

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

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

Charles Dane, Interim City Manager
Stefan M. Calos, City Attorney
Ronnieye Arrington, City Clerk

Date: September 26, 2017

MUNICIPAL BUILDING

TIME: Work Session 5:30 p.m.
Closed Meeting 6:30 p.m.
Regular Meeting 7:30 p.m.

OPEN MEETING

5:30 p.m. Call to order, roll call, and welcome to visitors

MOTION: To amend/adopt agenda

Roll Call

WORK SESSION

WS-1 Work session with Cherry Bekaert regarding 2015 CAFR

6:30 p.m.

CLOSED MEETING

MOTION: To go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city manager, city attorney); (2) discussion of appointment of specific appointees of city council (HRHA, CPMT, Oversight Committee, acting city manager succession); and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items] and (8), respectively.

Roll Call

RECONVENE OPEN MEETING

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

Roll Call

MOTION: To amend/adopt agenda

Roll Call

REGULAR MEETING

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

Prayer by Chaplain Judy Bailey of the John Randolph Pastoral Care followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice Mayor Gore.

Consent Agenda

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

C-1 Minutes:

C-2 Pending List: Given 9-12-17

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report: Included

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement: Request by KMRRT to vacate a portion of Poplar Street

C-8 Information for Council Review: HRHA Minutes for June 12, 2017; School Board minutes for August 10, 2017; Talent Bank Resume form, revised to add lines for date of birth and social security number

C-9 Resolutions/Proclamations/Presentations: None

C-10 Additional Announcements: Homeland TV series filming announcement; budget information

Public Hearings

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

None

Communications from Citizens

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

Regular Business

Reports of City Manager:

R-1 KMRRT LLC request to vacate a portion of Poplar Street

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

This presentation is for information only. No action is requested by Council at this time.

R-2 Ordinance revising Chapter 15, Article III, Sec. 15-49 of the City Code

ISSUE: This issue was brought before Council at its September 12, 2017 meeting. Council requested that the ordinance be revised, which has been done.

RECOMMENDATION: Staff recommends **approval of the revised ordinance amending Chapter 15, Article III, Sec. 15-49 of the City Code.**

MOTION: _____

Roll Call

R-3 Review of the revised City Council Rules

ISSUE: Council will finalize its review of its revised Council Rules at its Retreat in October. To that end, Council may elect to review and approve the portions of the revised rules that are not in contention.

Council will discuss its rules. No action is required at this time.

Reports of the City Attorney:

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

Citizen/Councilor Requests

Other Council Communications

Adjournment

Work Session

**CLOSED
MEETING**

REGULAR MEETING

CONSENT AGENDA

FINANCIAL REPORT



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

FY 2018 (as of August 31, 2017) - Period 2

<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.
General Fund Total			22,500	
7/11/2017	011	Federal Funds	\$ 162,676	Appropriation of FY 2018 CDBG Program Total Funding.
7/11/2017	011	Federal Funds	7,368	Reappropriation of FY 2017 CDBG Program Unused Funding in FY 2018.
Grants Fund Total			170,044	
8/8/2017	071	Contribution/Grant Funds	40,680	Appropriation of Grant from FOLAR for Riverwalk Capital Project.
Capital Projects & Debt Service Fund Total			40,680	
Sub-Total - All Funds (w/ Interfund Transfers)			233,224	
Less: Interfund Transfers			-	
Total - All Funds (w/o Interfund Transfers)			233,224	

City of Hopewell, VA

"Unaudited" Balance Sheet Summary by Fund
 FY 2018 (as of August 31, 2017) - Period 2

Fund #	Fund Name (or Description)	Total Assets	Total Liabilities	Beginning Fund Balance	Total Revenues	Total Expenditures	Ending Fund Balance
003	Perpetual Care Fund	1,049,034.25	(75.00)	1,033,409.80	19,267.17	(3,717.72)	1,048,959.25
011	General Fund	16,875,216.93	(16,892,547.40)	3,044,294.58	1,399,044.57	(4,460,669.62)	(17,330.47)
012	Social Services Fund	649,815.98	(277,432.47)	458,416.92	617,428.11	(703,461.52)	372,383.51
014	School Operating Fund	Unavailable	Unavailable	Unavailable	2,623,279.87	(3,498,069.28)	Unavailable
015	Children's (Comprehensive) Services Act Fund	1,899,902.23	(1,399,120.42)	469,099.50	177,117.31	(145,435.00)	500,781.81
030	Refuse Fund	3,175,858.83	(109,852.92)	3,179,827.53	2,411.71	(116,233.33)	3,066,005.91
032	Hopewell Regional Water Treatment Fund	89,145,524.69	(19,105,505.46)	68,449,178.62	3,043,291.13	(1,452,450.52)	70,040,019.23
035	Recreation Fund	(42,418.13)	(169,306.00)	38,830.93	31,760.19	(282,315.25)	(211,724.13)
038	Marina Fund	92,858.66	-	89,538.66	3,320.00	-	92,858.66
040	Sewer Operations Fund	26,294,202.95	(10,589.33)	25,126,692.86	1,156,920.76	-	26,283,613.62
041	Sewer Maintenance Fund	30,117,446.53	(25,806,050.76)	5,006,935.53	23,781.85	(719,321.61)	4,311,395.77
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	628,985.23	(31,459.82)	688,547.75	-	(91,022.34)	597,525.41
049	Storm Water 2 Fund	(64,712.49)	(1,000,000.00)	(1,060,932.99)	5,488.50	(9,268.00)	(1,064,712.49)
052	Grants Fund	339,507.68	(102,241.30)	239,136.22	-	(1,869.84)	237,266.38
053	Anti-Litter Fund	19,106.20	-	19,106.20	-	-	19,106.20
056	School Textbook Fund	Unavailable	Unavailable	Unavailable	42,906.63	-	Unavailable
057	School Cafeteria Fund	Unavailable	Unavailable	Unavailable	(30.90)	(99,385.75)	Unavailable
063	School Building & Bus Replacement Fund	Unavailable	Unavailable	Unavailable	-	-	Unavailable
071	Capital Projects & Debt Service Fund	16,416,453.58	383,521.89	17,598,179.81	814,208.70	(1,612,413.04)	16,799,975.47
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	55,633.03	-	55,633.03	-	-	55,633.03
073	Police Seizure Assets (Forfeitures) Fund	55,608.13	(26,140.70)	29,467.43	-	-	29,467.43
075	Economic Development Fund	(375,469.42)	-	(375,469.42)	-	-	(375,469.42)
076	Self-Insurance Fund	669,274.79	-	779,582.79	-	(110,308.00)	669,274.79
090	Healthy Families Fund	(171,017.95)	(15,220.37)	(155,296.55)	10,696.94	(41,638.71)	(186,238.32)
Total - All Funds		236,823,388.85	(146,706,104.94)	92,562,671.47	9,970,892.54	(13,347,579.53)	90,117,283.91

90,117,283.91

89,185,984.48

Prepared by: Lance Wolff
 Report date: September 21, 2017

City of Hopewell, VA

"Unaudited" Actual vs. Budgeted Revenues Summary
 FY 2018 (as of August 31, 2017) - Period 2

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	\$ 19,267.17	\$ -	\$ (145,732.83)
011	General Fund	52,752,980	22,500	52,775,480	1,399,044.57	-	(51,376,435.43)
012	Social Services Fund	5,021,939	-	5,021,939	617,428.11	-	(4,404,510.89)
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	177,117.31	-	(3,157,432.69)
030	Refuse Fund	2,104,382	-	2,104,382	2,411.71	-	(2,101,970.29)
032	Hopewell Regional Water Treatment Fund	14,951,688	-	14,951,688	3,043,291.13	-	(11,908,396.87)
035	Recreation Fund	1,776,900	-	1,776,900	31,760.19	-	(1,745,139.81)
038	Marina Fund	14,400	-	14,400	3,320.00	-	(11,080.00)
040	Sewer Operations Fund	8,479,425	-	8,479,425	1,156,920.76	-	(7,322,504.24)
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	-	170,044	170,044	-	-	(170,044.00)
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	814,208.70	-	(5,026,471.30)
072	Fixed (Capital) Assets & LTD Fund	-	-	-	-	-	-
073	Special Welfare Fund	-	-	-	-	-	-
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	10,696.94	-	(193,438.06)
Total - All Funds		\$ 167,335,776	\$ 233,224	\$ 167,569,000	\$ 9,970,892.54	\$ -	\$ (157,598,107.46)
City G/L		\$ 108,316,596	\$ 233,224	\$ 108,549,820	\$ 7,304,736.94	\$ -	\$ (101,245,083.06)
School Div. G/L		59,019,180	-	59,019,180	2,666,155.60	-	(56,353,024.40)
Total		\$ 167,335,776	\$ 233,224	\$ 167,569,000	\$ 9,970,892.54	\$ -	\$ (157,598,107.46)

City of Hopewell, VA
 "Unaudited" Actual vs. Budgeted Expenditures Summary
 FY 2018 (as of August 31, 2017) - Period 2

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	\$ 3,717.72	\$ 22,213.20	\$ 139,069.08
011	General Fund	52,752,980	22,500	52,775,480	4,460,669.62	2,855,478.82	45,459,331.56
012	Social Services Fund	5,021,939	-	5,021,939	703,461.52	32,532.40	4,285,945.08
014	School Operating Fund	51,997,255	-	51,997,255	3,498,069.28	1,930,520.36	46,568,665.36
015	Childrens' (Comprehensive) Services Act Fund	3,334,550	-	3,334,550	145,435.00	88,005.20	3,101,109.80
030	Refuse Fund	2,104,382	-	2,104,382	116,233.33	1,186,859.42	801,289.25
032	Hopewell Regional Water Treatment Fund	14,951,688	-	14,951,688	1,452,450.52	6,812,292.05	6,686,945.43
035	Recreation Fund	1,776,900	-	1,776,900	282,315.25	153,626.75	1,340,958.00
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	719,321.61	1,688,408.79	5,023,575.60
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	91,022.34	2,156,309.37	(888,001.71)
049	Storm Water 2 Fund	250,000	-	250,000	9,268.00	49,676.77	191,055.23
052	Grants Fund	-	170,044	170,044	1,869.84	-	168,174.16
053	Anti-Litter Fund	6,063	-	6,063	-	-	6,063.00
056	School Textbook Fund	650,000	-	650,000	-	-	650,000.00
057	School Cafeteria Fund	3,269,351	-	3,269,351	99,385.75	897,407.84	2,272,557.41
063	School Building & Bus Replacement Fund	2,377,447	-	2,377,447	-	400,055.00	1,977,392.00
071	Capital Projects & Debt Service Fund	7,174,938	40,680	7,215,618	1,612,413.04	1,861,244.57	3,741,960.39
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	110,308.00	330,924.00	58,768.00
090	Healthy Families Fund	204,135	-	204,135	41,638.71	191.96	162,304.33
Total - All Funds		\$ 165,488,988	\$ 233,224	\$ 165,722,212	\$ 13,347,579.53	\$ 20,466,068.50	\$ 131,908,563.97
City G/L		\$ 107,194,935	\$ 233,224	\$ 107,428,159	\$ 9,750,124.50	\$ 17,238,085.30	\$ 80,439,949.20
School Div. G/L		58,294,053	-	58,294,053	3,597,455.03	3,227,983.20	51,468,614.77
Total		\$ 165,488,988	\$ 233,224	\$ 165,722,212	\$ 13,347,579.53	\$ 20,466,068.50	\$ 131,908,563.97

PERSONNEL

CHANGE

REPORT

&

FINANCIAL

REPORT

PUBLIC HEARING ANNOUNCEMENTS

THERE WILL BE A PUBLIC HEARING ON OCTOBER 10,
2017, FOR KMRRT TO BE HEARD ON ITS REQUEST TO
VACATE A PORTION OF POPLAR STREET

**INFORMATION
FOR COUNCIL
REVIEW**