



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. Zevgolits, Councilor, Ward #3
Janice Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

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

Date: April 25, 2017

MUNICIPAL BUILDING

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

OPEN MEETING

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

MOTION: To amend/adopt agenda

MOTION: To go into closed meeting for (1) discussion of the appointment of specific appointees of city council (city clerk), and (2) 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 sections 2.2-3711 (A) (1) and (7), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

CERTIFICATION 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?

Roll Call

REGULAR MEETING

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

Prayer by Rev. Jefferson Butler pastor of John Randolph Medical Center Pastoral Care followed by the Pledge of Allegiance to the Flag of the United States of America.

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. (Rule 304)

- C-1** **Minutes:** January 3, 2017; January 10, 2017; January 24, 2017
- C-2** **Pending List:**
- C-3** **Routine Approval of Work Sessions:**
- C-4** **Personnel Change Report & Financial Report:** Included
- C-5** **Ordinances on Second & Final Reading:** None
- C-6** **Routine Grant Approval:** None
- C-7** **Public Hearing Announcement:** May 2, 2017 - City Budget, and School Division Budget
- C-8** **Information for Council Review:** Hopewell Water Renewal minutes for January 30, 2017; April 2017 Board Report for Library; School Board minutes for March 9, 2017 and March 16, 2017
- C-9** **Resolutions/Proclamations/Presentations:** Freedom Support Center presentation; Suzanne Beauvoir Jackson CEO of John Randolph Hospital; Pinwheels for Prevention; Building Safety Month proclamation; Proclamation for Administrative Professionals Week; Presentation from the Hope House; NLC Presentation
- C-10** **Additional Announcements:** Joint Ward Meeting for Wards 2 and 6 on Thursday, April 27, 2017 at 6:30 p.m. at Sunlight Elks Lodge, including discussion of abatement of blighted properties: (1) 1811 Dinwiddie Avenue, (2) 1710 Danville Street, (3) 2313 Dellrose Avenue, (4) 2330 Dellrose Avenue, (5) 3925 Courthouse Road, and (6) 1304 Arlington Avenue

Public Hearings

*Addressing Council – 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)*

Public Hearings - For the purpose of receiving comments regarding the following requests by the City of Hopewell to amend and reenact the Hopewell Zoning Ordinance in accordance with section 15. 2-2285 of the Code of Virginia:

- PH-1** Amend Article XI, Highway Commercial District (B-3), section A to allow accessory structures, by issuance of a Conditional Use Permit, to include metal carports that are not visible from primary streets, and other conditions City Council may deem necessary.

MOTION: To amend Article XI (A) of the zoning ordinance, to allow accessory structures, by issuance of a Conditional Use Permit, to include metal carports that are not visible from primary streets.

Roll Call

PH-2 Amend Article XIV-B, Tourist/Historic District (TH-1), section J. Architectural Review Board; section M. Issuance of Certificate of Appropriateness; section P. Violations; section U. Exclusion; and section X. Protective Maintenance.

MOTION: To amend and reenact Article XIV-B of the zoning ordinance, regarding certificates of appropriateness, violations, exclusions, and protective maintenance.

Roll Call

PH-3 Article IX, Downtown Central Business District (B-1), section H. Architectural Treatment – Rehabilitation; section M. Downtown Design Review Committee; section O. Criteria for granting a Certificate of Appropriateness; section T. Exclusion; and section U. Protective Maintenance.

MOTION: To amend and reenact Article IX of the zoning ordinance, regarding rehabilitation, the Downtown Design Review Committee, certificates of appropriateness, exclusions, and protective maintenance.

Roll Call

Communications from Citizens

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

REGULAR BUSINESS

Reports of City Manager:

R-1 Approval of Fiscal Year 2017 General Fund/finance budget appropriation for City Council travel costs.

ISSUE: Council’s budget has been depleted for the current fiscal year.

RECOMMENDATIONS: Staff recommends approval

MOTION: To appropriate an additional \$7,500 to supplement the Fiscal Year 2017 budget for Council travel.

Roll Call

R-2 Approval of Fiscal Year 2017 General Fund/finance budget appropriation for City Council costs for miscellaneous expenses.

ISSUE: Council’s budget has been depleted for the current fiscal year.

RECOMMENDATION: Staff recommends approval

MOTION: To appropriate an additional \$15,000 to supplement the Fiscal Year 2017 budget for Council miscellaneous expenses.

Roll Call

R-3 Presentation by CodeRVA Regional regarding the Resolution requested by the School Boards of the counties of Chesterfield, Cumberland, Dinwiddie, Goochland, Hanover, Henrico, New Kent, Powhatan, Prince George and Sussex, and the Cities of Colonial Heights, Hopewell, Petersburg and Richmond appointing a fiscal agent for CodeRVA.

MOTION: To approve the designation of the Director of the Department of Finance for Henrico County to serve as the fiscal agent for CodeRVA and to sign a resolution so stating.

Roll Call

R-4 Capital Improvement Plan

ISSUE: Review Requested Capital Projects and City Manager’s Recommendation for CIP

RECOMMENDATION: Approval of City Manager’s Recommendation of Capital Project Funding for CIP

MOTION: To approve the City Manager’s Recommendation of Capital Project Funding for CIP

Roll Call

R-5 FY2018 Balance Budget Options

R-6 Approval of Tax Rate for 2018

ISSUE: A tax rate needs to be established before tax bills can be sent and before the school’s budget can be approved.

RECOMMENDATION: Approval of tax rate of \$1.17 on first reading.

MOTION: To approve a tax rate of \$_____ on first and only reading.

Roll Call

Reports of the City Attorney:

Reports of the City Clerk:

Accepting Talent Bank Resumes (TBR) for ALL Boards and Commissions

Reports of City Council:

Committees

Individual Councilors:

Citizen/Councilor Requests

Other Council Communications

Adjournment

MINUTES

January 3, 2017
Reorganizational Meeting

MINUTES OF THE CITY COUNCIL REORGANIZATIONAL MEETING
HELD JANUARY 3, 2017

REORGANIZATIONAL MEETING

A Reorganizational Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, January 3, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Vice Mayor Luman-Bailey, Ward #1
Councilor Holloway, Ward #2
Councilor Zevgolis, Ward #3
Councilor Gore, Ward #4
Councilor Denton, Ward #5
Councilor Pelham, Ward #6
Councilor Shornak, Ward #7

REORGANIZATIONAL MEETING

Mayor Pelham, called the meeting to order.

The opening prayer was offered by Pastor Ken Hendricks of Woodlawn Baptist Church, followed by the Pledge of Allegiance, to the Flag of the United States of America.

OATHS OF OFFICE

Circuit Court Clerk Tamara Ward performed the Oath of Office for Councilor Jasmine E. Gore, Ward #4; Councilor Janice B. Denton, Ward #5 and Councilor Brenda S. Pelham, Ward #6, and such Councilors were duly sworn.

Upon the roll call, attendance was taken as follows:

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

The Mayor stated the purpose of the reorganizational meeting to choose a Mayor and Vice Mayor, each of whom shall serve a period of two years from the date of appointment, and until their successor or successors have been elected and qualified, in accordance with Chapter IV, Section 4 (a), of the City Charter. Mayor Pelham requested legal clarification as to how they would accept nominations. The City Attorney rendered his opinion and Council agreed to accept a nomination and then vote.

Mayor Pelham declared nominations open for the office of Mayor.

January 3, 2017
Reorganizational Meeting

A Motion was made by Councilor Denton, and seconded by Councilor Gore, on the nomination of Councilor Shornak as Mayor. Upon the roll call, the vote resulted:

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

Vote Result: 4 yes/3 no. The motion passed.

Councilor Shornak was declared Mayor of the City of Hopewell, for a term extending through December 31, 2019.

The gavel was passed to Mayor-Elect Shornak and opened the floor for nominations for Vice Mayor.

Motion was made by Councilor Denton, and seconded by Mayor-Elect Shornak, to nominate Councilor Luman-Bailey for Vice Mayor. Upon the roll call, the vote resulted:

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

Vote Result: Motion Failed 4 no/3 yes.

A motion was made by Councilor Holloway, and seconded by Councilor Pelham, to elect Councilor Gore as Vice Mayor. Upon the roll call, the vote resulted:

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

Vote Result: The motion passed 5 yes/2 no.

* A motion had been made by Councilor Luman-Bailey to nominate Councilor Zevgolis for Vice Mayor after the motion by Councilor Holloway to nominate Councilor Gore for Vice Mayor and seconded by Councilor Pelham. Earlier, Mayor Pelham had requested legal clarification as to how they would accept nominations. The City Attorney rendered his opinion and Council agreed to accept a nomination and then vote. Therefore, the motion made by Councilor Luman-Bailey was not accepted at that time.*

January 3, 2017
Reorganizational Meeting

Councilor Gore was declared Vice Mayor, of the City of Hopewell for a term extending through December 31, 2019.

Mayor-Elect Shornak and Vice Mayor Elect Gore were duly sworn in by Tamara Ward, Hopewell Circuit Court Clerk.

SPECIAL MEETING BUSINESS

SB-1 – Special Business - Establish City Council regular meeting dates for 2017, in accordance with Virginia Code § 15.2-1416.

A motion was made by Councilor Pelham, and seconded by Councilor Luman-Bailey, to Establish City Council regular meeting dates for 2017, in accordance with Virginia Code § 15.2-1416 and to approve the 2017 Hopewell City Council regular meeting dates as the second and fourth Tuesday on the following months, January, February, March, April, May, June, September and October and for the months of July, August and December Council shall meet on the second Tuesday and for the month of November Council shall meet on the third Tuesday. Also, city council fixed the following Tuesday as the day to which a regular meeting shall be continued if the mayor, or vice-mayor if the mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Upon the roll call the, the vote resulted:

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

Vote Result: 7-0 - 2017 Calendar Adopted

CLOSED MEETING

A motion was made by Councilor Pelham, and seconded by Councilor Denton, to go into closed meeting for (I) discussion of performance of specific appointees of City Council (City Manager), and (II) consultation related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (1) and (7), respectively. Upon the roll call, the vote resulted:

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

**January 3, 2017
Reorganizational Meeting**

Vote Result: 7-0 Yes

OPEN MEETING

Council convened into open session. councilors responded to the question: “were the only matters discussed in the closed meeting public business matters lawfully exempted from open meeting requirements; and public business matters identified in the motion to convene into closed session?” Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Yes

ADJOURN

At 9:09 a motion was made by Councilor Zevgolis, and seconded by Councilor Denton to adjourn the Reorganizational Meeting. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Meeting Adjourned

January 24, 2017

DATE

/s/ Jackie M. Shornak

Jackie M. Shornak, Mayor

Ross A. Kearney, III

Ross A. Kearney III, Clerk

**January 10, 2017
Regular Meeting**

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD JANUARY 10, 2017

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, January 10, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

Mark A. Haley, City Manager
Stefan M. Calos, City Attorney
Ross A. Kearney III, 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

MOTION: To Amend/Adopt Agenda

A motion was made by Councilor Zevgolis, and seconded by Vice Mayor Gore, to amend the agenda by removing C-7 under the consent agenda and then adopting the amended agenda. Minutes-none; Pending & Action List; Information for Council Review-none; Personnel Change Report; Public Hearing Announcements January 24, 2017; Routine Approval of Work Sessions – none Ordinances on second and final reading-none; Routine Grant Approval-none; and, Proclamations/Resolutions/Presentations-Resolution – none. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Yes Agenda Amended and Adopted

**January 10, 2017
Regular Meeting**

WORK SESSION

WS – 1 Work Session - Rezoning of Property - Presentation from Shane Doran of the Humanities Foundation of South Carolina, to provide an overview of two requests for rezoning and answer initial questions of City Council.

Mrs. Tevya Griffin, Director of Neighborhood Assistance and Planning addressed Council regarding the presentation they were about to receive from Shane Doran of the Humanities Foundation of South Carolina. Mrs. Griffin explained that the purpose of the work session is to provide an overview of two requests for rezoning and to answer initial questions from City Council. Mr. Doran explained to Council that the Humanities Foundation of South Carolina was requesting from H. F. Quail LLC on behalf of Papi Naidu LLC to rezone 8.041 acres for Sub-parcels 245-0040 & 245-0045, also known as Crossings North Section 3, Block C - Lot 8 (4.979 acres) and Lot 9 (3.062 acres). His request is to rezone the property from B-3, Highway Commercial District to B-3/PUD, Planned Unit Development in order to build Multi-family housing set aside for families and to rezone 5.57 acres for Sub-parcels 245-0090 & 245-0095, also known as Crossings North Section 3, Block C - Lot 19 (2.49 acres) and Lot 20 (3.08 acres). The requests is to rezone the property from B-3, Highway Commercial District to B-3/PUD, Planned Unit Development in order to build apartments set aside for senior citizen living. Mrs. Griffin informed Council that the applicant met with members of City Council, Staff, members of the Planning Commission, and the City Manager to discuss a proposal to construct senior and family multifamily units in Ward 7 in December 2016. A rezoning from B-3 to PUD is required to allow residential units on the properties in question. The Planning Commission held a public hearing on December 1, 2016 to consider citizen comments regarding the matter and the vote was 2-2 therefore the request to approve was denied. Planning Commission Member Elliott Eliades explained that the Commission even though the vote was tied which denied the approval, expressed that the Comp Plan did support this proposal.

Assistant City Manager Charles Dane requested from Council to hold a Public Hearing on January 24th, 2017 at 7:30 p.m. to receive citizen input on the proposed development, A motion was made by Councilor Denton, and seconded by Councilor Pelham to waive the rules of council and to hold a public hearing on January 24, 2017 at 7:30 p.m. Upon the roll call, the vote resulted:

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

Vote Result: 6-1 Yes Public Hearing Approved

REGULAR MEETING

**January 10, 2017
Regular Meeting**

Mayor Shornak opened the Regular Meeting at 7:35 p.m. and 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

Prayer was offered by Pastor David Kim, Full Gospel Korean Church of Hopewell, followed by the Pledge of Allegiance to the Flag of the United States of America.

UNFINISHED BUSINESS

UB-1 Request from Department of Neighborhood Assistance and Planning for a motion to renew a motion to approve a request for rezoning parcel #023-0230, Lots 5, 6, 7, & 8, Block 3, Buren Homestead Addition, from Residential High Density (R-3) to Limited Commercial District (B-2)

Mrs. Tevya Griffin, Director of Neighborhood Assistance and Planning addressed Council and explained that at Councils regular meeting on November 9, 2016, City Council denied the request, with a 3-3 vote, the rezoning request, the motion for which included a condition that development could not start on the property prior to January 2018.

A motion was made by Councilor Denton, and seconded by Councilor Zevgolis, to rezone parcel #023-0230 from R-3 to B-2, with the condition(s) that development could not begin until January 1, 2018. Upon the roll call, the vote resulted:

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

Vote Result: 6-1 Yes - Parcel #023-0230 Rezoned from R-3 to B-2, with the condition that development may not begin until January 1, 2018

REGULAR BUSINESS

R-1 Regular Business - FY 2014-15 CAFR Update Presentation and introduction of Lance Wolff as Interim Finance Director

City Manager Mark Haley introduced the interim Finance Director Lance Wolff. Mr. Wolff then provided Council with an update on the CAFR and stated that the auditors had a few questions and he was in the process of providing the requested information. Vice Mayor Gore and Councilor Pelham requested through the City Manager for him to provide what the auditors needed and for the City Manager to distribute the said information to all of Council.

**January 10, 2017
Regular Meeting**

R-2 Regular Business - Introduction of the new City of Hopewell Office on Youth Coordinator, Shanelle Ebanks.

Assistant City Manager Charles Dane introduced Ms. Shanelle Ebanks as the new City of Hopewell Office on Youth Coordinator. Ms. Ebanks addressed Council and stated that she was excited about position and looked forward to overseeing its growth.

R-3 Regular Business - Appropriate Virginia Department of Transportation (VDOT) revenue-sharing program reimbursements to City Capital Improvements Program (CIP) projects for street, sidewalk, and drainage improvements

Mr. Austin Anderson, Hopewell Capital Projects Construction Manager explained to Council that this appropriation is for the current fiscal year, the City will receive reimbursement payments from the Virginia Department of Transportation (VDOT) for completing work under a programmatic agreement.

A motion was made by Councilor Pelham, and seconded by Councilor Luman-Bailey, to Appropriate VDOT revenue-sharing program reimbursements to CIP projects. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Appropriation Approved

R-4 Regular Business - Pursuit by Real Estate Assessor of Certificate of Excellence in Assessment Administration from the International Association of Assessing Officers

Ms. Patrizia Waggoner, Hopewell City Assessor addressed Council regarding a future request by her department require resources to pursue prestigious Certificate of Excellence in Assessment Administration from the International Association of Assessing Officers. Council thanked her for her presentation and stated they would address this request during the upcoming budget sessions.

CLOSED MEETING

A motion was made by Councilor Pelham, and seconded by Vice Mayor Gore, to go into closed meeting for (I) discussion of specific appointees of City Council (City Manager, Economic Development Authority, Recreation Commission, Keep Hopewell Beautiful, and Virginia Gateway Region), (II) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating in the community, and (III) consultation 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) (5) and (7), respectively. Upon the roll call, the vote resulted:

**January 10, 2017
Regular Meeting**

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

Vote Result: 7-0 Yes

OPEN MEEETING

Council convened into Open Session. Councilors responded to the question: “Were the only matters discussed in the Closed Meeting public business matters lawfully exempted from open meeting requirements; and public business matters identified in the motion to convene into Closed Session?” Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Yes

MOTION TO EXTEND MEETING

A motion was made by Councilor Pelham, and seconded by Councilor Zevgolis, to extend the meeting pass 10:30 p.m. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Yes Meeting Extended

REPORT OF THE CITY CLERK

The City Clerk reported he was still accepting Talent Bank Resumes (TBR) for ALL Boards and Commissions—applications can be found at www.hopewellva.gov.

**January 10, 2017
Regular Meeting**

A motion was made by Councilor Denton, and seconded by Councilor Zevgolis, to reappoint Elliott Eliades and Lynda K. Frank to the Economic Development Authority for a term of four (4) years. Upon the roll call, the vote

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

Vote Result: 7-0 Yes

Council requested that the Clerk setup interviews with two applicants for the January 24th 2017 City Council meeting.

A motion was made by Councilor Pelham, and seconded by Councilor Zevgolis, to appoint Rogers L. Henry, Terence Doctor and Anthony Sylvester to the Recreation Commission for a term of four (4) years. Upon the roll call, the vote

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

Vote Result: 7-0 Yes

A motion was made by Councilor Pelham, and seconded by Councilor Zevgolis, to appoint Jean Lawson to the Keep Hopewell Beautiful Committee for a term of four (4) years. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Yes

**January 10, 2017
Regular Meeting**

A motion was made by Councilor Pelham, and seconded by Councilor Zevgolis, to appoint Fred Henry and Councilor Christina Luman-Bailey to the Virginia Gateway region for a term of one (1) year. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Yes

ADJOURN

Motion was made by Councilor Holloway, and seconded by Councilor Pelham, and unanimously passed to adjourn the meeting.

January 24, 2017

DATE

/s/ Jackie M. Shornak

Jackie M. Shornak, Mayor

Ross A. Kearney III

Ross A. Kearney III, City Clerk

**January 24, 2017
Regular Meeting**

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL .HELD JANUARY 24, 2017

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, January 24, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

Mark A. Haley, City Manager
Stefan M. Calos, City Attorney
Ross A. Kearney III, 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	-	absent (Arrived @ 6:40 p.m.)

*(Councilor Brenda S. Pelham arrived at 6:40 PM)

MOTION TO AMEND AGENDA

A motion was made by Councilor Zevgolis, and seconded by Councilor Denton to amend the agenda to the following: Consent Agenda C-1 – Minutes, Councilor Denton will not vote on the approval of the 2016 minutes, C-7 – Public Hearing Announcements be removed, C-9 – Presentations – Hopewell/Prince George Chamber of Commerce presentation is moved to February 28, 2017, and was unanimously passed 6-0 on an Aye vote.

Vote Result: 6-0 Agenda Amended and Adopted

CLOSED MEETING

At 6:35 p.m. a motion was made by Vice Mayor Gore, and seconded by Councilor Luman-Bailey, to resolve to convene into closed meeting for (I) discussion of performance or appointment of specific appointees of City Council (City Manager, City Clerk, Economic Development Authority, Board of Zoning Appeals, Hopewell Redevelopment & Housing Authority, Recreation Commission - Student Appointee, John Tyler Community College Board); (II) discussion concerning a prospective business where no

**January 24, 2017
Regular Meeting**

previous announcement has been made of the business' interest in locating its facilities in the community; (III) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation (Beacon v. JRF), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; and (IV) consultation 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), (5), and (7) (two items), respectively. Upon the roll call, the vote resulted:

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

Vote Result: 6-0 Yes

REGULAR MEETING

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

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

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

Prayer by Pastor Joyce Harville of First Christian Church of Hopewell, followed by the Pledge of Allegiance to the Flag of the United States of America.

AMEND AGENDA

A motion was made by Councilor Zevgolis to add under Regular Business, R-3 – Set Joint meeting with the Hopewell School Board; R-4 –Virginia Municipal League City Council Vote on Filling two Board Vacancies and from the Consent Agenda remove C-5 – Ordinances on Second and Final Reading and move it to Regular Business R-5, and seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

**January 24, 2017
Regular Meeting**

Councilor Holloway - yes

Vote Result: 7-0 Yes – Agenda Amended and Adopted

CONSENT AGENDA

A motion was made by Councilor Pelham, and seconded by Councilor Luman-Bailey to adopt the amended consent agenda: Minutes: November 22, 2016 through January 10, 2017; Pending List: None
Routine Approval of Work Sessions: Neighborhood Assistance and Planning Work Session regarding Certified Local Government; Personnel Change Report & Financial Report: Financial Report; Routine Grant Approval: None; Public Hearing Announcement: February 14, 2017 – Disposition of real property Information for Council Review: None; Resolutions/Proclamations/Presentations: None. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Amended Consent Agenda Adopted

PUBLIC HEARINGS

PH-1 - Request by HF Quail, LLC on behalf of Papi Naidu L.L.C. to amend Zoning Ordinance map to permit Planned Unit Development and to permit a Planned Unit Development on Lots 8, 9, 19, and 20 in Crossing North Subdivision, Section 3, Block C.

This was the night advertised for a public hearing to consider to amend Zoning Ordinance map to permit Planned Unit Development and to permit a Planned Unit Development on Lots 8, 9, 19, and 20 in Crossing North Subdivision, Section 3, Block C..

Tevya Griffin, Director of Planning addressed Council. The Planning Commission recommended that the Zoning Ordinance map to permit Planned Unit Development and to permit a Planned Unit Development on Lots 8, 9, 19, and 20 in Crossing North Subdivision, Section 3, Block C be denied.

The public hearing was opened at 7:40 p.m. and the following speakers signed up to speak:

Johnny Partin: Was not in favor of this project and requested Council to deny.

Debbie Randolph: Was not in favor of this project and requested Council to deny.

John Royster of Ft. Lee: Ft. Lee was not in favor of this project and requested Council to deny.

Jim Lupori: Was not in favor of this project and requested Council to deny.

Eric Jones: Was not in favor of this project and requested Council to deny.

**January 24, 2017
Regular Meeting**

Mayor Shornak closed the public hearing at 8:14 p.m. and entertained motions to permit a planned unit development on Lots 8,9,19 and 20 in Crossing in North Subdivision. And there being no motions the said request died.

A motion was made by Councilor Denton, and seconded by Councilor Holloway to permit a planned unit development on Lots 8 and 9 in the Crossing North Subdivision, Section 3, Block C. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 No/Denied

A motion was made by Councilor Gore, and seconded by Councilor Denton to permit a planned unit development on Lots 19 and 20 in the Crossing North Subdivision, Section 3, Block C. Upon the roll call, the vote resulted

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

Vote Result: 7-0 No/Denied

REGULAR BUSINESS

R-1. Regular Business – FY 2014-15 CAFR Update by Lance Wolff, Interim Finance Director

Mr. Lance Wolff, Interim Finance Director addressed Council and informed them that all items relating to the 2015 CAFR will be addressed this week with the Auditing Firm, the cash on hand is in very good shape, payroll is also in good shape, revenues due to the City are in good shape, the long term debt is in good shape, the accounts payable are in good shape and the Inter Funds and Transfers are in good shape. The Fund Balance has numerous transactions that have no accountability or documentation therefore, he is working with the Clerk and other City Departments to rectify. The Pension Accounts are on hold for now and he and the City Manager hope to have the 2015 CAFR ready to present to Council on February 28, 2017.

Councilor Pelham asked if the supporting documents falls on the City Directors? Mr. Wolff said no.

**January 24, 2017
Regular Meeting**

Councilor Zevgolis asked what you are doing to find any missing records. Mr. Wolff said he is locating them through the City Clerk and the City Departments.

Vice Mayor Gore asked on who made the reports on the MUNIS Financial System? Mr. Wolff said the previous Finance Director. Vice Mayor Gore asked if the cash on hand for 2016 is completed and Mr. Wolff said yes and said that City Staff is undergoing more MUNIS Training.

Councilor Luman-Bailey asked if he or anyone else in the City Administration felt that a Forensic Audit was needed. Mr. Wolff said no.

Mayor Shornak asked if the reconciliation is completed for each month, Mr. Wolff said no. The Mayor and the City Manager then requested that all members of staff and the City Council to please not disturb the Finance Department until they have completed the 2015 CAFR. Also, the Mayor and Council stated that there would be no Budget Meetings until the CAFR is complete.

R-2. – Regular Business - City Council Retreat Dates

City Manager Mark Haley presented to Council that he had setup the dates for the Council Retreat and that it would be held at the Beacon. The dates of the retreat are March 17th and 18th and Ms. Tyler Sinclair would be here on March 8th to interview each Councilor before the retreat. Council agreed to the date and to the location

R-3. – Regular Business – Joint Meeting with the School Board

The Mayor instructed Council to provide the City Manager and City Clerk with available dates of when they could meet with the School Board and for the City Manager and City Clerk to provide the said dates to the School Board so they could schedule a joint meeting that accommodated everyone's schedule.

R-4. – Regular Business - Virginia Municipal League City Council Vote on Filling two Board Vacancies

Motion was made by Councilor Pelham, and seconded by Councilor Zevgolis, to approve and vote for Pat Woodbury, Councilmember, Newport News as VML President and Anita James Price, Vice Mayor, Roanoke as Vice President. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Approved

**January 24, 2017
Regular Meeting**

R-5. – Regular Business – Ordinance on Second and Final Reading – Adopt Rezoning Parcel 023-0230 from R-2 to B-3:

A motion was made by Councilor Zevgolis, and seconded by Councilor Pelham to adopt rezoning parcel 023-0230 from R-2to B-3. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Ordinance Adopted

CLOSED MEETING

Council returned Closed Meeting for (I) discussion of performance or appointment of specific appointees of City Council (City Manager, City Clerk, Economic Development Authority, Board of Zoning Appeals, Hopewell Redevelopment & Housing Authority, Recreation Commission - Student Appointee, John Tyler Community College Board); (II) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating its facilities in the community; (III) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation (Beacon v. JRF), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; and (IV) consultation 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), (5), and (7) (two items), respectively

OPEN SESSION

RECONVENE OPEN MEETING

CERTIFICATION 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?

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

Vote Result: 7-0 YES

**January 24, 2017
Regular Meeting**

REPORTS OF THE CITY CLERK – BOARDS AND COMMISSIONS

A motion was made by Councilor Pelham, and seconded by Councilor Zevgolis, to accept the resignation of Emily DeCarlo from the John Tyler Community College Board and Edward P. Henry from the Hopewell Redevelopment and Housing Authority. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Resignations Accepted

A motion was made by Councilor Denton, and seconded by Councilor Zevgolis, to appoint Stephen L. Pettler to the Economic Development Authority. Upon the roll call, the vote resulted:

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

A motion was made by Councilor Pelham, and seconded by Councilor Luman-Bailey, to appoint Gregory M. Cuffey, Jr., to the Recreation Committee as the Junior Hopewell High School representative and to appoint Ann Y. Williams to the John Tyler Community College Board. Upon the roll call, the vote resulted:

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

Vote Result: 7-0 Mr. Cuffey, Jr. and Ms. Williams Appointed

MOTION TO EXTEND MEETING PASSED 10:30 PM

A motion was made by Councilor Pelham, and seconded by Vice Mayor Gore, to extend the meeting past 10:30 PM. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes

**January 24, 2017
Regular Meeting**

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

Vote Result: 7-0 Yes Meeting Extended

MAYOR BOARDS & COMMISSIONS APPOINTMENTS

A motion was made by Councilor Pelham, and seconded by Councilor Luman-Bailey to appoint the following to the Mayors Boards and Commissions for a term of two years:

Community Development Block Grant – Councilor Pelham, Councilor Luman-Bailey, Councilor Holloway and Mayor Shornak.

Chamber of Commerce Liaison – Councilor Denton

Crater Planning District Commission – Councilor Luman-Bailey, Councilor Zevgolis and City Manager Mark Haley.

Finance Committee – Councilor Holloway, Vice Mayor Gore and Finance Director Lance Wolff.

Investment Policy Committee – Councilor Pelham, Treasurer Terri Batton, Mark Haley, Lance Wolff and Commissioner of Revenue Debra Reason.

MPO – Councilor Pelham and Johnnie Butler

Legislative Committee: Mayor Shornak, Councilor Zevgolis, Mark Haley

Riverside Community Corrections Board – Mark Haley, Chief Keohane, Mary K. Martin, Esq. and Nat Troth.

Virginia First Cities Coalition – Councilor Zevgolis and Mark Haley

Ethics Committee – Councilor Denton and Councilor Zevgolis.

City/School Board Liaisons – Mayor Shornak and Vice Mayor Gore.

Upon the roll call, the vote resulted:

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

Vote Result: 7-0 All Member appointed to a two year term.

ADJOURN

At 11:42 p.m., motion was made by Councilor Zevgolis, and seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Zevgolis	-	yes
Vice Mayor Gore	-	--- (left meeting at 11:05 PM)
Councilor Denton	-	yes

**January 24, 2017
Regular Meeting**

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

Vote Result: 6-0 Meeting Adjourned

Jackie M. Shornak, Mayor

Ross A. Kearney III, City Clerk

FINANCIAL REPORT



SUMMARY of FY 2017 BUDGET RE-APPROPRIATIONS & NEW BUDGET APPROPRIATIONS by MEETING and by FUND

(As of March 31, 2017)

<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>
6/14/2016	011	Fund Balance	\$ 75,000	Transfer to Fund 071 for Police Call Handling Equipment Project
8/23/2016	011	State Funds	46,997	Victim Witness - Operations (including New F/T Position)
8/23/2016	011	Fund Balance	250,000	Transfer to Fund 071 for Animal Shelter Project
9/13/2016	011	Fund Balance	8,948	Consultant for Real Estate
9/27/2016	011	Fund Balance	23,000	Transfer to Fund 071 for Recreation Pool Heater Project
10/11/2016	011	Fund Balance	5,000	Transfer to Fund 012 for Warming Shelter Project
10/11/2016	011	Fund Balance	93,584	Re-Appropriation of FY 2016 Encumbrances for Outstanding Purchase Orders
10/25/2016	011	Auction Proceeds	8,875	Transfer to Fund 035 for Recreation Programs
12/13/2016	011	Fund Balance	120,722	Re-Appropriation of Prior Year Fire Department & Planning Department Grant Funds
12/13/2016	011	State Funds	11,461	Victim Witness, Health Department & Fire Department Operations
12/13/2016	011	Fund Balance	60,000	Office on Youth Operations
		General Fund Total	703,587	
10/11/2016	012	Transfer from Fund 011	5,000	Warming Shelter Project
		Social Services Fund Total	5,000	
8/23/2016	014	Fund Balance	38,560	Re-Appropriation of FY 2016 Encumbrances for Outstanding Purchase Orders
8/23/2016	014	Federal Funds	326,632	Federal Title IV, Part B "21st Century Community Learning Center" Program Grant
10/11/2016	014	State Funds	500,130	Wallace Foundation "School Leadership Training Program for Administrators" Grant
12/13/2016	014	State Funds	84,544	State "School Security Equipment" Grant
		School Operating Fund Total	949,866	
10/11/2016	032	Fund Balance	813,538	Re-Appropriation of FY 2016 Encumbrances for Outstanding Purchase Orders
		Hopewell Renewal Water Treatment Fund Total	813,538	
8/23/2016	035	Other Funds	150,000	Transfer to Fund 071 - Am. Water Char. Fndn./NPRA "BBC" Grant for City Park Reno.
8/23/2016	035	State Funds	52,000	Transfer to Fund 071 - State "Crater District AAA" (Matching) Grant for Pool Heater
10/25/2016	035	Transfer from Fund 011	8,875	Recreation Operations & Programs
		Recreation Fund Total	210,875	
10/11/2016	041	Fund Balance	1,299,958	Re-Appropriation of FY 2016 Encumbrances for Outstanding Purchase Orders
		Sewer Maintenance Fund Total	1,299,958	
10/11/2016	049	Fund Balance	202,853	Re-Appropriation of FY 2016 Encumbrances for Outstanding Purchase Orders
		Storm Water 2 Fund Total	202,853	
12/13/2016	063	Federal Funds	100,000	Federal "Head Start" Grant
		School Building/Bus Replacement Fund Total	100,000	



SUMMARY of FY 2017 BUDGET RE-APPROPRIATIONS & NEW BUDGET APPROPRIATIONS by MEETING and by FUND

(As of March 31, 2017)

<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>
xx/xx/2016	052	Fund Balance	180,729	Re-Appropriation of Rollover of FY 2016 Unobligated/Unspent Grant Funds Available
		Grants Fund Total	180,729	
6/14/2016	071	Transfer from Fund 011	75,000	Police Call Handling Equipment Project
8/23/2016	071	Right of Way Encroachment Fees	50,000	Right of Way Capital Improvements Project(s)
8/23/2016	071	State Funds	550,000	Public Works Route 10 (E. Randolph Road) Project A
8/23/2016	071	State Funds	160,000	Public Works Route 10 (E. Randolph Road) Project B
8/23/2016	071	Right of Way Encroachment Fees	40,000	Right of Way Capital Improvements Project(s)
10/11/2016	071	Transfer from Fund 011	250,000	Animal Shelter Project
10/11/2016	071	Transfer from Fund 035	150,000	City Park Renovation Project
10/11/2016	071	Transfer from Fund 011	23,000	Recreation Vehicles Project
10/11/2016	071	Transfer from Fund 035	52,000	Recreation Pool Heater Project
10/11/2016	071	Fund Balance	1,267,096	Re-Appropriation of FY 2016 Encumbrances for Outstanding Purchase Orders
10/11/2016	071	Fund Balance	9,253,717	Re-Appropriation of Rollover of FY 2016 Unobligated/Unspent Project Funds Available
12/13/2016	071	State VDOT Reimbursement Funds	500,000	Recreation Program Projects
		Capital Projects Fund Total	12,370,813	
Sub-Total - All Funds (w/ Interfund Transfers)			16,837,219	
Less: Interfund Transfers			(563,875)	
Total - All Funds (w/o Interfund Transfers)			16,273,344	

City of Hopewell, VA
"Unaudited" Balance Sheet Summary by Fund
FY 2017 (Period 9)

Fund #	Fund Name (or Description)	Total Assets	Total Liabilities	Beginning Fund Balance	Total Revenues	Total Expenditures	Ending Fund Balance
003	Perpetual Care Fund	1,024,275.76	-	1,052,027.43	24,972.76	(52,724.43)	1,024,275.76
011	General Fund	21,110,696.08	(6,481,144.79)	7,605,958.67	28,723,958.35	(21,700,365.73)	14,629,551.29
012	Social Services Fund	(416,601.67)	(204,530.32)	290,038.19	2,479,714.07	(3,390,884.25)	(621,131.99)
014	School Operating Fund	9,237,521.75	(7,189,917.00)	10,031,663.38	21,441,517.27	(29,425,575.90)	2,047,604.75
015	Children's (Comprehensive) Services Act Fund	1,799,326.01	(1,392,773.58)	736,973.10	1,368,858.39	(1,699,279.06)	406,552.43
030	Refuse Fund	1,586,870.11	(35,117.04)	2,309,721.31	11,283.80	(769,252.04)	1,551,753.07
032	Hopewell Regional Water Treatment Fund	86,349,154.45	(15,642,647.64)	66,474,496.87	21,959,449.16	(17,727,439.22)	70,706,506.81
035	Recreation Fund	(694,215.54)	(125,769.86)	82,559.78	315,073.92	(1,217,619.10)	(819,985.40)
038	Marina Fund	85,192.14	-	75,361.26	14,313.43	(4,482.55)	85,192.14
040	Sewer Operations Fund	18,586,103.94	248,554.46	14,225,008.64	4,609,649.76	-	18,834,658.40
041	Sewer Maintenance Fund	34,687,050.84	(25,590,826.69)	11,274,134.43	127,655.90	(2,305,566.18)	9,096,224.15
042	Sewer Improvement Fund	1,093,853.47	-	1,093,853.47	-	-	1,093,853.47
043	Sewer Bond Fund	(714,717.80)	(523,045.81)	(432,100.30)	-	(805,663.31)	(1,237,763.61)
044	Sewer System Rate Fund	2,134,721.00	-	2,134,721.00	-	-	2,134,721.00
045	Sewer System Debt 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	228,348.52	(8,788.56)	530,899.54	-	(311,339.58)	219,559.96
049	Storm Water 2 Fund	(15,189.86)	(1,000,000.00)	(644,030.70)	311.65	(371,470.81)	(1,015,189.86)
052	Grants Fund	285,074.62	(79,103.30)	211,125.50	21,498.41	(26,652.59)	205,971.32
053	Anti-Litter Fund	19,843.20	-	14,476.28	6,191.92	(825.00)	19,843.20
056	School Textbook Fund	1,106,840.52	-	867,330.59	245,005.87	(5,495.94)	1,106,840.52
057	School Cafeteria Fund	864,262.18	-	1,089,069.02	1,406,908.50	(1,631,715.34)	864,262.18
063	School Building & Bus Replacement Fund	2,624,580.07	-	3,342,345.45	100,000.00	(817,765.38)	2,624,580.07
071	Capital Projects & Debt Service Fund	15,384,913.92	(570,907.15)	18,767,287.23	2,557,536.41	(6,510,816.87)	14,814,006.77
072	Fixed (Capital) Assets & LTD Fund	43,495,531.71	(81,249,257.73)	(37,753,726.02)	-	-	(37,753,726.02)
073	Special Welfare Fund	60,000.36	-	51,137.57	15,121.39	(6,258.60)	60,000.36
073	Police Seizure Assets (Forfeitures) Fund	49,430.47	(19,964.70)	29,457.58	8.19	-	29,465.77
075	Economic Development Fund	(407,609.42)	-	(317,438.42)	-	(90,171.00)	(407,609.42)
076	Self-Insurance Fund	279,582.79	-	720,619.10	(3.82)	(441,032.49)	279,582.79
090	Healthy Families Fund	(137,197.37)	(5,660.38)	(54,171.84)	87,606.72	(176,292.63)	(142,857.75)
Total - All Funds		243,654,694.70	(139,870,900.09)	107,755,850.56	85,516,632.05	(89,488,688.00)	103,783,794.61

City of Hopewell, VA
"Unaudited" Actual vs. Budgeted Revenues Summary
FY 2017 (Period 9)

Fund #	Fund Name	Adopted Budget	Budget Transfers & Amendments	Amended Budget	Actual Revenues	Accruals, Deferrals & Adjustments	(Under) Over Amended Budget
003	Perpetual Care Fund	\$ 35,000	\$ -	\$ 35,000	\$ 24,972.76	\$ -	\$ (10,027.24)
011	General Fund	49,930,358	703,587	50,633,945	28,723,958.35	-	(21,909,986.65)
012	Social Services Fund	4,210,772	5,000	4,215,772	2,479,714.07	-	(1,736,057.93)
014	School Operating Fund	49,872,516	949,866	50,822,382	21,541,517.27	(100,000.00)	(29,380,864.73)
015	Childrens' (Comprehensive) Services Act Fund	3,280,473	-	3,280,473	1,368,858.39	-	(1,911,614.61)
030	Refuse Fund	2,104,382	-	2,104,382	11,283.80	-	(2,093,098.20)
032	Hopewell Regional Water Treatment Fund	49,428,727	813,538	50,242,265	21,959,449.16	-	(28,282,815.84)
035	Recreation Fund	1,832,400	210,875	2,043,275	315,073.92	-	(1,728,201.08)
038	Marina Fund	14,400	-	14,400	14,313.43	-	(86.57)
040	Sewer Operations Fund	8,479,425	-	8,479,425	4,609,649.76	-	(3,869,775.24)
041	Sewer Maintenance Fund	6,849,966	1,299,958	8,149,924	127,655.90	-	(8,022,268.10)
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	3,359,330	-	3,359,330	-	-	(3,359,330.00)
049	Storm Water 2 Fund	250,000	202,853	452,853	311.65	-	(452,541.35)
052	Grants Fund	-	180,729	180,729	21,498.41	-	(159,230.59)
053	Anti-Litter Fund	6,063	-	6,063	6,191.92	-	128.92
056	School Textbook Fund	650,000	-	650,000	245,005.87	-	(404,994.13)
057	School Cafeteria Fund	3,142,912	-	3,142,912	1,406,908.50	-	(1,736,003.50)
063	School Building & Bus Replacement Fund	1,354,679	100,000	1,454,679	-	100,000.00	(1,354,679.00)
071	Capital Projects & Debt Service Fund	8,378,500	12,370,813	20,749,313	2,557,536.41	-	(18,191,776.59)
072	Fixed (Capital) Assets & LTD Fund	-	-	-	-	-	-
073	Special Welfare Fund	-	-	-	15,121.39	-	15,121.39
074	Police Seizure Assets (Forfeitures) Fund	-	-	-	8.19	-	8.19
075	Economic Development Fund	38,440	-	38,440	-	-	(38,440.00)
076	Self-Insurance Fund	500,000	-	500,000	(3.82)	-	(500,003.82)
090	Healthy Families Fund	204,135	-	204,135	87,606.72	-	(116,528.28)
Total - All Funds		\$ 195,551,937	\$ 16,837,219	\$ 212,389,156	\$ 85,516,632.05	\$ -	\$ (126,872,523.95)
	City G/L			\$ 156,319,183	\$ 67,323,200.41	\$ -	\$ (93,995,982.59)
	School Div. G/L			56,069,973	23,193,431.64	-	(32,876,541.36)
	Total			\$ 212,389,156	\$ 85,516,632.05	\$ -	\$ (126,872,523.95)

City of Hopewell, VA
 "Unaudited" Actual vs. Budgeted Expenditures Summary
 FY 2017 (Period 9)

Fund #	Fund Name	Adopted	Budget Transfers	Amended	Actual	Outstanding P.O.	Under (Over)
		Budget	& Amendments	Budget	Expenditures	Encumbrances	Amended Budget
003	Perpetual Care Fund	\$ 35,000	-	\$ 35,000	\$ 52,724.43	\$ 5,356.69	\$ (23,081.12)
011	General Fund	49,930,358	703,587	50,633,945	21,700,365.73	1,117,127.26	27,816,452.01
012	Social Services Fund	4,210,772	5,000	4,215,772	3,390,884.25	11,201.21	813,686.54
014	School Operating Fund	49,872,516	949,866	50,822,382	29,425,575.90	975,690.19	20,421,115.91
015	Childrens' (Comprehensive) Services Act Fund	3,280,473	-	3,280,473	1,699,279.06	43,356.60	1,537,837.34
030	Refuse Fund	2,104,382	-	2,104,382	769,252.04	673,153.36	661,976.60
032	Hopewell Regional Water Treatment Fund	49,428,727	813,538	50,242,265	17,727,439.22	2,091,444.81	30,423,380.97
035	Recreation Fund	1,832,400	210,875	2,043,275	1,217,619.10	53,003.09	772,652.81
038	Marina Fund	14,400	-	14,400	4,482.55	-	9,917.45
040	Sewer Operations Fund	8,479,425	-	8,479,425	-	-	8,479,425.00
041	Sewer Maintenance Fund	6,849,966	1,299,958	8,149,924	2,305,566.18	820,738.26	5,023,619.56
042	Sewer Improvement Fund	-	-	-	-	-	-
043	Sewer Bond (Debt) Fund	1,629,459	-	1,629,459	805,663.31	-	823,795.69
044	Sewer System Rate Fund	-	-	-	-	-	-
045	Sewer System Debt Fund	-	-	-	-	-	-
046	Sewer Construction (Capital Projects) Fund	-	-	-	-	-	-
048	Storm Water 1 Fund	3,359,330	-	3,359,330	311,339.58	15,596.00	3,032,394.42
049	Storm Water 2 Fund	250,000	202,853	452,853	371,470.81	53,164.02	28,218.17
052	Grants Fund	-	180,729	180,729	26,652.59	-	154,076.41
053	Anti-Litter Fund	6,063	-	6,063	825.00	225.00	5,013.00
056	School Textbook Fund	650,000	-	650,000	5,495.94	-	644,504.06
057	School Cafeteria Fund	3,142,912	-	3,142,912	1,631,715.34	390,886.42	1,120,310.24
063	School Building & Bus Replacement Fund	1,354,679	100,000	1,454,679	817,765.38	95,806.45	541,107.17
071	Capital Projects & Debt Service Fund	8,378,500	12,370,813	20,749,313	6,510,816.87	1,059,327.75	13,179,168.38
072	Fixed (Capital) Assets & LTD Fund	-	-	-	-	-	-
073	Special Welfare Fund	-	-	-	6,258.60	-	(6,258.60)
074	Police Seizure Assets (Forfeitures) Fund	-	-	-	-	-	-
075	Economic Development Fund	38,440	-	38,440	90,171.00	322.00	(52,053.00)
076	Self-Insurance Fund	500,000	-	500,000	441,032.49	-	58,967.51
090	Healthy Families Fund	204,135	-	204,135	176,292.63	23,410.26	4,432.11
Total - All Funds		\$ 195,551,937	\$ 16,837,219	\$ 212,389,156	\$ 89,488,688.00	\$ 7,429,809.37	\$ 115,470,658.63
	City G/L			\$ 156,319,183	\$ 57,608,135.44	\$ 5,967,426.31	\$ 92,743,621.25
	School Div. G/L			56,069,973	31,880,552.56	1,462,383.06	22,727,037.38
	Total			\$ 212,389,156	\$ 89,488,688.00	\$ 7,429,809.37	\$ 115,470,658.63

**PERSONNEL
CHANGE
REPORT**

DATE: April 21, 2017
TO: The Honorable City Council
FROM: Michelle Ingram / HR Supervisor
SUBJECT: Personnel Change Report – March 2017

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
ALLEN JR., TIMOTHY R	PUBLIC WORKS	GRD MAINT SPEC II	03/01/2017
AYSCUE, JOSHUA D	FIRE	FIREFIGHTER	03/16/2017
BENTON, TAYANA P	SOCIAL SERVICES	FAM SERV SPEC I	03/01/2017
BOWEN, KAREN E	RECREATION	ATHLETIC SITE ASST	03/01/2017
CRUTCHFIELD, RONNIE C	WATER RENEWAL	WWT OPERATOR TRAINEE	03/15/2017
EDWARDS, DEANNA R	SOCIAL SERVICES	FAM SERV SPEC I	03/01/2017
EVANS, DUSTIN W	FIRE	FIREFIGHTER	03/01/2017
GRAY, DEMETRIOUS W	RECREATION	ATHLETIC SITE ASST	03/01/2017
HOLLIDAY, STEFAN K	PUBLIC WORKS	SW MAIN SPEC II	03/01/2017
WHEELER-PULLIN, CATHY R	SOCIAL SERVICES	FAM SERV SPEC IV	03/01/2017

PROMOTIONS

NAME	DEPARTMENT	POSITION	DATE
WOODLIEF, KEVIN P	PUBLIC WORKS	ST MAINT SPEC II	03/15/2017

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
BARCHANOWICZ, JAMES M	POLICE	POLICE OFFICER	03/28/2017
BOYKINS, ANAYEISY	DEVELOPMENT	PERMIT TECH/ADMIN ASST	03/20/2017
BROWN, REBEKAH C	SOCIAL SERVICES	FAM SERV SPEC II	03/17/2017
CLAY, AARON D	RECREATION	REC PROGRAM SUPV	03/17/2017
KEARNEY III, ROSS A	CITY CLERK	CITY CLERK	03/27/2017
LEWIS, BIKELL	POLICE	POLICE OFFICER	03/29/2017
PARHAM, JORDAN R	SOCIAL SERVICES	FAM SERV SPEC II	03/07/2017
PHELPS, HUNTER	PUBLIC WORKS	L & T SUPERVISOR	03/01/2017
SOLOMON, MARK V	IT	NETWORK ENGINEER	03/01/2017

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

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

**PUBLIC HEARING
ANNOUNCEMENTS**

CITY OF HOPEWELL
NOTICE OF PUBLIC HEARING

The City Council of the City of Hopewell will hold a public hearing on May 2, 2017 at 7:30 p.m. in the Council Chambers, Municipal Building, 300 N. Main Street, Hopewell, Virginia, to receive public comments regarding the fiscal year 2018 Hopewell school division budget, and the fiscal year 2018 Hopewell city budget.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**INFORMATION
FOR COUNCIL
REVIEW**



CITY OF
HOPWELL
WATER RENEWAL



Hopewell Water Renewal Commission
 Quarterly Meeting
 January 30, 2017

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

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

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

5. **Staff Reports.**

- a. **Safety and Compliance.** Jeanie Grandstaff briefed the Commission on the status of plant safety and compliance stating that there had been no lost time accidents or permit violations since the last meeting.
- b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the January 30, 2017 Regulatory Affairs Report, which is attached as a part of these minutes. He reported that the total nitrogen discharged in 2016 was 1.76 million pounds compared to the permit limit of 1.83 million pounds. However, due to high phosphorus discharges from Green Plains in February 2016, the phosphorus permit limit of 76,139 pounds per year was exceeded by 1,445 pounds for which credits will need to be purchased from the nutrient exchange.
- c. **Capital Project Status.** Jeanie Grandstaff updated the Commission on the status of the capital projects: The purchase of the new centrifuge is still in the process. HDR is preparing the specifications and the bid should be advertised around the beginning of March. HDR is also designing the installation of the centrifuge.

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

- d. **Business Report.** Shayna Johnson, reported on the current budget status for the second quarter of FY 17 and the year-to-date. The budget report is attached as a part of these minutes. Miscellaneous revenue year to date totals are \$1,234,724.
- e. **Upcoming Maintenance Projects.** Harold Walker reported that HDR has scheduled a meeting during mid-February to discuss its evaluation on the repair of the return activated sludge line that developed a leak. Preliminary information from HDR is not recommending wrapping of the line, however, staff plans to question this recommendation.

6. **Wastewater O&M Cost Allocation Billing Methodology.** Jeanie Grandstaff began the discussion by stating that, as requested by the Commission at the December meeting, Raftelis revised the model to compare the 60/40 cost of service model with method 3A using a 3 year rolling average. This provided the Commission with information to demonstrate whether the increase in fees was due to the model or to the increase in loadings. Based on this information, Commissioner Anderson presented a spreadsheet, (attached as a part of these minutes) which consolidated the costs per Commission member by loading parameter (BOD,TSS, Flow, TN, Other). This spreadsheet outlined what was driving the difference in fees for each member. After a motion by Commissioner Harry, seconded by Commissioner Tuck, the Commission approved the 60/40 cost of service method for calculating Commission members O&M costs beginning July 1, 2017. Commissioner Anderson voted "no" on the motion.

7. **O&M Cost Allocation Agreement.** The Commission discussed the issue of reserve funds and requested information on why 180 days of the O&M budget was the recommended amount for the reserve fund. The Commission suggested that the Third Supplemental Agreement should include language on how the reserve fund is set up

and funded, how the cash flow will work, and provide flexibility on how the money will be used. Jeanie Grandstaff agreed to talk with Brendan Staley at Hunton & Williams to have the Commission's suggestions incorporated into the draft agreement and to send the Commissioners a new draft version of the agreement. The Commission's consensus was to provide comments on the agreement by February 28, 2017.

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

- 14. New Plant Logo.** Jeanie Grandstaff showed the Commission, the attached copy of the logo, which was designed by staff and enhanced by an on-line graphic designer.
- 15. Other Discussion.** Commissioners David Anderson, Mark Haley, Paul Tuck, and Doug Woodhouse terms have expired and need to be reappointed to the Commission. All 4 of the Commissioners indicated their willingness to continue on the Commission. Jeanie Grandstaff will submit a letter to the City Clerk requesting that these members be reappointed by Council for an additional 2 year term.

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

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

Minutes approved at the April 3, 2017 Meeting

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

1. Call to Order Christina Luman-Bailey, Chair
2. Review for Approval: Minutes from October 17, 2016 meeting and December 13, 2016 special meeting Christina Luman-Bailey, Chair
3. Citizens Communication Five Minutes Each
4. Employee of the Year Christina Luman-Bailey, Chair
5. Staff Reports
 - a) Safety and Compliance Jeanie Grandstaff
 - b) Regulatory and Enforcement Matt Ellinghaus
 - c) Capital Project Status Jeanie Grandstaff
 - d) Business Report Shayna Johnson
 - e) Upcoming Maintenance Projects Harold Walker
6. Wastewater O&M Cost Allocation Billing Methodology Chris Tabor/Bart Kreps/Commission Members
7. O&M Cost Allocation Agreement Commission Discussion
8. Phase 2 Status and Start-up Information Matt Ellinghaus
9. City of Hopewell Status Amendment Status Jeanie Grandstaff
10. Billing for Capital Projects Jeanie Grandstaff
11. Amendment of Nutrient Permit Total Phosphorus Allocation and Potential Treatment Jeanie Grandstaff
12. Hydrogen Sulfide Study and Treatment Matt Ellinghaus
13. Phase 2 Ribbon Cutting Jeanie Grandstaff
14. New Plant Logo Jeanie Grandstaff
15. Other Discussion
16. Adjourn

Hopewell Regional Wastewater Treatment Facility
 Quarterly Commission Meeting
 October 17, 2016

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

Others Present	
Jeanie Grandstaff, H2O Renewal	Andrew Parker, AdvanSix
Matt Ellinghaus, H2O Renewal	Richard Corbi, Virginia American Water Company
Shayna Johnson, H2O Renewal	Alex Barfield, WestRock
Harold Walker, H2O Renewal	Brendan Staley, Hunton and Williams
Chris Tabor, Hazen	
Bart Kreps, Raftelis, (by phone)	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:33 PM on October 17, 2016. A quorum was present.
2. **Review for Approval: Minutes from July 18, 2016 Meeting and August 22, 2016 Special Meeting.** The minutes of the July 18, 2016 meeting were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Harry. The August 22, 2016 minutes were unanimously approved after a motion from Commissioner Haley, seconded by Commissioner Harry.
3. **Citizen Communication.** There was no communication from citizens at this meeting.
4. **Staff Reports.**
 - a. **Safety and Compliance.** Jeanie Grandstaff briefed the Commission on the status of plant safety and compliance stating that there had been no lost time accidents since the last meeting. In her compliance report, she stated that the plant violated the quarterly whole effluent toxicity (WET) test in August, although the results were questionable because the control test did not show toxicity. A retest taken in September showed compliance with the WET test.
 - b. **Regulatory and Enforcement.** Matt Ellinghaus reviewed the October 17, 2016 Regulatory Affairs Report, which is attached as a part of these minutes. He noted that EPA and the facility had finally agreed to and signed a consent agreement on September 30 which settles the 2010 MACT air emission violations.
 - c. **Capital Project Status.** Jeanie Grandstaff presented a table on FY 16-17 Capital Project Status which is attached as a part of these minutes. Commissioner Anderson questioned how the projects' billing formulas were derived. Ms. Grandstaff explain that at the time of budget approval by the Commission, no billing method was determined. According to the 1995

Commission agreement, any project less than \$500,000 uses the default method outlined in section 3.2(3)(A) of the agreement, commonly referred to as method B.4 from the original 1975 agreement. For other project over \$500,000, staff applied cost based on BOD or TSS depending on the area of the plant that was receiving capital improvement. Commissioner Anderson stated that he did not remember approving the capital budget in January and Ms. Grandstaff stated that he left the meeting early before the vote was taken.

d. **Business Report.** Shayna Johnson, reported on the current budget status for the first quarter of FY 17 and the year-to-date. The budget report is attached as a part of these minutes. Miscellaneous revenue year to date totals are \$572,242.

e. **Upcoming Maintenance Projects.** Harold Walker reported on two large proposed maintenance projects. Staff is evaluating the costs of repair and/or replacement in order to include the costs in the FY 18 capital budget. One project is the repair/replacement of the return activated sludge line which has been temporarily patched until an engineering evaluation on the best method of repair or replacement can be completed. Commission Harry suggest that a pipeline wrapping method used on the Honeywell water intake may be a good solution and will send the vendor information so that this technology can be considered as part of the engineering evaluation.

The second maintenance project concerns the replacement of the main electrical switch gear. As part of the nitrogen project, Dominion Power evaluated the electrical supply and determined that to increase the electrical capacity, all of the Dominion equipment should be replaced since it is over 40 years old. HDR electrical engineers are suggesting that the plant side of the main switch gear should be replaced also in order to ensure the sustainability of the electrical service to the plant. The estimated cost is \$1.7 million.

5. **Wastewater O&M Cost Allocations.** Jeanie Grandstaff explained that the additional suggested modeling scenario requested at the August meeting was sent to the Commission in September for its review. This scenario was titled 60/40 TN & BOD. The modeling scenario is attached as a part of these minutes. Commissioner Anderson handed out a copy of a presentation (attached as a part of these minutes) that he discussed as showing that the new billing allocation methods appear to transfer the cost of the nitrogen reduction O&M from some of the other users to WestRock. Bart Kreps with Raftelis stated that the data provided by Hopewell Water Renewal for FY 16 shows that WestRock's share of O&M costs was \$5.2 million which is in line with the new modeling results. Chris Tabor with Hazen suggested that a spreadsheet be developed that shows the actual cost and percentage of costs that each user has paid over the past few years and then look at the projected percentage of cost increase for the future. Commissioner Anderson requested to discuss this issue offline with Bart Kreps. Jeanie Grandstaff stated that the budget has been depleted on this contract and requested that Hazen and Raftelis submit a budget to extend the work on this contract. The O&M Cost Allocations will be discussed further at the next meeting.

6. **O&M Cost Allocation Agreement.** Brendan Staley with Hunton and Williams briefly summarized the draft third supplement to the 1995 Commission agreement. The draft was provided to the Commissioners on October 13 for their review. The method included in the draft uses the 60/40 total nitrogen methodology that provides for a volumetric rate which makes monthly billing simpler. He explained that the billing method can be changed based on the Commission's decision on which method should be used. He also discussed the need to increase the reserve fund since billing will be based on actual flows and will be billed in arrears rather than based on projected flow and strength and billed in advance. Further discussions on the draft agreement will take place at the next meeting.

Based on guidance from the City's Finance Director, Jeanie Grandstaff explained that the new billing method would not take place until July 2017 at the beginning of the new fiscal year. Commissioner Anderson expressed concern that WestRock would be paying the higher O&M costs after start-up of the nitrogen project in March 2017.

7. **Phase 2 Status and Start-up Information.** Matt Ellinghaus briefed the Commission on the status of the phase 2 construction since the July meeting. The project timeline status is attached as a part of these minutes.
8. **Ash Handling and Scrubber Project Cost Increase.** Jeanie Grandstaff reported that in preparing the year-end adjustments, it was noted that the ash handling project was over budget by \$533,460.17. She recommended that the Commission approve taking the additional costs from FY 16 miscellaneous revenues of \$1,656,045. Attached as a part of these minutes is a breakdown of the project costs. After discussion and a motion by Commissioner Anderson, seconded by Commissioner Harry, the Commission unanimously approved the use of FY 16 miscellaneous revenue in the amount of \$533,460.17 to cover the additional cost of the Ash Handling facility.
9. **Other Discussion.** The Commission requested Jeanie Grandstaff to submit a Doodle Poll to schedule a special meeting in December for the purpose of continuing the discussions on the O&M Cost Allocation and the Third Supplement Agreement.
10. **Adjourn.** There being no further business, Chair Luman-Bailey adjourned the meeting at 3:47 p.m.

Hopewell Regional Wastewater Treatment Facility
 Special Commission Meeting
 December 13, 2016

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

Others Present	
Jeanie Grandstaff, H2O Renewal	Chris Tabor, Hazen
Matt Ellinghaus, H2O Renewal	Bart Kreps, Raftelis
Shayna Johnson, H2O Renewal	Andrew Parker, AdvanSix
Harold Walker, H2O Renewal	
Maxine Tinsley, H2O Renewal	

1. **Call to Order.** Chair Christina Luman-Bailey called the meeting to order at 1:30 PM on December 13, 2016. A quorum was present.
2. **Citizens Communication.** There was no communication from citizens at this meeting.
3. **Wastewater O&M Cost Allocation Presentation and Discussion.** Bart Kreps with Raftelis presented information on Hopewell Water Renewal's wastewater O&M Cost Summary. A copy of his presentation is attached as a part of these minutes. Bart compared each industry's 2013-2016 contribution to BOD, TSS, Flow and Nitrogen. He compared past and future O&M costs for each industry using the 60/40 cost of service methodology with the 3A methodology. After discussion, the Commission requested Raftelis to normalize the loading data by calculating the 3A methodology costs using the 3 year rolling average data used in the cost of service methodology rather than the linear projection for future year estimates that was used for the 3A methodology. Using the same data for each proposed billing methodology will allow the Commission to understand and determine what is driving the higher O&M costs in addition to the projected O&M costs for the Phase 2 Nitrogen Project. Once Raftelis has revised the calculations, it will be sent to the Commission for its review prior to the next quarterly meeting in January.
4. **Other Discussion.** The Commission set January 30, 2017 at 1:30 as the date for the next quarterly meeting.
5. **Adjourn.** There being no further business, Chair Luman-Bailey adjourned the meeting at 3:47 p.m. after a motion from Commissioner Haley, seconded by Commissioner Woodhouse.

Hopewell Water Renewal Commission Meeting
January 30, 2017

Regulatory Affairs / Technical Services

Quarterly Summary

- Title V Permit
 - 2007 Clean Air Act Audit, April 2009, and December 2010 NOV's. In late August, EPA requested that the Administrative Order on Consent (consent order) be completed prior to the end of the Federal fiscal year. Month long negotiation commenced and was completed with the Order being signed on September 30th and is now final. We are now in the process of implementing its requirements.
 - Sewage Sludge Incinerator Rules. Installation of a new scrubber and ash handling system is complete. The new scrubber passed all the new air standards. Compliance report was submitted to DEQ at the end of April. Performance testing for the ash handling system was completed in July. Final report on fugitive dust emissions received and sent to DEQ demonstrating full compliance with the standard.

- VPDES Permit
 - Violations. The plant maintained compliance through the fourth quarter of 2016.
 - VPDES Permit. The VPDES permit expired on September 30, 2013. The permit was reissued and became effective on August 1, 2016. The ammonia permit limit is 25.8 mg/l Daily Maximum and 17.2 mg/l Monthly Average. The new ammonia and nitrogen limits will become effective in January 2018.
 - Section 308 Request from EPA. During the past quarter, H2O Renewal has received no further requests from EPA for information. The 2015 annual pretreatment report was submitted to EPA as required.

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

- Environmental Management System (EMS). H2O Renewal submitted its E3 annual report on April 1, 2016. DEQ is still recognizing the facility's E3 status in the new permit even though we have experienced a number of violations/enforcement actions over the past few years. We have contracted with Aegis Environmental to assist us in updating the EMS.

- Nutrient Issues
 - Nutrient General Permit. The total nitrogen discharged for 2016 was 1.76 million pounds compared to the permit limit of 1.83 million pounds/year. The annual average concentration through the end of the fourth quarter was 22.6 mg/l. The Nutrient General Permit expired in December 2016. In the draft permit, James River dischargers' phosphorus allocations are being reduced by approximately 19%. H2O Renewal's phosphorus limitation will be reduced from 76,139 pounds/ year to 61,749 pounds/year. H2O Renewal typically discharges around 50,000 pounds of phosphorus/year, but due to some unexpected loadings this year, we discharged 77,584 pounds in 2016 and needed to purchase 1,445 credits on the exchange.
 - Water Quality Improvement Fund Grant Agreement for Denitrification. The 2001 grant agreement was modified to require an effluent Total Nitrogen annual average concentration of 24 mg/l and allows for a 10% exceedance to 26.4 mg/L. As stated above, the average total nitrogen discharged for 2016 was 22.6 mg/l.

Hopewell Water Renewal Commission Meeting
January 30, 2017

- The Nutrient Exchange Association. Beginning in 2011, H2O Renewal and Honeywell (now AdvanSix) signed a nutrient credit agreement which requires H2O Renewal to purchase nitrogen credits from Honeywell at one-half The Exchange credit price. For 2016, we have agreed to purchase 181,985 credits at a cost of \$1.75/credit.
- Chesapeake Bay and James River TMDL. H2O Renewal was invited to participate on DEQ's Regulatory Advisory Panel (RAP) to comment and assist with the development of the chlorophyll a standard for the James River. An introductory meeting was held in late June and additional meetings and conference calls have been held. The primary focus to date has been review of the modeling results and determination of where Chl-a levels should be set.
- Nitrogen Reduction Alternatives Evaluation and Segregated Treatment
 - Phase 2. Construction on the phase 2 nitrogen reduction project is continuing with minor delays in some components resulting in a potential projected 25 day schedule shift. If this holds true, substantial completion will be late March 2017. A project timeline status is provided as part of the meeting agenda.
 - Water Quality Improvement Fund Grant Agreement for Phase 2 Nitrogen Reduction. H2O Renewal is submitting pay request to DEQ as invoices are received. The total grant amount spent through November 2016 is \$42,291,503.23 with a total project amount of \$65,851,381.
- Pretreatment
 - All industries are operating in compliance with current pretreatment permits.
- Sanitary Sewer System
 - Regular sewer point repairs and lining work continues. CCTV work is continuing in 3 previously unevaluated sub-basins and future rehab plans are being developed based on the CCTV work. 90% design plans have been received for sewer line stabilization at Carter Woodson Elementary School and are specs are being prepared for bid.
 - Station Street PS flow evaluation has begun to determine the cause for high flows resulting in multiple wet weather overflow events.
- Lab Certification
 - H2O Renewal's lab certification was re-issued in June 2016.

Hopewell Water Renewal Commission Meeting
January 30, 2017

Milestones in the upcoming timeline

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

2016

- VPDES Permit Effective – August 1
- Complete Installation of Scrubber to Meet SSI MACT Rule – Completed
- Complete Installation of Ash Handling Facility to Meet SSI MACT Rule – Completed
- Laboratory Recertification Due -- Completed
- Nutrient General Permit Re-application Due – December
- *DEQ establishes final TN limits for James River dischargers based on chlorophyll study results*
- Nitrogen Reduction Project - Construction Ongoing
- Comply with SSI MACT Rule – Completed

2017

- Nutrient General Permit Effective -- January
- *Nitrogen Reduction Project Start-up - March*
- *Grant Agreement Compliance Due*
- *New EPA Ammonia Criteria Adopted*

2018

- Stormwater Permit Application Due – December

2019

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

2020

- *VPDES Permit Application Due*

HOPEWELL REGIONAL WASTEWATER TREATMENT FACILITY
BUDGET PERFORMANCE REPORT

FY 2016-2017 CATEGORY	Oct 1 to Dec 31 2nd Qtr			YTD FY 16-17			Total Budget	Available Balance Percentage
	Actual	Budget	%	YTD FY 15-16	Budget	%	BUDGET	%
Salaries	706,414	717,005		1,501,646	1,533,218		3,066,433	
Benefits	260,861	316,776		520,851	686,761		1,376,649	
TOTAL LABOR	967,275	1,033,781	93.6%	2,022,497	2,219,979	91.1%	4,443,082	54.5%
Power	353,185	465,375		573,553	775,625		1,861,500	
Fuel	66,420	75,000		101,883	125,000		300,000	
TOTAL ENERGY	419,585	540,375	77.6%	675,436	900,625	75.0%	2,161,500	68.8%
OTC	3,529	127,000		3,529	185,000		375,000	
Hypochlorite	172,388	137,500		345,264	270,834		550,000	
Lime	0	0		0	0			
Polymer	56,115	64,000		194,319	128,000		320,000	
Defoamer	12,725	5,000		12,725	5,000		20,000	
Phosphoric	13,070	17,500		21,724	29,167		70,000	
TOTAL CHEMICALS	257,827	351,000	73.5%	577,561	618,000	93.5%	1,335,000	56.7%
Maintenance Supply	342,660	136,750		517,067	247,917		567,000	
Contract Maintenance	61,253	127,000		141,798	246,667		543,000	
Interceptor Maintenance	2,206	3,750		3,324	6,250		15,000	
TOTAL MAINTENANCE	406,119	267,500	151.8%	662,189	500,833	132.2%	1,125,000	41.1%
Utilities	39,794	29,850		53,923	50,350		116,500	
Other Supplies	75,481	74,875		120,647	135,292		309,500	
Consulting	253,722	198,312		307,493	330,520		793,249	
Administration	35,765	40,275		107,125	236,292		302,100	
Residual Disposal	47,500	43,750		110,152	72,917		175,000	
Legal Services	17,934	25,000		17,934	41,667		100,000	
TOTAL MISCELLANEOUS	470,196	412,062	114.1%	717,274	867,037	82.7%	1,796,348	60.1%
GRAND TOTAL	2,521,002	2,604,718	96.8%	4,654,958	5,106,475	91.2%	10,860,931	57.1%

	Flow			BOD			TSS			TN			Other (3A)					Total			
	COS	3A	Delta	COS	3A	Delta	COS	3A	Delta	COS	3A	Delta	COS	Interceptor	Misc	Admin	Total	Delta	COS	3A	Delta
Ashland	\$63,028	\$45,559	(\$17,469)	\$914,355	\$933,368	\$19,013	\$114,036	\$95,633	(\$18,403)	\$437,788	\$430,842	(\$6,946)	\$0	\$2,143	\$93,357	\$56,963	\$152,463	\$152,463	\$1,529,207	\$1,657,865	\$128,658
Westrock	\$660,515	\$477,446	(\$183,069)	\$1,702,973	\$1,738,384	\$35,411	\$3,061,936	\$2,567,805	(\$494,131)	\$191,024	\$187,993	(\$3,031)	\$0	\$2,143	\$93,357	\$219,924	\$315,424	\$315,424	\$5,616,448	\$5,287,052	(\$329,396)
Honeywell	\$287,679	\$207,515	(\$80,164)	\$951,325	\$971,106	\$19,781	\$71,108	\$59,633	(\$11,475)	\$802,395	\$789,664	(\$12,731)	\$0	\$4,286	\$186,714	\$67,803	\$258,803	\$258,803	\$2,112,507	\$2,286,721	\$174,214
Hopewell	\$259,176	\$187,342	(\$71,834)	\$622,404	\$635,346	\$12,942	\$791,956	\$664,151	(\$127,805)	\$400,170	\$393,821	(\$6,349)	\$0	\$4,286	\$186,714	\$0	\$191,000	\$191,000	\$2,073,706	\$2,071,660	(\$2,046)
VAW	\$44,658	\$32,280	(\$12,378)	\$41,552	\$42,416	\$864	\$489,891	\$410,833	(\$79,058)	\$12,744	\$12,542	(\$202)	\$0	\$2,143	\$93,357	\$23,410	\$118,910	\$118,910	\$588,845	\$616,981	\$28,136
Totals	\$1,315,056	\$950,142	(\$364,914)	\$4,232,609	\$4,320,620	\$88,011	\$4,528,927	\$3,798,055	(\$730,872)	\$1,844,121	\$1,814,862	(\$29,259)		\$15,001	\$653,499	\$368,100	\$1,036,600	\$1,036,600	\$11,920,713	\$11,920,279	(\$434)

2017 and 2018 Projection from RFC Cost of Service (COS) Model⁽¹⁾

Ashland Costs	Actual		Estimated		Projected		COS Projected 2018
	2013	2014	2015	2016	2017	2018	
Flow	\$ 54,051	\$ 53,422	\$ 57,407	\$ 62,061	\$ 56,874	\$ 63,028	
		-1.2%	7.5%	8.1%	-8.4%	10.8%	
BOD	927,584	949,487	879,194	1,039,260	859,206	914,355	
		2.4%	-7.4%	18.2%	-17.3%	6.4%	
TSS	66,399	77,334	84,884	99,858	107,386	114,036	
		16.5%	9.8%	17.6%	7.5%	6.2%	
TN					391,918	437,788	
Interceptor	1,899	1,867	1,120	6,078			11.7%
		-1.7%	-40.0%	442.9%			
Misc.	75,918	79,507	89,031	117,882			
		4.7%	12.0%	32.4%			
Admin.	53,592	54,862	45,641	53,319			
		2.4%	-16.8%	16.8%			
Total	\$ 1,179,443	\$ 1,216,479	\$ 1,157,276	\$ 1,378,458	\$ 1,415,384	\$ 1,529,207	8.0%
		3.1%	-4.9%	19.1%	2.7%		

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

2017 and 2018 Projection based on 3A Methodology

Ashland Costs	Actual		Estimated		Initial Projection		Initial Projection 2018
	2013	2014	2015	2016	2017	2018	
Flow	\$ 54,051	\$ 53,422	\$ 57,407	\$ 62,061	\$ 45,559	\$ 45,559	
		-1.2%	7.5%	8.1%	-26.6%	0.0%	
BOD	927,584	949,487	879,194	1,039,260	933,368	933,368	
		2.4%	-7.4%	18.2%	-10.2%	0.0%	
TSS	66,399	77,334	84,884	99,858	95,633	95,633	
		16.5%	9.8%	17.6%	-4.2%	0.0%	
TN					231,188	430,842	
						86.4%	
Interceptor	1,899	1,867	1,120	6,078	2,143	2,143	
		-1.7%	-40.0%	442.9%	-64.7%	0.0%	
Misc.	75,918	79,507	89,031	117,882	93,357	93,357	
		4.7%	12.0%	32.4%	-20.8%	0.0%	
Admin.	53,592	54,862	45,641	53,319	56,963	56,963	
		2.4%	-16.8%	16.8%	6.8%	0.0%	
Total	\$ 1,179,443	\$ 1,216,479	\$ 1,157,276	\$ 1,378,458	\$ 1,458,211	\$ 1,657,865	13.7%
		3.1%	-4.9%	19.1%	5.8%		

Ashland Historical Loadings				
	2013	2014	2015	2016
Flow (MG)	481.6	435.7	480.0	496.0
BOD (klbs)	6,413.2	5,808.2	6,055.0	6,807.7
TSS (klbs)	620.5	524.8	607.1	658.3
TN (klbs)	-	711,238.7	755,246.0	680,833.8

2017 and 2018 Projection from RFC Cost of Service (COS) Model⁽¹⁾

	Actual		Estimated		Estimated		Projected		Projected	
	2013	2014	2015	2016	2017	2018	2017	2018	2017	2018
Flow	\$ 239,443	\$ 242,389	\$ 268,157	\$ 278,315	\$ 259,589	\$ 287,679				
		1.2%	10.6%	3.8%	-6.7%	10.8%				
BOD	845,871	850,692	1,122,727	990,774	893,946	951,325				
		0.6%	32.0%	-11.8%	-9.8%	6.4%				
TSS	45,765	44,915	57,910	60,319	66,962	71,108				
		-1.9%	28.9%	4.2%	11.0%	6.2%				
TN					718,324	802,395				
Interceptor	22,788	3,734	2,239	12,156						
		-83.6%	-40.0%	442.9%						
Misc.	151,835	159,014	178,062	235,764						
		4.7%	12.0%	32.4%						
Admin.	61,249	61,433	66,887	63,466						
		0.3%	8.9%	-5.1%						
Total	\$ 1,366,951	\$ 1,362,178	\$ 1,695,982	\$ 1,640,794	\$ 1,938,820	\$ 2,112,506				
		-0.3%	24.5%	-3.3%	18.2%	9.0%				

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

2017 and 2018 Projection based on 3A Methodology

	Actual		Estimated		Estimated		Initial		Initial	
	2013	2014	2015	2016	2017	2018	2017	2018	2017	2018
Flow	\$ 239,443	\$ 242,389	\$ 268,157	\$ 278,315	\$ 207,945	\$ 207,515				
		1.2%	10.6%	3.8%	-25.3%	-0.2%				
BOD	845,871	850,692	1,122,727	990,774	971,106	971,106				
		0.6%	32.0%	-11.8%	-2.0%	0.0%				
TSS	45,765	44,915	57,910	60,319	59,633	59,633				
		-1.9%	28.9%	4.2%	-1.1%	0.0%				
TN					\$ 423,730	\$ 789,664				
						86.4%				
Interceptor	\$ 22,788	\$ 3,734	\$ 2,239	\$ 12,156	\$ 4,286	\$ 4,286				
		-83.6%	-40.0%	442.9%	-64.7%	0.0%				
Misc.	\$ 151,835	\$ 159,014	\$ 178,062	\$ 235,764	\$ 186,714	\$ 186,714				
		4.7%	12.0%	32.4%	-20.8%	0.0%				
Admin.	\$ 61,249	\$ 61,433	\$ 66,887	\$ 63,466	\$ 67,803	\$ 67,803				
		0.3%	8.9%	-5.1%	6.8%	0.0%				
Total	\$ 1,366,951	\$ 1,362,178	\$ 1,695,982	\$ 1,640,794	\$ 1,921,219	\$ 2,286,722				
		-0.3%	24.5%	-3.3%	17.1%	19.0%				

	Honeywell Historical Loadings			
	2013	2014	2015	2016
Flow (MG)	2,133.3	1,977.1	2,242.1	2,224.5
BOD (kibs)	5,848.3	5,203.8	7,732.2	6,489.8
TSS (kibs)	427.7	304.8	414.2	397.3
TN (kibs)	-	1,283,360.7	1,426,560.3	1,225,769.8

Adventrix
Honeywell Costs

2017 and 2018 Projection from RFC Cost of Service (COS) Model⁽¹⁾

	Actual 2013	Actual 2014	Estimated		Estimated Actual 2016	COS		COS Projected 2018
			Actual 2015	Projected 2015		Projected 2017	Projected 2018	
Hopewell Costs								
Flow	\$ 213,718	\$ 242,839	\$ 226,924	\$ 241,113	\$ 241,113	\$ 233,869	\$ 259,176	
		13.6%	-6.6%	6.3%		-3.0%	10.8%	
BOD	678,958	651,614	628,273	671,183	584,864	622,404	622,404	
		-4.0%	-3.6%	6.8%		-12.9%	6.4%	
TSS	591,171	665,987	567,975	584,635	791,956	745,773	791,956	
		12.7%	-14.7%	2.9%		27.6%	6.2%	
TN					358,242	400,170	400,170	
Interceptor	3,798	3,734	2,239	12,156				11.7%
		-1.7%	-40.0%	442.9%				
Misc.	151,835	159,014	178,062	235,764				
		4.7%	12.0%	32.4%				
Admin.								
Total	\$ 1,639,480	\$ 1,723,188	\$ 1,603,472	\$ 1,744,852	\$ 1,922,748	\$ 2,073,706	\$ 2,073,706	7.9%
		5.1%	-6.9%	8.8%	10.2%			

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

2017 and 2018 Projection based on 3A Methodology

	Actual 2013	Actual 2014	Estimated		Estimated Actual 2016	Initial Projection		Initial Projection 2018
			Actual 2015	Projected 2015		Projected 2017	Projected 2018	
Hopewell Costs								
Flow	\$ 213,718	\$ 242,839	\$ 226,924	\$ 241,113	\$ 241,113	\$ 187,342	\$ 187,342	
		13.6%	-6.6%	6.3%		-22.3%	0.0%	
BOD	678,958	651,614	628,273	671,183	635,346	635,346	635,346	
		-4.0%	-3.6%	6.8%		-5.3%	0.0%	
TSS	591,171	665,987	567,975	584,635	664,151	664,151	664,151	
		12.7%	-14.7%	2.9%		13.6%	0.0%	
TN					\$ 211,323	\$ 393,821	\$ 393,821	
						86.4%		
Interceptor	\$ 3,798	\$ 3,734	\$ 2,239	\$ 12,156	\$ 4,286	\$ 4,286	\$ 4,286	
		-1.7%	-40.0%	442.9%		-64.7%	0.0%	
Misc.	\$ 151,835	\$ 159,014	\$ 178,062	\$ 235,764	\$ 186,714	\$ 186,714	\$ 186,714	
		4.7%	12.0%	32.4%		-20.8%	0.0%	
Admin.								
Total	\$ 1,639,480	\$ 1,723,188	\$ 1,603,472	\$ 1,744,852	\$ 1,889,162	\$ 2,071,661	\$ 2,071,661	9.7%
		5.1%	-6.9%	8.8%	8.3%			

Hopewell Historical Loadings				
	2013	2014	2015	2016
Flow (MG)	1,904.1	1,980.8	1,897.3	1,927.2
BOD (klbs)	4,694.2	3,986.1	4,326.9	4,396.4
TSS (klbs)	5,524.2	4,519.2	4,062.4	3,851.1
TN (klbs)	-	677,907.9	650,262.5	634,636.6

Flow (MG)
BOD (klbs)
TSS (klbs)
TN (klbs)

2017 and 2018 Projection from RFC Cost of Service (COS) Model⁽¹⁾

VAWCO Costs	Actual 2013	Actual 2014	Estimated Actual 2015	Estimated Actual 2016	COS Projected 2017	COS Projected 2018
Flow	\$ 39,264	\$ 43,336	\$ 38,637	\$ 40,507	\$ 40,297	\$ 44,658
		10.4%	-10.8%	4.8%	-0.5%	10.8%
BOD	33,073	47,774	43,690	38,984	39,046	41,552
		44.4%	-8.5%	-10.8%	0.2%	6.4%
TSS	249,810	409,161	372,886	341,144	461,323	489,891
		63.8%	-8.9%	-8.5%	35.2%	6.2%
TN					11,409	12,744
						11.7%
Interceptor	1,899	1,867	1,120	6,078		
		-1.7%	-40.0%	442.9%		
Misc.	75,918	79,507	89,031	117,882		
		4.7%	12.0%	32.4%		
Admin.	19,039	27,471	22,392	21,913		
		44.3%	-18.5%	-2.1%		
Total	\$ 419,003	\$ 609,115	\$ 567,755	\$ 566,507	\$ 552,076	\$ 588,846
		45.4%	-6.8%	-0.2%	-2.5%	6.7%

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

2017 and 2018 Projection based on 3A Methodology

VAWCO Costs	Actual 2013	Actual 2014	Estimated Actual 2015	Estimated Actual 2016	Initial Projection 2017	Initial Projection 2018
Flow	\$ 39,264	\$ 43,336	\$ 38,637	\$ 40,507	\$ 32,280	\$ 32,280
		10.4%	-10.8%	4.8%	-20.3%	0.0%
BOD	33,073	47,774	43,690	38,984	42,416	42,416
		44.4%	-8.5%	-10.8%	8.8%	0.0%
TSS	249,810	409,161	372,886	341,144	410,833	410,833
		63.8%	-8.9%	-8.5%	20.4%	0.0%
TN					\$ 6,730	\$ 12,542
						86.4%
Interceptor	1,899	1,867	1,120	6,078	2,143	2,143
		-1.7%	-40.0%	442.9%	-64.7%	0.0%
Misc.	75,918	79,507	89,031	117,882	93,357	93,357
		4.7%	12.0%	32.4%	-20.8%	0.0%
Admin.	19,039	27,471	22,392	21,913	23,410	23,410
		44.3%	-18.5%	-2.1%	6.8%	0.0%
Total	\$ 419,003	\$ 609,115	\$ 567,755	\$ 566,507	\$ 611,170	\$ 616,982
		45.4%	-6.8%	-0.2%	7.9%	1.0%

VAWCO Historical Loadings				
	2013	2014	2015	2016

Flow (MG)	349.8	353.5	323.0	323.8
BOD (klbs)	228.7	292.2	300.9	255.4
TSS (klbs)	2,334.4	2,776.5	2,667.1	2,247.2
TN (klbs)	-	21,005.0	19,539.0	21,966.7

2017 and 2018 Projection from RFC Cost of Service (COS) Model ⁽¹⁾

WestRock Costs	Actual		Estimated		Estimated		Projected		Projected	
	2013	2014	2014	2015	Actual	2016	2017	2018	2017	2018
Flow	\$ 506,544	\$ 557,070	\$ 557,070	\$ 622,428	\$ 631,420	\$ 631,420	\$ 596,021	\$ 660,515		
BOD	1,641,475	1,718,128	1,718,128	1,781,771	1,830,806	1,830,806	1,600,258	1,702,973		
TSS	2,233,516	2,023,373	2,023,373	2,470,933	2,529,963	2,529,963	2,883,381	3,061,936		
TN							171,009	191,024		
Interceptor	1,899	1,867	1,867	1,120	6,078	6,078				
Misc.	75,918	79,507	79,507	89,031	117,882	117,882				
Admin.	212,271	206,862	206,862	203,864	205,856	205,856				
Total	\$ 4,671,623	\$ 4,586,807	\$ 4,586,807	\$ 5,169,147	\$ 5,322,005	\$ 5,322,005	\$ 5,250,669	\$ 5,616,447	-1.3%	7.0%

(1) Interceptor, Miscellaneous, and Administrative costs allocated using composite

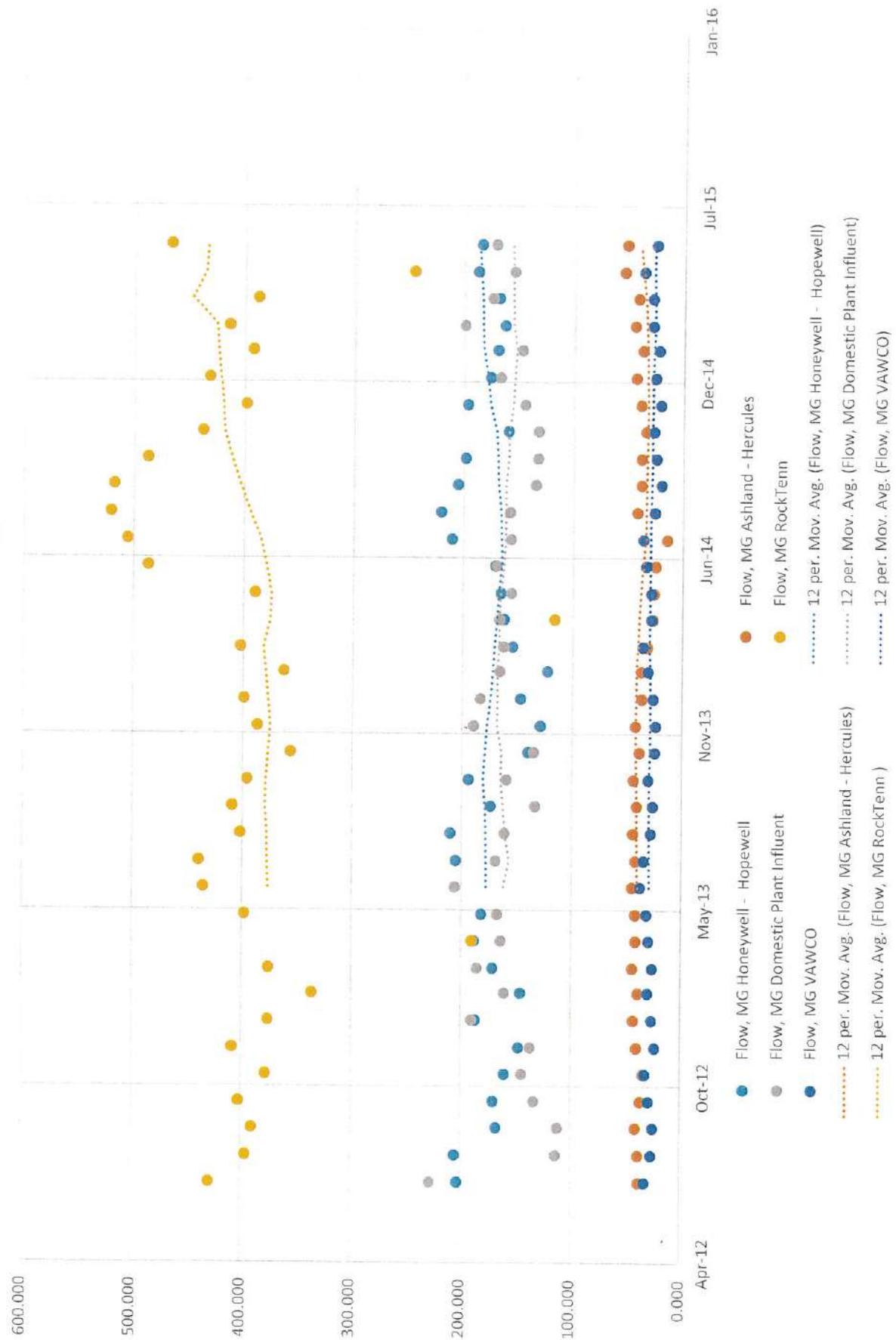
2017 and 2018 Projection based on 3A Methodology

WestRock Costs	Actual		Estimated		Estimated		Initial		Initial	
	2013	2014	2014	2015	Actual	2016	Projection	2017	Projection	2018
Flow	\$ 506,544	\$ 557,070	\$ 557,070	\$ 622,428	\$ 631,420	\$ 631,420	\$ 477,446	\$ 477,446		
BOD	1,641,475	1,718,128	1,718,128	1,781,771	1,830,806	1,830,806	1,738,384	1,738,384		
TSS	2,233,516	2,023,373	2,023,373	2,470,933	2,529,963	2,529,963	2,567,805	2,567,805		
TN										
Interceptor	1,899	1,867	1,867	1,120	6,078	6,078	2,143	2,143		
Misc.	75,918	79,507	79,507	89,031	117,882	117,882	93,357	93,357		
Admin.	212,271	206,862	206,862	203,864	205,856	205,856	219,924	219,924		
Total	\$ 4,671,623	\$ 4,586,807	\$ 4,586,807	\$ 5,169,147	\$ 5,322,005	\$ 5,322,005	\$ 5,199,936	\$ 5,287,052	-2.3%	1.7%

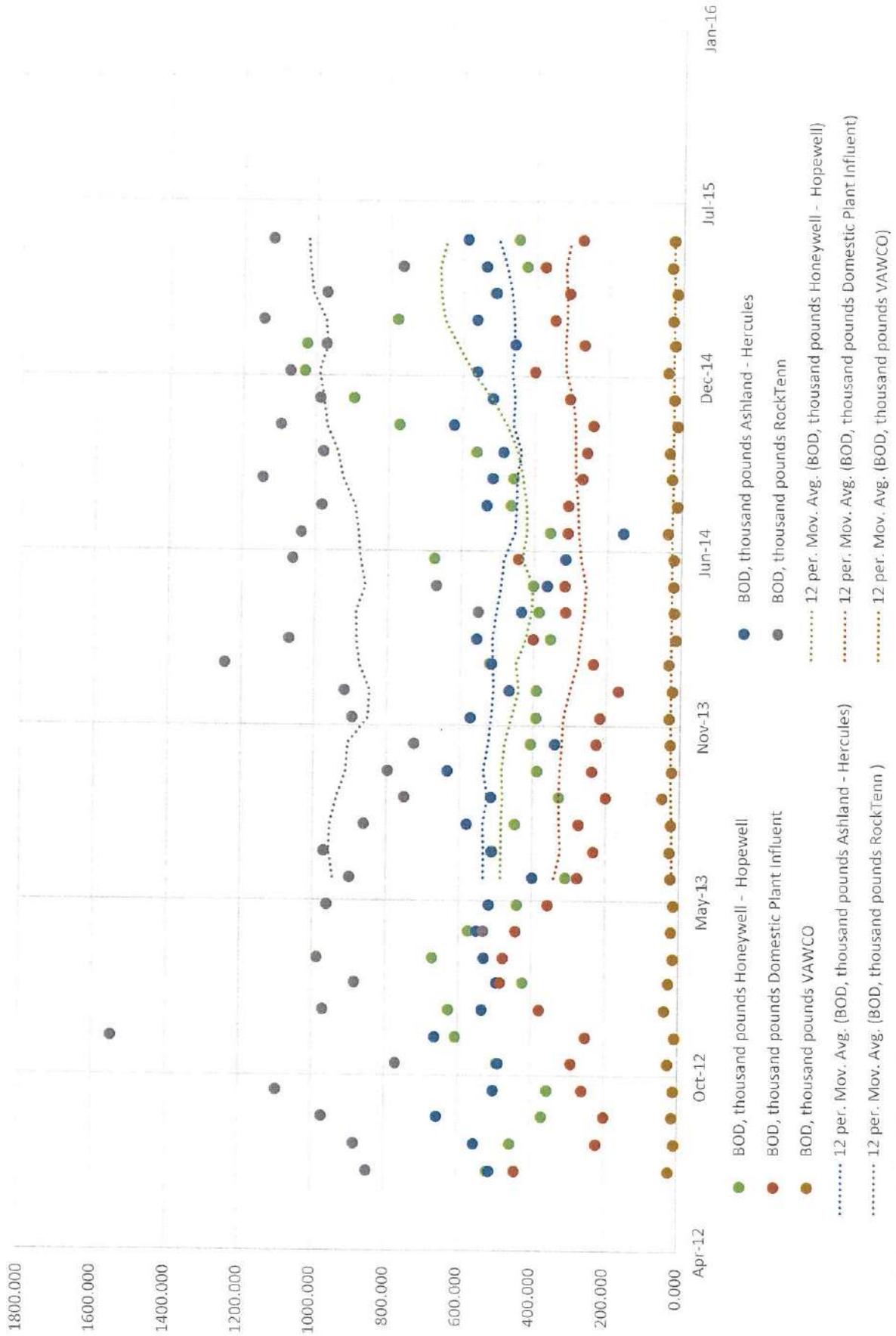
	WestRock Historical Loadings			
	2013	2014	2015	2016
Flow (MG)	4,513.0	4,543.9	5,204.2	5,046.8
BOD (klbs)	11,349.0	10,510.1	12,271.0	11,993.1
TSS (klbs)	20,871.3	13,730.2	17,673.3	16,665.3
TN (klbs)	.	271,173.0	336,766.8	329,018.1

Flow, MG				BOD, thousand pounds				TSS, thousand pounds						
Honeywell - Hopewell	Ashland - Hercules	Domestic Plant Influent	RockTenn	VAWCO	Honeywell - Hopewell	Ashland - Hercules	Domestic Plant Influent	RockTenn	VAWCO	Honeywell - Hopewell	Ashland - Hercules	Domestic Plant Influent	RockTenn	VAWCO
2117.5	465.8	1921.9	4753.7	342.1	6261.4	6092.1	3670.0	11376.7	273.9	382.2	584.1	4709.7	16365.2	2592.6
9,600.92				27,674.24				24,633.81						

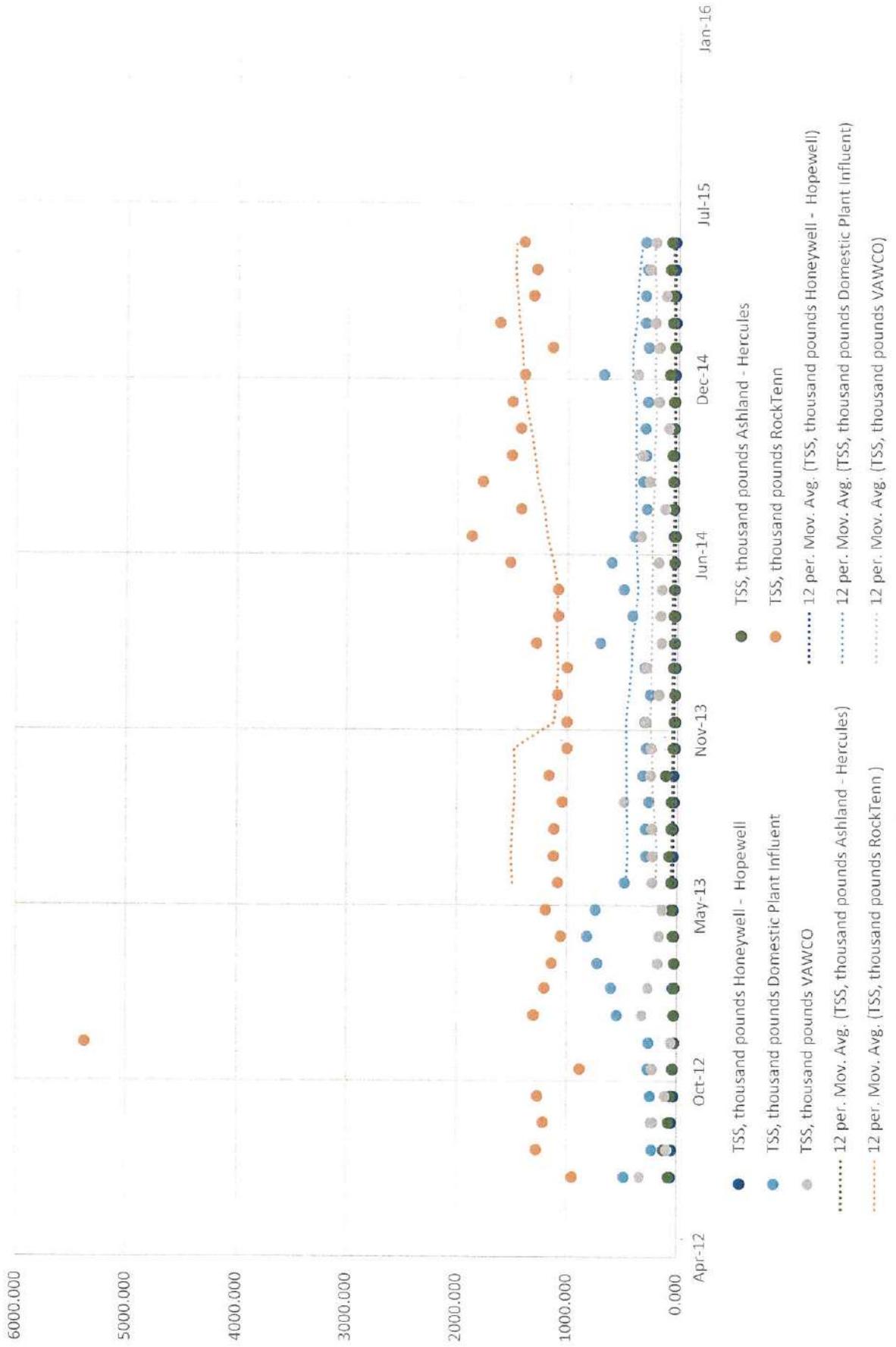
FY 13 through FY 15 Flow (mgal)
w/ annual moving average



FY 13 through FY 15 BOD (klbs)
w/ annual moving average



FY 13 through FY 15 TSS (klbs)
w/ annual moving average



HRWTF Phase 2 Nitrogen Reduction Project Timeline Status

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

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

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

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

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

April 18, 2017

McKenney Library
2:00 p.m.

ARLS Board of Trustees – Minutes of MARCH 21, 2017

APPROVED

Trustees present: Mrs. Benjamin, Mrs. Dragoo, Mrs. Gallup, Mrs. Halupka, Mrs. Judge, Dr. Shepperson, Mrs. Tuggle, Mrs. Yates.

Trustees Absent: Mrs. Sykes

Staff Present: Mr. Manning, Mr. Wiegard, Ms. Coleman

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

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

Communications: John and Cherin Taylor made a donation to ARLS Hopewell through the John Randolph Foundation.

Citizen Comments: None.

Report of the Library Director:

R1. Staff Update: Chris Wiegard has accepted the position of Assistant Director of ARLS. Two Librarian positions are open in Hopewell. One position is open in Youth Services and one position in Circulation.

R2. McKenney Update: The official grand opening has been set by Dinwiddie as May 2, 4 PM to 6 PM. The date for the ARLS soft opening has not been scheduled yet due to impending delivery of furniture.

R3. State Bibliostat report: This is a statistical survey that is necessary to receive state aid. It has been submitted for 2017.

R4. IT Support update: E-N Computers is now the IT support company.

R5. Hopewell 10th Anniversary: Jan Rowley distributed the post cards that will be mailed to an ARLS mailing list of library supporters with the agenda of events for the April 22 Celebration.

R6. Dinwiddie 25th Anniversary: The event will be in August and will be entirely coordinated by the Dinwiddie Friends of the Library.

Committee Reports: None.

New Business: Brian Manning will inform board members of upcoming budget hearings in their respective county or city governments so they may attend and speak for the library.

Assistant Director Chris Wiegard addressed the board stating that his short range goals are the current move to the new McKenney Library. His long term goals are to use the Five Year Strategic Plan as his blue print for planning and action. He will endeavor to communicate closely with Mr. Manning.

Mrs. Benjamin requested a plan for the Annual Staff Appreciation Dinner. The board requested Mr. Manning to make reservations at the new McKenney Library Building. Due to the uncertain opening date, the backup plan will be to hold the dinner at the Dinwiddie East Side Enhancement Center ballroom.

Unfinished Business:

Mrs. Judge thanked the board and staff for their help with her daughter's upcoming art show at the Prince George Library.

Mrs. Tuggle thanked the board for the greeting card sent to her during her convalescence after knee surgery.

Mrs. Yates reported that the wife of former board member, Mr. Crittenton, passed away recently.

Mr. Manning distributed the Hopewell Ten Year Anniversary T-shirts to board members.

The meeting was adjourned at 2:35 PM.

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2016 - March 31, 2017

Account	Revenue (S/S/17)	Proposed	Prev. Total	Monthly	Total	Percentage	Balance Due
		Revenue	Revenue	Revenue	Revenue	Received	
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$110,000	\$0	\$0	\$0	0.0%	\$110,000
102	Hopewell	\$587,630	\$430,724	\$14,698	\$445,422	75.8%	\$142,209
103	Dirwiddle	\$268,230	\$201,174	\$0	\$201,174	75.0%	\$67,056
104	Prince George	\$579,792	\$434,847	\$144,949	\$579,796	100.0%	(\$4)
105	State Funds	\$386,031	\$193,016	\$0	\$193,016	50.0%	\$193,015
106	Fines/Fees/Lost	\$22,372	\$18,109	\$2,985	\$21,094	94.3%	\$1,278
107	Copying Receipts	\$20,166	\$12,074	\$1,971	\$14,045	69.6%	\$6,121
108	Endowment Funds	\$20,499	\$0	\$0	\$0	0.0%	\$20,499
109	E-Rate Refunds	\$28,000	\$26,190	\$0	\$26,190	93.5%	\$1,810
110	Gifts/Donations	\$10,000	\$170	\$0	\$170	1.7%	\$9,830
111	Grants	\$5,750	\$1,500	\$0	\$1,500	26.1%	\$4,250
112	Other	\$24,949	\$15,219	\$3,230	\$18,449	73.9%	\$6,500
TOTALS		\$2,088,418	\$1,385,028	\$167,882	\$1,552,910	72.0%	\$535,508

BUDGET	EXPENSES 03/31/97	FAC	TOTAL SPENDING	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
	PROGRAM	EXPENDITURES	PREVIOUS MONTH	EXPENSE	03/31/97	SPENT	

Personnel							
200	MLS Salaries & Wages	\$449,655	\$251,411	\$42,704	\$294,115	65.4%	\$155,540
201	Non-MLS Salary & Wages	\$565,067	\$414,276	\$63,651	\$477,927	84.6%	\$87,140
202	Benefits for Staff/Retirees	\$267,845	\$172,301	\$20,407	\$192,708	71.9%	\$75,137
Total Personnel		\$1,282,567	\$837,988	\$126,762	\$964,750	75.2%	\$517,817

Books & Materials							
300	Books	\$80,000	\$53,102	\$8,761	\$61,863	77.3%	\$18,137
301	Leased Materials	\$36,000	\$0	\$0	\$0	0.0%	\$36,000
302	Standing Order Books	\$21,000	\$20,795	\$1,894	\$22,689	108.0%	(\$1,689)
303	Print News & Periodicals	\$12,276	\$3,677	\$297	\$3,974	32.4%	\$8,302
304	Audiovisual Materials	\$28,850	\$19,336	\$3,329	\$22,665	78.6%	\$6,185
305	Electronic Materials	\$4,500	\$2,308	\$0	\$2,308	51.3%	\$2,192
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	\$797	\$152	\$949	75.9%	\$301
309	Family Resource Books	\$1,000	\$1,019	\$0	\$1,019	101.9%	(\$19)
310	Econtent	\$21,000	\$16,596	\$0	\$16,596	79.0%	\$4,404
Total Books & Materials		\$207,509	\$147,680	\$14,982	\$162,062	69.6%	\$75,447

Capital Expenditures							
400	Library Non-Computer Equip.	\$12,875	\$2,184	\$0	\$2,184	17.0%	\$10,691
401	Computer Hardware	\$10,875	\$646	\$0	\$646	5.9%	\$10,229
Total Capital Expenditures		\$23,750	\$2,830	\$0	\$2,830	12.9%	\$20,920
Contractual							
500	Lyrcsis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$15,700	\$14,770	\$0	\$14,770	94.1%	\$930
502	Audit	\$18,000	\$15,683	\$0	\$15,683	87.1%	\$2,317
503	Cataloging MARC Records	\$3,605	\$3,897	\$173	\$4,070	112.9%	(\$465)
504	Unique Management	\$9,000	\$4,449	\$448	\$4,897	54.4%	\$4,104
505	Computer Support Service Calls	\$15,000	\$3,341	\$8,658	\$11,999	80.0%	\$3,002

506 Other Computer Software Serv.	\$12,500	\$3,490	\$1,083	\$4,573	36.6%	\$7,927
507 Telecomm Internet Line Charges	\$22,200	\$14,239	\$1,906	\$16,145	72.7%	\$6,055
508 Printing and Publications	\$9,500	\$5,500	\$2,740	\$8,240	86.7%	\$1,260
509 Security Guard Service	\$25,512	\$17,592	\$2,172	\$19,764	77.5%	\$5,748
Total Contractual	\$158,017	\$94,961	\$17,179	\$100,140	75.3%	\$57,877

Facilities/Maint./Operations						\$0
600 Equip. Repair & Maintenance	\$5,500	\$3,699	\$375	\$4,074	74.1%	\$1,426
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$48,000	\$6,000	\$54,000	70.5%	\$22,650
603 Supplies	\$32,000	\$22,143	\$1,737	\$23,880	74.6%	\$8,120
604 Travel / Workshops / Conf. Fees	\$8,500	\$8,226	\$523	\$8,749	102.9%	(\$249)
605 Training / Education	\$4,500	\$1,330	\$558	\$1,888	42.0%	\$2,612
606 Utilities	\$6,000	\$3,105	\$325	\$3,430	57.2%	\$2,570
607 Telephone (Voice)	\$13,000	\$8,924	\$1,230	\$10,154	78.1%	\$2,846
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$2,735	\$200	\$2,935	65.2%	\$1,565
610 Job & Contracting Advertising	\$2,500	\$701	\$0	\$701	28.0%	\$1,799
611 Promotional Advertising	\$2,000	\$658	\$0	\$658	32.9%	\$1,342
612 Organization/Association Dues	\$3,500	\$2,702	\$0	\$2,702	77.2%	\$798
613 Postage	\$4,500	\$3,349	\$267	\$3,616	80.3%	\$884
614 Janitorial	\$64,500	\$38,757	\$5,520	\$44,277	68.6%	\$20,223
615 Other Building Maintenance	\$11,000	\$8,482	\$0	\$8,482	77.1%	\$2,518

Facilities/Maint./Operations	\$224,087	\$152,811	\$16,724	\$169,545	62.5%	\$101,512
Programs/Activities/Other						\$0
700 YS Summer Reading Program	\$6,500	\$641	\$0	\$641	9.9%	\$5,859
701 YS Programming Supplies	\$4,191	\$320	\$310	\$630	15.0%	\$3,561
702 Adult Programming	\$2,600	\$2,120	\$66	\$2,186	84.1%	\$414
703 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
704 Funds for Local History Collection	\$5,000	\$370	\$0	\$370	7.4%	\$4,630
705 Reserve	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
706 McKenny Library	\$22,500	\$63,511	\$0	\$63,511	282.3%	(\$41,011)

707 Hopewell Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
708 Prince George Project	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
707 Misc. Professional Serv. & Other	\$15,759	\$8,153	\$618	\$8,771	55.7%	\$6,988
Total Programs/Agry./Other	\$165,559	\$75,115	\$994	\$76,108	46.0%	\$89,252
GRAND TOTALS	\$2,169,480	\$1,269,335	\$176,100	\$1,445,435	69.1%	\$698,045

**MINUTES OF THE MEETING
SCHOOL BOARD OF THE CITY OF HOPEWELL
March 9, 2017**

CALL TO ORDER

Mr. Christopher Reber called the meeting to order at 5:34 p.m. and Dr. Kim Evans delivered the opening prayer.

PRESENT

Mr. Christopher Reber, Chairman; Ms. Linda E. Hyslop, Vice-Chairman; Mrs. Shirl A. Jefferson, member; Dr. Deborah E. Marks, member; and Mr. N. Gregory Cuffey, member, were present.

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent of Schools; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique G. Barnes, Director of Finance; Mr. Patrick Barnes, Director of Operations; Mrs. Janice Butterworth, Supervisor of Secondary Instruction; Mrs. Janel English, Coordinator of Finance; Mr. Thomas Pond, Principal; Ms. Peggy Fulton, Assistant Principal; Dr. Pamela Aerni, Teacher; Malik Wheat, Data Manager, Hopewell High School; Mrs. Cindy Harville, Executive Assistant for Finance; Ms. Caitlyn Davis, Public Relations Specialist; Dr. Janet Crawley, VASS Representative; Dr. Bonny Wilson, VASS Representative, and one member of the press.

ADOPTION OF AGENDA

Upon a motion by Dr. Deborah Marks, and seconded by Ms. Linda Hyslop, the School Board adopted the early meeting agenda as presented, with all members voting aye.

DISCUSSION ITEMS

A. Classification & Compensation Study Presentation – VASS

Dr. Janet Crawley and Mrs. Bonnie Wilson, VASS representatives, shared with the Board an executive summary of the results of the Classification and Compensation Study and a proposed "Phase In" implementation.

The following are the top five observed recommendation areas:

- 1.) Amend School Board Personnel Policy GA to include an overall compensation philosophy statement or specific goals and guidelines related to retaining highly qualified employees.
- 2.) Analysis current teacher and graded salaries, as compared to the "market competition" and identify areas where employees fall below market minimum.
- 3.) Improve Classified and Professional salaries by crediting years of experience.
- 4.) Provide a consistent salary administration policy for adjusting salaries to accommodate promotion, demotion, reclassification and regarding.
- 5.) Provide well-written and updated job descriptions. job descriptions.

School Board Minutes

March 9, 2017

Page 2

Suggested Phases of Implementation:

- Phase 1. Deepen the philosophy and goals in Policy GA, improve salaries beginning with custodial/cafeteria salaries and approve salary administration guidelines.
- Phase 2. Adjust salary scales.
- Phase 3. Continue reconciling years of experience for all employees.

Dr. Hackney commented that this year's intent was to present to the Board the costs associated with implementation and should funding become available, or the Board want to restructure the implementation "Phase In" they would be well informed.

B. Presentation of the 2017-2018 School Board Budget – Mrs. Monique Barnes

Mrs. Barnes shared that the General Assembly provided for a 2% raise for SOQ positions and mandated the expected VRS rate increases. She noted that the additional contribution from the City, excluding the reduction for debt service of \$132,750, is still \$515,179. With offset of debt service, the net additional request of the City is \$382,429

She explained that that 56.46% of our funding comes from the state; 27.53% from the City almost 9% from the Federal Government, a little over 1% from other sources, such as tuition from other localities & almost 6% from transfers from other funds to cover debt service.

Mrs. Barnes noted several changes to expenditure categories such as VRS, healthcare costs and the 2% raise.

Mrs. Barnes shared that there is a decrease in Pupil Transportation because we are returning that part of the budget with its applicable appropriation to the City. There is also a decrease in Operations & Maintenance because our copier contract has fallen under the O&M category in the past, when it is actually an expense that should fall under technology, and we are adding funds for the technology upgrades.

Dr. Hackney reminded the Board that the vast majority of our needs are being funded through existing funds and that we are only asking for additional funds to cover the cost on those things we could not have anticipated.

Mrs. Jefferson asked for an elaboration on the changes in curriculum and the reorganization of the Transportation Department. Dr. Hackney shared that the changes in curriculum involved purchasing new benchmarks, identifying observation the tools and paying our employees to help with curriculum development. She also

School Board Minutes

March 9, 2017

Page 3

explained that we wanted to add five new bus driver positions.

Dr. Marks asked about summer school. Dr. Hackney said that it was a five week period during the summer that would be for remediation, enrichment and open to all.

C. Hopewell High School 1st Semester SOL Performance – Dr. Kim Evans

Dr. Evans presented two handouts. One handout identified the High School Fall SOL pass rate by subject expanding across four years. The other handout presented the High School SOL Spring Projections specifically identifying the number of students needed to meet the benchmark for each particular subject.

Mr. Reber asked Mr. Pond to elaborate on the Algebra 1 and Geometry pass rates.

Mr. Pond explained that there were staff changes and long-term substitute teachers.

Dr. Marks expressed her excitement over the High School's expedited retake scores.

Dr. Aerni, High School Math Coordinator/Coach, shared with the Board a handout on High School Math Projections. She noted that 50% of the children are on or above pace. Discussion ensued.

Dr. Hackney expressed her confidence in the Math program and team's plan of improvement.

CLOSED MEETING

Upon a motion by Mrs. Shirl Jefferson, and seconded by Mr. Greg Cuffey, the School Board adopted the following resolution to enter a Closed Meeting at 6:35 p.m., with all members voting aye.

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

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

At 7:30 p.m. Mr. Reber recessed to the Open Meeting.

School Board Minutes

March 9, 2017

Page 4

PUBLIC HEARING

Chairman Reber called the Public Hearing to order at 7:33 p.m. The prayer was delivered by Mrs. Shirl Jefferson, followed by the Pledge of Allegiance.

PRESENT

Mr. Chris Reber, Chairman; Ms. Linda Hyslop, Vice-Chairman; Mrs. Shirl A. Jefferson, member; Dr. Deborah E. Marks; and Mr. Greg Cuffey, member, were present.

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique Barnes, Director of Finance/Board Clerk; Mrs. Cindy Harville, Executive Assistant for Finance/Deputy Clerk; Dr. Shelia Bailey, Director of Student Services; Ms. Cheryl Webb, Director of School Improvement and Data Analysis; Mr. T. Patrick Barnes, Director of Operations; Mr. Burlin Gregory, Director of Organizational Innovation, Training and Efficiency; Dr. Tina M. Barringer, Supervisor of Elementary Instruction, Mrs. Betty Ware, Supervisor of Career and Technical Education; Mrs. Janice Butterworth, Supervisor of Secondary Instruction; Mrs. Paula Brumfield, Supervisor of Literacy and Federal Programming; Ms. Brookie Fowler, Coordinator of Disability Services, Mrs. Janel English, Coordinator of Finance; Mrs. Tracy Wilson, Coordinator of Educational Evaluation and Program Improvement; Mr. Tommy Pond, Principal, Mr. Shannon Royster, Principal; Ms. Judy Barnes, Principal; Mr. Byron Davis, Principal; Mr. Keith Crews, Alternative Education Program Coordinator; Ms. Peggy Fulton, Head Start Coordinator; Honorees with their families; Ms. Caitlyn Davis, Public Relations Specialist; and one representatives from the press.

CERTIFICATION OF CLOSED MEETING

Upon a motion by Dr. Deborah Marks, and seconded by Mr. Greg Cuffey, the Board adopted the attached Certification of Closed Meeting, with all members voting aye.

ADOPTION OF AGENDA

Upon a motion by Dr. Deborah Marks, and seconded by Ms. Linda Hyslop, the School Board adopted the March 9, 2017, Regular Meeting Agenda as presented, with all members voting aye.

SPECIAL RECOGNITION

A. Keep Hopewell Beautiful Poster Contest Winner – Dr. Tina Barringer and Mrs. Jan Butterworth

Dr. Barringer introduced Mr. Silver, the Keep Hopewell Beautiful committee representative, to present gift cards to the winners. First place received a \$50 gift card, 2nd place received at \$25 gift and 3rd place received a \$10 gift card. The

School Board Minutes

March 9, 2017

Page 5

following children who placed 1st -3rd in Elementary and Middle School and 1st in High School in the Keep Hopewell Beautiful Poster Contest received gift cards:

Elementary:

1st Place Winner – (Patrick Copeland Elementary-Grade 5) Gabriel James

2nd Place Winner – (Patrick Copeland Elementary-Grade 3) Micaiah Myrks

3rd Place Winner – (Dupont Elementary-Grade 1) Emmajen Vargo

Middle School

1st Place Winner (Grade 7) Yamka Mountjoy

2nd Place Winner (Grade 7) Cory 'Ante Jones

3rd Place Winner (Grade 7) Teia Bennett

High School

1st Place Winner (Grade 11) Kadair Givens

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

Dr. Hackney recognized the school with the highest student attendance for February of 2017; Dupont Elementary School won the award with a 93.79% attendance rate. Dr. Kim Evans accepted the award in absence of Ms. Carla Fizer, Principal, on behalf of her students.

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

Dr. Hackney recognized the school with the highest licensed staff attendance for February of 2017. Woodlawn Learning Center won the award with a 95.647% staff attendance rate. Ms. Peggy Fulton, Head Start Coordinator, accepted the award on behalf of her staff.

A. Instructional Spotlight – New Hope Academy

Mr. Keith Crews presented a PowerPoint presentation and video clip highlighting the current instructional format at New Hope Academy.

Mr. Crews shared a brief overview on the status of the programs offered at New Hope Academy to include PBIS, Career and Workforce Services and community connection. Several students and staff shared what New Hope Academy means to them.

B. Literacy Update – Preliminary Elementary CIP Benchmark Improvement - Mrs. Paula Brumfield and Ms. Cheryl Webb

School Board Minutes

March 9, 2017

Page 6

Mrs. Brumfield shared a PowerPoint presentation updating the Board on the Literacy Lab. She shared that the Literacy Lab's mission is to provide children with individual reading instruction in order to close the literacy gap.

She explained that the percentage of students on/above grade level rose from the fall to the mid-year screening in each grade level as indicated by the Mid-year STAR Reading Assessments, Grades 2-5.

Ms. Cheryl Webb discussed the preliminary elementary CIP benchmark improvements. She noted that the positive scores project success on the Spring 2017 SOL tests.

C. Monthly Instructional Improvement Update: 21st Century Grant– Dr. Kim Evans

Dr. Kim Evans updated the Board on the 21st Century Grant. She noted that the grant was in the amount of \$326,632 split between Patrick Copeland Elementary and Carter G. Woodson Middle School. She reminded the Board that this was a three year continuation grant contingent upon the availability of funds and compliance to the guidelines set forth by the U.S. Department of Education.

Dr. Evans shared that as a part of the program each school provides staff for tutoring, instruction, homework assistance, remediation and enrichment and parent engagement opportunities. There are co-coordinators who oversee the program and collect the necessary data for DOE reporting.

Ms. Marcy Cook, Coordinator at Patrick Copeland Elementary School, and Mr. Kevin Clear, Coordinator at Carter G. Woodson Middle Schools, shared what was happening at their school with the 21st Century Learning Grant.

D. Math Ruler Project at Carter G. Woodson Middle School – Ms Emily Wood, Ms. Ashley Clear and Students

Ms. Emily Ward, Ms. Ashley Clear and students from Carter G. Woodson Middle School presented to the Board their Math Ruler Project.

E. CTE Five-Year Plan Development and Draft – Ms. Betty Ware

Ms. Betty Ware presented a Google slides presentation and booklet updating the Board on the development of the CTE Five-Year Plan.

Ms. Ware shared that the new profile for Virginia Graduates includes workplace readiness skills with work-base learning components; all components working together to prepare the student to be a successful member of the workforce.

School Board Minutes

March 9, 2017

Page 7

Mrs. Jefferson asked if the Child Care program was the only course we have under Human Services at this time. Ms. Ware explained that there were other Family Computer Science courses offered.

Mr. Pond reminded the Board that the CTE program was now a part of graduation requirements.

Dr. Hackney explained that the chart Betty presented was the bare minimum course expansion based on one program and one new FTE per year.

Dr. Marks and Mr. Cuffey commended Ms. Ware and Mr. Pond on the progress being made in the CTE program.

F. **Hopewell High School Program of Studies** – Mrs. Jan Butterworth and Mr. Tommy Pond

Mrs. Butterworth and Mr. Pond highlighted the changes to the High School Programs of Studies.

Mr. Pond and Mrs. Butterworth shared a few of the changes:

Deleted the outdated registration guidelines for new and transfer students.

The NCAA academic requirement for enrollment in standard or advance courses was included in the VHSL eligibility policy.

Students will not be able to change courses after the first Friday of school unless there is a course conflict or an error on the schools part.

Officially moved to a 10 point grade scale.

Opportunity for dual enrollment coursework.

Incorporated CTE graduation credential requirement

Updated list of diploma seals.

Increased Math course sequence options.

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

Mrs. Monique Barnes, Director of Finance, presented the expenditure portion of the Finance Report and polled the Board for any questions they might have.

Finance Report

Mrs. Barnes noted that there are two accounts payable listing for February in your board packet. They are for February 15 and February 28, 2017. She explained that the expenditure reports include payments for: instructional supplies, staff development, library books, purchased services, software, software maintenance agreements, memberships, maintenance supplies, custodial supplies, medical supplies, speech therapy, fuel, legal fees, and utilities. The final payment was made

School Board Minutes

March 9, 2017

Page 8

to Trane for Harry E. James' HVAC for the cafeteria with funds from the Building/Bus Replacement Fund.

As a point of comparison, the operating fund had 46.75% of the FY2017 expenditure budget remaining at the end of February 2017 and there was 48.54% of the FY2016 expenditure budget remaining at the same time last year. The revenue receipts were 34.62% of the budgeted receipts for FY2017 at the end of February 2017, and the revenue receipts were 32.49% of the FY2016 budgeted receipts at the same time last year.

Mrs. Barnes stated that the state supported Average Daily Membership for February was 4,018. The Enrollment by School by Grade report indicates that our actual membership on February 28th was 3,994. The Average Daily Attendance for February was 92.63%.

Maintenance Report

Mrs. Barnes informed the Board that a summary of the maintenance and technology support requests from February is included in the Board Packet. She noted that 308 support requests were closed during February. The month ended with 148 maintenance and technology support requests open.

Clerk's Report

Mrs. Barnes noted that we have recently received policy updates from the VSBA and will begin presenting them to Board Members as soon as all are reviewed and approved.

PUBLIC COMMENTS

Zita Whitehead
2012 Sunnyside Ave
Hopewell, Virginia 23860

and

Daryl Johnson
13572 Green Spire Ct.
Chester, Virginia 23836

Ms. Zita Whitehead and Mr. Daryl Johnson, parents of a student at Hopewell High School, expressed concern about their inability to resolve issues pertaining to their son who attends Hopewell High School. Ms. Whitehead explained that she had followed the chain of command but have been unable to ascertain clear answers.

School Board Minutes

March 9, 2017

Page 9

Mr. Reber asked Dr. Hackney to circulate among the Board members the letters and correspondence pertaining to Ms. Whitehead and Mr. Johnson grievance.

Mr. Reber thanked Ms. Whitehead and Mr. Johnson for coming and sharing.

CONSENT AGENDA

Upon a motion by Ms. Linda Hyslop, and seconded by Dr. Deborah Marks, the Board adopted the attached Consent Agenda; with the exception of Classified Resolution, 17-03-C17, which has been rescinded by staff, with all members voting aye.

Minutes

The minutes of the meetings of February 9, and February 23, 2017 were approved as submitted.

Licensed Personnel Resolutions

17-03-L1

Retirement
James McKayhan
JROTC Commander
Hopewell
High School

WHEREAS, LTC James McKayhan has announced his retirement as of July 1, 2017

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

WHEREAS, he has demonstrated his ability to meet new challenges with enthusiasm; therefore, be it

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

RESOLVED, that the School Board of the City of Hopewell extends to James McKayhan its best wishes for many years of happiness during his retirement.

17-03-L2

Probationary
Appointment
LTC Jason Pape

RESOLVED, upon the recommendation of the Superintendent of Schools, that LTC Jason Pape, being duly certified, be and is hereby granted a probationary appointment as a JROTC Commander, effective July 1, 2017
Vice: LTC James McKayhan
Assignment: Hopewell High School
Salary: \$69,917.30

School Board Minutes

March 9, 2017

Page 10

17-03-L3

Approval
of Instructional
Supplement

RESOLVED, upon the recommendation of the Superintendent of Schools, that a supplement in the amount of \$50.57 per day be paid to Alexis Maunes for teaching an additional class at New Hope Academy. This instruction will be held three days a week.

17-03-L4

Approval
of Instructional
Supplement

RESOLVED, upon the recommendation of the Superintendent of Schools, that a supplement in the amount of \$49.61 per day be paid to Eleisha Davis for teaching an additional class at Hopewell High School.

17-03-L5

Approval
Of Substitute

RESOLVED, upon the recommendation of the Superintendent Schools, that Rebekah Perkinson be approved as a substitute for the 21st Century Learning Grant program at Patrick Copeland Elementary School.

17-03-L6

Approval of
Supplements

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

Position	Name	Supplement
Girls Basketball		
Head Coach	Jaqueline Edmonds	\$3300.00
Indoor Track		
Head Coach	Frank Cancino	\$3300.00
Assistant Coach	Mary Sims	\$1000.00
Assistant Coach	Johnathan Lewis	\$1000.00
Boys Basketball		
Head Coach	Elvin Edmonds	\$4300.00
Assistant Coach	Jared Jenkins	\$2400.00
Assistant Coach	Dion Robinson	\$2400.00
Winter Cheer		
Head Coach	Quiana Turner	\$2200.00
Assistant Coach	Sara Miller	\$1400.00
Wrestling		
Head Coach	Richard Halas	\$2200.00

17-03-L7

Approval of

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19-August 3, 2017,

School Board Minutes

March 9, 2017

Page 11

Positions for K Kamp the following positions be approved for K Kamp funded through local K Kamp funds.

Position	Maximum Number	Amount per Hour	Maximum No. of hours
Additional Kindergarten Teachers for K Kamp	9	\$40.00	24

17-03-L8
Approval Positions for Stem Summer Camp

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19-August 3,2017, the following positions be approved for the Stem Summer Camp Program. (Funded through a donation from the Evonik Corporation)

Position	Maximum Number	Amount per Hour	Maximum No. of hours
Science, Technology, Engineering, Math Teachers	3	\$25.00	55

17-03-L9
Approval Positions for Summer School

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19-August 3,2017, the following positions be approved for the Standards of Learning Summer School Program funded through SOL Summer School stipend funds.

Position	Maximum Number	Amount per Hour	Maximum No. of hours
Elementary/Preschool Teachers (Math, Reading, SPED, STEM, Instructional Coaches)	36	\$40.00	110
Nurse	1	\$30.00	96
Middle School	6	\$40.00	110

School Board Minutes

March 9, 2017

Page 12

Teacher (Math and Reading)			
High School Teacher (EOC SOL areas and 9th and 10th Reading and Math)	8	\$40.00	110
ESL Teachers	3	\$40.00	55

17-03-L10
Approval
Positions for
Summer School

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19-August 3, 2017, the following positions be approved for Regular Academic Summer School Programs.

Position	Maximum Number	Amount per Hour	Maximum No. of hours
Middle School Teacher	2	\$40.00	110
Secondary School Teacher	2	\$40.00	110

17-03-L11
Approval
Positions for
ESL Summer
School Program

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19-August 3, 2017, the following positions be approved for the ESL Summer School Program funded through local funds.

Position	Maximum Number	Amount per Hour	Maximum No. of hours
ESL Teacher (K-12)	3	\$40.00	55

17-03-L12
Approval
of Instructional
Supplements

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following supplements be paid to teachers for providing an extra block of instruction at Carter G Woodson Middle School.

Teacher	Amount	Frequency
Kimberly Harrison	\$53.18	per day
Meredith Boyd	\$42.64	per day
Amy Jarvis	\$48.28	per day

School Board Minutes

March 9, 2017

Page 13

17-03-L13
Amendment to
Resolution
17-02-L1

RESOLVED, upon the recommendation of the Superintendent of Schools, Resolution **17-02-L1** be and is hereby amended and that Courtney Harrison be appointed full time nurse at Carter G. Woodson.
Salary: \$43,007

17-03-L14
Approval of
Supplements

RESOLVED, upon the recommendation of the Superintendent of Schools, that supplements for the following athletic coaching positions at Carter G. Woodson be and are hereby approved for the 2016-2017 Winter Sports Season.

Position	Name	Supplement
Boys Basketball		
Head Coach	Jake Green	\$3600.00
Winter Cheer		
Head Coach	Tara Noel	\$1300.00
Assistant Coach	Sabrina Davis	\$800.00

17-03-L15
Approval of
Supplements

RESOLVED, upon the recommendation of the Superintendent of Schools, that supplements for the following positions at Hopewell High School be and are hereby approved for the 2016-2017 school year.

<u>Activity</u>	<u>Name</u>		<u>February</u>	<u>Total</u>
Art Club	Lara	Stables	\$100.00	\$200.00
Band Director	Andres	Pierce	\$ 1,250.00	\$2,500.00
Beta Club	Brenda	Lee	\$ 175.00	\$350.00
Book Club	Patricia	Scanlan	\$ 50.00	\$100.00
Chess Club	Michael	Hayes	\$ 100.00	\$200.00
Choir Director	Alana	Marsh	\$ 400.00	\$800.00
D.E.C.A.	Phyllis	Slachter	\$ 200.00	\$400.00
Drama Coach	Derome	Smith	\$ 400.00	\$800.00
F.B.L.A.	Shana	Griffin	\$ 62.50	\$150.00
F.B.L.A.	Cynthia	Young	\$ 62.50	\$150.00
F.C.C.L.A. – Catering	Peggy	Henderson	\$ 100.00	\$200.00
F.C.C.L.A. – Childcare Sponsor	Crystal	Barnett	\$ 100.00	\$200.00
F.C.C.L.A. – Fashion Design	Violet	Taylor	\$ 100.00	\$200.00
French Honor Society	Henrie	Eya	\$ 75.00	\$150.00
Freshman Class	Samantha	Aultman	\$ 75.00	\$150.00
Freshman Class	Karen	Sheppard	\$ 75.00	\$150.00

School Board Minutes

March 9, 2017

Page 14

Jazz Band Director	Andres	Pierce	\$ 500.00	\$1,000.00
JROTC	Evelyn	Cabrera	\$ 300.00	\$600.00
JROTC	James	McKayhan	\$ 300.00	\$600.00
Junior Class	Julie	Arntson	\$ 300.00	\$600.00
Key Club	Patricia	Scanlan	\$ 200.00	\$400.00
Leo Club	Rachel	Tew	\$ 100.00	\$200.00
Literary Magazine	Venessa	Bond	\$ 100.00	\$200.00
National Honor Society	Vicki	Foster	\$ 175.00	\$350.00
S.C.A.	Christopher	Claassen	\$ 300.00	\$600.00
SAT Tutoring	Michael	Hayes	\$ 600.00	\$1,200.00
Senior Class	Qiana	Turner	\$300.00	\$600.00
Senior Class	Sunny	Haden	\$ 300.00	\$600.00
Skills USA	Angela	Moseley	\$ 100.00	\$200.00
Sophomore	Rosa	Rodriguez	\$ 150.00	\$300.00
Spanish Honor Society	Rosa	Rodriguez	\$ 75.00	\$150.00
Student 2 Student Club	Kelly	Kirksey	\$ 50.00	\$100.00
Student 2 Student Club	Hope	Hill	\$ 50.00	\$100.00
T.E.S.A. Sponsor	Elton	Bennett	\$ 100.00	\$200.00
V.I.C.A. Auto Body Sponsor	Chuck	Burton	\$ 100.00	\$200.00
V.I.C.A. Principles of Tech. Sponsor	Dawn	Hurt	\$ 100.00	\$200.00
Yearbook Sponsor	Patricia	Scanlan	\$ 650.00	\$1,300.00

Classified Personnel Resolutions

17-03-C1

Retirement
Of
Mary Jamison

RESOLVED, upon the recommendation of the Superintendent of Schools, that the retirement of Mary Jamison be and is hereby approved, effective March 1, 2017.
Assignment: Transportation

17-03-C2

Retirement
Of
Deb Best

RESOLVED, upon the recommendation of the Superintendent of Schools, that the retirement of Deb Best be and is hereby approved, effective May 1, 2017.
Assignment: Payroll Clerk

17-03-C3

Retirement
Of
Linda Traina

RESOLVED, upon the recommendation of the Superintendent of Schools, that the retirement of Linda Traina be and is hereby approved, effective May 1, 2017.
Assignment: School Finance Officer, Hopewell High School

17-03-C4

RESOLVED, upon the recommendation of the

School Board Minutes

March 9, 2017

Page 15

Appointment
Full-Time
Bus Driver
Gay Brown

Superintendent of Schools, that Gay Brown be and is hereby appointed as Full-Time Bus Driver for the 2016-2017 school year, effective February 1, 2017.
Vice: Dorothy Johnson
Salary: \$11,007 per year

17-03-C5

Appointment
Part-Time
Bus Aide
Rebecca
Carpenter

RESOLVED, upon the recommendation of the Superintendent of Schools, that Rebecca Carpenter be and is hereby appointed as a Part-Time Bus Aide for the 2016-2017 school year, effective February 1, 2017.
Vice: Change from Sub
Salary: \$9.47 per hr

17-03-C6

Appointment
Part-Time
Food Service
Paula Bowen

RESOLVED, upon the recommendation of the Superintendent of Schools, that Paula Bowen be and is hereby appointed as a Part-Time Food Service worker for the 2016-2017 school year, effective February 16, 2017.
Vice: New Position (Lunch Monitor)
Salary: \$8.58 per hr

17-03-C7

Appointment
SOL
Tutor

RESOLVED, upon the recommendation of the Superintendent of Schools, that Vera Archie be and is hereby appointed as SOL Tutor for the 2016-2017 school year at a reate of \$25 per hour not to exceed 25 hours

17-03-C8

Appointment
Part-Time
Food Service
Manuel Jimenez

RESOLVED, upon the recommendation of the Superintendent of Schools, that Manuel Jimenez be and is hereby appointed as a Part-Time Food Service worker for the 2016-2017 school year, effective February 21, 2017.
Vice: New Position (Lunch Monitor)
Salary: \$8.58 per hr

17-03-C9

Appointment
Asst. Manager
Food Service
Mary Walker

RESOLVED, upon the recommendation of the Superintendent of Schools, that Mary Walker be and is hereby appointed as an Asst. Manager-Food Service worker for the 2016-2017 school year, effective February 16, 2017.
Vice: New Position (PC Dinner Program)
Salary: \$14,341 annually

17-03-C10

Appointment
Asst. Manager

RESOLVED, upon the recommendation of the Superintendent of Schools, that Christina Matthews be and is hereby appointed as an Asst. Manager-Food Service worker for the

School Board Minutes

March 9, 2017

Page 16

Food Service 2016-2017 school year, effective February 16, 2017.
Christina Vice: New Position (CGW Dinner Program)
Matthews Salary: \$14,341 annually

17-03-C11

Appointment **RESOLVED**, upon the recommendation of the
Part-Time Superintendent of Schools, that Crystal Bartlett be and is
Food Service hereby appointed as a Part-Time Food Service worker for the
Crystal Bartlett 2016-2017 school year, effective February 15, 2017.
Vice: New Position (Lunch Monitor)
Salary: \$8.58 per hr

17-03-C12

Appointment **RESOLVED**, upon the recommendation of the
Part-Time Superintendent of Schools, that Barbara Winchester be and is
Food Service hereby appointed as a Part-Time Food Service worker for the
Barbara 2016-2017 school year, effective February 22, 2017.
Winchester Vice: New Position (Lunch Monitor)
Salary: \$8.58 per hr

17-03-C13

Appointment **RESOLVED**, upon the recommendation of the
Sub Superintendent of Schools, that Larnnettia Tyler be and is
Food Service hereby appointed as a Sub Food Service worker for the
Larnnettia Tyler 2016-2017 school year, effective February 27, 2017.
Vice: Sub
Salary: \$7.85 per hr

17-03-C14

Appointment **RESOLVED**, upon the recommendation of the
Part-Time Superintendent of Schools, that Jatarra Ruffin be and is
Food Service hereby appointed as a Part-Time Food Service worker for the
Jatarra Ruffin 2016-2017 school year, effective February 28, 2017.
Vice: New Position (Lunch Monitor)
Salary: \$8.58 per hr

17-03-C15

Appointment **RESOLVED**, upon the recommendation of the
of Superintendent of Schools that the following be and are hereby
Title I Tutors approved as Tutors for the 2016-2017 school year, effective
January 9, 2017. (Funded by Title I, Part A application)

School	Tutor	Amount per Hour	Maximum No. of Hours
Patrick Copeland	Carnell Myrick	\$25.00	108
Patrick	Kathy Bond	\$25.00	108

School Board Minutes

March 9, 2017

Page 17

Copeland			
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17-03-C16
Approval of
Supplements

RESOLVED, upon the recommendation of the Superintendent of Schools, that supplements for the following athletic coaching positions be and are hereby approved for the 2016-2017 school year:

Position	Name	Supplement
Girls Basketball		
Assistant Coach	Sherry Lewis	\$2400.00
Assistant Coach	Angela Tomlinson	\$2400.00
Wrestling		
Assistant Coach	Tony Cochran	\$1400.00

~~17-03-C17~~

REMOVED FROM RESOLUTION

17-03-C18
Appointment
Teacher Assistant
Emily Taylor

RESOLVED, upon the recommendation of the Superintendent of Schools, that the appointment of Emily Taylor as a Teacher Assistant be and is hereby approved for the 2016-2017 school year, effective March 6, 2017.
Vice: New Position
Assignment: Harry E. James Elementary School
Salary: \$15,220 (Step 0, SPED TAI)

17-03-C19
Approval of
Supplement

RESOLVED, upon the recommendation of the Superintendent of Schools, that a supplement in the amount of \$1,600.00 paid to Ricardo Lipscomb be and is hereby approved for the 2016-2017 Winter Sports Season at Carter G. Woodson Middle School.
Assignment: Assistant Boys Basketball Coach

17-03-C20
Approval
Of Substitute

RESOLVED, upon the recommendation of the Superintendent Schools, that Thelma Brown be approved as a substitute for the 21st Century Learning Grant program at Patrick Copeland Elementary School.

General Resolutions

Warrants

17-03-G1
Review of Bills
FY2017

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of \$361,864.19 (Operating Fund), \$137,536.71 (Cafeteria Fund), and

School Board Minutes

March 9, 2017

Page 18

\$8,469.08 (Building/Bus Fund) for the February 2017 billing period, have been presented and reviewed by the Hopewell City School Board.

Miscellaneous

17-03-G2

Approval of
Donations

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

- \$250.00 from the Optimist Club of Hopewell for the HHS baseball team for supplies and equipment
- \$200.00 from Adolph Hofmann of Richmond to the Athletic Department at HHS
- Sixty team meals on two occasions (valued at \$780.00) and twenty team meals (valued at \$130.00) from Subway of Hopewell for the HHS boys basketball team
- \$25.00 from the Hopewell Federated Woman's Club to Carter G. Woodson for the Title I Bowl for Books Event
- \$800.00 from Ed Barlow, Sr./Unity Family Services in Petersburg to Carter G. Woodson for the football team
- \$25.00 from Rosa Goode of Richmond to Carter G. Woodson for the Title I Bowl for Books Event
- \$50.00 from Delegate Riley Ingram to Carter G. Woodson for the Title I Bowl for Books Event
- \$700.00 from JaQuan Winston of North Dinwiddie Co. to Carter G. Woodson for the football team
- \$100.00 from the Optimist Club of Hopewell to Carter G. Woodson for the Title I Bowl for Books Event
- Feminine hygiene products, valued at \$75.00, from the Phi Gamma Zeta Chapter in Hopewell to the clinic at Carter G. Woodson
- \$1,000 from the American Legion Post 146 in Hopewell to Carter G. Woodson for computers
- \$100.00 from Mark Davis/Grand Slam Residential in North Dinwiddie Co. to Carter G. Woodson for the football team
- \$100.00 from Friendship Baptist Church in Hopewell to Carter G. Woodson for the Title I Bowl for Books Event
- \$50.00 from Ora & Goldie Bailey of Hopewell to Carter G. Woodson for the Title I Bowl for Books Event
- \$200.00 from Edward S. Jones/Quarrels Family Trust to Carter G. Woodson for the Title I Bowl for Books Event
- \$5.00 from Angeline Brown of Virginia Beach to Carter G. Woodson for the Title I Bowl for Books Event

School Board Minutes

March 9, 2017

Page 19

17-03-G3

Approval of
Retirement
Incentive Plan
FY2018

- \$500.00 from Spring Clary Atkins of Prince George Co. to the HHS Varsity Football Team in memory of David Atkins
RESOLVED, upon the recommendation of the Superintendent of Schools, that the proposed Hopewell Retirement Incentive Plan for employees of Hopewell City Public Schools, who are eligible for full VRS retirement, be and is hereby approved for an additional year with an effective date of July 1, 2017.

17-03-G4

Approval of
Contract

RESOLVED, upon the recommendation of the Superintendent of Schools that the contract for benefit consulting services be and is hereby awarded to **OneDigital Health and Benefits** for the 2017-2018 school year.

17-03-G5

Approval of
Surplus Items

RESOLVED, upon the recommendation of the Superintendent of Schools that the following items be and are hereby declared surplus:

24 dining room tables from Patrick Copeland Elementary School

SUPERINTENDENT'S REPORT

A. Fine Arts Festival and Family Resource Gala

Dr. Hackney informed the Board and public of the Fine Arts Festival and Family Resource Gala scheduled for Saturday, March 25, 2017, 8:30 a.m. to 12:30 p.m., at Hopewell High School.

B. Elementary School Science Fair

Dr. Hackney informed the Board and public that March is Science Fair month for the elementary schools. Dr. Hackney provided the dates and times for the fairs at each elementary school location.

Dr. Hackney invited the Board to attend the annual choir performance and cabaret taking place on Saturday, March 18, 2017, 6:00 p.m., in the Hopewell High School cafeteria.

Dr. Hackney reminded the Board of the Budget Approval Meeting scheduled for Thursday, March 16, 2017, at 5:30 p.m.

C. Business Community Forum Follow-up

Dr. Hackney invited the Board to a breakfast on Wednesday, April 5, 2017, at 9:00 a.m. at Hopewell High School as a follow-up to the last business forum. She informed the Board that TCI Solutions will be the special guest.

School Board Minutes

March 9, 2017

Page 20

TCI Solutions is a company that works with big businesses who pay them to ensure and guarantee a skilled group of graduates for entry level positions. TCI will come in to schools to either work with the staff or they will run the programs in the evenings or Saturdays. They provide this service free-of-charge to the schools.

INFORMATION ITEMS - None

GENERAL INFORMATION- None

Board Member Comments

Mrs. Shirl Jefferson said that it was good to be back and she felt like everybody was moving in a positive direction. She commented that both kids and adults are engaged. She thanked everyone for their work and wished all a great evening.

Ms. Linda Hyslop shared how she enjoyed seeing several of our students "shadowing" business and community leaders at her last Rotary Club meeting. She commented how exciting it is that the school division is working hard to make sure all students are successful.

Dr. Deborah Marks commented that it was an enlightening evening. She shared her thanks and congratulations to the administrators for all they are doing for the students. She also commended Dr. Hackney for all she does for the schools.

Mr. Greg Cuffey shared his amazement at the performance of the students. He also said he was proud of all the hard work and that it does not go unseen.

Mr. Christopher Reber thanked everyone for their report presentations; he expressed his gratefulness for the progress. He shared that the joint meeting with City Council was positive and thanked everyone for their kind tokens of appreciation to the Board on Board Members Appreciation Month.

Chairman Reber adjourned the meeting at 9:39 p.m.

In witness whereof I set my signature this 6th day of April, 2017.

Chairman: _____
School Board of the City of Hopewell

Attest: _____ **Clerk**

**MINUTES OF THE MEETING
SCHOOL BOARD OF THE CITY OF HOPEWELL
March 16, 2017**

CALL TO ORDER

Chairman Reber called the meeting to order at 5:45 p.m. and the opening prayer was delivered by Mr. Reber.

PRESENT

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

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent of Schools; Mrs. Monique G. Barnes, Director of Finance; and Ms. Caitlyn Davis, Public Relations Specialist.

ADOPTION OF AGENDA

Upon a motion by Mrs. Shirl Jefferson, and seconded by Ms. Linda Hyslop, the School Board adopted the early meeting agenda as presented, with all members present voting aye.

APPROVAL OF FY2018 SCHOOL BOARD BUDGET- Discussion

Dr. Hackney and Mrs. Barnes provided copies of the proposed FY2018 Budget. Mrs. Barnes mentioned that since salaries drive much of the budget's expenditures, the pay scales were also presented as an integral part of the budget. The scales represent a 2% raise for all employees and incorporate the scale adjustments for custodial staff and food service employees, as recommended in Phase I from the Classification and Compensation Study. Ms. Hyslop asked if anything had changed since the last meeting, especially with concerns for possible changes in the Federal budget. Dr. Hackney and Mrs. Barnes replied that the budget had not changed since the last meeting. Mrs. Barnes also advised that there was a contingency plan should there be a revenue deficit from the state or federal funding, as was the case in FY2017.

TECHNOLOGY DEPARTMENT INTERN PROPOSAL

Dr. Hackney shared with the Board a program that she had experienced success in Charlotte County, where students were providing services to the Technology Department as interns. She mentioned that HCPS is currently supplying 2 students. Dr. Hackney requested the Board's permission to allow the participating students access to the School Board owned vehicles as transportation between schools. She advised that our insurance carrier had been consulted and had approved, providing the children have clean driving records. Ms. Hyslop also mentioned that it would be a good idea to have the students undergo the same background checks as would school employees. Dr. Hackney agreed and the Board gave its consensus to the program.

General Resolutions - Action Item

16-03-G13

Approval of **RESOLVED**, upon the recommendation of the Superintendent
FY2018 School approved as follows:
Budget

Bus/Building Replacement	\$	2,377,447
School Operating Fund	\$	51,997,255
Textbook Fund	\$	650,000
Food Service Fund	\$	<u>3,269,351</u>
Total	\$	58,294,053

Upon a motion by Ms. Linda Hyslop and seconded by Mrs. Shirl Jefferson, the Board approved the action item for the FY2018 Budget, with all members present voting aye. Prior to consideration of the resolution, Mrs. Jefferson read the attached declaration of objectivity and independence indicating that she was able to make impartial decisions regarding the division's budget. The signed declaration is included as a part of these minutes.

CLOSED MEETING

Upon motion by Mrs. Shirl Jefferson, and seconded by Ms. Linda Hyslop the Board adopted the following resolution to enter a Closed Session at 6:05 p.m., with all members present aye.

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

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

Mr. Reber recessed the Closed Meeting at 6:17 p.m.

CERTIFICATION OF CLOSED MEETING

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

Chairman Reber adjourned the meeting at 6:19 p.m.

In witness whereof I set my signature this **6th** day of **April**, 2017.

Chairman: _____
School Board of the City of Hopewell

Attest: _____ Clerk

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS



Freedom Support Center

"Proudly Serving"

Overview

Mission: To serve those who risked their lives for the protection of our freedom and love of their country.

Vision: To serve as a benchmark facility of highly collaborative public-private sponsored services.

Background: Freedom Center is an initiative of the FLITE Foundation (Freedom Legacy Inspired Team Efforts), a 501(c)(3) non-profit organization.



Who do we serve?



Freedom Support Center

S WASHINGTON

ONE WAY
→

82



Services



- ◆ Compensation Filing
 - ◆ Job Readiness
- ◆ Document Retrieval
 - ◆ Housing
 - ◆ Education Benefits
- ◆ VA Eligibility & Enrollment
 - ◆ Mental Health Support
 - ◆ Transportation



Community Support

- ◆ Outreach
- ◆ Special Activities
- ◆ Partnerships
- ◆ Donations



VIRGINIA
**supportive
housing**

Onsite Partners



Virginia Department of Veterans Services



Quick Stats

- ◆ In 2016 FSC served 1,709 non-duplicated individuals
 - 57.2% Petersburg Residents (**zip code reallocation included*)
 - 15.3% Hopewell Residents
 - 9.2% Colonial Heights Residents
 - 8.8% Prince George Residents
- ◆ Average 20 clients per day (*new & repeat*)
- ◆ 81% reported success rate for services rendered



Contact Information

Freedom Support Center
32 W. Washington Street
Petersburg, Virginia 23803

(804) 451-0205 phone

(804) 835-9172 fax

website: www.veteransfsc.com



Proclamation

OFFICE OF MAYOR JACKIE M. SHORNAK

City of Hopewell, Virginia



Suzanne Beauvoir Jackson, FACHE

Whereas, Ms. Jackson joined John Randolph Medical Center, an HCA hospital, July 7, 2013; and

Whereas, Under her leadership, John Randolph has provided area residents with advanced medical technologies and contemporary approaches to their treatments; and

Whereas, Ms. Jackson's strong commitment to community service and professional development has been a huge benefit to John Randolph and the City of Hopewell. Over her career she has worked many organizations including: United Way, Rotary Club, Fairfax Partnership for Youth, Delta Sigma Theta Sorority Inc., CrisisLink, the Northern Virginia Area Health Education Center, Virginia State University Industry Council and AHA's Institute for Diversity in Healthcare Management Board of Directors. Additionally, she has participated with local and statewide leadership and advocacy programs such as Leadership Arlington and Lead Virginia

Whereas, Ms. Jackson led the opening of a new wellness pavilion in 2014 which provides enhanced care for individuals seeking behavioral health services; an ER renovation project to increase and improve overall services in the hospital's emergency department, and a hospital beautification project to provide a new face to the hospital through landscaping and parking lot updates; and was a leader in the development of the new free standing Tri-Cities ER to be located in Prince George Co. which will compliment the JRMC and provide critical emergency health care service to the entire region and was a valued partner in supporting the City of Hopewell in its Riverwalk Project.

Whereas, A fellow in the American College of Healthcare Executives she has continued to promote excellence in healthcare management through involvement with local service organizations such as Delta Sigma Theta Sorority, Crisis Link and Virginia State University's Business Council.

Whereas, Ms. Jackson, as CEO of John Randolph, and as an individual, has given much to the City of Hopewell, and the City wants to show its appreciation of her efforts.

NOW, THEREFORE, I Jackie M. Shornak, Mayor of the City of Hopewell, Virginia, do hereby proclaim that this expression of appreciation and gratitude be made a part of the permanent record of the City; and that a copy of this proclamation be presented to **Suzanne Beauvoir Jackson**.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this __th day of April, 2017.

Jackie M. Shornak
Mayor of the City of Hopewell

Proclamation

OFFICE OF MAYOR JACKIE M. SHORNAK

City of Hopewell, Virginia



- Whereas,* regardless of who they are or the circumstances of their birth, every child deserves care and to be kept safe from harm; and
- Whereas,* during Child Abuse Prevention Month, Virginians are reminded of the courage it takes to raise a child and that fundamental human rights means living free from violence and abuse; and
- Whereas,* child abuse is considered to be one of our nation's most serious public health problems, with scientific studies documenting the link between the abuse and neglect of children and a wide range of medical, emotional, psychological, and behavioral disorders; and
- Whereas,* child abuse can disrupt early brain development, and serious chronic stress can impair the development of nervous and immune systems; and
- Whereas,* keeping children safe from abuse means playing an active role in their lives, having check-ins, and teaching them the warning signs of abuse and how to protect themselves; and
- Whereas,* empowering our children and providing them with safe places to live, learn, and play is vital to keeping them safe from harm; and
- Whereas,* Hopewell remains committed to sustaining safe, nurturing, and supportive environments for families raising children; and
- Whereas,* effective child abuse prevention programs succeed because of partnerships between families, social services agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and
- Whereas,* displaying a pinwheel during the month of April will serve as a positive reminder that together we can prevent child abuse and neglect, and in doing so keep children safe;

NOW, THEREFORE, I, Jackie M. Shornak, the Mayor of the City of Hopewell, proclaim the month of April, 2017 as Child Abuse Prevention Month and I call this observance to the attention of all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 25th day of April, 2017.

Jackie M. Shornak
Mayor of the City of Hopewell

Proclamation

OFFICE OF MAYOR JACKIE M. SHORNAK

City of Hopewell, Virginia



- Whereas,* *safeguarding the health, safety, and welfare of citizens is paramount to all building safety professionals in Hopewell, Virginia; and*
- Whereas,* *protecting Hopewell's buildings is the responsibility of building safety professionals who work to ensure our buildings are affordable and safe to occupy; and*
- Whereas,* *Hopewell building safety professionals create and influence our built environment through the consensus development and implementation of the highest quality codes; and*
- Whereas,* *Hopewell's continuing efforts to embrace emerging opportunities for integrating sustainability, energy efficiency, environmental stewardship, and enhanced resilience into the construction process give us confidence that structures throughout the City are durable, reliable, and ready for the future; and*
- Whereas,* *the theme for Building Safety Month, "Code Officials – Partners in Community Safety and Economic Growth," gives all Virginians the opportunity to help raise awareness of the importance of building and fire safety regulations, and encourages the continued use of new technologies in the construction industry that drive economic growth throughout the Commonwealth; and*
- Whereas,* *in observance of Building Safety Month, we should consider home and community improvement projects that promote safety and sustainability and acknowledge the essential services provided by Hopewell's building safety community;*

NOW, THEREFORE, I, Jackie M. Shornak, the Mayor of the City of Hopewell, proclaim the month of May, 2017 as Building Safety Month and I call this observance to the attention of all our citizens.

I ***N WITNESS WHEREOF,*** I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this ___ day of April, 2017.

Jackie M. Shornak
Mayor of the City of Hopewell

Proclamation

OFFICE OF MAYOR JACKIE M. SHORNAK

City of Hopewell, Virginia



Administrative Professionals Week

Whereas, Administrative professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations; and

Whereas, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities; and

Whereas, Administrative Professionals Week is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals; and

Whereas, the Administrative Support Personnel for the City of Hopewell are advancing their careers and the profession as a whole through a purposeful commitment to and a passion for their careers through improving and expanding their skills.

NOW, THEREFORE, I, Jackie M. Shornak, the Mayor of the City of Hopewell, proclaim this as Administrative Professionals Week and Wednesday April 26th as Administrative Professionals Day, saluting the valuable contributions of administrative professionals in the workplace. Further, I call on all employers to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success in today's business world.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 25TH day of April, 2017.

Jackie M. Shornak
Mayor of the City of Hopewell

Congressional Cities Conference Report





CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Annual report regarding the operation of Hope House.

ISSUE: In FY 2016-17, the City allocated \$15,000 in support of Hope House – a faith based, community-driven, volunteer service program that addresses the needs of those who are homeless, at-risk of homelessness, and/or those financially insecure. The City’s allocation is used to lease commercial space at 712 W. Broadway, allowing for the operation of the Seasonal Shelter (November thru March) and the provision of year-round support services provided by the community. The Shelter and support services are consistent with, and crucial to the goal of ending homelessness in the City.

RECOMMENDATION: Report Only

TIMING: N/A

BACKGROUND: This past winter was the third season of operation for the Seasonal Shelter. The shelter operates under the broader umbrella of Hope House which provides a wide range of services to individual who are homeless or at risk of homelessness. Services include assistance pertaining to housing, food, employment, clothing, financial support and legal matters.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: None

STAFF: Ray Spicer, Dept. of Social Services

SUMMARY: This past year, Hope House has successfully operated the City’s Seasonal Shelter, serving a total of 54 individuals. Additionally, Hope House has provided numerous supportive services related to employment; permanent housing; financial/emergency assistance; and food assistance toward the goal of ending homelessness in Hopewell.

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

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |

METROPOLITAN AREAS ARE HOME TO

86%

of the nation's
population

88%

of total non-farm
employment

88%

of total real
income

91%

of real gross
domestic product

The majority of rural Americans

live within a reasonable commute of a city.

Local governments invest \$1.7 trillion

annually on services such as transportation, public
safety and education.



78%

of road miles



50%

of bridges



95%

of water infrastructure
are owned by local
government.

Sources: IHS Global Insight, "U.S. Metro Economies: GMP and Employment Report 2015-2017"; Brookings Institution, 2011; US Census Bureau, 2013.

**THE ECONOMY IN AMERICA'S CITIES AND TOWNS
DETERMINES THE ECONOMY OF THE NATION.**

History

90+

*years of dedication to the
advancement of local
governments*

Membership

1600+

*member cities of all sizes
from across the U.S.*

Advocacy

3

*advocacy priorities
embodying the most critical
issues to our member cities*





Federal Advocacy

Committees

Community & Economic Development,
Energy, Environment & Natural Resources
*Finance, Administration &
Intergovernmental Relations
Human Development
Information Technology & Communications
Public Safety & Crime Prevention
Transportation & Infrastructure Services

Councils

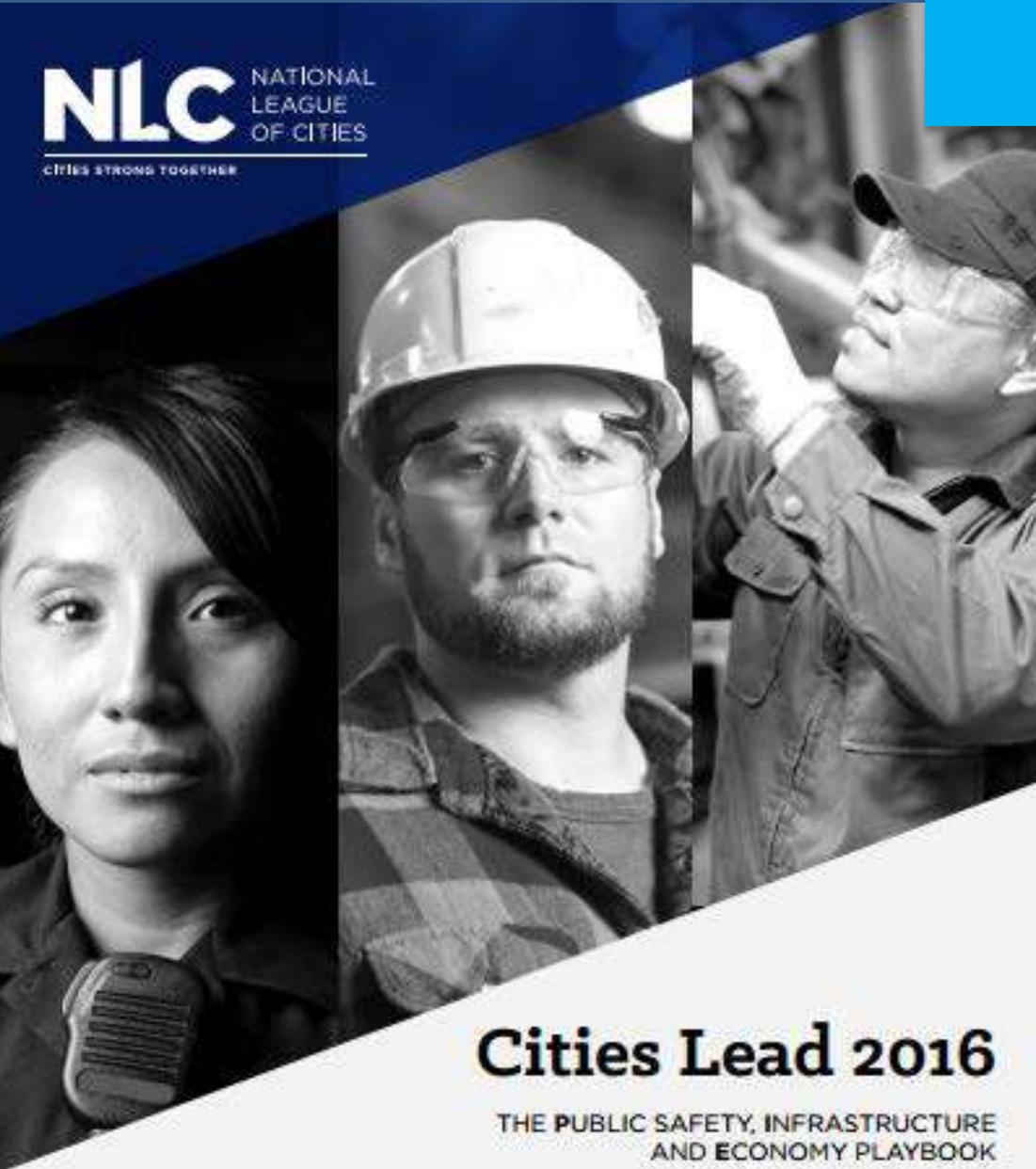
Large Cities Council
First-Tier Suburbs Council
*Military Communities Council
Small Cities Council
University Communities Council
Council on Youth, Education, and Families

Key Legislative Wins

- Securing introduction of e-fairness legislation in both the House and the Senate to require online businesses to collect the same sales taxes that main street businesses collect.
- Preserving the full municipal bond tax exemption.
- Securing \$3 billion in funding for the Community Development Block Grant program.
- Turning back efforts to permanently ban local taxing authority over Internet access.
- Leading efforts to pass the Terrorism Risk Insurance Act, which ensures that local governments have access to affordable risk insurance coverage.
- Mobilizing support to pass the Energy Efficiency Improvement Act, which will improve the energy efficiency of commercial buildings in local communities.



Recent Highlights



Cities Lead 2016

THE PUBLIC SAFETY, INFRASTRUCTURE
AND ECONOMY PLAYBOOK

Federal Priorities

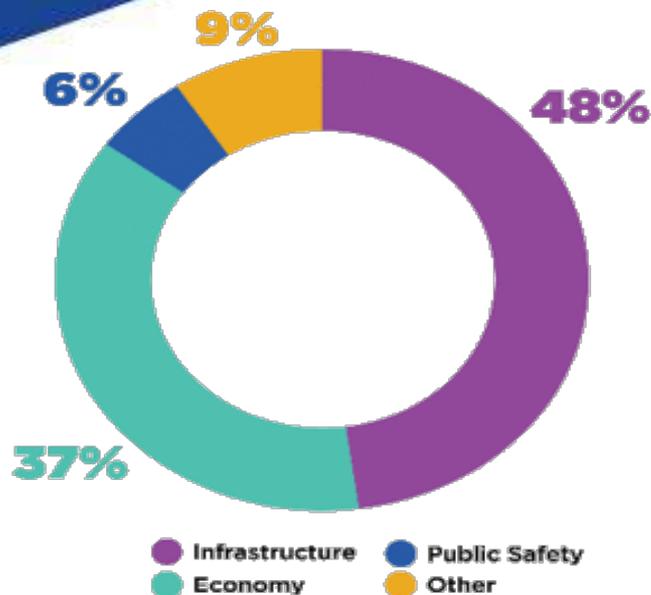
#FightTheCuts

#CitiesLead2016

#GoLocal

"CITIES ARE THE FOUNDATION FOR THE NATION'S SUCCESS. THEY ARE WHERE AMERICA COMES TOGETHER TO LIVE AND TO WORK, TO DO BUSINESS, TO PLAY, AND TO CELEBRATE BOTH OUR DIVERSITY AND OUR COMMON VALUES AND BELIEFS."

2017 National Municipal Policy and Resolutions by Committee



Community & Economic Development- 1

Energy, Environment & Natural Resources- 6

Finance, Admin. & Intergov. Relations- 6

Human Development- 6

Information Technology & Communications – 3

Public Safety & Crime Prevention- 8

Transportation & Infrastructure Services- 3

Vice Mayor Gore's NLC Initiatives

StartUp In A Day
Mayor's Challenge to End Veteran Homelessness
Transportation Investment Generating Economic Recovery Grant
NLC Service Line Warranty Program
Let's Move! Cities, Town and Counties
TechHire
CGI City Video Showcase
U.S. Dept. of Health and NLC; All- Stars Program
U.S. Communities Government Purchasing Alliance

50,000
National & State Recognition
2 Million for Riverwalk
Annul Revenue
Nation Award/Grants/Tech Asst.
Technical Assistance
Free
Grants/Tech Asst.
Nat. Gov. Purchasing Coop.



National League of Cities nonpartisan assessment is that President Donald Trump's **“skinny budget”** proposes more than **\$50 billion in domestic spending reductions across the board, and would outright eliminate dozens of programs important to cities and towns.** a quick scan of programs proposed for elimination reveals what is at stake for all American cities, large and small:

- Community Development Block Grants (CDBG)
- HOME Investment Partnerships Program for Affordable Housing
- Economic Development Administration Grants (EDA)
- Transit New Starts for Public Transportation
- TIGER Grants for Public Transportation Projects
- Minority Business Development Agency
- Community Development Financial Institutions (CDFI) Grants
- Low Income Home Energy Assistance (LIHEAP)
- National Endowment for the Arts (NEA)
- Pre-Disaster Mitigation Grants
- State Criminal Alien Assistance Grants
- Community Services Block Grant (CSBG)
- Weatherization Assistance Program
- The Clean Power Plan

“City Leaders Will Fight the Cuts Because Cities Are Worth Fighting For”

Of the total City of Hopewell
consolidated budgets
(City, Schools, and all agencies)
which totals \$167,358,245
approximately 6.06%

\$10,149,827

is direct Federal Funds Support.

January 2017 Highlight



The Virginia Municipal League (VML) voted to participate in NLC's affiliate program.

The program will allow all member localities under 20,000 in population would be considered NLC affiliates with the ability to receive federal updates, participate in policy committees, and attend NLC programs at member rate

Virginia has 190 Incorporate Towns & 38 Independent Cities

Once in affect, all but 13 Virginia localities will be member localites.

Virginia will be the one of a few states to have full locality membership.

NLC NATIONAL
LEAGUE
OF CITIES

CENTER FOR CITY SOLUTIONS
AND APPLIED RESEARCH

#FightTheCuts

www.NLC.org

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hold a public hearing to consider citizen comments to amend the Hopewell Zoning Ordinance to allow accessory structures in the B-3 District by a Conditional Use Permit issued by City Council.

ISSUE: Accessory structures are not allowed in the B-3 District. The City is recommending accessory structures be allowed in the B-3 District if allowed by City Council with the issuance of a Conditional Use Permit.

RECOMMENDATION: City Staff recommends Council consider citizen comments regarding the zoning ordinance amendment.

TIMING: Public Hearing - April 25, 2017

BACKGROUND: Accessory Structures are not currently allowed in the B-3 District. This amendment would allow property/business owners to place accessory structures in the B-3 District if not seen from the public right-of-way, if approved by a Conditional Use Permit by City Council.

FISCAL IMPACT: None at this time

ENCLOSED DOCUMENTS: Staff Report
Recommended Amendment

STAFF: Tevya W. Griffin, Director, Neighborhood Assistance & Planning

SUMMARY:

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

ORDINANCE 2017-XX

Article XI Highway Commercial District (B-3)

STATEMENT OF INTENT

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

A. USE REGULATIONS

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

1. Accessory Structures, not seen from the public right-of way, with a Conditional Use Permit issued by City Council.
2. Accounting and tax preparation services.
3. Apartments, on the second and subsequent floors of commercial/office use, provided that each unit contains at least six hundred (600) gross square feet.
4. Appliance sale and repair.
5. Assisted living facility.
6. Automobile and truck sales and service establishments, and rental agencies, provided that vehicles lifts and pits, dismantled and wrecked automobiles and all parts and supplies be located within a building enclosed on all sides and provided that all service and repair of motor vehicles be conducted in a building enclosed on all sides.
7. Automotive parts stores.
8. Bakery.
9. Barber shops and beauty parlors.
10. Bookstores, except Adult bookstores.
11. Building supplies and service with storage under cover.
12. Car washes.
13. Catering and prepared foods.
14. Casual and formal wear stores.
15. Churches.

16. Cigarette, cigar and tobacco retail distributor.
17. Clubs and lodges with a Special Exception issued by the Board of Zoning Appeals.
18. Commercial banks and financial institutions, not to include check cashing or payday loan establishments.
19. Compounding, assembly or treatment of woods and cabinet making with a Special Exception issued by the Board of Zoning Appeals.
20. 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.
21. Convenience stores, with gasoline.
22. Convenience stores, without gasoline.
23. Craft Beer/Tap Room.
24. Day nurseries and child care centers.
25. Delicatessen.
26. Driver's education establishment.
27. Fire stations and rescue squads.
28. Fitness center or gym.
29. Florist.
30. Funeral homes.
31. Furniture store.
32. Grocery store.
33. Hardware and feed store.
34. Hospitals.
35. Hotels and motels.
36. Ice cream parlor.
37. Institutions of higher learning.
38. Insurance agency.
39. Laundry and dry cleaning.
40. Libraries.
41. Machinery rental, sales, and service provided that service is conducted in a completely enclosed building; unless a Conditional Use Permit is issued by City Council.
42. Medical and dental offices.
43. Microbrewery/Restaurant.
44. Municipal and private utilities.

45. Museums and art galleries.
46. Newspaper office buildings, including printing and publishing facilities incidental to such uses.
47. Night clubs and dance halls.
48. Nursing homes.
49. Off-street parking as required in Article XVIII of this ordinance.
50. Office and business supply store.
51. Parking garages and parking lots.
52. Pawn shop, with a Conditional Use Permit issued by City Council.
53. Pest control and extermination services.
54. Pet shops and supplies, excluding boarding kennels.
55. Pharmacy.
56. Philanthropic and charitable institutions.
57. Plant nurseries and greenhouses.
58. Radio or television broadcasting stations, studios, or offices.
59. Repair services or businesses provided that all repairs take place within a completely enclosed building.
60. Restaurants.
61. Real Estate Agency.
62. Sports facilities, indoors.
63. Sports facilities, outdoors, with a Conditional Use Permit issued by City Council.
64. Sporting goods and hunting supply stores.
65. Schools, special.
66. Self-Service Storage Facility, with Conditional Use Permit.

The following conditions shall apply to all self-storage facilities:

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

- f. Storage of boats, recreational vehicles, and motor vehicles shall be prohibited; and
 - g. All building façades abutting public right-of-ways shall have a brick façade.
67. Tailor and seamstress.
 68. Tattoo Parlors and Body Piercing Establishments, with a Conditional Use Permit issued by City Council.
 69. Telecommunications towers or antenna for wireless transmission above the frequency of 20,000 Hertz (hz), with a Conditional Use Permit issued by City Council.
 70. Theaters, motion picture theaters and assembly halls but excluding drive-ins.
 71. Veterinary hospitals.
 72. Video rental stores, not to include adult video establishments.
 73. Wholesale businesses.

B. AREA REGULATIONS

1. For each main building containing or intended to contain one or more permitted uses, there shall be a minimum lot area of five thousand (5,000) 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 five thousand (5,000) square foot minimum lot area required above.

C. LOT WIDTH REGULATIONS

The minimum lot width for all permitted uses and uses requiring a conditional use permit shall be fifty (50) feet.

D. SETBACK REGULATIONS

Structures shall be located forty (40) feet from any street or highway or from any street or highway right-of-way; except that if there are two abutting lots with structures on each, then no building shall be set back more than the average setback of the two. This shall be known as the "setback line".

E. YARD REGULATIONS

1. Side: Each main structure shall have at least one side yard of at least ten (10) feet; except that when such use abuts a residential district, there shall be a side yard of 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 forty-five (45) feet from grade except that church spires, belfries, cupolas, chimneys, flues, flag poles, television antennae, radio aerials, and equipment penthouses are exempt from the provisions of this Section.

G. SPECIAL PROVISION FOR CORNER LOTS

1. Of the two (2) sides of a corner lot, the front shall be deemed to be the shortest of the two (2) sides fronting on streets except that when one street has more than twice the traffic volume of the other, the side facing the street with the highest traffic volume shall be deemed to be the front.
2. The side yard facing the side street shall be twenty (20) feet for both main ~~and accessory~~ buildings and trash receptacles.

H. 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.



Zoning Ordinance Amendment
Article X. Highway Commercial District
Section A. Accessory Structure
 Applicant: City of Hopewell

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

I. PUBLIC HEARINGS

Planning Commission	January 8, 2017	Recommended Approval
City Council	February 14, 2017	Work Session
City Council	April 25, 2017	Public Hearing

II. EXECUTIVE SUMMARY

The City of Hopewell is requesting a Zoning Ordinance Amendment to Article , Highway Commercial District (B-3), Section A, Use Regulations, to allow accessory structures to include metal carports as long as they are not visible from primary streets and any other conditions the Council of the City of Hopewell deems necessary.

III. STAFF ANALYSIS

On May 1, 2010 the City Council adopted an amendment to all business districts in the City, to include B-1, Downtown Central Business District, the B-2, Limited Commercial District, the B-3 District, Highway Commercial District and the B-4 District, Corridor Development District. By recommendation of the Planning Commission and Staff, uses were either removed from these districts or expanded.

The purpose of deleting accessory uses from the list of allowable uses was to improve the professional appearance of business establishments in the City. It was concluded that such uses were not compatible with business establishments and that owners should add square footage to their current structure in order to expand.

In accordance with Article I, Definitions of the Zoning Ordinance, an accessory use is defined as a use or structure of a nature customarily incidental and subordinate to the principal use or structure and, unless otherwise specifically provided on the same premises. Where a building is attached to the principal building, it shall be considered part thereof, and not an accessory building.

Accessory uses include sheds, carports, detached garages, pools, pool houses, and the like.

Additionally, on January 11, 2011, Article XVIII, Development Standards, Section 6, Architectural Treatment, subsection d. prohibited the construction of metal buildings within any business district without providing an acceptable façade where the structure is visible from any adjoining residential and business districts or any other public right-of-way. The section reads as follows:

“d. No building exterior (whether front, side or rear) shall consist of architectural materials inferior in quality, appearance or detail to any other exterior of the same building. Nothing in this section shall preclude the use of different materials on different exteriors that are representative of good architectural design but rather, shall preclude the use of inferior materials on sides which face adjoining property and thus, might adversely impact existing or future development resulting in the depreciation of property values. No portion of a building constructed of cinder block or corrugated and/or sheet metal that is not completely covered with an acceptable façade shall be visible from any adjoining residential and business districts or any public right-of-way. Further, buildings shall be designed with harmonious proportions and shall not have monotonous facades or large bulky masses. Buildings shall possess architectural variety but shall be compatible with existing structures, especially nearby structures of historic interest. New or remodeled buildings shall be consistent with the overall cohesive character of the area in which they are situated as reflected in existing structures. This character shall be achieved through the use of design elements, including, but not limited to, materials, balconies and/or terraces, articulation of doors and windows, sculptural or textural relief of facades, architectural ornamentation, varied roof lines or other appurtenances such as lighting fixtures and/or landscaping, all as may be more particularly described in any applicable adopted plans and guidelines. “

IV. APPLICANT’S POSITION:

In January 2015 the City received an application to amend the Zoning Ordinance to allow accessory structures in the B-2 District. The City has not processed a request since that time. In December 2016, a property owner filed a building permit to construct an accessory structure in the rear of a commercial building. Since this request was similar to the one received in 2015, the City is requesting the ordinance to be changed to allow for an accessory structure in the B-3 District if it cannot be seen from public right of way if a Conditional Use Permit is granted from the Council.

V. ZONING ADMINISTRATOR’S ANALYSIS:

Allowing an accessory structure in the B-3 district through a Conditional Use Permit process allows the Planning Commission and City Council to review each request individually. It will allow denials or approval with conditions to be made in instances where the placement of an accessory structure would be detrimental to the character of the neighborhood.

VI. STAFF RECOMMENDATION:

Staff recommends approval of the request to allow a metal carport in the B-3 District if it cannot be seen from the street, by a Conditional Use Permit. This will require a public hearing process that makes the approval or denial transparent. It requires adjacent property owner notification and can set criteria for design. Furthermore it does not leave the decision to Staff which in such cases can be viewed as subjective but opens the dialogue up to the public.

VII. PLANNING COMMISSION RESOLUTION:

The Planning Commission held their public hearing to consider this matter on January 5, 2017. The Commission voted 4 to 0 to approve the amendment.

VIII. PROPOSED RESOLUTION:

ORDINANCE 2017-XX

An Ordinance amending and reenacting Article , Highway Commercial District Section A. Use Regulations of the Zoning Ordinance of the City of Hopewell

**Article
Highway Commercial District (B-3)**

This ordinance shall become effective upon the date of its adoption by the City Council. In all other respects said Zoning Ordinance shall remain unchanged and be in full force and effect.

Public Hearings:

Planning Commission:		<u>January 5, 2017</u>	<u>4-0</u>	<input checked="" type="checkbox"/> approved
		Date	Vote	<input type="checkbox"/> disapproved
City Council:	1 st Reading	<u>April 25, 2017</u>	<u> </u>	<input type="checkbox"/> approved
		Date	Vote	<input type="checkbox"/> disapproved

2nd Reading

Date

Vote

approved

disapproved



Zoning Ordinance Amendment
Article X. Highway Commercial District
Section A. Accessory Structure
 Applicant: City of Hopewell

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

I. PUBLIC HEARINGS

Planning Commission	January 8, 2017	Recommended Approval
City Council	February 14, 2017	Work Session
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II. EXECUTIVE SUMMARY

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III. STAFF ANALYSIS

On May 1, 2010 the City Council adopted an amendment to all business districts in the City, to include B-1, Downtown Central Business District, the B-2, Limited Commercial District, the B-3 District, Highway Commercial District and the B-4 District, Corridor Development District. By recommendation of the Planning Commission and Staff, uses were either removed from these districts or expanded.

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Accessory uses include sheds, carports, detached garages, pools, pool houses, and the like.

Additionally, on January 11, 2011, Article XVIII, Development Standards, Section 6, Architectural Treatment, subsection d. prohibited the construction of metal buildings within any business district without providing an acceptable façade where the structure is visible from any adjoining residential and business districts or any other public right-of-way. The section reads as follows:

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V. ZONING ADMINISTRATOR’S ANALYSIS:

Allowing an accessory structure in the B-3 district through a Conditional Use Permit process allows the Planning Commission and City Council to review each request individually. It will allow denials or approval with conditions to be made in instances where the placement of an accessory structure would be detrimental to the character of the neighborhood.

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Staff recommends approval of the request to allow a metal carport in the B-3 District if it cannot be seen from the street, by a Conditional Use Permit. This will require a public hearing process that makes the approval or denial transparent. It requires adjacent property owner notification and can set criteria for design. Furthermore it does not leave the decision to Staff which in such cases can be viewed as subjective but opens the dialogue up to the public.

VII. PLANNING COMMISSION RESOLUTION:

The Planning Commission held their public hearing to consider this matter on January 5, 2017. The Commission voted 4 to 0 to approve the amendment.

VIII. PROPOSED RESOLUTION:

ORDINANCE 2017-XX

An Ordinance amending and reenacting Article , Highway Commercial District Section A. Use Regulations of the Zoning Ordinance of the City of Hopewell

**Article
Highway Commercial District (B-3)**

This ordinance shall become effective upon the date of its adoption by the City Council. In all other respects said Zoning Ordinance shall remain unchanged and be in full force and effect.

Public Hearings:

Planning Commission:		<u>January 5, 2017</u>	<u>4-0</u>	<input checked="" type="checkbox"/> approved
		Date	Vote	<input type="checkbox"/> disapproved
City Council:	1 st Reading	<u>April 25, 2017</u>	<u> </u>	<input type="checkbox"/> approved
		Date	Vote	<input type="checkbox"/> disapproved

2nd Reading

Date

Vote

approved

disapproved

PH-2



The City
of
Hopewell, Virginia

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

ZONING ORDINANCE AMENDMENT APPLICATION

Application fee: \$300

The Hopewell Planning Commission meets the 1st Thursday of each month. The deadline for submittal of a Hopewell Zoning Ordinance Amendment application is shown in the attached Planning Commission calendar. This amendment application, the fee, any supporting documentation and any other information deemed pertinent or necessary by the Zoning Administrator for the Planning Commission to make their decision are required to be submitted jointly. If any of these items are not included, it is considered an incomplete application and will not be accepted.

I (we) the undersigned do hereby respectfully petition and make application to the Hopewell City Council to amend the City of Hopewell Zoning Ordinance text as hereinafter requested, and in support of this application, the following facts are shown.

APPLICANT: City of Hopewell

ADDRESS: 300 North Main Street
Hopewell, VA 23860

PHONE #: (804) 541-2221 FAX #: (804) 541-2318

EMAIL: hwade@hopewellva.gov

I) I (WE) WISH TO PROPOSE THAT THE FOLLOWING SECTION(S) OF THE HOPEWELL ZONING ORDINANCE BE AMENDED.

Article IX, Section H. Architectural Treatment-Rehabilitation;
M. Downtown Design Review Committee; O. Criteria for Granting of A Certificate of Appropriateness; T. Exclusion; and U. Protective Maintenance.

This document provides an overview of the CLG Program

The Certified Local Government Program in Virginia

Communities strengthen and expand their local preservation programs through Certified Local Government (CLG) designation. The CLG program was created by the National Historic Preservation Act of 1966 (as amended in 1980). It establishes a partnership between local governments, the federal historic preservation program, and each state's State Historic Preservation Office (SHPO), which in the case of Virginia is the Department of Historic Resources (DHR).

The program allows DHR, as the SHPO, to recommend for certification local governments that have put key elements of a sound local preservation program in place in their communities. Designation as a CLG gives local governments a way to participate more formally in the state and national historic preservation programs. General requirements for certification are identified in the federal program; specific requirements for the Virginia program have been established by DHR.

Goals of the Virginia CLG program are threefold:

- Promote viable communities through preservation
- Recognize and reward communities with sound local preservation programs
- Establish credentials of quality for local preservation programs

CLG Grants

CLG designation also allows a jurisdictions to apply for CLG grants through federal Historic Preservation Funds (HPF). Ten percent of all HPF monies that come to the Commonwealth of Virginia must be distributed to CLGs. DHR does this through a competitive grant process, open only to CLGs.

Benefits of CLG Designation

There are many advantages to earning CLG designation as a community.

The CLG program helps a community with preservation generally in three ways, as it

- promotes community-wide preservation;
- recognizes and supports a community's local preservation programs; and
- establishes the credentials of quality for local preservation programs.

As a CLG, a community:

- assumes a formal role in the identification, evaluation, and protection of its heritage resources;
- has the right to comment on the eligibility of resources nominated for listing in the National Register of Historic Places in its jurisdiction;
- receives technical assistance from DHR and the National Park Service;
- learns from each other CLGs by sharing experiences, concerns, solutions to problems;
- can apply for matching grants for preservation programs from a 10% share of Virginia's annual federal appropriation;
- gains free full access to DHR's GIS-based Data Sharing System (DSS), a \$500 value annually;
- is eligible for stipends to selected preservation conferences and workshops;
- is automatically considered for the DHR Cost Share Program funding for survey projects in which CLG grant funding is unavailable;
- is granted the right to be a "consulting party" in a project requiring Section 106 review.

CLG grants can be used in the following ways:

- for surveys of architectural or archaeological resources;
- for preparation of Preliminary Information Forms or [National Register of Historic Places](#) nominations for local heritage resources;
- for heritage stewardship planning projects such as drafting historic preservation plans, archaeological assessments, preservation components of comprehensive plans, or

condition assessment reports;

- for public education programs concerned with a heritage stewardship program;
- for local review board or targeted audience training and education projects such as development of materials or programs, including training sessions and hands-on workshops;
- for testing archaeological sites to determine their significance or for pure research, education, or mitigation (as the latter pertains to Section 106 requirements);
- for rehabilitation of buildings listed in the National Register of Historic Places that are publicly owned or are privately owned and selected through a local grant competition;
- for drafting new or updated design guidelines;
- for materials research on a rehabilitation project.

Requirements for CLG Designation

DHR is currently reviewing the CLG program requirements to identify other local government planning efforts that promote heritage stewardship activities and that contribute to an effective local preservation program. As a result of this review, some of the requirements for the CLG program **may** be amended.

Currently the following requirements are necessary for CLG designation.

- A local government must adopt a historic district ordinance that:
 - (a) defines district boundaries,
 - (b) establishes a review board,
 - (c) identifies actions that must be reviewed and standards for review, and
 - (d) in general provides for the protection of local historic resources.
- The CLG's preservation commission or review board must administer its ordinance and work as an advocate for preservation in the locality.
- The CLG must continue to survey its local heritage resources.
- The CLG must promote public participation in its local heritage stewardship program.
- The CLG must annually report on the performance of its CLG responsibilities.

An application for designation as a CLG currently requires the following:

- A request for certification from the local chief elected official with a written assurance that the local government fulfills the Virginia CLG requirements.

- A copy of the local preservation ordinance and map(s) showing the areas and sites protected by the ordinance.
- A copy of a resume for each member of the local review board and a copy of the board's bylaws and rules of procedure.

List of CLGs in Virginia

The following communities have strengthened and expanded their local preservation programs through participation in the Certified Local Government program. In Virginia the program is jointly administered by the National Park Service (NPS) and the Virginia Department of Historic Resources (the [State Historic Preservation Office](#)).

The communities below are active partners in the Federal Historic Preservation Program and the opportunities it provides. These include access to the expert preservation and technical advice of DHR as well as the NPS. Partnerships with the [National Alliance of Preservation Commissions](#), [Preserve America](#), the [National Trust for Historic Preservation](#), and the [National Main Street Center](#) are also networks that CLGs have an opportunity to tap. Of course, another benefit is access through DHR to Federal funds set aside annually for CLGs (see below for list of communities receiving funding in 2013).

Also, Virginia CLGs receive a free license to access [V-CRIS](#) and training in using the state-of-the-art GIS database of historic resources.

These CLGs show a community commitment to keeping what is significant from the past for future generations. As a certified town, city, or county seeking other opportunities, it becomes easy to demonstrate a readiness to take on a preservation project and be successful.

Abingdon (Town)	Manassas (City)
Alexandria (City)	Middleburg (Town)
Arlington County	Petersburg (City)
Blacksburg (Town)	Prince William County
Cape Charles (Town)	Pulaski (Town)
Charlottesville (City)	Richmond (City)
Clarke County	Roanoke (City)
Culpeper (Town)	Smithfield (Town)
Danville (City)	Spotsylvania County
Fairfax (City)	Stafford County
Fairfax County	Staunton (City)
Fredericksburg (City)	Stevens City (Town)
Hanover County	Suffolk (City)

Herndon (Town)

Leesburg (Town)

Loudoun County

Lynchburg (City)

Warrenton (Town)

Williamsburg (City)

Winchester (City)

ORDINANCE 2017-XX

An Ordinance amending and reenacting Article IX-M, Downtown Design Review Committee, Section M., Downtown Design Review Committee, of the Zoning Ordinance of the City of Hopewell,

ARTICLE IX

DOWNTOWN CENTRAL BUSINESS DISTRICT (B-1)

STATEMENT OF INTENT

The district is intended to provide for an urban mix of retail, office, service, hotel, residential and civic functions for the city's historic downtown business core. The location of the district requires that uses be compatible with nearby residential housing and with the area generally. The district is intended to be a predominantly pedestrian area with shops and storefronts close to the road, pedestrian in scale, and having street trees and limited off-street parking. The history of the area will be retained by promoting cultural heritage, preserving historic structures, and keeping architectural character sensitive to the environment with new construction. The core of the downtown district should exude the vitality of the interaction of people and activities.

This district is intended for the conduct of business to which the public requires direct and frequent access, but which is not characterized either by constant heavy truck traffic, other than stocking and delivery of light retail goods, or by any other nuisance factors other than those occasioned by incidental light and noise from the congregation of people, passenger vehicles, business offices, newspaper offices and restaurants.

A. USE REGULATIONS

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

1. Accounting Services.
2. Advertising and Public Relations Agencies.
3. Antiques.
4. Apartments on the first floor of mixed-use buildings with a Conditional Use Permit.
5. Apartments on second and subsequent floors of commercial and office buildings/uses provided that each unit contain a minimum of nine hundred (900) gross square feet.
6. Apartments on second and subsequent floors of commercial and office buildings/uses containing average square footage below nine hundred (900) gross square feet, with a Conditional Use Permit.

7. Appliance Stores.
8. Architectural and Engineering Services.
9. Art Galleries, Framing and Supplies.
10. Bakeries.
11. Barber and Beauty Shops.
12. Bed and Breakfast Establishments.
13. Bookstores, except Adult bookstores.
14. Camera and Photo Supply Stores.
15. Casual and Formal Apparel Stores.
16. Child Care Services.
17. Churches.
18. Coffee Shops.
19. Commercial Banks and Financial Institutions, not to include check cashing establishments.
20. Computer Sales and Service.
21. Convenience Store.
22. Credit Unions.
23. Dance Studios.
24. Delicatessen.
25. Dry Cleaners.
26. Florist.
27. Gift, Stationary, and Card Shops.
28. Grocery Store.
29. Home Decorating Center and Interior Design Services.
30. Home Health Care Services.

31. Hotels.
32. Individual and Family Consulting Services.
33. Insurance Agencies.
34. Jewelry Stores.
35. Law Offices.
36. Marinas, Public or Private.
37. Medical and Dental Offices.
38. Motion pictures theaters, excluding drive-in theaters
39. Multi-family dwellings, with Conditional Use Permit.
40. Municipal and Government Agencies and Offices.
41. Municipal and Private Utilities.
42. Museums.
43. Music Stores.
43. Offices, including business, professional and administrative.
44. Off-street parking is not required in this district.
45. Parking Decks and Garages, Public.
46. Performing Arts Center.
47. Pet Shops.
48. Pharmacy.
49. Philanthropic and charitable institutions.
50. Photographic Studios.
51. Post Office
52. Print Shops.
53. Public Libraries.
54. Public Open Spaces and Uses owned and operated by a governmental agency.

55. Real Estate Agencies.
56. Recreation and Fitness Centers.
57. Research, development and laboratory facilities related to medical, biotechnology, life sciences and other product applications.
58. Restaurants
59. Security brokers and dealers.
60. Sporting goods.
61. Tailor Shops.
62. Tanning Salons.
63. Tax preparation services.
64. Title Abstract and Insurance Offices.
65. Townhouses, with Conditional Use Permit..
66. Toys, Games, and Crafts.
67. Upholstery shops.
68. Video Rental Stores, not to include adult video establishments.

B. AREA REGULATIONS:

1. Multi-family uses - For permitted multi-family and second story apartment unit uses, other than assisted housing for the elderly and physically handicapped, there shall be a minimum lot area of one thousand (1,000) square feet per dwelling unit.
2. Group housing for the elderly and handicapped - For group housing for the elderly and handicapped, there shall be a minimum lot area of one thousand (1,000) square feet per dwelling unit.
3. Business uses - None.

C. LOT WIDTH REGULATIONS:

None.

D. SETBACK REGULATIONS:

None.

E. YARD REGULATIONS:

1. Side: None, except when a use is abutting a residential district, then there shall be a minimum side yard of five (5) feet.
2. Rear: None, except when a use is abutting a residential district, there shall be a minimum rear yard of twenty (20) feet.

F. HEIGHT REGULATIONS:

Buildings may be erected up to one hundred twenty five (125) feet from grade, except that church spires, belfries, cupolas, chimneys, flues, flag poles, television antenna, radio aerials, and equipment penthouses are exempt from the provisions of this section.

G. REQUIREMENTS FOR PERMITTED USES:

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

H. ARCHITECTURAL TREATMENT – REHABILITATION:

- a. The rehabilitation of any existing structure within the National Register Historic Downtown District shall comply with the Secretary of Interior’s Standards for Rehabilitation.
- b. The rehabilitation of any existing structure within the district that is not located within the National Register Historic Downtown District shall comply with Section I below.

I. ARCHITECTURAL TREATMENT – NEW CONSTRUCTION/DEVELOPMENT GUIDELINES:

The following guidelines shall be considered by the Review Committee in approving or denying any application for a Certificate of Appropriateness or a building permit in addition to the criteria set forth in Article IX, O hereafter and the guidelines set forth in the Downtown Master Plan adopted by City Council on January 14, 2003.

1. New development shall be compatible with the pedestrian scale and historic character of the Downtown. New or altered buildings should be generally consistent in height, scale, massing (shape) and materials with existing structures in the Downtown. The intent of this is to insure functional and visual compatibility, not to specifically encourage

imitation of past architectural styles. Nothing herein shall preclude the use of imitation or artificial materials or elements, so long as such materials and elements are similar in appearance, style, detail and design to the materials found within the downtown and consistent with the guidelines and criteria contained herein and in the Downtown Master Plan.

2. No building exterior (whether front, side or rear) shall consist of architectural materials inferior in quality, appearance or detail to any other exterior of the same building. Nothing in this section shall preclude the use of different materials on different exteriors if representative of good architectural design but shall preclude the use of inferior materials on sides that face adjoining property. No portion of a building constructed of cinder block, vinyl siding, or corrugated and/or sheet metal shall be permitted; provided, however, that cinder block that is covered by an acceptable façade so that the block is not visible, shall be permitted.
3. Buildings shall be designed to impart harmonious proportions and to avoid monotonous facades or large bulky masses. Buildings shall possess architectural variety, but shall be compatible with existing structures, especially nearby structures of high historic interest. New or remodeled buildings shall enhance an overall cohesive downtown character as reflected in existing structures. This character shall be achieved through the use of design elements, including, but not limited to, materials, articulation of doors and windows, sculptural or textural relief of facades, architectural ornamentation, varied roof lines or other appurtenances such as lighting fixtures and/or planting as described in these guidelines and the Downtown Master Plan.
4. Architectural treatment of all buildings shall be compatible with buildings located within the same block or directly across any road, as determined by the Review Committee. At locations where the existing buildings do not conform, the Review Committee may approve a new architectural treatment or theme. Compatibility may be achieved through the use of similar building massing, materials, scale, colors or other architectural features.

J. SIGNAGE:

1. Sign Placement.
 - a. Signs shall be placed so that they do not obstruct architectural elements and details that define the design of the building, and the signage of adjacent businesses.
 - b. Flat wall signs shall be located either above the storefront, within the frieze of the cornice, on covered transoms, or on the pier that frames display windows or generally on flat, unadorned surfaces of the façade or in other areas clearly suitable as sign locations.

- c. Projecting signs shall be located at least ten (10) feet above the sidewalk, project no more than three (3) feet from the façade of the building, and shall not be placed above the cornice line of the first floor level unless there is a clearance of less than ten (10) feet below such cornice line to the sidewalk.
- d. Window signs, both interior and exterior, shall be located approximately five and one-half (5 ½) feet above the sidewalk at the center point of the window and the window sign for good pedestrian visibility, except that such signs may be located eighteen (18) inches from the top or bottom of the display window glass.
- e. Window signs may be placed on the glazing of doors and on upper floor windows for separate building tenants.
- f. Awning and canopy signs shall be placed on the valance area only. The minimum space between the edge of the letter and the top and the bottom of the valance shall be one and one-half (1 ½) inches. The average height of lettering and symbols shall be no more than nine (9) inches.
- g. Freestanding signs shall not be permitted in this district.
- h. Roof signs shall not be permitted in this district.

2. Sign Size.

- a. All combined building signage shall not exceed fifty (50) square feet.
- b. Flat wall signs shall not exceed eighteen (18) inches in height and shall not extend more than six (6) inches from the building façade.
- c. Projecting signs shall be a maximum of six (6) square feet per sign face.
- d. The average height of letters and symbols shall be no more than twelve (12) inches on wall signs, nine (9) inches on awning and canopy signs, and six (6) inches on window signs.
- e. Window signs shall not obscure more than twenty percent (20%) of the window glass.

3. Quantity of Permanent Signs.

The number of signs permitted for any building shall be limited as follows to encourage compatibility with the building and discourage visual clutter.

- a. Signs shall be limited to two (2) total per building and each shall be of a different type. No building shall have more than one (1) wall sign on any street frontage.

b. Small directory signs may be located near entries or inside a common lobby area.

4. Sign Design and Shape.

a. All signs shall be readable and convey an image for the business and historic downtown area that is compatible with, and appropriate under, the Downtown Master Plan.

b. Signs shall conform to the shape of the area where the sign is to be located, except when a sign is to take on the shape of a product or a service, such as a coffee mug for a coffee shop or a shoe for a shoe store. Such shapes shall not obscure the architectural elements of the building.

5. Materials.

a. Signs shall be made only of traditional sign materials such as wood, glass, gold leaf, raised individual metal or painted wood letters, or painted letters on wood, metal, or glass.

b. Form letters shall not be permitted.

c. Wall signs shall not be painted directly on the surface of masonry walls if the wall has not been previously painted.

d. Window signs shall be painted or have flat decal letters and shall not be three-dimensional (3-D).

e. Non-professionally painted signs shall not be permitted.

6. Color.

Colors that complement the materials and color scheme of the building, including the accent and trim colors, shall be used. Three (3) colors are recommended, although additional colors may be used where complementary to the color scheme of the building. Use of colors in excess of three shall be subject to the approval of the Review Committee.

7. Illumination.

Signs shall be indirectly lit with a shielded incandescent light source. Internally lit plastic molded signs shall not be permitted in the district.

8. Buildings with Multiple Tenants.

A master sign plan shall be submitted for any building having more than one tenant. Upper-floor tenants shall be identified at each primary entrance by a flat, wall-mounted directory sign.

9. Other Signs.

Wall murals shall be compatible with the district character and subject to approval of the Review Committee.

K. AWNINGS AND CANOPIES:

1. Types.

- a. Standard Slope Fabric Awnings may be used on most historic buildings and may be either fixed or retractable.
- b. Boxed or Curved Fabric Awnings may be used on non-historical buildings.

2. Design and Placement.

- a. Awnings shall be placed within the storefront, porch, door or window openings so as to not obscure architectural elements of the building or damage the building façade.
- b. Awning designs shall not conflict or interfere with existing signs, distinctive architectural features of the building, street trees or other streetscape features.
- c. Awnings shall be shaped to fit the opening in which they are installed.
- d. The bottom of any awning shall be a minimum of seven (7) feet above the sidewalk.
- e. Plastic or Aluminum Awnings shall not be permitted in the district.
- f. The color scheme of the awning shall coordinate with the overall colors of the building. Solid colors, wide and narrow stripes may be used if compatible with building colors.

L. CERTIFICATION OF APPROPRIATENESS, GENERALLY:

- 1. No building or structure within the district shall be erected, reconstructed, altered, improved or restored unless and until an application for a Certificate of Appropriateness shall have been approved by the Review Committee.
- 2. No building, structure, or area which has been designated as a historical building, structure, or area by the Virginia Historic Landmarks Commissioner, or by the Local, State or Federal government shall be demolished or removed, in whole or in part, unless

and until an application for a Certificate of Appropriateness shall have been approved by the Review Committee.

3. Evidence of such required approval shall be a Certificate of Appropriateness issued by the Review Committee.
4. Application for a Certificate of Appropriateness required by the Article shall be made to the Director of Development or his designee.

M. DOWNTOWN DESIGN REVIEW COMMITTEE:

1. A review committee is hereby established and shall be known as the Downtown Design Review Committee, hereafter referred to as the "Review Committee." The membership of the Review Committee shall consist of no more or less than five (5) members who shall be appointed by City Council to serve staggered terms. Each member of the of the Review Committee must have a demonstrated interest, competence, or knowledge in historic preservation. At least one (1) member shall be an architect or an architectural historian, meeting the Secretary of the Interior's professional qualifications standards referred to in 36 CFR 61, one (1) member shall be a downtown property owner, another member shall be a downtown business owner, and the remaining member or members shall demonstrated interest in, the historic character of the City, and knowledge or expertise deemed useful to the work of the Review Committee. These members may include, but not limited to, a licensed contractor, a real estate broker, or architect. City Council, at its own discretion, may appoint members that do not reside in the City of Hopewell if they deem it appropriate. The members shall serve a term of four (4) years. The City Planner shall serve as an advisory member of the Review Committee and shall have no vote. No member of the Review Committee shall serve more than two consecutive four (4) year terms. A member may be re-appointed to additional terms after being out of office for at least one four (4) year term.
2. The Review Committee shall elect from its own membership a chairman and a vice chairman who shall serve annual terms as such and may succeed themselves.
3. The chairman shall conduct the meetings of the Review Committee. All members of the Review Committee, except for advisory members, shall be entitled to vote, and the decisions of the Review Committee shall be determined by a majority vote. A quorum shall be a majority of the membership. A quorum shall present for official business to be conducted at any meeting and for any action to be taken. The Review Committee shall meet monthly after notification by the Director of Development of an application for a Certificate of Appropriateness or permit requiring action by the Review Committee. The Review Committee shall take action on any matter properly before it no later than sixty (60) days after its first meeting to discuss such matter, unless the time is extended with the written consent of the applicant. The Review Committee shall not

reconsider any decision made by it, or entertain any application or request that it deems to be substantially similar to an application or request that has previously been denied, for a period of one (1) year from the date of denial, except in cases where an applicant resubmits his application amended as provided in this Article within ninety (90) days after the date of denial of the initial application.

4. In the case of disapproval or denial of the erection, reconstruction, alteration, or restoration of a building or structure, the Review Committee shall briefly state its reasons for such disapproval in writing, and it may make recommendations to the applicant with respect to suggested changes, the appropriateness of design, arrangement, texture, material, color, location and the like of a building or structure involved. In the case of disapproval accompanied by such recommendations, the applicant may amend and resubmit his application within ninety (90) days of such disapproval or denial if such application has been amended to comply with all of the recommendations of the Review Committee.
5. In the case of disapproval or denial of an application for the demolition of a building in the district, the Review Committee shall state specifically its reasons for such disapproval or denial in writing.
6. The Review Committee, when requested for a building permit in the district, shall inform the applicant of any changes and alterations necessary to bring the proposed building or structure in harmony with the general design of the building or structures located in the surrounding areas as a condition of issuing such permit.
7. In matters governing the procedure for meetings not covered by this Article, the Review Committee may establish its own rules and procedures; provided they are not contrary to the content and intent of this Article.

N. NOTICE OF PUBLIC HEARING:

No application for a Certificate of Appropriateness to demolish a building or structure that exists in the district shall be considered by the Review Committee until a public hearing has been held thereon, following notice as required under Section 15.2-2204, Code of Virginia (1950), as amended.

O. CRITERIA FOR GRANTING A CERTIFICATE OF APPROPRIATENESS:

1. Before a Certificate of Appropriateness is issued for the erection, reconstruction, alteration or restoration of a building or structure in the district, the Review Committee shall consider:
 - a. The historical or architectural value and significance of the building or structure and its relationship to or congruity with the historic value of the land, place and area in

the district upon which it is proposed to be located, constructed, reconstructed, altered, or restored.

- b. The appropriateness of the exterior architectural features of such building or structure to such land, place or area and its relationship to or congruity with the exterior architectural features of other land, places, areas, buildings or structures in the district and environs.
 - c. The adherence to the Urban Design Guidelines set forth in the Downtown Master Plan that addresses building rhythm, building height, materials, and building character.
2. Before a Certificate of Appropriateness is issued for the demolition of a building or structure which exists in the district, the Review Committee shall consider:
- a. Is the building or structure of such architectural or historic interest that its removal or disturbance would be to the detriment of the public interest?
 - b. Is the building or structure of such interest or significance that it could be made into a national, state or local historic landmark?
 - c. Is the building or structure of such old and unusual or uncommon design, texture and/or material that it could not be reproduced, or could be reproduced only with great difficulty and/or expense?
 - d. Would retention of the building or structure help preserve the historic character of the district?
 - e. Would retention of the building or structure help preserve a historic interest in a place or an area of the city?
 - f. Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values; generating business; creating new positions; attracting tourists, students, writers, historians, artists and artisans; attracting new residents; encouraging study and interest in American history; stimulating interest and study in architecture and design; educating citizens in American culture and heritage; and making the city a more attractive and desirable place in which to live?
3. The Review Committee shall not consider detailed designs, interior arrangements, or features of a building or structure which are not subject to public view from a public street, public way, or other public place, except to the extent necessary to do so for the purpose of preventing the location, construction, reconstruction, alteration or repair of a building or structure that will be incongruous with the preservation and protection of

the historic aspects, settings and environment of the district and other buildings, structures, land, places of areas therein.

P. ISSUANCE OF CERTIFICATE OF APPROPRIATENESS:

Upon approval by the Review Committee of any erection, reconstruction, alteration, restoration or demolition, a Certificate of Appropriateness, signed by the committee chairman and bearing the date of issuance, but subject to the provisions of this Article shall be made available to the applicant.

Q. EXPIRATION OF CERTIFICATE OF APPROPRIATENESS:

Any Certificate of Appropriateness issued pursuant to this Article shall expire twelve (12) months from the date of issuance if the work authorized by said certificate has not commenced, or if any such work is suspended or abandoned for a period of twelve (12) months after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this Article or by a court of competent jurisdiction, shall be excluded from the computation of the twelve (12) month period.

R. APPEALS FROM DOWNTOWN DESIGN REVIEW COMMITTEE:

Any applicant aggrieved by a final decision of the Review Committee shall have the right to appeal such decision to the Hopewell City Council, provided that such appeal is filed within a period of thirty (30) days after the Review Committee has made its decision. The filing of the petition shall stay the Review Committee's decision pending the outcome of the appeal to the City Council. Any applicant aggrieved from any final decision of the City Council shall have the right to appeal to the circuit court for review by filing a complaint, setting forth the alleged illegality of the action of the governing body, provided such complaint is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said complaint shall stay the decision of the governing body pending the outcome of the appeal to the court except that the filing of such complaint shall not stay the decision of the governing body if such decision denies the right to raze or demolish a historic landmark, building or structure. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion. The filing of an appeal hereunder shall not operate as a de facto approval of any application disapproved or denied by the Review Committee.

S. VIOLATIONS:

Violators of the Downtown Central Business District section of the Zoning Ordinance are subject to Article XX. Violations and Penalties.

T. EXCLUSION:

1. Nothing in this Article shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure described in this Article; nor shall anything in this Article be construed to prevent the construction, reconstruction, alteration, or demolition of any such element which the authorized municipal offers shall certify as required by public safety.
2. For the purpose of this ordinance; ordinary maintenance and repair is defined as any work which preserves and does not alter the present or current appearance of the exterior elements of the building or structure as long as there is no change in design and/or materials.
3. For the purpose of this section, examples of work not requiring approval of the Downtown Design Review Committee are: repainting an existing window, door, porch, porch rail, etc.; replacing same type/color of shingles on a building.
4. For the purpose of this section, examples of work requiring approval of the Downtown Design Review Committee are: changing the color of a house or structure; any new addition to a house or structure; any new house or structure; installing new windows or architectural trim; installing siding material not identical in color or texture to what is presently on the house or structure.

U. PROTECTIVE MAINTENANCE:

1. All buildings and structures within the Downtown Central Business District shall be preserved against decay and deterioration and maintained free from structural defects to the extent that such decay, deterioration or defects may, in the opinion of the review board, result in the irreparable deterioration of any exterior appurtenance or architectural features or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself. The existence of any of the following conditions shall be sufficient to deem a structure an “endangered structure”:
 - a. The deterioration or ineffective waterproofing of exterior walls or other vertical supports, including broken windows and doors;
 - b. The deterioration of roofs or horizontal members;
 - c. The deterioration of exterior chimneys;
 - d. The deterioration or crumbling of exterior plaster or mortar;
 - e. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions;
 - f. Defective lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other protective covering.
2. Upon a determination by the review committee (with the technical advice of the Building Code Official) that a structure constitutes an endangered structure in accordance with section, the review board shall notify the zoning administrator of such

determination, and the zoning administrator shall give notice of the determination and the requirements of this section to the property owner as set forth herein. Within thirty (30) days of receipt of this notice, the owner shall commence the necessary stabilization repairs and the owner shall complete the repairs within one hundred-twenty (120) days of such notice. The zoning administrator shall notify the owner by Certified Mail, Return Receipt Requested, of the endangered structure determination, and of the thirty (30) and one hundred-twenty (120) day time limitation set forth herein. Upon written notice to the zoning administrator within ten (10) days of receipt of the notice, an owner shall have a right to a hearing before the review board. Upon receipt of the owner's notice, the zoning administrator shall promptly advise the owner of the time and location of the hearing and the right to present evidence and be represented by counsel. The hearing shall be informal and the decision of the review committee shall be subject to the appeal in accordance with Section R of this Article.

3. The one hundred-twenty (120) day time limit for completion of the repairs as set forth in the preceding paragraph may be extended for thirty (30) day intervals on the discretion of the review committee for good cause shown.
4. Enforcement of this section shall be in conformance with Article XXII (A) of this ordinance.
5. Violations of this section shall be punishable as set forth in Article XX (B) of this ordinance.
6. Alternatively, if the owner fails to act, the review board may order the zoning administrator after due notice to the owner, to enter the property and make or cause to be made such repairs as are necessary to preserve the integrity and safety of the structure. The reasonable costs thereof shall be placed as a lien against the property.

ORDINANCE 2017-XX

An Ordinance amending and reenacting Article IX-M, Downtown Design Review Committee, Section M., Downtown Design Review Committee, of the Zoning Ordinance of the City of Hopewell,

ARTICLE IX

DOWNTOWN CENTRAL BUSINESS DISTRICT (B-1)

STATEMENT OF INTENT

The district is intended to provide for an urban mix of retail, office, service, hotel, residential and civic functions for the city's historic downtown business core. The location of the district requires that uses be compatible with nearby residential housing and with the area generally. The district is intended to be a predominantly pedestrian area with shops and storefronts close to the road, pedestrian in scale, and having street trees and limited off-street parking. The history of the area will be retained by promoting cultural heritage, ~~with the preservation of~~ preserving historic structures, and keeping architectural character sensitive to the environment with new construction. ~~the replication of historic styles in additions and expansions~~. The core of the downtown district should exude the vitality of the interaction of people and activities.

This district is intended for the conduct of business to which the public requires direct and frequent access, but which is not characterized either by constant heavy truck traffic, other than stocking and delivery of light retail goods, or by any other nuisance factors other than those occasioned by incidental light and noise from the congregation of people, passenger vehicles, business offices, newspaper offices and restaurants.

A. USE REGULATIONS

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

1. Accounting Services.
2. Advertising and Public Relations Agencies.
3. Antiques.
4. Apartments on the first floor of mixed-use buildings with a Conditional Use Permit.
5. Apartments on second and subsequent floors of commercial and office buildings/uses provided that each unit contain a minimum of nine hundred (900) gross square feet.
6. Apartments on second and subsequent floors of commercial and office buildings/uses containing average square footage below nine hundred (900) gross square feet, with a Conditional Use Permit.

7. Appliance Stores.
8. Architectural and Engineering Services.
9. Art Galleries, Framing and Supplies.
10. Bakeries.
11. Barber and Beauty Shops.
12. Bed and Breakfast Establishments.
13. Bookstores, except Adult bookstores.
14. Camera and Photo Supply Stores.
15. Casual and Formal Apparel Stores.
16. Child Care Services.
17. Churches.
18. Coffee Shops.
19. Commercial Banks and Financial Institutions, not to include check cashing establishments.
20. Computer Sales and Service.
21. Convenience Store.
22. Credit Unions.
23. Dance Studios.
24. Delicatessen.
25. Dry Cleaners.
26. Florist.
27. Gift, Stationary, and Card Shops.
28. Grocery Store.
29. Home Decorating Center and Interior Design Services.
30. Home Health Care Services.

31. Hotels.
32. Individual and Family Consulting Services.
33. Insurance Agencies.
34. Jewelry Stores.
35. Law Offices.
36. Marinas, Public or Private.
37. Medical and Dental Offices.
38. Motion pictures theaters, excluding drive-in theaters
39. Multi-family dwellings, with Conditional Use Permit.
40. Municipal and Government Agencies and Offices.
41. Municipal and Private Utilities.
42. Museums.
43. Music Stores.
43. Offices, including business, professional and administrative.
44. Off-street parking is not required in this district.
45. Parking Decks and Garages, Public.
46. Performing Arts Center.
47. Pet Shops.
48. Pharmacy.
49. Philanthropic and charitable institutions.
50. Photographic Studios.
51. Post Office
52. Print Shops.
53. Public Libraries.
54. Public Open Spaces and Uses owned and operated by a governmental agency.

55. Real Estate Agencies.
56. Recreation and Fitness Centers.
57. Research, development and laboratory facilities related to medical, biotechnology, life sciences and other product applications.
58. Restaurants
59. Security brokers and dealers.
60. Sporting goods.
61. Tailor Shops.
62. Tanning Salons.
63. Tax preparation services.
64. Title Abstract and Insurance Offices.
65. Townhouses, with Conditional Use Permit..
66. Toys, Games, and Crafts.
67. Upholstery shops.
68. Video Rental Stores, not to include adult video establishments.

B. AREA REGULATIONS:

1. Multi-family uses - For permitted multi-family and second story apartment unit uses, other than assisted housing for the elderly and physically handicapped, there shall be a minimum lot area of one thousand (1,000) square feet per dwelling unit.
2. Group housing for the elderly and handicapped - For group housing for the elderly and handicapped, there shall be a minimum lot area of one thousand (1,000) square feet per dwelling unit.
3. Business uses - None.

C. LOT WIDTH REGULATIONS:

None.

D. SETBACK REGULATIONS:

None.

E. YARD REGULATIONS:

1. Side: None, except when a use is abutting a residential district, then there shall be a minimum side yard of five (5) feet.
2. Rear: None, except when a use is abutting a residential district, there shall be a minimum rear yard of twenty (20) feet.

F. HEIGHT REGULATIONS:

Buildings may be erected up to one hundred twenty five (125) feet from grade, except that church spires, belfries, cupolas, chimneys, flues, flag poles, television antenna, radio aerials, and equipment penthouses are exempt from the provisions of this section.

G. REQUIREMENTS FOR PERMITTED USES:

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

H. ARCHITECTURAL TREATMENT – REHABILITATION:

- a. The rehabilitation of any existing structure within the National Register Historic Downtown District shall comply with the Secretary of Interior’s Standards for Rehabilitation, ~~except to the extent specific deviations from such standards are expressly approved by the Downtown Design Review Committee (the “Review Committee”) established under Article IX, M hereafter.~~
- b. The rehabilitation of any existing structure within the district that is not located within the National Register Historic Downtown District shall comply with Section I below.

I. ARCHITECTURAL TREATMENT – NEW CONSTRUCTION/DEVELOPMENT GUIDELINES:

The following guidelines shall be considered by the Review Committee in approving or denying any application for a Certificate of Appropriateness or a building permit in addition to the criteria set forth in Article IX, O hereafter and the guidelines set forth in the Downtown Master Plan adopted by City Council on January 14, 2003.

1. New development shall be compatible with the pedestrian scale and historic character of the Downtown. New or altered buildings should be generally consistent in height, scale, massing (shape) and materials with existing structures in the Downtown. The intent of this is to insure functional and visual compatibility, not to specifically encourage imitation of past architectural styles. Nothing herein shall preclude the use of imitation or artificial materials or elements, so long as such materials and elements are similar in appearance, style, detail and design to the materials found within the downtown and consistent with the guidelines and criteria contained herein and in the Downtown Master Plan.
2. No building exterior (whether front, side or rear) shall consist of architectural materials inferior in quality, appearance or detail to any other exterior of the same building. Nothing in this section shall preclude the use of different materials on different exteriors if representative of good architectural design but shall preclude the use of inferior materials on sides that face adjoining property. No portion of a building constructed of cinder block, vinyl siding, or corrugated and/or sheet metal shall be permitted; provided, however, that cinder block that is covered by an acceptable façade so that the block is not visible, shall be permitted.
3. Buildings shall be designed to impart harmonious proportions and to avoid monotonous facades or large bulky masses. Buildings shall possess architectural variety, but shall be compatible with existing structures, especially nearby structures of high historic interest. New or remodeled buildings shall enhance an overall cohesive downtown character as reflected in existing structures. This character shall be achieved through the use of design elements, including, but not limited to, materials, articulation of doors and windows, sculptural or textural relief of facades, architectural ornamentation, varied roof lines or other appurtenances such as lighting fixtures and/or planting as described in these guidelines and the Downtown Master Plan.
4. Architectural treatment of all buildings shall be compatible with buildings located within the same block or directly across any road, as determined by the Review Committee. At locations where the existing buildings do not conform, the Review Committee may approve a new architectural treatment or theme. Compatibility may be achieved through the use of similar building massing, materials, scale, colors or other architectural features.

J. SIGNAGE:

1. Sign Placement.
 - a. Signs shall be placed so that they do not obstruct architectural elements and details that define the design of the building, and the signage of adjacent businesses.

- b. Flat wall signs shall be located either above the storefront, within the frieze of the cornice, on covered transoms, or on the pier that frames display windows or generally on flat, unadorned surfaces of the façade or in other areas clearly suitable as sign locations.
- c. Projecting signs shall be located at least ten (10) feet above the sidewalk, project no more than three (3) feet from the façade of the building, and shall not be placed above the cornice line of the first floor level unless there is a clearance of less than ten (10) feet below such cornice line to the sidewalk.
- d. Window signs, both interior and exterior, shall be located approximately five and one-half (5 ½) feet above the sidewalk at the center point of the window and the window sign for good pedestrian visibility, except that such signs may be located eighteen (18) inches from the top or bottom of the display window glass.
- e. Window signs may be placed on the glazing of doors and on upper floor windows for separate building tenants.
- f. Awning and canopy signs shall be placed on the valance area only. The minimum space between the edge of the letter and the top and the bottom of the valance shall be one and one-half (1 ½) inches. The average height of lettering and symbols shall be no more than nine (9) inches.
- g. Freestanding signs shall not be permitted in this district.
- h. Roof signs shall not be permitted in this district.

2. Sign Size.

- a. All combined building signage shall not exceed fifty (50) square feet.
- b. Flat wall signs shall not exceed eighteen (18) inches in height and shall not extend more than six (6) inches from the building façade.
- c. Projecting signs shall be a maximum of six (6) square feet per sign face.
- d. The average height of letters and symbols shall be no more than twelve (12) inches on wall signs, nine (9) inches on awning and canopy signs, and six (6) inches on window signs.
- e. Window signs shall not obscure more than twenty percent (20%) of the window glass.

3. Quantity of Permanent Signs.

The number of signs permitted for any building shall be limited as follows to encourage compatibility with the building and discourage visual clutter.

- a. Signs shall be limited to two (2) total per building and each shall be of a different type. No building shall have more than one (1) wall sign on any street frontage.
- b. Small directory signs may be located near entries or inside a common lobby area.

4. Sign Design and Shape.

- a. All signs shall be readable and convey an image for the business and historic downtown area that is compatible with, and appropriate under, the Downtown Master Plan.
- b. Signs shall conform to the shape of the area where the sign is to be located, except when a sign is to take on the shape of a product or a service, such as a coffee mug for a coffee shop or a shoe for a shoe store. Such shapes shall not obscure the architectural elements of the building.

5. Materials.

- a. Signs shall be made only of traditional sign materials such as wood, glass, gold leaf, raised individual metal or painted wood letters, or painted letters on wood, metal, or glass.
- b. Form letters shall not be permitted.
- c. Wall signs shall not be painted directly on the surface of masonry walls if the wall has not been previously painted.
- d. Window signs shall be painted or have flat decal letters and shall not be three-dimensional (3-D).
- e. Non-professionally painted signs shall not be permitted.

6. Color.

Colors that complement the materials and color scheme of the building, including the accent and trim colors, shall be used. Three (3) colors are recommended, although additional colors may be used where complementary to the color scheme of the building. Use of colors in excess of three shall be subject to the approval of the Review Committee.

7. Illumination.

Signs shall be indirectly lit with a shielded incandescent light source. Internally lit plastic molded signs shall not be permitted in the district.

8. Buildings with Multiple Tenants.

A master sign plan shall be submitted for any building having more than one tenant. Upper-floor tenants shall be identified at each primary entrance by a flat, wall-mounted directory sign.

9. Other Signs.

Wall murals shall be compatible with the district character and subject to approval of the Review Committee.

K. AWNINGS AND CANOPIES:

1. Types.

- a. Standard Slope Fabric Awnings may be used on most historic buildings and may be either fixed or retractable.
- b. Boxed or Curved Fabric Awnings may be used on non-historical buildings.

2. Design and Placement.

- a. Awnings shall be placed within the storefront, porch, door or window openings so as to not obscure architectural elements of the building or damage the building façade.
- b. Awning designs shall not conflict or interfere with existing signs, distinctive architectural features of the building, street trees or other streetscape features.
- c. Awnings shall be shaped to fit the opening in which they are installed.
- d. The bottom of any awning shall be a minimum of seven (7) feet above the sidewalk.
- e. Plastic or Aluminum Awnings shall not be permitted in the district.
- f. The color scheme of the awning shall coordinate with the overall colors of the building. Solid colors, wide and narrow stripes may be used if compatible with building colors.

L. CERTIFICATION OF APPROPRIATENESS, GENERALLY:

1. No building or structure within the district shall be erected, reconstructed, altered, improved or restored unless and until an application for a Certificate of Appropriateness shall have been approved by the Review Committee.
2. No building, structure, or area which has been designated as a historical building, structure, or area by the Virginia Historic Landmarks Commissioner, or by the Local, State or Federal government shall be demolished or removed, in whole or in part, unless and until an application for a Certificate of Appropriateness shall have been approved by the Review Committee.
3. Evidence of such required approval shall be a Certificate of Appropriateness issued by the Review Committee.
4. Application for a Certificate of Appropriateness required by the Article shall be made to the Director of Development or his designee.

M. DOWNTOWN DESIGN REVIEW COMMITTEE:

1. A review committee is hereby established and shall be known as the Downtown Design Review Committee, hereafter referred to as the "Review Committee." The membership of the Review Committee shall consist of no more or less than ~~three (3) nor more than~~ five (5) members who shall be appointed by City Council to serve staggered terms. Each member of the of the Review Committee must have a demonstrated interest, competence, or knowledge in historic preservation. At least one (1) member shall be an architect or an architectural historian, meeting the Secretary of the Interior's professional qualifications standards referred to in 36 CFR 61, one (1) member shall be a downtown property owner, another member shall be a downtown business owner, and the remaining member or members shall ~~have knowledge of, and~~ demonstrated interest in, the historic character of the City, and knowledge or expertise deemed useful to the work of the Review Committee. These members may include, but not limited to, a licensed contractor, a real estate broker, or architect. City Council, at its own discretion, may appoint members that do not reside in the City of Hopewell if they deem it appropriate. The members shall serve a term of four (4) years. The City Planner shall serve as an advisory member of the Review Committee and shall have no vote. No member of the Review Committee shall serve more than two consecutive four (4) year terms. A member may be re-appointed to additional terms after being out of office for at least one four (4) year term.

2. The Review Committee shall elect from its own membership a chairman and a vice chairman who shall serve annual terms as such and may succeed themselves.
3. The chairman shall conduct the meetings of the Review Committee. All members of the Review Committee, except for advisory members, shall be entitled to vote, and the decisions of the Review Committee shall be determined by a majority vote. A quorum shall be a majority of the membership. A quorum shall present for official business to be conducted at any meeting and for any action to be taken. The Review Committee shall meet monthly after notification by the Director of Development of an application for a Certificate of Appropriateness or permit requiring action by the Review Committee. The Review Committee shall take action on any matter properly before it no later than sixty (60) days after its first meeting to discuss such matter, unless the time is extended with the written consent of the applicant. The Review Committee shall not reconsider any decision made by it, or entertain any application or request that it deems to be substantially similar to an application or request that has previously been denied, for a period of one (1) year from the date of denial, except in cases where an applicant resubmits his application amended as provided in this Article within ninety (90) days after the date of denial of the initial application.
4. In the case of disapproval or denial of the erection, reconstruction, alteration, or restoration of a building or structure, the Review Committee shall briefly state its reasons for such disapproval in writing, and it may make recommendations to the applicant with respect to suggested changes, the appropriateness of design, arrangement, texture, material, color, location and the like of a building or structure involved. In the case of disapproval accompanied by such recommendations, the applicant may amend and resubmit his application within ninety (90) days of such disapproval or denial if such application has been amended to comply with all of the recommendations of the Review Committee.
5. In the case of disapproval or denial of an application for the demolition of a building in the district, the Review Committee shall state specifically its reasons for such disapproval or denial in writing.
6. The Review Committee, when requested for a building permit in the district, shall inform the applicant of any changes and alterations necessary to bring the proposed building or structure in harmony with the general design of the building or structures located in the surrounding areas as a condition of issuing such permit.
7. In matters governing the procedure for meetings not covered by this Article, the Review Committee may establish its own rules and procedures; provided they are not contrary to the content and intent of this Article.

N. NOTICE OF PUBLIC HEARING:

No application for a Certificate of Appropriateness to demolish a building or structure that exists in the district shall be considered by the Review Committee until a public hearing has been held thereon, following notice as required under Section 15.2-2204, Code of Virginia (1950), as amended.

O. CRITERIA FOR GRANTING A CERTIFICATE OF APPROPRIATENESS:

1. Before a Certificate of Appropriateness is issued for the erection, reconstruction, alteration or restoration of a building or structure in the district, the Review Committee shall consider:
 - a. The historical or architectural value and significance of the building or structure and its relationship to or congruity with the historic value of the land, place and area in the district upon which it is proposed to be located, constructed, reconstructed, altered, or restored.
 - b. The appropriateness of the exterior architectural features of such building or structure to such land, place or area and its relationship to or congruity with the exterior architectural features of other land, places, areas, buildings or structures in the district and environs.
 - c. The adherence to the Urban Design Guidelines set forth in the Downtown Master Plan that addresses building rhythm, building height, materials, and building character.
2. Before a Certificate of Appropriateness is issued for the demolition of a building or structure which exists in the district, the Review Committee shall consider:
 - a. Is the building or structure of such architectural or historic interest that its removal or disturbance would be to the detriment of the public interest?
 - b. Is the building or structure of such interest or significance that it could be made into a national, state or local historic landmark?
 - c. Is the building or structure of such old and unusual or uncommon design, texture and/or material that it could not be reproduced, or could be reproduced only with great difficulty and/or expense?

- d. Would retention of the building or structure help preserve the historic character of the district?
 - e. Would retention of the building or structure help preserve a historic interest in a place or an area of the city?
 - f. Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values; generating business; creating new positions; attracting tourists, students, writers, historians, artists and artisans; attracting new residents; encouraging study and interest in American history; stimulating interest and study in architecture and design; educating citizens in American culture and heritage; and making the city a more attractive and desirable place in which to live?
3. The Review Committee shall not consider detailed designs, interior arrangements, or features of a building or structure which are not subject to public view from a public street, public way, or other public place, except to the extent necessary to do so for the purpose of preventing the location, construction, reconstruction, alteration or repair of a building or structure that will be incongruous with the preservation and protection of the historic aspects, settings and environment of the district and other buildings, structures, land, places of areas therein.

P. ISSUANCE OF CERTIFICATE OF APPROPRIATENESS:

Upon approval by the Review Committee of any erection, reconstruction, alteration, restoration or demolition, a Certificate of Appropriateness, signed by the committee chairman and bearing the date of issuance, but subject to the provisions of this Article shall be made available to the applicant.

Q. EXPIRATION OF CERTIFICATE OF APPROPRIATENESS:

Any Certificate of Appropriateness issued pursuant to this Article shall expire twelve (12) months from the date of issuance if the work authorized by said certificate has not commenced, or if any such work is suspended or abandoned for a period of twelve (12) months after being commenced. Any period or periods of time during which the right to use any such certificate is stayed pursuant to this Article or by a court of competent jurisdiction, shall be excluded from the computation of the twelve (12) month period.

R. APPEALS FROM DOWNTOWN DESIGN REVIEW COMMITTEE:

Any applicant aggrieved by a final decision of the Review Committee shall have the right to appeal such decision to the Hopewell City Council, provided that such appeal is filed within a period of thirty (30) days after the Review Committee has made its decision. The filing of the petition shall stay the Review Committee's decision pending the outcome of the appeal to the City Council. Any applicant aggrieved from any final decision of the City Council shall have

the right to appeal to the circuit court for review by filing a complaint, setting forth the alleged illegality of the action of the governing body, provided such complaint is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said complaint shall stay the decision of the governing body pending the outcome of the appeal to the court except that the filing of such complaint shall not stay the decision of the governing body if such decision denies the right to raze or demolish a historic landmark, building or structure. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion. The filing of an appeal hereunder shall not operate as a de facto approval of any application disapproved or denied by the Review Committee.

S. VIOLATIONS:

Violators of the Downtown Central Business District section of the Zoning Ordinance are subject to Article XX. Violations and Penalties.

T. EXCLUSION:

1. Nothing in this Article shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure described in this Article; nor shall anything in this Article be construed to prevent the construction, reconstruction, alteration, or demolition of any such element which the authorized municipal offers shall certify as required by public safety.
2. For the purpose of this ordinance; ordinary maintenance and repair is defined as any work which preserves and does not alter the present or current appearance of the exterior elements of the building or structure as long as there is no change in design and/or materials.
3. For the purpose of this section, examples of work not requiring approval of the Downtown Design Review Committee are: repainting an existing window, door, porch, porch rail, etc.; replacing same type/color of shingles on a building.
4. For the purpose of this section, examples of work requiring approval of the Downtown Design Review Committee are: changing the color of a house or structure; any new addition to a house or structure; any new house or structure; installing new windows or architectural trim; installing siding material not identical in color or texture to what is presently on the house or structure.

U. PROTECTIVE MAINTENANCE:

1. All buildings and structures within the Downtown Central Business District shall be preserved against decay and deterioration and maintained free from structural defects to

the extent that such decay, deterioration or defects may, in the opinion of the review board, result in the irreparable deterioration of any exterior appurtenance or architectural features or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself. The existence of any of the following conditions shall be sufficient to deem a structure an “endangered structure”:

- a. The deterioration or ineffective waterproofing of exterior walls or other vertical supports, including broken windows and doors;
 - b. The deterioration of roofs or horizontal members;
 - c. The deterioration of exterior chimneys;
 - d. The deterioration or crumbling of exterior plaster or mortar;
 - e. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions;
 - f. Defective lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other protective covering.
2. Upon a determination by the review committee (with the technical advice of the Building Code Official) that a structure constitutes an endangered structure in accordance with section, the review board shall notify the zoning administrator of such determination, and the zoning administrator shall give notice of the determination and the requirements of this section to the property owner as set forth herein. Within thirty (30) days of receipt of this notice, the owner shall commence the necessary stabilization repairs and the owner shall complete the repairs within one hundred-twenty (120) days of such notice. The zoning administrator shall notify the owner by Certified Mail, Return Receipt Requested, of the endangered structure determination, and of the thirty (30) and one hundred-twenty (120) day time limitation set forth herein. Upon written notice to the zoning administrator within ten (10) days of receipt of the notice, an owner shall have a right to a hearing before the review board. Upon receipt of the owner’s notice, the zoning administrator shall promptly advise the owner of the time and location of the hearing and the right to present evidence and be represented by counsel. The hearing shall be informal and the decision of the review committee shall be subject to the appeal in accordance with Section R of this Article.
 3. The one hundred-twenty (120) day time limit for completion of the repairs as set forth in the preceding paragraph may be extended for thirty (30) day intervals on the discretion of the review committee for good cause shown.
 4. Enforcement of this section shall be in conformance with Article XXII (A) of this ordinance.
 5. Violations of this section shall be punishable as set forth in Article XX (B) of this ordinance.
 6. Alternatively, if the owner fails to act, the review board may order the zoning administrator after due notice to the owner, to enter the property and make or cause to be made such repairs as are necessary to preserve the integrity and safety of the structure. The reasonable costs thereof shall be placed as a lien against the property.

PH-3



The City
of
Hopewell, Virginia

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

ZONING ORDINANCE AMENDMENT APPLICATION

Application fee: \$300

The Hopewell Planning Commission meets the 1st Thursday of each month. The deadline for submittal of a Hopewell Zoning Ordinance Amendment application is shown in the attached Planning Commission calendar. This amendment application, the fee, any supporting documentation and any other information deemed pertinent or necessary by the Zoning Administrator for the Planning Commission to make their decision are required to be submitted jointly. If any of these items are not included, it is considered an incomplete application and will not be accepted.

I (we) the undersigned do hereby respectfully petition and make application to the Hopewell City Council to amend the City of Hopewell Zoning Ordinance text as hereinafter requested, and in support of this application, the following facts are shown.

APPLICANT: City of Hopewell

ADDRESS: 300 North Main Street
Hopewell, VA 23860

PHONE #: (804) 541-2221 FAX #: (804) 541-2318

EMAIL: hwade@hopewellva.gov

1) I (WE) WISH TO PROPOSE THAT THE FOLLOWING SECTION(S) OF THE HOPEWELL ZONING ORDINANCE BE AMENDED.
Article XIV-B, Section J. Architectural Review Board;M.Issuance of Certificate of Appropriateness;P.Violations;U.Exclusion; and X.Protective Maintenance.

This document provides an overview of the CLG Program

The Certified Local Government Program in Virginia

Communities strengthen and expand their local preservation programs through Certified Local Government (CLG) designation. The CLG program was created by the National Historic Preservation Act of 1966 (as amended in 1980). It establishes a partnership between local governments, the federal historic preservation program, and each state's State Historic Preservation Office (SHPO), which in the case of Virginia is the Department of Historic Resources (DHR).

The program allows DHR, as the SHPO, to recommend for certification local governments that have put key elements of a sound local preservation program in place in their communities. Designation as a CLG gives local governments a way to participate more formally in the state and national historic preservation programs. General requirements for certification are identified in the federal program; specific requirements for the Virginia program have been established by DHR.

Goals of the Virginia CLG program are threefold:

- Promote viable communities through preservation
- Recognize and reward communities with sound local preservation programs
- Establish credentials of quality for local preservation programs

CLG Grants

CLG designation also allows a jurisdictions to apply for CLG grants through federal Historic Preservation Funds (HPF). Ten percent of all HPF monies that come to the Commonwealth of Virginia must be distributed to CLGs. DHR does this through a competitive grant process, open only to CLGs.

Benefits of CLG Designation

There are many advantages to earning CLG designation as a community.

The CLG program helps a community with preservation generally in three ways, as it

- promotes community-wide preservation;
- recognizes and supports a community's local preservation programs; and
- establishes the credentials of quality for local preservation programs.

As a CLG, a community:

- assumes a formal role in the identification, evaluation, and protection of its heritage resources;
- has the right to comment on the eligibility of resources nominated for listing in the National Register of Historic Places in its jurisdiction;
- receives technical assistance from DHR and the National Park Service;
- learns from each other CLGs by sharing experiences, concerns, solutions to problems;
- can apply for matching grants for preservation programs from a 10% share of Virginia's annual federal appropriation;
- gains free full access to DHR's GIS-based Data Sharing System (DSS), a \$500 value annually;
- is eligible for stipends to selected preservation conferences and workshops;
- is automatically considered for the DHR Cost Share Program funding for survey projects in which CLG grant funding is unavailable;
- is granted the right to be a "consulting party" in a project requiring Section 106 review.

CLG grants can be used in the following ways:

- for surveys of architectural or archaeological resources;
- for preparation of Preliminary Information Forms or [National Register of Historic Places](#) nominations for local heritage resources;
- for heritage stewardship planning projects such as drafting historic preservation plans, archaeological assessments, preservation components of comprehensive plans, or

condition assessment reports;

- for public education programs concerned with a heritage stewardship program;
- for local review board or targeted audience training and education projects such as development of materials or programs, including training sessions and hands-on workshops;
- for testing archaeological sites to determine their significance or for pure research, education, or mitigation (as the latter pertains to Section 106 requirements);
- for rehabilitation of buildings listed in the National Register of Historic Places that are publicly owned or are privately owned and selected through a local grant competition;
- for drafting new or updated design guidelines;
- for materials research on a rehabilitation project.

Requirements for CLG Designation

DHR is currently reviewing the CLG program requirements to identify other local government planning efforts that promote heritage stewardship activities and that contribute to an effective local preservation program. As a result of this review, some of the requirements for the CLG program **may** be amended.

Currently the following requirements are necessary for CLG designation.

- A local government must adopt a historic district ordinance that:
 - (a) defines district boundaries,
 - (b) establishes a review board,
 - (c) identifies actions that must be reviewed and standards for review, and
 - (d) in general provides for the protection of local historic resources.
- The CLG's preservation commission or review board must administer its ordinance and work as an advocate for preservation in the locality.
- The CLG must continue to survey its local heritage resources.
- The CLG must promote public participation in its local heritage stewardship program.
- The CLG must annually report on the performance of its CLG responsibilities.

An application for designation as a CLG currently requires the following:

- A request for certification from the local chief elected official with a written assurance that the local government fulfills the Virginia CLG requirements.

- A copy of the local preservation ordinance and map(s) showing the areas and sites protected by the ordinance.
- A copy of a resume for each member of the local review board and a copy of the board's bylaws and rules of procedure.

List of CLGs in Virginia

The following communities have strengthened and expanded their local preservation programs through participation in the Certified Local Government program. In Virginia the program is jointly administered by the National Park Service (NPS) and the Virginia Department of Historic Resources (the [State Historic Preservation Office](#)).

The communities below are active partners in the Federal Historic Preservation Program and the opportunities it provides. These include access to the expert preservation and technical advice of DHR as well as the NPS. Partnerships with the [National Alliance of Preservation Commissions](#), [Preserve America](#), the [National Trust for Historic Preservation](#), and the [National Main Street Center](#) are also networks that CLGs have an opportunity to tap. Of course, another benefit is access through DHR to Federal funds set aside annually for CLGs (see below for list of communities receiving funding in 2013).

Also, Virginia CLGs receive a free license to access [V-CRIS](#) and training in using the state-of-the-art GIS database of historic resources.

These CLGs show a community commitment to keeping what is significant from the past for future generations. As a certified town, city, or county seeking other opportunities, it becomes easy to demonstrate a readiness to take on a preservation project and be successful.

Abingdon (Town)	Manassas (City)
Alexandria (City)	Middleburg (Town)
Arlington County	Petersburg (City)
Blacksburg (Town)	Prince William County
Cape Charles (Town)	Pulaski (Town)
Charlottesville (City)	Richmond (City)
Clarke County	Roanoke (City)
Culpeper (Town)	Smithfield (Town)
Danville (City)	Spotsylvania County
Fairfax (City)	Stafford County
Fairfax County	Staunton (City)
Fredericksburg (City)	Stevens City (Town)
Hanover County	Suffolk (City)

Herndon (Town)

Leesburg (Town)

Loudoun County

Lynchburg (City)

Warrenton (Town)

Williamsburg (City)

Winchester (City)

**REGULAR
BUSINESS
REPORTS OF
THE CITY
MANAGER**

R-1

BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2017

WHEREAS, at the April 25, 2017 Hopewell City Council meeting, an amendment to the FY 2017 budget was introduced to appropriate \$7,500 in additional funds for City Council for travel, and

WHEREAS, sufficient funds exist in the unassigned fund balance account,

BE IT, HEREBY, RESOLVED by the Hopewell City Council that:

\$7,500 be appropriated from the General Fund to City Council travel, as follows:

General Fund-011:

Resources:

Fund Balance.....	\$7,500
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Appropriations:

City Council Travel.....	\$7,500
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R-2

BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2017

WHEREAS, at the April 25, 2017 Hopewell City Council meeting, an amendment to the FY 2017 budget was introduced to appropriate an additional \$15,000 for City Council miscellaneous expenses, and

WHEREAS, sufficient funds exist in the unassigned fund balance account,

BE IT, HEREBY, RESOLVED by the Hopewell City Council that:

\$15,000 be appropriated from the General Fund to City Council miscellaneous expense fund, as follows:

General Fund-011:

Resources:

Fund Balance.....	\$15,000
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Appropriations:

City Council Miscellaneous Expenses.....	\$15,000
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R-3

Resolution



City of Hopewell

A RESOLUTION APPROVING FISCAL AGENT FOR CODERVA

Whereas, the School Boards of the Counties of Chesterfield, Cumberland, Dinwiddie, Goochland, Hanover, Henrico, New Kent, Powhatan, Prince George and Sussex, and the Cities of Colonial Heights, Hopewell, Petersburg and Richmond (the “School Boards”), pursuant to Virginia Code §22.1-26 and regulations of the Virginia Board of Education, operate and control a joint school known as CodeRVA as set forth in a written agreement to establish and operate the CodeRVA Regional High School signed by the school boards; and

Whereas, the school boards seek to ensure the responsible operation and management of CodeRVA; and

Whereas, Virginia Code § 22.1-118 and Section V of the CodeRVA Agreement require the school boards to appoint a fiscal agent; and

Whereas, Henrico County is a participating locality and is willing to serve as the fiscal agent for CodeRVA.

NOW, THEREFORE, BE IT RESOLVED by the Hopewell City Council of that, upon approval by the Henrico Board of Supervisors, the Director of the Department of Finance for Henrico County shall serve as fiscal agent for CodeRVA.

IN WITNESS WHEREOF, we the City Council for the City of Hopewell have hereunto set our hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 25th day of April, 2017.

Jackie Shornak, Mayor

Jasmine Gore, Vice Mayor

Christina Luman-Bailey, Councilor

Arlene Holloway, Councilor

Anthony J. Zevgolis, Councilor

Janice Denton, Councilor

Brenda S. Pelham Councilor

Ronnieye Arrington, Interim City Clerk

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Capital Improvement Plan (CIP) Presentation

ISSUE: Review Requested Capital Projects & City Manager’s Recommendation for CIP

RECOMMENDATION: Approval of City Manager’s Recommendation of Capital Project Funding for CIP

TIMING: FY 2018 CIP Capital Projects

BACKGROUND: Capital Project Requests were Submitted City Departments and Reviewed/Revised by Staff with the City Manager for his Recommendation for CIP

FISCAL IMPACT: Capital Budget totals \$9,212,723.

ENCLOSED DOCUMENTS: CIP Reports (Summary & Detailed Line-Item Reports)

**STAFF: Lance Wolff, Interim Director of Finance
Charles Dane, Assistant City Manager**

SUMMARY: Review & Approve Capital Projects/Purchases Funding for CIP

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

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6

**CITY OF HOPEWELL
CAPITAL PROJECT
FISCAL YEAR 2018 PROJECTION
DRAFT**

Row Labels	Division Description	JUSTIFICATION	Sum of FY16 ORIG BUD	Sum of FY17 ORIG BUD	Sum of FY18 PROJECTION	Difference
CIRCUIT COURT CLERK	CIRCUIT COURT CLERK	(blank)	1,300.00	-	-	
CIRCUIT COURT CLERK Total			1,300.00	-	-	-
CITY MANAGER	MANAGER	(blank)	70,000.00	77,500.00	-	
CITY MANAGER Total			70,000.00	77,500.00	-	(77,500.00)
COMMONWELATH ATTORNEY	COMM. ATY	(blank)	-	48,556.00	-	
COMMONWELATH ATTORNEY Total			-	48,556.00	-	(48,556.00)
FINANCE	ACCOUNTING	PRINCIPAL PAYMENT - DEBT	2,387,534.00	3,043,451.00	3,105,452.00	
		INTEREST PAYMENT- INTEREST	1,581,466.00	1,623,423.00	1,556,956.00	
FINANCE Total			3,969,000.00	4,666,874.00	4,662,408.00	(4,466.00)
FIRE	FIRE	(blank)	12,500.00	12,500.00	-	
		Requesting rollover of the funds from last year to maintain station fire 2	160,000.00	160,000.00	160,000.00	
	GRANTS	(blank)	30,000.00	30,000.00	-	
		2 Emily water rescue life safety devices that were demonstrated on March 31st.	22,000.00	22,000.00	29,000.00	
FIRE Total			224,500.00	224,500.00	189,000.00	(35,500.00)
HUMAN RESOURCES	HR	(blank)	40,000.00	40,000.00	-	
HUMAN RESOURCES Total			40,000.00	40,000.00	-	(40,000.00)
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	ADDITIONAL DEPARTMENTS	-	50,000.00	75,000.00	
		ADDITIONAL STORAGE TO INCLUDE H2O	-	109,000.00	120,000.00	
		FIBER CONNECTIONS FOR SOCIAL SERVICES, RECREATION AND PUBLIC WORKS	-	165,000.00	165,000.00	
		Munis Upgrades and Training	50,000.00	15,000.00	15,000.00	
INFORMATION TECHNOLOGY Total			50,000.00	339,000.00	375,000.00	36,000.00
NEIGHBORHOOD SERVICES	CODE	\$40,000 was approved last year but was omitted	25,000.00	25,000.00	40,000.00	
		fund spot blight and derelict buildings	50,000.00	50,000.00	75,000.00	
	GIS	(blank)	40,000.00	-	-	
	PLANNING	(blank)	-	50,000.00	50,000.00	
NEIGHBORHOOD SERVICES Total			115,000.00	125,000.00	165,000.00	40,000.00
POLICE	COMMUNICATIONS	(blank)	-	-	-	
	PATROL	4 Marked Sedan, 2 Unmarked Sedans, 1 Animal Control Truck	140,000.00	187,500.00	233,000.00	
POLICE Total			140,000.00	187,500.00	233,000.00	45,500.00
PUBLIC WORKS	B & G CITY BUILDINGS		-	75,000.00	100,000.00	
		original roof since built has several leaks, Courthouse has not been painted since built.	-	-	235,000.00	
		Upgrade HVAC at Social Services. Build new storage building in old garage footprint.	-	-	235,000.00	
		(blank)	-	25,000.00	455,000.00	

**CITY OF HOPEWELL
CAPITAL PROJECT
FISCAL YEAR 2018 PROJECTION
DRAFT**

Row Labels	Division Description	JUSTIFICATION	Sum of FY16 ORIG BUD	Sum of FY17 ORIG BUD	Sum of FY18 PROJECTION	Difference
PUBLIC WORKS	B & G PUBLIC WORKS	(blank)	130,000.00	-	-	
	VDOT		20,000.00	160,000.00	20,000.00	
		At \$800,000 Identified Projects 1-3 would be fully funded for FY 18. Revenue Sharing Program (RSP) reimbursement funds will then be appropriated to the associated project expenditure accounts to fund Projects 4 and 5. Projects 6-10 would need to be funded by other sources or delayed. Projects 6-10 would move up in ranking order as other ranked projects 1-5 are completed.	-	400,000.00	1,100,000.00	
		Neighborhood deficiencies, aging infrastructure and substandard facility ratings have created a constant need for pavement reconstruction and rehabilitation and the City's ongoing responsibility to do those improvements. The City is also responsible to reconstruct pavement sections so identified in the bi-annual VDOT Richmond District street inspection report. City Engineer is required to sign and acknowledge the identified deficiencies in such report. City Engineer is asking for additional \$200,000 to build on recent success of pavement management program. If granted, any and all additional funds will be dedicated exclusively to reconstruction of local streets.	350,000.00	550,000.00	750,000.00	
		to work more efficiently only 1 vehicle for crew	-	-	167,000.00	
		(blank)	1,534,000.00	30,000.00	30,000.00	
PUBLIC WORKS Total			2,034,000.00	1,240,000.00	2,857,000.00	1,617,000.00
RECREATION	PARKS	THE REQUESTED CAPITAL FUNDING WILL BE USED FOR PARK IMPROVEMENTS ACROSS THE CITY TO INCLUDE THE REPLACEMENT OF PLAY EQUIPMENT, FENCING, LANDSCAPING, LIGHTING, SIDEWALKS AND PARKING. PROJECTS WILL BE COMPLETED IN ORDER OF PRIORITY.	-	-	200,000.00	
		(blank)	109,000.00	-	-	
	POOL	(blank)	-	38,000.00	-	
	RECREATION CENTER	THE REQUESTED CAPITAL FUNDING WILL BE USED TO REPLACE FITNESS EQUIPMENT, OFFICE EQUIPMENT, TABLES, CHAIRS, AND OTHER EQUIPMENT WITHIN THE HOPEWELL COMMUNITY CENTER.	-	-	40,000.00	
	SENIORS	THIS CAPITAL FUNDING IS REQUESTED TO FINISH PHASE 2 OF THE HOPEWELL COMMUNITY CENTER ROOF REPLACEMENT PROJECT. THESE FUNDS WILL BE COMBINED WITH \$70,000 IN ROLLOVER CAPITAL FUNDING TO COMPLETE THE \$125,000 PROJECT.	-	-	55,000.00	
		(blank)	-	-	-	
RECREATION Total			109,000.00	38,000.00	295,000.00	257,000.00
SHERIFF	SHERIFF 295		-	38,000.00	20,000.00	
		TWO NEW COURT VEHICLES - REPLACE AGING VEHICLES	100,500.00	124,630.00	62,315.00	
SHERIFF Total			100,500.00	162,630.00	82,315.00	(80,315.00)
TREASURER	TREASURER	Additional Funds requested to remodel front cashier area	13,400.00	10,000.00	10,000.00	
		Heavy duty shredderPrinter/scanner/copier for cashier area	10,200.00	5,500.00	5,500.00	

**CITY OF HOPEWELL
CAPITAL PROJECT
FISCAL YEAR 2018 PROJECTION
DRAFT**

Row Labels	Division Description	JUSTIFICATION	Sum of FY16 ORIG BUD	Sum of FY17 ORIG BUD	Sum of FY18 PROJECTION	Difference
TREASURER	TREASURER	Shelving for front and back offices Desk replacement for front office Desk chair replacement for back office Book cases	600.00	4,500.00	4,500.00	
TREASURER Total			24,200.00	20,000.00	20,000.00	-
HRWTF	HRWTF OVERHEAD	Copntingency for replacement equipment if needed. Small non-capital equipment that may be needed or replaced during the year. We are completing the construction project in early FY18	240,000.00	240,000.00	300,000.00	
			25,000.00	30,000.00	25,000.00	
			36,391,100.00	36,397,190.55	750,000.00	
HRWTF Total			36,656,100.00	36,667,190.55	1,075,000.00	(35,592,190.55)
Grand Total			43,533,600.00	43,836,750.55	9,953,723.00	(33,883,027.55)

Summary

Fund 071 - General Fund	6,877,500.00	7,169,560.00	8,878,723.00	1,709,163.00
Fund 032 - HRWTF	36,656,100.00	36,667,190.55	1,075,000.00	(35,592,190.55)
	43,533,600.00	43,836,750.55	9,953,723.00	(33,883,027.55)

**CITY OF HOPEWELL
CAPITAL PROJECT
FISCAL YEAR 2018 PROJECTION
DRAFT**

Row Labels	Division Description	FY16 ORIGINAL BUDGET	FY17 ORIGINAL BUDGET	FY18 Dept. Submission	City Manager		Fund 003 Cemetry*	Fund 032 Enterprize	Fund 071 General Fund
					Proposed Reductions	City Manager Recommendation			
CEMENTRY	CEMENTRY			130,000.00	-	130,000.00	130,000.00		-
CIRCUIT COURT CLERK	CIRCUIT COURT CLERK	1,300.00	-	-		-			-
CITY MANAGER	MANAGER	70,000.00	77,500.00	-		-			-
COMMONWELATH ATTORNEY	COMM. ATY	-	48,556.00	-		-			4,662,408.00
FINANCE	ACCOUNTING	3,969,000.00	4,666,874.00	4,662,408.00		4,662,408.00			160,000.00
FIRE	FIRE	172,500.00	172,500.00	160,000.00		160,000.00			29,000.00
FIRE	GRANTS	52,000.00	52,000.00	29,000.00		29,000.00			-
HUMAN RESOURCES	HR	40,000.00	40,000.00	-		-			
INFORMATION TECHNOLOGY	INFORMATION TECHNOLOGY	50,000.00	339,000.00	375,000.00	(25,000.00)	350,000.00			350,000.00
DEVELOPMENT	CODE	75,000.00	75,000.00	115,000.00		115,000.00			115,000.00
DEVELOPMENT	GIS	40,000.00	-	-		-			
DEVELOPMENT	PLANNING	-	50,000.00	50,000.00		50,000.00			50,000.00
POLICE	COMMUNICATIONS	-	-	-		-			
POLICE	PATROL	140,000.00	187,500.00	233,000.00	(70,000.00)	163,000.00			163,000.00
PUBLIC WORKS	B & G CITY BUILDINGS	-	100,000.00	790,000.00	(515,000.00)	275,000.00			275,000.00
PUBLIC WORKS	B & G PUBLIC WORKS	130,000.00	-	-		-			
PUBLIC WORKS	VDOT	1,904,000.00	1,140,000.00	2,067,000.00		2,067,000.00			2,067,000.00
RECREATION	PARKS	109,000.00	-	200,000.00	(100,000.00)	100,000.00			100,000.00
RECREATION	POOL	-	38,000.00	-		-			
RECREATION	RECREATION CENTER	-	-	95,000.00		95,000.00			95,000.00
RECREATION	SENIORS	-	-	-		-			
SHERIFF	SHERIFF 295	100,500.00	162,630.00	82,315.00	(31,000.00)	51,315.00			51,315.00
TREASURER	TREASURER	24,200.00	20,000.00	20,000.00		20,000.00			20,000.00
HRWTF	HRWTF OVERHEAD	36,656,100.00	36,667,190.55	1,075,000.00		1,075,000.00		1,075,000.00	1,075,000.00
Grand Total		43,533,600.00	43,836,750.55	10,083,723.00	(741,000.00)	9,342,723.00	130,000.00	1,075,000.00	9,212,723.00

*Fund 003 is funded with fund balance

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: FY 2018 Budget Balancing Options Discussion

ISSUE: Review Real Estate Tax Rate Options for Balancing FY 2018 GF Operating Budget

RECOMMENDATION: City Manager Recommends Option (2) Below

TIMING: Approval of FY 2018 Budget required in May 2017

BACKGROUND: Departmental Budget Requests were Reviewed/ Revised based on Need & Priority of All Requests Taken Individually & Collectively

FISCAL IMPACTS: 3 Options Available for Balancing FY

- (1) \$.04 per \$100 Assessed Value Real Estate Tax Rate Increase is \$520,000 Add'l Revenue
- (2) \$.02 per \$100 Assessed Value Real Estate Tax Rate Increase is \$260,000 Add'l Revenue
- (3) No Real Estate Tax Rate Increase Results in No Add'l Revenue

ENCLOSED DOCUMENTS: FY 2018 GF Operating & Capital Budget Reports

**STAFF: Lance Wolff, Interim Director of Finance
Charles Dane, Assistant City Manager**

SUMMARY: Decision on Tax Rate Increases Drives Decision on Budget Balancing Option

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

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |

**CITY OF HOPEWELL
FY 2018 BUDGET OPTIONS**

FY 2018 Budget Options

ITEM	FY17 Budget	FY18 Projection	Increase over FY17 Budget	Currently included in Dept Projection	Not in the Projection	4 Cents + Meals Tax Increase	2 Cents + Meals Tax Increase	0 Cent + Meals Tax Increase
Out of Balance Amount Before Changes					375,000.00	375,000.00	375,000.00	375,000.00
Schools Additional Funding Request					515,179.00	515,179.00	515,179.00	515,179.00
Class and Compensation Study Phase 1					162,650.00	162,650.00	162,650.00	162,650.00
Retiree Health Care Modifications				100,000.00		(100,000.00)	(100,000.00)	(100,000.00)
Health Care Expenses					148,700.00	148,700.00	148,700.00	148,700.00
Public Safety retirement Multiplier					150,000.00	150,000.00	150,000.00	150,000.00
Employee COLA					192,900.00	192,900.00	192,900.00	192,900.00
Office On Youth Programs	120,000.00	275,015.00	155,015.00	120,000.00			(30,000.00)	(60,000.00)
Voter Registraation New Voting Machines	192,735.57	342,735.57	150,000.00	150,000.00				
Commonwealth Attorney Salary Adjustments	567,944.94	704,603.94	136,659.00	136,659.00		(136,659.00)	(136,659.00)	(136,659.00)
Clerk of Circuit Court Salary Adjustments	426,061.21	457,994.41	31,933.20	31,933.00		(31,933.00)	(31,933.00)	(31,933.00)
Finance 1 Position	700,679.40	788,766.50	88,087.10	90,000.00				
Human Resources Admin Support (Part Time)	412,296.57	439,267.57	26,971.00	25,000.00				(25,000.00)
Real Estate Assessor 2 Positions	277,973.00	530,585.00	252,612.00	123,515.00		(55,000.00)	(55,000.00)	(55,000.00)
Fire Department 6-EMT/Firefighters			-	25,000.00				
Fire Department Assistant Chief			-	88,000.00				(88,000.00)
DPW Concrete Foreman			-	45,000.00		(45,000.00)	(45,000.00)	(45,000.00)
DPW Bldg Maint Tech			-	35,000.00				
Police Department 2_Downtown Officers	7,402,388.71	7,768,085.65	365,696.94	110,000.00				(110,000.00)
CM/OOY Admin Support			-	38,500.00		(38,500.00)	(38,500.00)	(38,500.00)
Development Rental Inspector					47,000.00	47,000.00	47,000.00	47,000.00
CM Grant Writer					48,000.00			
DPW Engineering Analyst					75,000.00			
CM's Reductions to Dept Capital						(741,000.00)	(741,000.00)	(741,000.00)
CM's Reductions To Department Budgets						(100,000.00)	(105,000.00)	(110,000.00)
Borrow of \$10,500,000						-	-	-
Beacon Theater					250,000.00	250,000.00	250,000.00	250,000.00
Adjustment to The City Attorney Budget					45,000.00	45,000.00	45,000.00	45,000.00
Unclaimed Human Remains Fund					15,000.00	15,000.00	15,000.00	15,000.00
City Park Entrance Improvement Phase III and IV					550,000.00	550,000.00	350,000.00	350,000.00
Constitutional Officer Supplement For Staff					75,000.00	75,000.00	75,000.00	75,000.00
Mallonee Renovation ***					500,000.00			
Contract For Grant Funding Pursuit					30,000.00	30,000.00	30,000.00	30,000.00
Tax Liability Transfer					40,000.00	40,000.00	40,000.00	40,000.00
Riverwalk Completion					100,000.00	100,000.00	100,000.00	100,000.00
Hopewell Downtown Partnership Funding					75,000.00	75,000.00	75,000.00	75,000.00
Sub Total				1,118,607.00	3,394,429.00	1,523,337.00	1,288,337.00	1,030,337.00
Add General Fund Expenses						51,736,703.00	51,736,703.00	51,736,703.00
Total Projected General Fund Expenses						53,260,040.00	53,025,040.00	52,767,040.00
Less General Fund Revenues						52,567,277.00	52,567,277.00	52,567,277.00
Unfunded Balance before Proposed Tax Rate				-	-	(692,763.00)	(457,763.00)	(199,763.00)
Proposed Tax Revenue						720,000.00	460,000.00	200,000.00

CITY OF HOPEWELL
FY 2018 BUDGET OPTIONS

FY 2018 Budget Options

ITEM	FY17 Budget	FY18 Projection	Increase over FY17 Budget	Currently included in Dept Projection	Not in the Projection	4 Cents + Meals Tax Increase	2 Cents + Meals Tax Increase	0 Cent + Meals Tax Increase
Unfunded Balance - Excess (Deficit)	-	-	-	-	-	27,237.00	2,237.00	237.00

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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Approval of Tax Rate Resolution

ISSUE: City Manager Recommends \$.04 per \$100 of Assessed Value Real Estate Tax Rate Increase from \$1.13 per \$100 Assessed Value to \$1.17 per \$100 Assessed Value, .5% Meals Tax Rate Increase from 5.5% Meals Tax Rate to 6% Meals Tax Rate, and No Increases for All Other Tax Rates

RECOMMENDATION: Adopt Tax Rate Resolution

TIMING: Rates for FY 2018

BACKGROUND: Increase in Real Estate Tax Rate & Meals Tax Rate are Needed to Fund Needs & Balance FY 2018 Budget

FISCAL IMPACT: Additional Real Estate Tax Revenue of \$130,000 for each \$.01 Increase per \$100 of Assessed Value (\$520,000) and Additional \$200,000 Meals Tax Revenue from .5% Increase in Meals Tax Rate

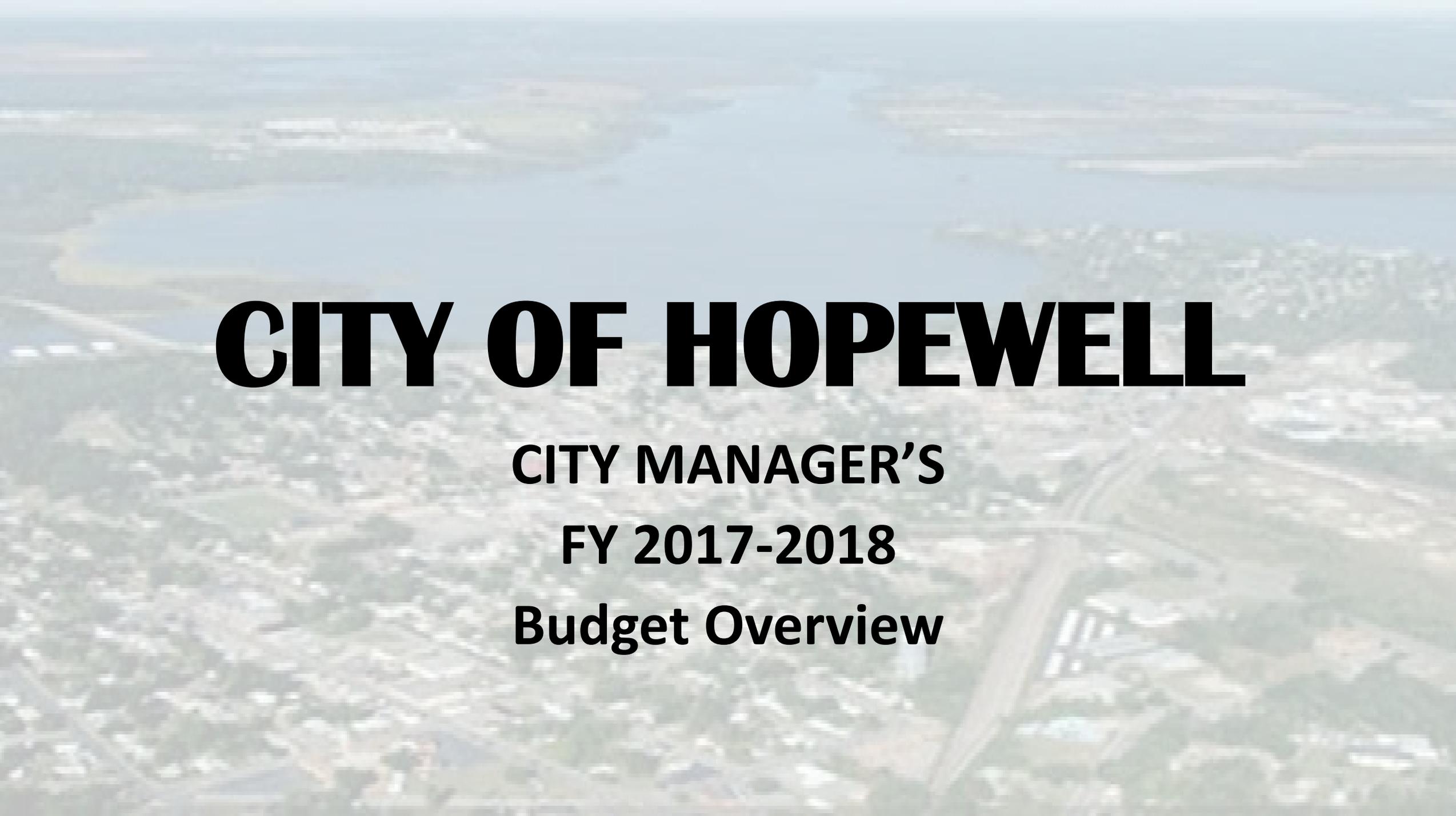
ENCLOSED DOCUMENTS: List of Tax Rates & Tax Rate Changes

**STAFF: Lance Wolff, Interim Director of Finance
Charles Dane, Assistant City Manager**

SUMMARY: Approve Tax Rates for FY 2018

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

- | Y | N | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |

An aerial photograph of a city, likely Hopewell, Virginia, showing a large body of water (the James River) in the background and a dense urban area in the foreground. The text is overlaid on the image.

CITY OF HOPEWELL

CITY MANAGER'S

FY 2017-2018

Budget Overview

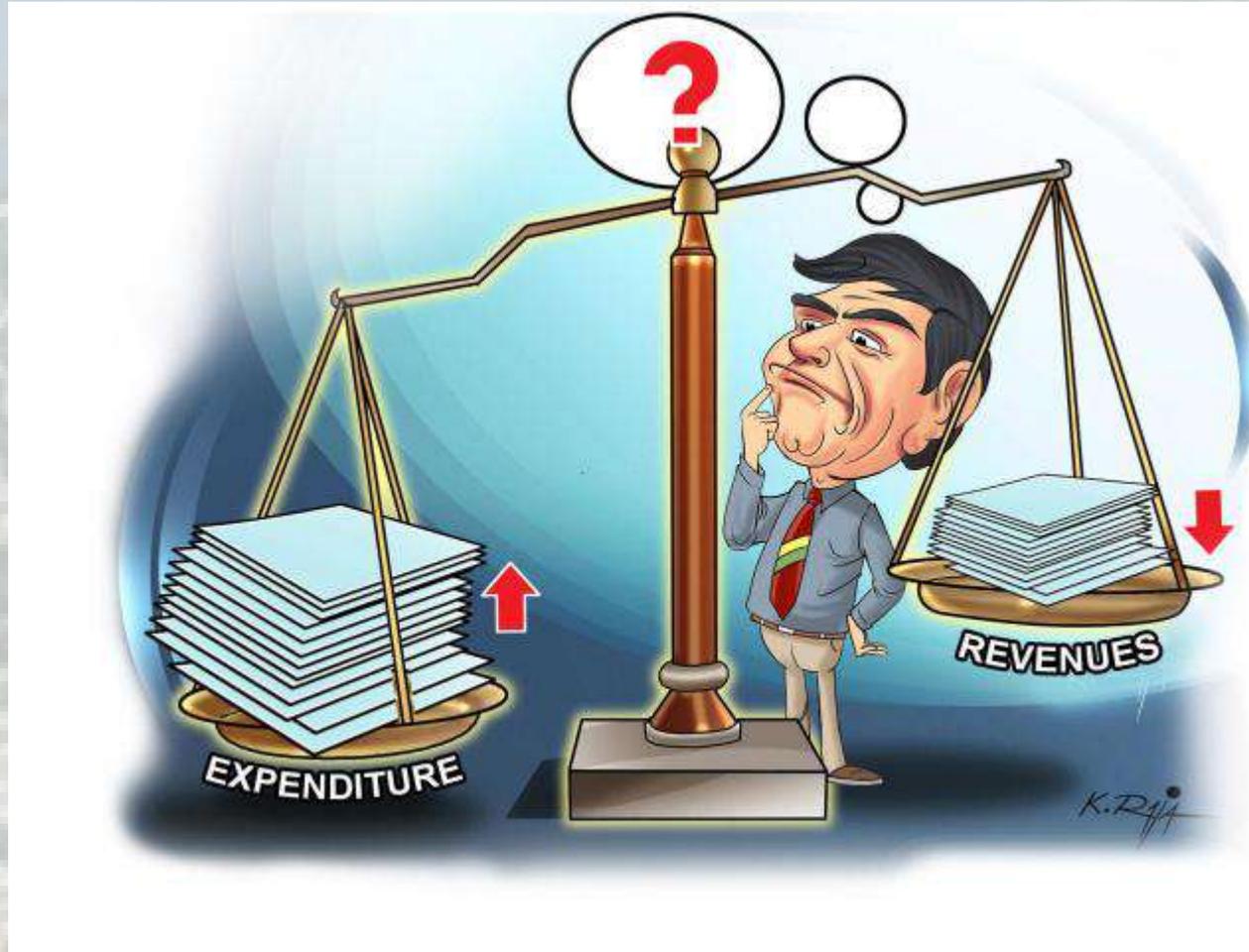
Proposed City Budget Calendar for FY 2018

- **February 23, 2017:** Joint City Council/School Board Budget Meeting
- **March 28, 2017:** Notice of Public Hearing on Tax Rate (4-11-17) on Consent Agenda
- **March 30, 2017:** City Council Finance Committee Meeting
Advertise Public Hearing (4-11-2017) on Tax Rate in Newspapers
- **April 4, 2017:** Budget Work Session on Revenue Projections and Fees.
Preliminary Discussion on City Manager's Budget Objectives
- **April 11, 2017:** Public Hearing on FY 2018 Tax Rates and Approval on 1st Reading
- Budget Work Session on Capital Improvement Plan
- Notice of Public Hearing (4-25-2017) on FY 2018 School Division Budget
- **April 13, 2017:** Advertise Public Hearing (4-25-2017) on FY 2018 School Division Budget
- City Council Finance Committee Meeting
- **April 18, 2017:** Budget Work Session on City Manager's Adjusted Budget
- Notice of Public Hearing (5-2-2017) on City Budget on Consent Agenda
- **April 20, 2017:** Advertise Public Hearing on City Budget (5-2-2017) in Newspapers

Proposed City Budget Calendar for FY 2018

- April 25, 2017:** **First Reading and Approval of Tax Rate**
Adoption of Tax Rate Resolution
Public Hearing on FY 2018 School Division Budget
Adoption of FY 2018 School Division Budget on First Reading
Budget Work Session on City Manager's Adjusted Budget
Budget Work Session on Adjusted Capital Improvement Plan
- April 27, 2017:** City Council Finance Committee Meeting
- May 2, 2017:** **Second Reading and Approval of Tax Rate**
Public Hearing and Approval on 1st Reading of the 2018 City Budget
Second Reading and Approval of FY 2018 School Division Budget
- May 3, 2017:** **Begin Preparation of Tax Bills**
- May 4, 2017:** **City Council Finance Committee Meeting**
- May 15, 2017:** Tax Bill Mailing Date
- May 16, 2017:** Approval on Second Reading of the 2018 City Budget

Goal



An aerial photograph of a coastal town, likely Hopewell, Virginia. The town is densely packed with buildings and streets, situated along a waterfront. In the background, a large body of water, possibly a bay or estuary, is visible with several small islands or peninsulas. The overall scene is captured from a high angle, providing a comprehensive view of the town's layout and its proximity to the water.

REVENUE PICTURE

Hopewell has a solid and stable financial position

Bank Balances

City of Hopewell											
Cash & Investment Balances											
Five-Year Comparison											
FY12 through FY16 plus 3/31/17											
			3/31/2017*	6/30/16	6/30/15	6/30/14	6/30/13	6/30/12			
Cash			\$ 24,167,219	\$ 27,576,222	\$ 26,854,478	\$ 28,641,523	\$ 26,295,775	\$ 25,743,773			
Investments			20,535,615	20,446,760	20,369,740	20,384,599	26,871,507	26,918,989			
Total			\$ 44,702,834	\$ 48,022,982	\$ 47,224,219	\$ 49,026,122	\$ 53,167,282	\$ 52,662,763			

*The 3/31/17 cash balance is estimated using total cash balances from bank statements

(\$26.5 million) less the average calculated for outstanding checks (approx. \$2.3 million).

General Fund - Total Fund Balance (FY 2014 Audited / FY 2015 thru FY 2017 Unaudited)							
	Fund 003	Fund 011	Fund 076	Total Adjusted	Rainy Day	Non-Spend & Other	Unassigned
	Adj Trial Balance	Adj Trial Balance	Adj Trial Balance	Trial Balance	Emergency Funds	Assigned Funds	Funds
June 30, 2014 CAFR Balance	(1,056,454.58)	(9,442,839.10)	(878,865.60)	(11,378,159.28)	(4,605,700.00)	(3,477,696.00)	(3,294,763.28)
Change in Fund Balance	10,818.99	(189,018.95)	210,790.96	32,591.00	(212,878.00)	(851,966.05)	1,097,435.05
June 30, 2015 Balance	(1,045,635.59)	(9,631,858.05)	(668,074.64)	(11,345,568.28)	(4,818,578.00)	(4,329,662.05)	(2,197,328.23)
Change in Fund Balance	(6,391.84)	1,951,016.47	(52,544.46)	1,892,080.17	-	(58,936.30)	1,951,016.47
June 30, 2016 Balance	(1,052,027.43)	(7,680,841.58)	(720,619.10)	(9,453,488.11)	(4,818,578.00)	(4,388,598.35)	(246,311.76)
Change in Fund Balance*	27,841.67	(6,021,303.46)	441,036.31	(5,552,425.48)	-	(5,552,425.48)	-
March 31, 2017 Balance	(1,024,185.76)	(13,702,145.04)	(279,582.79)	(15,005,913.59)	(4,818,578.00)	(9,941,023.83)	(246,311.76)

* Only 9 months of activity are reflected for FY 2017. Final fiscal year-end financial results are not expected yield the same change in fund balance amount.

GOOD NEWS

- **Industrial Expansion**
 - Three Industries still receiving Enterprise Zone M&T Rebates that will expire over the next one to three years resulting in increases in M&T Taxes
 - One possible New Industrial Announcement in 2017 or 2018
 - One additional Major Expansion (\$100,000,000)
- **Long Term Debt**
 - This is the last year before long term debt begins a gradual but steady decrease over in the future. 58% of our long term debt will be retired in the next 10 years.

M&T TAX Rebate Expiration

(Results in additional M&T taxes upon expiration)

• 2018:	\$10,460.48
• 2019:	\$80,540.97
• 2020:	\$80,540.97
• TOTALS	\$171,542.42

New or Expanded Industry Potential Revenue

Projected Revenue On Industrial Expansion						
Project 1		Estimated \$100,000,000 Investment				
					Annual Revenue	Annual Revenue
Investment Buildings	Investment M&T	Real Estate Tax	M&T Tax Years 1-3	M&T Tax Years 4 and on	Total Years 1-3	Totals Years 4 and on
\$15,000,000	\$85,000,000	\$169,500	\$453,688	\$648,125	\$623,188	\$817,625
Project 2		Estimated \$30,000,000 Investment				
					Annual Revenue	Annual Revenue
Investment Buildings	Investment M&T	Real Estate Tax	M&T Tax Years 1-3	M&T Tax Years 4 and on	Total Years 1-3	Totals Years 4 and on
\$10,000,000	\$20,000,000	\$113,000	\$106,750	\$152,500	\$219,750	\$265,500

Increase in Debt Capacity Over 20 Years in 5-Year Period Increments

	Assessed Value (AV) of Real Estate**	State Statutory Debt Limit (10%)	City Policy Debt Limit (5%)	Long-Term Debt Outstanding	Net Available Debt Capacity	Potential New Debt Issuances*
FY 2018	1,304,916,400	130,491,640	65,245,820	56,920,800	8,325,020	8,325,020
FY 2023	1,331,145,220	133,114,522	66,557,261	39,746,913	26,810,348	18,485,328
FY 2028	1,371,480,251	137,148,025	68,574,013	21,611,522	46,962,491	20,152,143
FY 2033	1,399,047,004	139,904,700	69,952,350	8,665,000	61,287,350	14,324,860
FY 2038	1,441,439,527	144,143,953	72,071,976	940,000	<u>71,131,976</u>	<u>9,844,626</u>
						<u>71,131,976</u>
<p>* FY 2018 amount is for only one year of debt issuance, all other amounts are for five years of debt issuance.</p> <p>** Assumed 1% increase in AV of real estate property every two years (bi-annual assessments).</p>						

FY 2018 Increase in Local Schools Appropriation

	Increase in Local School Appropriation
FUNDING USES (Expenditures):	
State Mandated VRS Pension Rate Increase	435,356
State Mandated 2% COLA Salary Increase	666,195
<u>Increase in State Mandated Spending</u>	1,101,551
Summer School Program Expansion	187,547
Custodian Salary & Benefits Adjustment	193,546
Healthcare Benefits Cost Increase	173,061
Transfer of Bus Garage Operation to City	(185,531)
Additional Program Cuts	(155,319)
Spend-down of Fund Balance in Operating Fund	38,560
<u>Net Increase in Local Program Spending</u>	251,864
<u>Net Increase in Expenditures</u>	1,353,415
FUNDING SOURCES (Revenues):	
Total State Revenue Growth	1,021,859
Total Federal Revenue Reduction	(63,623)
Total Other Local (Tuition) Revenue Reduction	(120,000)
<u>Net Increase in Revenues</u>	838,236
Increase in Local Schools Appropriation (SOURCE)	515,179

Schools Request

- Schools Additional Funding Request

\$515,179

- Real Estate Tax Increase to \$1.17

Estimate of additional Funds

\$520,000

Net Additional Funds

\$4,821

	FY 2018 Revenue Projections				
Source	FY 2018 Projection	FY 2017 Projection	FY 2016 Actuals	FY 2015 Actuals	FY 2014 Actuals
I-295 Fees	\$1,300,000.00	\$1,350,000.00	\$1,003,618.43	\$1,369,920.85	\$1,408,841.00
Real Estate Taxes	\$14,300,000.00	\$14,100,000.00	\$14,344,393.86	\$14,307,593.47	\$13,398,307.00
Public Service Taxes	\$4,175,000.00	\$4,176,011.30	\$4,175,876.30	\$4,028,524.45	\$3,800,122.00
Personal Property Taxes	\$4,500,000.00	\$4,200,000.00	\$4,472,636.72	\$4,309,972.56	\$4,046,963.00
Vehicle License Fees	\$375,000.00	\$360,000.00	\$353,481.52	\$337,964.16	\$345,786.00
M&T Taxes	\$7,600,000.00	\$8,037,641.00	\$7,382,253.59	\$5,636,474.22	\$5,440,954.00
BPOL (Fund 11)	\$1,950,000.00	\$1,875,000.00	\$1,854,092.32	\$1,757,196.19	\$1,806,889.00
Meals Tax (Fund 71)	\$2,100,000.00	\$1,875,000.00	\$1,836,342.66	\$1,808,955.79	\$1,607,094.64
Lodging Taxes (Fund 71)	\$850,000.00	\$800,000.00	\$770,817.46	674.646.71	\$222,839.61
Penalties	\$375,000.00	\$350,000.00	\$372,609.76	\$227,732.55	\$207,299.00
Interest On Late Payments	\$200,000.00	\$175,000.00	\$213,114.76	\$185,877.39	\$33,846.00
SUB-TOTALS	\$37,725,000.00	\$37,298,652.30	\$36,779,237.38	\$33,970,211.63	\$32,318,941.25
Sales Taxes	\$2,100,000.00	\$2,000,000.00	\$2,000,000.00	\$1,960,808.00	\$1,989,128.00
Utility Taxes	\$1,650,000.00	\$1,590,000.00	\$1,590,000.00	\$1,706,476.00	\$1,687,740.00
Franchise Fees	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$4,200.00
Bank Taxes	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$106,048.00
Recordation/Deeds Taxes	\$120,000.00	\$120,000.00	\$120,000.00	\$120,000.00	\$148,591.00
E911 Wireless	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTAL	\$3,992,100.00	\$3,832,100.00	\$3,832,100.00	\$3,909,384.00	\$3,935,707.00
State Funding	\$6,575,177.00	\$6,562,177.00	\$6,441,100.00	\$6,617,181.00	\$6,486,637.00
Federal Funding	\$150,000.00	\$154,500.00	\$268,400.00	\$172,882.00	\$356,255.00
Other Govt Funding	\$2,275,000.00	\$2,286,200.00	\$1,651,000.00	\$1,545,064.00	\$1,561,049.00
Permits and Fees	\$550,000.00	\$244,500.00	\$233,800.00	\$296,726.00	\$229,546.00
Use of Money and Property	\$50,000.00	\$50,000.00	\$53,235.00	\$58,352.00	\$48,062.00
In-Lieu of Taxes	\$1,250,000.00	\$1,261,000.00	\$1,261,000.00	\$1,296,255.00	\$1,257,500.00
Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total	\$10,850,177.00	\$10,558,377.00	\$9,908,535.00	\$9,986,460.00	\$9,939,049.00
TOTALS	\$52,567,277.00	\$51,689,129.30	\$50,519,872.38	\$47,866,055.63	\$46,193,697.25

Revenue Summary

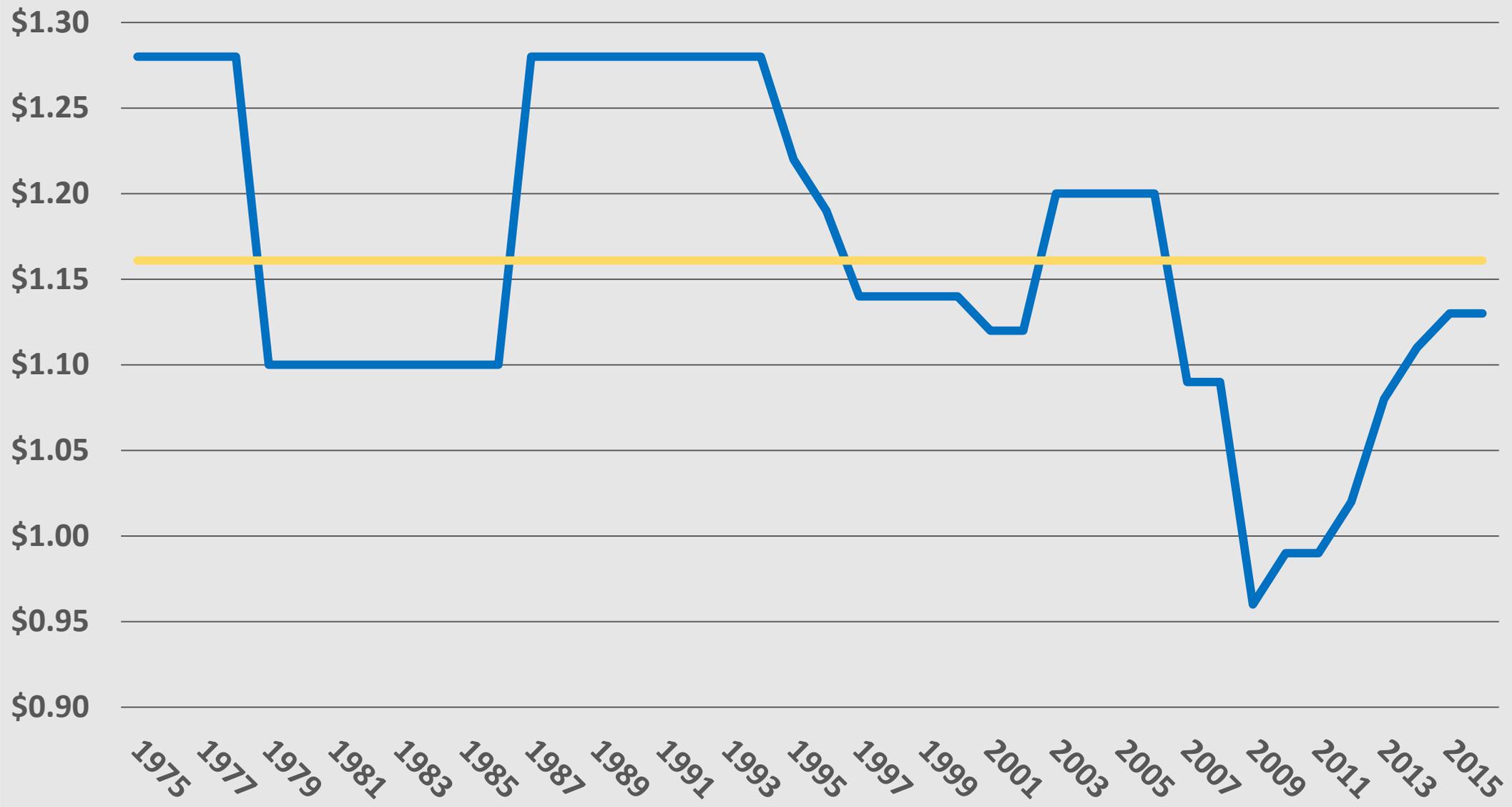
- FY2018 Revenues look strong with a projected 1.7% increase
- Existing Trial Balances for the 2015 CAFR show a very stable financial position for the City
- Real Estate tax proposed increase would be for the additional schools funding request (\$515,179) and would only provide \$4821 additional to the General Fund.
- Meals Tax Increase would provide an additional \$200,000 to the GF
- Debt declines by 58% over the next 10 years
- M&T Taxes Increase from Rebate Expiration and hopefully new expansions and/or new industry over the next couple of years

FY 2018 Known Needs

Capital Needs

- \$2,500,000 Borrow to complete FY 2017 Capital Projects
- \$1,200,000 Economic Development Purchase
- \$6,500,000 Fire Station Project

Real Estate Tax Rates per \$100 of Assessed Value



Average rate of \$1.16 per \$100 of Assessed Value over the last 40 Years

Regional City Tax Rates

Locality	Real Estate Tax	Personal Property Tax	Sales Tax	Meals Tax
Hopewell	\$1.13	\$3.50	5.3%	5.5%
Colonial Heights	\$1.20	\$3.50	5.3%	6.0%
Petersburg	\$1.35	\$4.90	5.3%	7.0%
Richmond	\$1.20	\$3.70	5.3%	6.0%

Regional County Tax Rates

Locality	Real Estate Tax	Personal Property Tax	Sales Tax	Meals Tax
Chesterfield	\$0.96	\$3.60	5.3%	0.0%
Henrico	\$0.87	\$3.50	5.3%	4.0%
Prince George	\$0.86	\$4.25	5.3%	4.0%
Dinwiddie	\$0.79	\$4.90	5.3%	4.0%
Charles City	\$0.76	\$3.75	5.3%	0.0%

Real Estate Tax Increase

- The revenue generated by the proposed Real Estate Tax increase (\$520,000) is equivalent to the additional funds requested by The School Board (\$515,179)
- A \$0.04 per \$100 of value increase to Real Estate Tax Rate would increase revenues by approximately \$520,000 (\$130,000 per penny)
- The average home value in Hopewell is approximately \$123,000. The proposed tax rate would equate to \$49.20 per year of additional taxes.
- This increase is equivalent to **LESS THAN** one dollar menu item from McDonald's per week
- The proposed Real Estate Tax rate would still be less than any other City in our region.

Meals Tax Increase

- A 0.5% (1/2%) increase to 6% instead the current 5.5% rate in the meals tax would generate an anticipated \$200,000 in additional revenue to the City
- This would equate to ½ of a penny on each dollar spent on meals.
- The average family of four eating at a local restaurant, spending \$50 on food would incur \$2.75 in meals tax currently, or \$3.00 under the increased rate. It is only a \$0.25 (one US Quarter) increase on a \$50 meal.
- If a family eats out twice each week, all year long, and spends \$50 each time, their extra meals tax would only be \$26 per year.
- If a family eats out every night, 365 days/year, and spends \$50 each time, their extra meals tax would only be \$91.25. They could skip two nights out and only eat 363 times and they would more than cover the extra cost.

An aerial photograph of a coastal city, likely San Francisco, showing a dense urban area with a mix of greenery and buildings. In the background, a large body of water, possibly the San Francisco Bay, is visible under a clear sky. The word "QUESTIONS?" is overlaid in the center of the image in a large, bold, black font.

QUESTIONS?

**REPORTS
OF THE
CITY
ATTORNEY**

**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

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

ADJOURN