also is expressly conditioned upon the following:

1. The grant funds must be used exclusively for the purpose or purposes described in the proposal your organization submitted to the Foundation; provided, however, that if your organization determines that a material variance in use is required or desirable, your organization may request a variance in use from the Foundation. The Foundation will have no obligation to permit such a variance, and your organization must not implement any such variance unless and until it receives written permission from the Foundation.
2. Your organization must submit to the Foundation both a post-grant evaluation report and a post-grant financial report with respect to the activities funded by the grant.

**ORIGINAL**

These forms must be completed on the Foundation's website, ([www.camfound.org](http://www.camfound.org)) at the applicant login section. Reporting must be submitted on or before the following dates:

**11/30/2018 Final Report**

The Foundation also would welcome your submission of any other program or financial reports that your organization may prepare.

If your organization, without a reason acceptable to the Foundation, fails to submit the reports described above when they are due, the Foundation may require your organization to return all or a portion of the grant funds to the Foundation. In addition, unexcused delinquencies or tardiness in furnishing the reports may result in the denial of grant requests by your organization for a period of five years.

This grant will be made according to the following payment schedule:

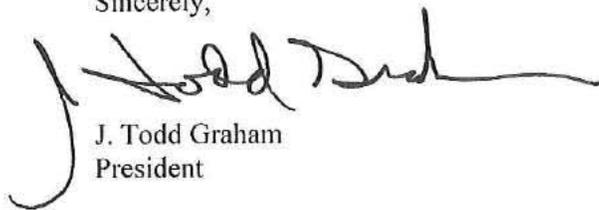
**11/15/2017 \$24,000**

If your organization is a publicly supported organization under Section 501(c)(3) of the Internal Revenue Code, be advised that the Foundation is a private foundation and only a portion of this grant may qualify as public support.

If you accept the foregoing terms and conditions of the grant, please indicate such acceptance by signing and returning the original letter (the copy is for your records). It is very important that you do this at your first opportunity, because the grant will be subject to cancellation by the Foundation if the signed copy is not received by the Foundation before the date for the first scheduled payment pursuant to the grant.

On behalf of the Board of Directors of The Cameron Foundation, I congratulate your organization on its selection as a grant recipient, and I extend my best wishes for the success of your efforts. If you have concerns or questions, please feel free to contact me.

Sincerely,



J. Todd Graham  
President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2017

City of Hopewell - Department of Development

By \_\_\_\_\_  
Charles Dane  
Interim City Manager

By \_\_\_\_\_  
Mrs. Tevya W. Griffin  
Director of Development

**ORIGINAL**

**REPORTS  
OF THE  
CITY  
ATTORNEY**

**REPORTS  
OF THE  
CITY CLERK**

# **REPORTS OF THE CITY COUNCIL**

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

**ADJOURN**