



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, Ward #1
Arlene Holloway, Councilor, Ward #2
Anthony J. Zevgolis, Councilor, Ward #3
Janice B. Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

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

Date: February 21, 2017

MUNICIPAL BUILDING

TIME: Work Session 6:30 p.m.

OPEN MEETING

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

Prayer by Pastor Jeff Butler of OC3, followed by the Pledge of Allegiance to the Flag of the United States of America.

MOTION: To amend/adopt agenda.

WORK SESSION

- WS-1. Public Safety Buildings Presentation
- WS-2. Hopewell Fire Department Call Volume/Merger
- WS-3. Discussion and Planning for the City Council Retreat on March 17th and 18th
- WS-4. New Pending List Items
- WS-5. Economic Development Authority

MOTION: To go into closed meeting for (I) discussion of performance or appointment of specific appointees of City Council (City Manager, City Attorney, City Clerk, Legislative Committee); (II) discussions concerning prospective businesses or industries or the expansion of existing businesses or industries where no previous announcement has been made of the businesses' or industries' interests in locating or expanding their facilities in the community; (III) discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected; 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), (6) 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

ADJOURNMENT

Work Session

WS-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: Public Safety Buildings Funding Options

ISSUE: Council asked staff to identify various funding options for proceeding with the building construction of the Police and Fire Stations. Staff will present 4 options for proceeding with construction.

RECOMMENDATION: Council to respond to the various scenarios presented.

TIMING: The bids for the construction project expired last month. However, the low bidder has agreed to honor his bid through the month of February, 2017.

BACKGROUND: On November 8, 2016, staff reported to Council that the construction bids for the two new public safety buildings came in much higher than expected. Staff advised Council that the new budget for both projects needed to be increased significantly. At that meeting, Council asked staff to develop a plan for funding one or both projects. It also asked for a summary of funds spent to date and funds currently available from the original bond.

FISCAL IMPACT: Up to \$6,685,000 additional funds. This value includes furnishings and fixtures. Staff hopes to be able to "value engineer" this project down \$500,000 from this cost.

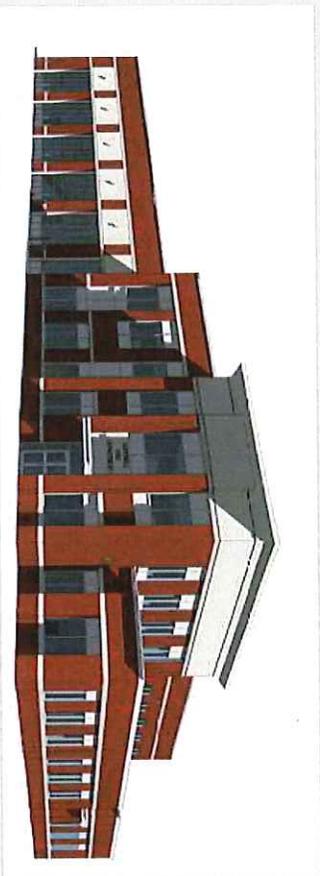
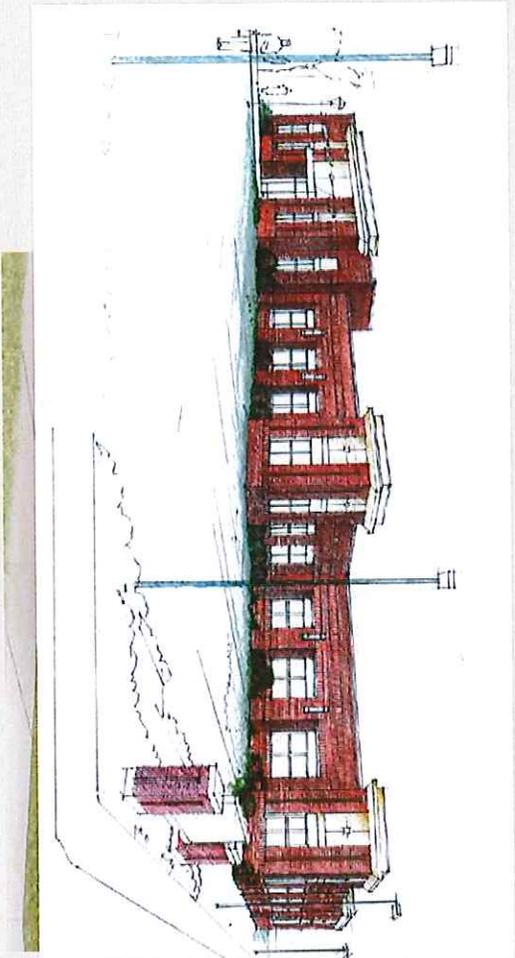
ENCLOSED DOCUMENTS: PowerPoint Presentation on options, Revised Project Budgets, Bid Tabulation and Project Timeline to date

STAFF: Donald Hunter, Fire Chief
John Keohane, Police Chief
Edward Watson, Director of Public Works

SUMMARY:

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





Update on the Public Safety Buildings Construction Projects

February 21, 2017



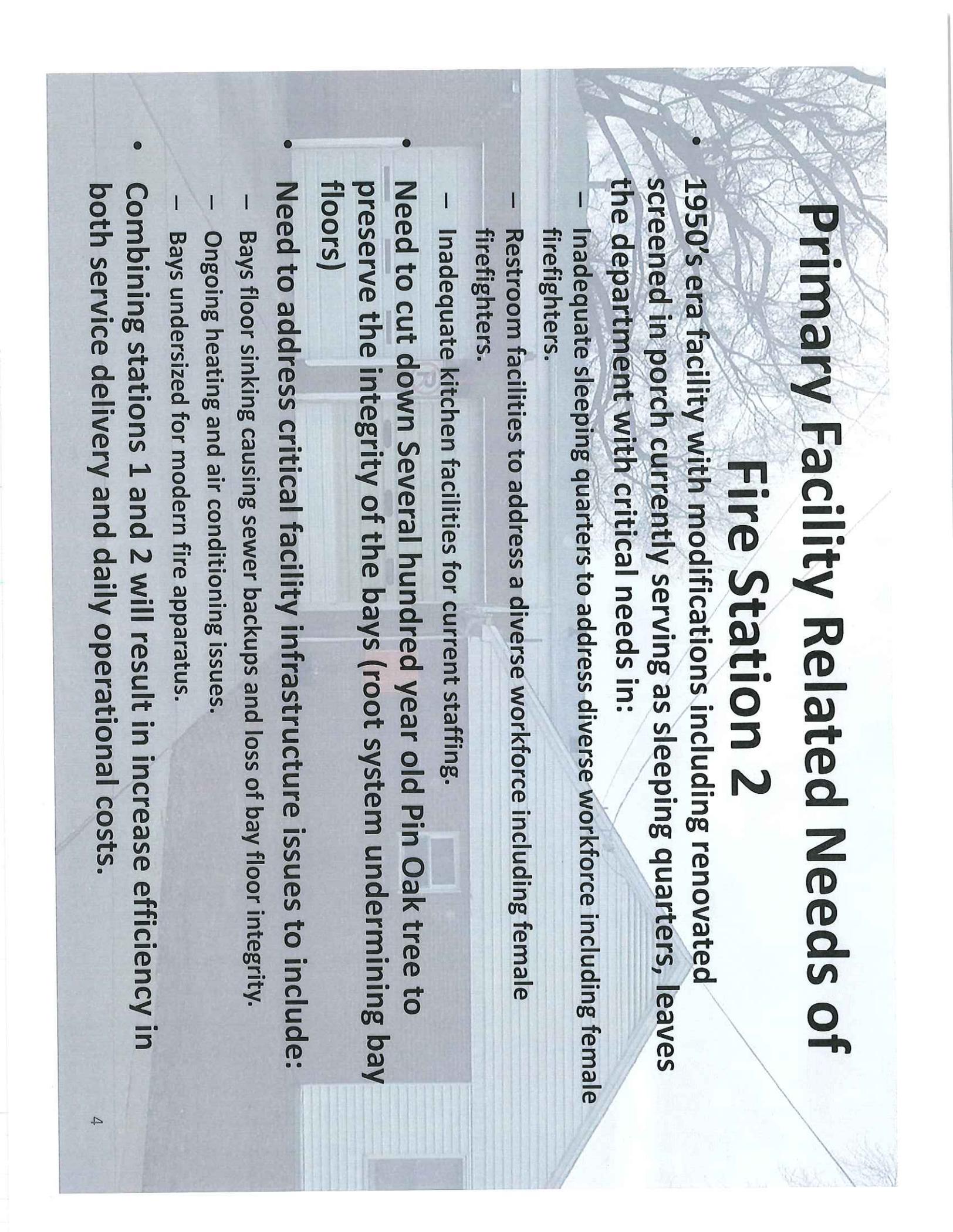
Review of Critical Facility Needs at the Hopewell Police Station, Fire Station 1 and Fire Station 2



Primary Facility Related Needs of

Fire Station 1

- Aging 87 year old facility leaves the department with critical needs in:
 - Inadequate sleeping quarters to address even full staffing days.
 - Restroom facilities to address a diverse workforce including female firefighters.
 - Inadequate kitchen facilities for current staffing.
- Need to get response assets out from behind the railroad tracks, as all three exits in front of Station One are frequently blocked by trains.
- Need to get the majority of our response assets out of the immediate evacuation and blast zones of the industrial hazard area.
- Need to improve the current EOC (in the basement of Station 1) which has inadequate space, is flood prone, and is in the primary hazard area.
- Need to address critical facility infrastructure issues to include:
 - Bays floor sinking causing bay wall separation.
 - Leaking roof
 - Ongoing heating and air conditioning issues.



Primary Facility Related Needs of Fire Station 2

- 1950's era facility with modifications including renovated screened in porch currently serving as sleeping quarters, leaves the department with critical needs in:
 - Inadequate sleeping quarters to address diverse workforce including female firefighters.
 - Restroom facilities to address a diverse workforce including female firefighters.
 - Inadequate kitchen facilities for current staffing.
- Need to cut down Several hundred year old Pin Oak tree to preserve the integrity of the bays (root system undermining bay floors)
- Need to address critical facility infrastructure issues to include:
 - Bays floor sinking causing sewer backups and loss of bay floor integrity.
 - Ongoing heating and air conditioning issues.
 - Bays undersized for modern fire apparatus.
- Combining stations 1 and 2 will result in increase efficiency in both service delivery and daily operational costs.

Primary Facility Related Needs at the Police Department

- Department needs to be close to Downtown, the courts and City Hall
- Facility needs to accommodate entire police department for effective daily operations (New facility will provide 3 times more space)
- Ability to provide critically needed security zoning (including cameras)
- Major improvements to Dispatch Area
- Ability to separate public, staff, and prisoner movement
- Improved visibility and space to achieve civic/police interactions and improved image
- Ability to accept new technology systems, furnishings, equipment, etc.
- Adequate parking for the public, police vehicles and the personal vehicles of staff
- Adequate locker rooms, showers and exercise area
- Improvements and renovations to first floor will open space for other departments and save money on city office space rentals.

Possible Funding Strategies for the Public Safety Buildings

- Award both the Police Station and Fire Station
- Award Fire Station Only
- Award Police Station Only
- Award Fire Station and Lease Space for the Entire Police Department
- Defer Award of Both Projects at this Time

Award Both the Police Station and Fire Station

- Additional funding needed: \$6.7 million
- Move into both buildings by summer 2018
- Address space issues within City Hall
- Improve operational performance
- Reduce leasing costs
- Avoid inflation costs associated with constructing at a later date

Award Fire Station only

- Additional funding needed: \$1.35 million
- Move into new station by summer 2018
- Improve operational performance of Fire Department
- Solve facility and location issues for both fire stations next year
- Avoid inflation costs associated with constructing the fire station in the future

Award Police Station only

- Funding **not** spent from bond: \$1.05 million
- Move into new station by summer 2018
- Improve operational performance of Police Department
- Address space issues in City Hall
- Avoid inflation costs associated with constructing the police station in the future

Award Fire Station and Lease Space for the Entire Police Department

- Additional capital funding needed for fire station: \$1.35 million
- Additional capital funding needed to renovate leased space: \$1.0 million
- Annual leasing costs \$180,000 a year
- Move into both buildings by summer 2018
- Addresses space issues in City Hall
- Improve operational performance

Defer award of both projects

- Funds remaining from original loan is \$6.4 million
- Begin addressing long neglected facility needs at all three facilities
- Continue to look for funding and account for inflation in costs

Next Steps?

Cost Estimates for the Public Safety Buildings February 21, 2017

Spent to Date

• A/E Fees (Design)	\$825,000
• Land (including moving VR)	<u>\$406,000</u>
	\$1,231,000

- Balance remaining from the \$7,700,000 is **\$6,469,000**

Construct Both Buildings - The Fire Station and Police Station

• Building construction	\$11,509,000
• A/E Fees (Const.)	\$235,000
• Inspections/Clerk of the Works	\$150,000
• Furniture, Fixtures and Equip (FFE)	\$400,000
• IT/AV	\$170,000
• Utilities	\$100,000
• Contingency (2.5%)	\$290,000
• Renovate City Hall - 1 st Floor	\$300,000

Cost **\$13,154,000** (Additional funds **needed** is \$6,685,000)

Fire Station Only (31,687 sf):

• Building construction	\$6,990,000
• A/E Fees (Const.)	\$125,000
• Inspections/Clerk of the Works	\$125,000
• Furniture, Fixtures and Equip (FFE)	\$250,000
• IT/AV	\$95,000
• Utilities	\$50,000
• Contingency (2.5%)	\$185,000

Cost **\$7,820,000** (Additional funds **needed** is \$1,351,000)

Police Station Only (14,017 sf):

• Building construction	\$4,519,000
• A/E Fees (Const.)	\$110,000
• Inspections/Clerk of the Works	\$100,000
• Furniture, Fixtures and Equip (FFE)	\$150,000
• IT/AV	\$75,000
• Utilities	\$50,000
• Contingency (2.5%)	\$115,000
• Renovate City Hall – 1 st Floor	\$300,000

Cost **\$5,419,000** (Funds **remaining** is \$1,050,000)

BID EVALUATION SHEET

9/27/16

Department: Public Works

Bid Evaluation for: Hopewell Police Station and Fire Station

VENDOR	Total Base Bid Price
Haley Builders, Inc. 10102 Whitesel Road Ashland, VA 23005	\$11,509,000
R D Lambert & Son, Inc. 1724 Lambert Court Chesapeake, VA 23320	\$11,768,900
MB Contractors, Inc. 3825 Blue Ridge Drive, S. W. Roanoke, VA 24018	\$12,027,000
Kenbridge Construction Co. Inc. 1101 5 th Avenue Kenbridge, VA 23944	\$12,185,000
J W Enochs, Inc. 416 East Randolph Hopewell, VA 23860	12,271,000
McKenzie Construction Corporation 1711 Mediterranean Ave Virginia Beach, VA 23451	\$12,877,883
Loughridge & Company LLC 5711 Staples Mill Road, Suite 100 Richmond, VA 23228	\$12,983,000
Harlan Construction Co. Inc. 602 Elm Ct. Hopewell, VA 23860	\$13,254,657
Virtexco Corporation 7840 Forest Hill Ave, Suite A Richmond, VA 23225	13,289,500

WS-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

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COUNCIL AGENDA ITEM TITLE: Hopewell Fire Department Call volume/Merger

ISSUE: On March 31st the paid providers for Hopewell Volunteer Emergency Crew Medical Transport Inc. (MTI) will be removing the contract and this will increase the call volume of Hopewell Fire by 1,200-1,500 calls a year

RECOMMENDATION: Increase staffing to provide an additional ambulance to cover additional calls

TIMING: By April 1st or a soon there after as possible

BACKGROUND: Hopewell EMS has been using the cost recovery money to pay MTI to provide personnel to cover calls

FISCAL IMPACT: Using the increase of EMS cost recovery to support the hiring of additional personnel at as little cost to the city as possible

ENCLOSED DOCUMENTS: None.

STAFF: Donald Hunter, II Fire Chief

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|-------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor, Jackie Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor, Jasmine E. Gore, Ward #4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |

- | Y | N | |
|--------------------------|--------------------------|-------------------------------------|
| <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 S. Pelham, Ward #6 |



WS-3

WS-4

PENDING CITY COUNCILOR REQUEST					
No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
1.	Beacon Update; RFP; Marketing Plan; Beacon LLC City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved	2-7-17	Date when LLC can be dissolved	Mark Haley Stefan Calos	ONGOING 1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option. So, no earlier than 2/1/2018 , if notice is given on the first possible business day of the year. 2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis.

<p>2. Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VNL training VNL training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15 3-15-16 2-7-17</p>	<p>Council to review Code of Ethics & City Attorney to review Code of Ethics</p>	<p>Mark Haley Stefan Calos City Clerk</p>	<p>ONGOING City Attorney is revising every day. Rules are very old and repetitive and City Attorney is bringing them up to date and code. Hopes to have in the next 30-45 days</p>
<p>3. Cost update on City taking control of Mallonee Gym</p>	<p>2/10/15 3-15-16 2-7-17</p>	<p>Data Sheet</p>	<p>Mark Haley Ed Watson</p>	<p>ONGOING Pro-Elite Met w/ Youth Coordinator and did not present a plan as requested. Seemed they wanted City to fund them and Youth Coordinator requested they put everything in writing and present to her. Waiting on MOU</p>

<p>4. City Logo's work session; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos</p>	<p>5/12/15 3-15-16 2-7-17</p>	<p>Email/Printed logos collected used</p>	<p>Mark Haley</p>	<p>PENDING City Manager to email council the list of City logos Haley will issue RFP re branding - Hopewell logo Mr. Haley to provide RFP to City Council.</p>
<p>5. Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)</p>	<p>2013-Present 2-7-17</p>	<p>Letter/Email Request and CC City Council</p>	<p>City Clerk</p>	<p>ONGOING Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required.</p>
<p>6. National Park Service – Marketing battlefields at City Point to highlight Hopewell</p>	<p>Regular Meeting 2-7-17</p>		<p>Aaron Reidmiller H/PG Chamber of Commerce</p>	<p>ONGOING Council request the H/PG Chamber to provide update @ the 2-28-17 presentation to Council.</p>

<p>7. Council requested update for Public Safety Buildings. Mayor Shornak requested photo with new plan showing parking for new police department and fire station.</p>	<p>2-9-16</p>	<p>Request for copy of plan for police station Cost study for demolition of houses v. moving houses</p>	<p>Ed Watson</p>	<p>ONGOING Update to be provided at Council work Session on 2-21-17.</p>
<p>8. Gore requested that department heads review the comprehensive plan and advise as to the status of specific tasks (requested to be submitted in a week)</p>	<p>2-23-16 2-29-16 2-7-17</p>	<p>Update of comprehensive plan and staff tasks</p>	<p>Mark Haley Department Heads</p>	<p>ONGOING</p>
<p>9. Council requested a list of how many already authorized positions remain unfilled (requested to be submitted in a week)</p>	<p>2-23-16 2-29-16 2-7-17</p>	<p>To ascertain how staff shortages are impacting staff ability to manage tasks</p>	<p>Mark Haley Department Heads</p>	<p>ONGOING</p>
<p>10. Fees for Planning Commission</p>	<p>Work Session 2/17/15 2/7/17</p>		<p>Tevya Griffin</p>	<p>ONGOING Look at during Budget Meetings 16-17.</p>
<p>11. School Board</p>	<p>2-7-17</p>	<p>FY-18 Budget</p>	<p>Mr. Haley & Clerk</p>	<p>Joint meeting on 2/23/17 @ 6:30 PM ONGOING</p>
<p>12. HRHA</p>	<p>2-7-17</p>	<p>WS to be scheduled after appointment of NEW member</p>	<p>Clerk</p>	<p>PENDING</p>
<p>13. ARB & Streetscaping</p>	<p>2-7-17</p>	<p>Schedule joint WS w/City Council</p>	<p>Horace Wade</p>	<p>Joint WS on 2-21-17</p>
<p>14. EDA</p>	<p>2-7-17</p>	<p>Update on Paved Streets & Update on upcoming projects</p>	<p>Mr. Dane Johnny Butler, Austin Anderson Mark Haley</p>	<p>Update to be provided at the 2-28-17 Council Meeting.</p>

16	Youth Commission	2-7-17	Continue to Accept TBR's, Hold on interviews until NEW Ordinance is reviewed by Council, Legislative Committee and passed.	Mark Haley Charles Dame Stefan Calos City Clerk	<p>ONGOING</p> <p>Ordinance being revised; Present to Legislative Committee; Council to Vote on Ordinance; Schedule Interviews for Committee Members & provide them with copy of Ordinance.</p>
17	Retreat Discussion	2-7-17	Topic Discussions	Mark Haley	<p>Scheduled for March 17-18 @ The Beacon.</p>

**CLOSED
MEETING
&
EDA**

ADJOURN