

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

CITY COUNCIL

Patience A. Bennett, Mayor, Ward #7
John B. Partin, Jr., Vice Mayor, Ward #3
Deborah B. Randolph, Councilor, Ward #1
Arlene Holloway, Councilor, Ward #2
Jasmine E. Gore, Councilor, Ward #4
Janice B. Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

AGENDA

(804) 541-2408

www.hopewellva.gov
info@hopewellva.gov
cityclerk@hopewellva.gov

John M. Altman, Jr., City Manager
Cynthia E. Hudson, Acting City Attorney
Mollie P. Bess, City Clerk

May 10, 2022

REGULAR MEETING

Closed Meeting - 6:30 p.m.
Work Session – 7:00 p.m.
Regular Meeting – 7:30 p.m.

OPEN MEETING

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

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section 2.2-3711(A)(1) to discuss prospective appointees to various boards and commissions; and to discuss and consider personnel matters for Council employees (City Manager, City Attorney and City Clerk).

CLOSED MEETING

RECONVENE OPEN MEETING

Roll Call

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

Roll Call

WORK SESSION

WS-1 – Conditional Use Permit – 2107 Day Street

REGULAR MEETING

Call to order, roll call, and welcome to visitors

Prayer by Rev. Danny Tucker, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Randolph.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

CONSENT AGENDA

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

C-1 Minutes

C-2 Pending List:

C-3 Information for Council Review: DDRC Minutes - April 6, 2022

C-4 Personnel Change Report: May, 2022

C-5 Public Hearings: Redistricting, May 24, 2022; School Board Vacancy, June 14, 2022

C-6 Routine Approval of Work Sessions: Anchor Point, June 14, 2022

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

C-9 Resolutions, Proclamations:

SUGGESTED MOTION: To amend/adopt consent agenda

Roll Call

INFORMATION/PRESENTATIONS

Presentation of Proclamation to Zack Brown

Presentation of Proclamation to Nathaniel Hogan

FINANCIAL REPORT

Financial Report – Mr. Michael Terry

PUBLIC HEARING

CITY CLERK: *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to five minutes. No person shall be permitted to address Council a second time until all others have been heard and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers may be barred by the mayor from further audience before Council, and removed, subject to appeal to a majority of Council. (See Rules 405 and 406)*

PH-1 – Proposed Machinery & Tools Tax Rate Year 2022

PH-2 – FY22-23 Financial Plan

UNFINISHED BUSINESS

UB-1 – City Code Section 2-4 – Residency Requirement

COMMUNICATIONS FROM CITIZENS

CITY CLERK: *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to three minutes. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

Reports of Boards and Commissions:

REGULAR BUSINESS

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Board/Commission Vacancies:

- Historic Preservation Committee – 3 vacancies**
- Architectural Review Board – 2 vacancies**
- Planning Commission – 1 vacancy**
- Economic Development Authority – 1 vacancy**
- Recreation Commission - 1 vacancies**
- Library Board – 1 vacancies**
- Board of Zoning Appeals – 1 vacancy**

Reports of City Council:

Committees

COUNCILORS REQUEST

Presentations from Boards and Commissions

Other Council Communications

Adjournment

WORK SESSION

WS-1



2107 Day Street
Owner: Tribe Property Solutions c/o Jimmie Darden
Conditional Use Permit

Staff Report prepared for the Hopewell Planning Commission

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

I. PUBLIC HEARINGS & MEETINGS:

Planning Commission January 6, 2022 Pending
public hearing

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning: N/A
Existing Zoning: R-2, Residential, Medium Density District
Acreage: .34 acres or 14,810 square feet
Legal Description: LOTS 23-24 BLK 43 SUBDIVISION: WOODLAWN

Election Ward: Ward 3
Land Use Plan Recommendation: Urban Mixed Residential
Strategic Plan Goal: N/A
Map Location(s): Sub Parcel #: 031-0200
Zoning of Surrounding Property: North: R-2
 South: R-2
 East: R-2
 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request for a Conditional Use Permit from Jimmie Darden for a Conditional Use Permit to convert a single family detached home, located at 2107 Day Street, also identified as 031-0200, to a two family duplex.

IV. SUBJECT PROPERTY:

The property is an interior lot, located 250 feet from the intersection of North 21st Avenue and Day Street. The property consists of a 1,400 square foot two story single family detached home.

V. OWNER'S POSITION REVISED:

Excerpts from Application

The applicant proposes to convert the home from a single family residence to a two family residence. An apartment would be located on the first and second floor.

The applicant has provided a description of the request in attached application.

VI. ZONING/STAFF ANALYSIS:

The property is located in the Dolin Subdivision. The home was constructed in 1946. The location of the home encroaches into front yard setback of 25 feet. However, this does not effect the request and should not have any bearing on the decision. When the home was built the City did not have a Zoning Ordinance to govern land use decisions. Any further construction on the property must adhere to the Zoning Ordinance regulations. This request does not include any additions.

Comprehensive Plan Land Use Category

The 2028 Comprehensive Plan designates this property and those immediately in the vicinity as Urban Mixed Residential. This designation and the Multifamily Residential category recommend high density dwellings (including retirement and age-restricted projects) and development flexibility for new, infill and redevelopment projects. The Urban Mixed Residential qualify for selective re-subdivision of qualifying projects where lots or entire blocks could be consolidated for redevelopment.

The following are characteristics of the Urban Mixed Residential Category:

- Primary Land Use Detached and Attached Residences, Small to Medium Lots, Multifamily Permitted within Planned Mixed Residential Neighborhoods
- Typical Density Ranges: Detached- 4-5 Dwelling Units/ Per Acre (DU/PA)
Attached: 6-12 DU/PA
Multifamily: 16-30 DU/PA
- Typical Dwelling Size: 1,000 – 2,000 Square Feet

The Comprehensive Plan designation allows duplexes in this area and the Zoning Ordinance allows duplexes by approval of a Conditional Use Permit.

Each unit would be approximately 700 square feet, with two bedrooms, one bath and a living room/kitchen combination. The applicant has several options for second floor access, including a side entrance or the construction of stairs to the second floor. A double drive way would be constructed allowing separate access for each unit. A new roof, and updated balcony will also be provided along with interior improvements to the units.

VII. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Conditional Use Permit are the following:

Article IX, Residential, Medium Density District (R-2)

STATEMENT OF INTENT

This district is intended as a single family residential area with low to medium population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage a suitable environment for family life. To these ends, development is limited to a relatively low to medium concentration and permitted uses are limited basically to providing homes to the residents plus certain additional uses such as schools, parks, churches and other types of public facilities that will serve the residents of the area.

Section A. Use Regulations

In the R-2 Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

- 2. Duplex (zero lot line permissible) with a Conditional Use Permit based on compatibility with the adjacent area issued by the City Council (special definition).*

(Article I. Definitions)

The Zoning Ordinance defines a duplex as a structure arranged or designed to be occupied by two (2) families, the structure having only two (2) dwelling units.

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

D. CONDITIONAL AND SPECIAL USE PERMITS.

1. Conditional Use Permit:

Purpose:

The purpose of this section is to provide for certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions, be acceptable in certain specific locations. These uses are permitted only through the issuance of a conditional use permit by the City Council after

ensuring that the use can be appropriately accommodated on the specific property, will be in conformance with the Comprehensive Plan, can be constructed and operated in a manner which is compatible with the surrounding land uses and overall character of the community, and that the public interest and general welfare of the citizens of the City will be protected.

No inherent right exists to receive a conditional use permit; such permits are a special privilege granted by the City Council under a specific set of circumstances and conditions, and each application and situation is unique. Consequently, mere compliance with the generally applicable requirements may not be sufficient, and additional measures, occasionally substantial, may be necessary to mitigate the impact of the proposed development. In other situations, no set of conditions would be sufficient to approve an application, even though the same request in another location would be approved.

a. Initiation

The applicant, who shall be an owner of record or contract owner with written approval of the owner of the land involved (if a contract owner, a copy of said contract shall be filed with and made a part of application), shall make application for the use permit to the Director of Development on the form provided for that purpose, giving all information required by such form, including such other information which the Director of Development may deem necessary for an intelligent consideration of the project for which a permit is desired.

b. Completeness

- 1. A pre-application conference may be scheduled by the applicant with the Director of Development or his designated agent to discuss the proposal.*
- 2. The application shall be accompanied by the required number of copies of the following:*
 - i. A site plan in accordance with Article XVI Site Plan Requirements of the Zoning Ordinance.*
 - ii. The front, side and rear elevations and floor plans of the proposed buildings.*

c. Review of Application

- 1. When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.*
- 2. The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.*

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

d. Approval Criteria

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

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

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

VIII. STAFF RECOMMENDATION:

Staff has reviewed the application and offers the following:

The request to convert this single family detached structure into a duplex or two family structure is in keeping with the Comprehensive Plan goal to provide a variety of housing choices. In chapter 9, page 205 of the Plan, this concept of middle housing is discussed.

Middle housing is a range of multi-unit or clustered housing types compatible in scale with single family homes that can help meet the growing demand for varying housing types, walkable urban living, and affordable units. This is not to say that every request to convert a dwelling to a higher density should be approved without consideration of other key factors.

These other factors include but may not be limited to, parking, design, and accessibility. In this instance, the applicant has addressed each of these elements.

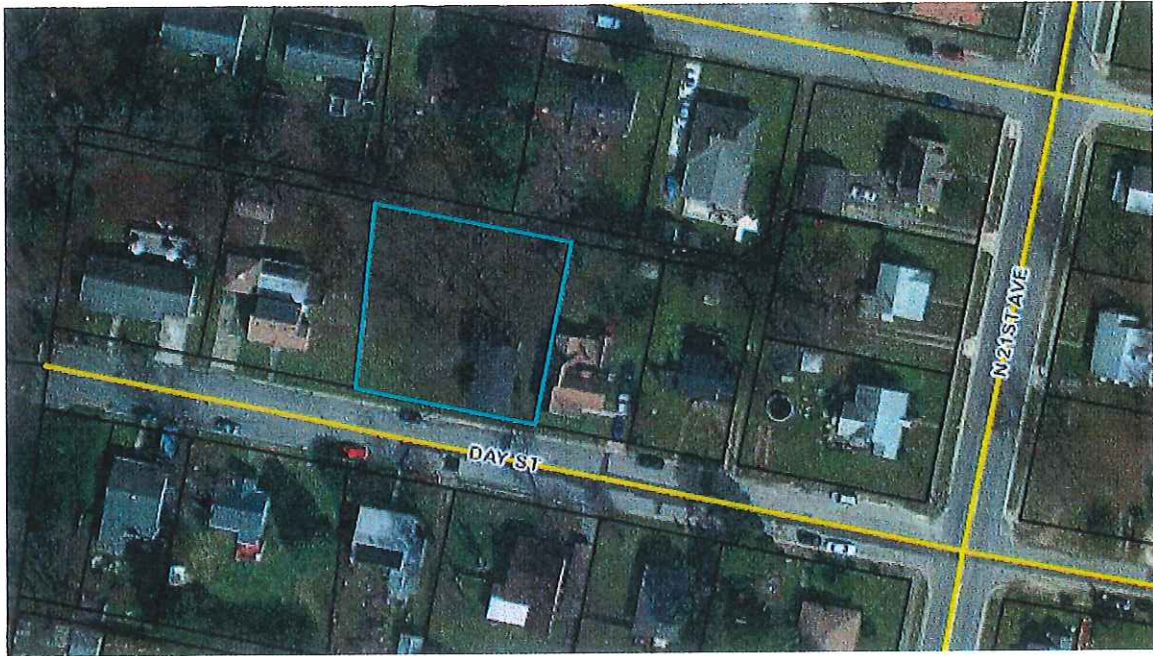
The City has not received any oppositions to this proposal to date.

Staff recommends approval of the application. Staff contends that the applicant has met the provisions of Article XXI. Amendments, Section D. Conditional and Special Use Permits, sub-section d. Approval Criteria.

Attachment(s):

1. Conditional Use Permit
2. Adjacent property owner list

Aerial Map of Surrounding Area – 2107 Day Street



Picture of 2107 Day Street





The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20220213

APPLICANT: Jimmie Darden
ADDRESS: 2107 Day Street
Hopewell VA
PHONE #: 8049387825 FAX #: 804-258-4859
EMAIL ADDRESS: jimmiedarden@gmail.com

INTEREST IN PROPERTY: Owner OWNER OR _____ AGENT
*IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER
OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.*

OWNER: _____
ADDRESS: _____
PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:
2107 Day Street
PARCEL #: 0310200 ACREAGE: .34 ZONING: R2

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY:
Single Family Home

THE CONDITIONAL USE PERMIT WILL ALLOW:

Request is to renovate and convert this property into a duplex (2-unit) building, with separate water and electrical meters. Intended use is to provide safe, long-term, affordable workforce essential workers/nurses traveling from outside areas into Hopewell/John Randolph Medical.

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

Vacant properties are a blight on the neighborhood. The proposed will be used for the purpose attracting corporate long-term tenants who have received assignments to work in or near which have historically proven to be high quality, responsible tenants that respect the area.

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

All safety, building codes, and covenants will be honored with the improvements made to the We will be communicating these plans to our neighbors, ensuring their acceptance of proposed enhancements. We believe this will uplift the neighborhood, and generate revenue for Hopewell.

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

The general layout of the property will be improved to allow accomodation of two 650 sq ft

All work is being performed by licensed and insured contractors, ensuring proper building codes being met. No modifications to the lot or encroachments of easements will take place.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Jimmie Darden

03/10/2022

APPLICANT SIGNATURE

DATE

Jimmie Darden

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 03/10/2022

DATE OF ACTION

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:

City of Hopewell, VA
 017585-0002 debra m. 03/10/2022 11:11AM
 INSPECT - 20220313ICUP - 2022
 CONDITIONAL USE PERMIT - REVIEW 300.00
 300.00
 Visa *****8751



City of Hopewell, VA
 Dept. of Code Enforcement
 300 N. Main Street
 Hopewell, VA 23860
 804-541-2220
 Welcome

017585-0002 debra m. 03/10/2022 11:11AM
 Payment Effective Date 03/10/2022

PERMITS / INSPECTIONS
 CONDITIONAL USE PERMIT -
 REVIEW
 2022 Item: 20220313ICUP 300.00
 Payment Id: 254081

 300.00

Subtotal 300.00
 DEV/CODE 9.30
 Total 309.30

DEVELOPMENT & CODE ENF 309.30
 Visa *****8751
 Ref=15669770502
 Auth=131905
 20220310364A

 Change due 0.00



Signature: _____

Thank you for your payment.

City of Hopewell, VA COPY

AFFIDAVIT OF MAILING

I, **(Kimberly D. Kinker)**, under oath, hereby certify that the City of Hopewell received a request submitted by Jimmie Darden for a Conditional Use Permit to allow duplex, also identified as Sub-Parcel # 031-0200. Notice was mailed on April 26, 2022 by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.

Kimberly D. Kinker
Signature
Executive Assistant
Title

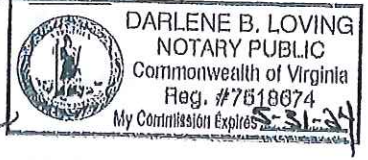
COMMONWEALTH OF VIRGINIA
CITY OF HOPEWELL, TO WIT:

I, undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that **(Kimberly D. Kinker)** whose name is signed to the foregoing as Executive Assistant for the **(Department of Development/Planning)**, has signed, acknowledged and sworn to the same before me in my jurisdiction aforesaid and, under oath, acknowledged the contents of the foregoing instrument to be true and accurate.

Given under my hand this 28 day of April, 2022

My Commission expires: May 31, 2024

Darlene B. Loving
Notary Public





City of Hopewell
Department of Development

300 North Main Street
Hopewell, VA 23860

April 26, 2022

Jimmie Darden
2009 Castle Glen Court
North Chesterfield, VA 23236

Dear Mr. Darden:

The Hopewell Planning Commission will meet on Thursday, May 5, 2022 at 6:00 p.m. to hold a public hearing regarding your request for a Conditional Use Permit to allow an duplex at 2107 Day Street, also identified as Sub-Parcel # 031-0200.

At a public hearing City Staff will provide an overview of the request, with a recommendation. As the applicant, you are allowed to present the request to the Planning Commission. The Commission may also ask you questions. The Code of Virginia also requires the City to notifying adjacent property owners of your request. If they choose, they are allowed to provide their opinion in writing or at the meeting.

The meeting on Thursday, May 5, 2022, will be held in City Council Chambers located at 300 North Main Street, Hopewell, Virginia in City Hall. Please plan to attend this meeting or have a representative attend that can answer questions regarding the application.

Sincerely,

A handwritten signature in black ink, which appears to read 'Tevya Williams Griffin'. The signature is written in a cursive style.

Tevya Williams Griffin, AICP
Director
Department of Development



*The City of
Hopewell, Virginia*

Department of Development

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

April 26, 2022

NOTICE OF PUBLIC HEARING & MEETING
CITY OF HOPEWELL

Dear Adjacent Property Owner:

The Hopewell Planning Commission will conduct a public hearing on Thursday, May 5, 2022 at 6:00 p.m. at the Hopewell Municipal Building, 300 North Main Street, in Council Chambers for the purpose of receiving comments regarding the following requests in accordance with, Article IV, Residential, Medium Density, Section H. Accessory Apartments, of the Hopewell Zoning Ordinance. The following item will be considered:

- 1. A request submitted by Jimmie Darden for a Conditional Use Permit to allow a duplex at 2107 Day Street, also identified as Sub-Parcel # 031-0200.**

If you desire additional information regarding this hearing, please contact the Department of Development at (804) 541-2220. If you would like to speak in favor or against this application please attend the meeting on May 5, 2022. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to City Hall, at 300 North Main Street, Suite 321, Hopewell, Virginia 23860. Email comments to devdept@hopewellva.gov.

Sincerely,

Tevya Williams Griffin, AICP
Director
Department of Development

Kent Salisbury
2325 CITY POINT RD
HOPEWELL VA 23860

Chabinath G Maharaj
2103 DAY ST
HOPEWELL VA 23860

Christopher S Pollard
2109 DAY ST
HOPEWELL VA 23860

Carlous L Wynn
2110 DOLIN ST
HOPEWELL VA 23860

Jindaporn I Paxton
2108 DOLIN ST
HOPEWELL VA 23860

Linda Lee Collins
18461 LOVING UNION RD
DISPUTANTA VA 23842

Herbert R Jones
2116 DOLIN ST
HOPEWELL VA 23860

Marilyn B Hudson
2110 DAY ST
HOPEWELL VA 23860

TRIBE PROPERTY SOLUTIONS
LLC
2009 CASTLE GLEN CT
N CHESTERFIELD VA 23236

Robert D Dereski
8209 SANDY RIDGE RD
NORTH PRINCE GEORGE VA
23860

Alana C Grammer
2118 DOLIN ST
HOPEWELL VA 23860

Barbara R Cofield
2106 DAY ST
HOPEWELL VA 23860

David Baker
2102 DAY STREET
HOPEWELL VA 23860

Christine Ann Miller
2108 DAY ST
HOPEWELL VA 23860

Kenneth M Moore
2114 DOLIN ST
HOPEWELL VA 23860

CONSENT AGENDA

INFORMATION
FOR
COUNCIL REVIEW

**MINUTES OF THE APRIL 6, 2022 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, April 6, 2022 in the City Council Conference Room located at 300 N. Main St. at 3:30PM.

Downtown Design Review Committee Members present:

Rita Joyner
Mary French Elder
Drew Dayberry

Absent:

Daniel Jones

Staff:

Chris Ward, Senior Planner

Guests:

Elliot Eliades – COA applicant – 226 E. Broadway
Heather Lyne – Director, Hopewell Downtown Partnership

Ms. Joyner called the meeting to order at 3:34PM. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the members and guests.

ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS

Ms. Joyner asked if there were requests for withdrawal, deferral or amendment to the agenda. There were none.

Ms. Joyner asked if there were any corrections or changes to the meeting minutes from March 2, 2022. There were none. Ms. Joyner asked if there was a motion to approve the meeting minutes. Ms. Elder made a motion to approve the meeting minutes from March 2, 2022. Mr. Dayberry seconded. The motion carried 3-0.

CITIZEN COMMENTS

Ms. Joyner asked if the guest had any comments about items not on the agenda. Mr. Eliades asked the DDRC members to consider the value the Francisco Landing project will bring to the downtown including the number of new residents that will support downtown businesses. Ms. Joyner thanked Mr. Eliades

CERTIFICATES OF APPROPRIATENESS (COAs)

Ms. Joyner introduced Mr. Eliades and asked him to present his COA application for façade improvements to 226 E. Broadway. Mr. Eliades stated that the designs he submitted with the COA application show a completed façade but that he would be phasing in the improvements over time. He stated that he will be focusing his time and money on improving the interior since that will

have a larger impact on the success of the business. The members agreed. Mr. Eliades continued that he would like to remove the two cornices on the front with the idea that they will be rebuilt and replaced in the future. He also stated that he is considering painting the aluminum window framing black to give a more modern look. Ms. Elder asked if the second-story window frames would also be painted black. Mr. Eliades responded that he had not thought of that but would consider it. Mr. Dayberry made the motion to approve the COA application for 226 E. Broadway which includes the removal of the two front cornices, painting of the aluminum window framing black, and painting of the second story window framing black. Ms. Elder seconded. The motion carried 3-0.

Ms. Joyner asked Mr. Ward to present the COA application for 246 E. Broadway since the applicant was not present. Mr. Ward proceeded to explain that the proposed improvements to the front façade include painting the permastone, permastone trim, doors, and transoms as depicted in the designs developed by Frazier and Associates. Mr. Ward noted that the awnings, as depicted in the Frazier designs, were not being installed because they were rejected by the National Park Service and VA Department of Historic Resources as a part of the tax credit review process. Mr. Dayberry made the motion to approve the painting as colors as depicted in the Frazier designs. Ms. Elder seconded. The motion carried 3-0.

Ms. Joyner asked Mr. Ward to present the COA application for 107 W. Poythress since the applicant was not present. Mr. Ward stated that the window signage has already been installed and the letter exceed the size permitted by the ordinance. He asked that they members consider the sign design with the understanding that the letters will have to be made smaller to conform with the ordinance. Mr. Dayberry made the motion to approve the window signage with lettering that conforms to the zoning ordinance. Ms. Elder seconded. The motion carried 3-0.

UNFINISHED BUSINESS

Mr. Ward informed the members that the judge handling the case involving the unfinished garage at 320 Appomattox Street has given the property owner another extension to have the work completed. He continued that the new completion date is June 13th. Mr. Ward continued that the violation notice has also been sent regarding the shipping container and that the removal date for that is May 13th.

Ms. Lyne stated that she has been having discussions with Legend Property Group on how to better market the commercial spaces on E. Broadway. She continued that she was under the impression that the Skrimp Shack building would be put up for sale and that the ice cream shop in the former Lisa's Café is still planning to open in June/July. Lastly, Ms. Lyne commented that she was still communicating with the owner of the Quick Lunch building and she wasn't sure if the fundraiser for the business would actually happen.

NEW BUSINESS

There was none.

Ms. Elder made a motion to adjourn. Mr. Jones seconded. The motion carried 4-0.
The meeting adjourned at 4:30PM.

Submitted by,



Rita E. Joyner, Chairperson



Christopher Ward, Senior Planner

5/7/22

Date

INFORMATION/ PRESENTATION

COMMUNICATIONS

FROM

CITIZENS

PERSONNEL REPORT

DATE: May 03, 2022
TO: The Honorable City Council
FROM: Yaosca Smith, Human Resources Administrator
SUBJECT: Personnel Change Report – April 2022

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
CHASE RIGSBY	PUBLIC WORKS	PW MAINT SPEC	04/20/2022
PHILLIP BELL	PWS GARAGE	FLEET MECHANIC	04/20/2022
ROBERT WALL	FIRE	FIREFIGHTER/ASL NON CAR DEV	04/20/2022
GERALD PEADE	FIRE	FIREFIGHTER/ALS NON CAR DEV	04/20/2022
MICHAEL LILLY	SHERIFF		04/20/2022
REBECCA ROBINETTE	SOCIAL SERVICES	BEN PROG SPC I	04/20/2022
NADINE MASSEY	SOCIAL SERVICES	BEN PROG SPC I	04/20/2022
JUSTIN POWELL	SOCIAL SERVICES	BEN PROG SPC I	04/20/2022

SUSPENSIONS: 0 (Other information excluded under Va. Code § 2.2-3705.1(1) as Personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
JAMES WINFIELD	RECREATION	REC MAINT SPEC	04/01/2022
ROGER PARKER	PUBLIC WORKS	PW MAINT SPEC	04/08/2022
MAGDALEN WEBER	RECREATION	PT LIFEGUARD	04/09/2022
AISHA PAGAN-ROMERO	HOPEWELL WATER RENEWAL	ACCOUNTING TECHNICIAN	04/13/2022
JAZMIN FIELDS	FINANCE	PT ADMIN ASST II	04/19/2022
HUNTER WILLIAMS	POLICE	POLICE OFFICER NON CAR DEV	04/19/2022
ROCHELE JOHNSON	SOCIAL SERVICES	BEN PROG SPC I	04/26/2022

CC: March Altman, City Manager

Debbie Pershing, Administrative Services Manager
Elizabeth McGaha, Accounting Tech
Michael Terry, Finance Director

Concetta Manker, IT Director
Jay Rezin, IT
Arlethia Dearing, Customer Service Mgr.
Kim Hunter, Payroll
Dipo Muritala, Assistant Finance Director

FINANCIAL REPORT

**City of Hopewell, VA
Finance Department**

**Financial Report
05.10.2022**

<u>Topic</u>	<u>Section</u>
Financial and Compliance Reporting	1
• City and Schools External Reporting and Compliance Implementation Plan:	
○ 02.01.2022 to 12.15.2023	
▪ Annual Activities and Requirements	
▪ Staff Resources and/or Technical Assistance	
▪ Audit Delay Notification – LEG.APA002	
• Progress Report 07.01.2022 to 04.30.2022	2
○ External Reporting	
▪ ACFR	
▪ APA	
▪ Single Audit	
• Operations and Assignments	3
• Budget	4
○ FY 2022-2023	
• Internal Reporting	5
○ City Manager’s Report on Transfers	

Section 1

**City and Schools
External Reporting and Compliance
Implementation Plan**

Fiscal Year					Calendar Year
2019	Feb	Mar	April	May**	2022
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2020	June	July	Aug	Sept**	2022
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2021	Oct	Nov	Dec	Jan**	2022/2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2022	Feb	Mar	April	May**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2023	June	July	Aug	Sept**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				

**ACF Report, APA Report, Single Audit Report

**City and Schools
Closing, Reporting and Audit Workflow - Process
(CRAW)**

Annual Comprehensive Financial Report (ACFR)

Cash reconciliations

Beginning general ledger balance reconciliation

Year end closing process

Fund Balance classifications

Pension (GASB 68)

Other postemployment benefits (GASB 45)

Government Wide Reconciliations

Financial Statement Preparation

Auditor of Public Accounts (APA) Report

Single Audit Report

**City and Schools
External Reporting and Compliance
Implementation Plan
FY19-FY23**

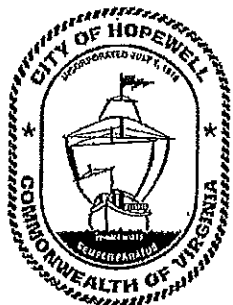
Annual Activities and Requirements:

	City	Schools
1. Operations (Day to Day) and Administration	Yes	Yes
2. External Reporting and Compliance Implementation Plan FY19 - FY23	Yes	Yes
3. Munis		
A. Post Implementation Improvements	Yes	NA
B. Implementation	NA	Yes

Staff Resources required to complete No.1 - No.3:

1. Current Staff Resources Engaged	Yes	Yes
2. Additional Staff Resources and/or Technical Support Required to Successfully Complete	Yes	Yes

NA- Not Applicable



City of Hopewell

300 North Main Street
Hopewell, VA 23860

City of Hopewell

Annual Comprehensive Financial Reports

The City of Hopewell's remediation implementation plan to bring current Annual Comprehensive Financial Reports (ACFR) --- Status Update:

- **FY 15-16 ACFR – Completed 10.24.2018**
- **FY 16-17 ACFR – Completed 06.10.2019**
- **FY 17-18 ACFR – Completed 10.22.2021**
- **FY 18-19 ACFR – Estimated completion 05.31.2022**
- **FY 19-20 ACFR – Estimated completion 09.30.2022**
- **FY 20-21 ACFR – Estimated completion 01.31.2023**

Delays due to:

- **Post implementation system issues**
- **Finance Department staff turnover and transition**
- **COVID 19**

Section 2

City of Hopewell, Virginia								
Closing, Reporting and Audit Workflow (CRAW)								
					Date Start	Date Due	% Completion Status	Comment(s)
Project Planning - Addendum								
Fiscal Year Ended June 30, 2019					02.01.22	05.31.22	35%	Overall estimated % of completion as of 04.30.22
Phase:								
Annual Comprehensive Financial Report (ACFR)								
Cash reconciliations							40%	
Beginning general ledger balance reconciliation							75%	Task work in process 04.30.22
Year end closing process							55%	Task work in process 04.30.22
Fund Balance classifications							0%	
Pension (GASB 68)							45%	Task work in process 04.30.22
Other postemployment benefits (GASB 45)							45%	Task work in process 04.30.22
Government Wide Reconciliations							0%	
Financial Statement Preparation							15%	Task work in process 04.30.22
Auditor of Public Accounts (APA) Report							0%	
Single Audit Report							0%	

Section 3

City of Hopewell, VA					
July 01, 2021 to April 30, 2022					
Operations and Assignments					
		Date Start	Date Due	% Completion Status	Comment(s)
Account Payables - April 2022:		04.01.22	04.30.22	100%	Task completed
	Number \$ Amount				
Process Invoices	1530 \$3,848,283				
Created Purchase Orders by Account Payables	37 \$315,987				
Printed Checks/Wires/EFT	788 \$3,848,283				
Payroll - April 2022:		04.01.22	04.30.22	100%	Task completed
Payroll Date	Gross Pay	Number of Employeess			
04.07.2022	\$916,479	442			
04.21.2022	\$919,138	444			
Note: City's Payroll Reporting (Federal & State) is Current.					
Accounting - April 2022:		04.01.22	04.30.22	100%	Task completed
Coordinated with Treasurer Office, Information Technology and other the Departments on timely & accurate accounting and recording of transactions in Munis					
Real Estate Assesor - April 2022:		04.01.22	04.30.22	100%	Task completed
Continued orientation and training of two new staff member filling vacancies due to retirement and resignation					
Financial Reporting and Budget - April 2022		04.01.22	04.30.22	100%	Task completed
Assisted Departments with budget inquiry and assistance. Continued analytical review that is required during the FY2023 Operating and Capital Budget development process					
Note: Quarterly Report Submission for Victim Witness is Current					
Notification & Requests for Reporting:					
State Compensation Board Reimbursement -- SCB (July 2021 - April 2022)		07.01.21	06.30.22	100%	Task completed
Auditor of Public Accounts (APA) assisted the Commission on Local Government (CLG) FY2022 mandate assessment process, pursuant to section 2.2-613 of the Code of Virginia and Executive Order 58. Localities were contacted requesting to respond by 04.25.2022 regarding the estimated fiscal impact of complying with the annual audit notification. City of Hopewell responded to the assessment as requested.		03.28.2022	04.25.2022	100%	Task completed
City of Hopewell successfully submitted to the US Treasury the State and Local Fiscal Recovery Funds Report (in accordance with the America Rescue Plan-ARPA) on 04.28.2022		01.31.2022	04.30.22	100%	Task completed
Assignment(s):					
Munis Post Implementation Improvements, General Billing Training, Automated Cash Reconciliation, State and Estimated Income Munis Recordation, Tyler Open Finance Implementation and Deployment: Finance Director in conjunction with the City's ERP Administrator (Munis Project Manager) working with Finance Staff, Treasurer & Staff and Hopewell Water Renewal Staff to improve/correct or establish a platform for positive outcomes of accountability and performance		12.10.21	6.30.22	45%	Task work in process 04.30.22

Section 4

City of Hopewell, VA				
July 01, 2021 to April 30, 2022				
Budget Development				
FY 2022 - 2023				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2022 - 2023 Budget Development:				
Annual Operating (See attached City Manager's 11.30.21 email)	11.30.21	12.31.21	100%	Task completed 12.31.21
Capital Project	01.10.22	02.04.22	100%	Task completed 02.28.22
Capital Improvement Plan (CIP)	01.10.22	02.04.22	100%	Task completed 02.28.22
Draft Proposed City Budget Calendar for FY 2022 - 2023	01.17.22	01.31.22	100%	Task completed 01.31.22
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.22	02.21.22	100%	Task completed 02.28.22
Finalize City Budget Calendar for FY 2022 - 2023	02.22.22	02.28.22	100%	Task completed 02.28.22
Implement City Budget Calendar for FY 2022 - 2023	03.02.22	05.27.22	60%	Task work in process 04.30.22
Prepare the approved FY23 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.22	06.17.22		
Review & verify the loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.21.22	06.24.22		
Confirm & verify City departments having access to their loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.24.22	06.29.22		
Finance Department preparing DRAFT FY 2022-2023 Financial Plan (i.e. City budgetary document)	07.15.22	09.30.22		

Section 5

City Manager's Report on Transfers 07.01.2021 to 04.30.2022					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
7/1-31/2021	City Manager Transfers for Reporting Period-None				
8/1-31/2021	City Manager Transfers for Reporting Period-None				
9/1-30/2021	City Manager Transfers for Reporting Period-None				
10/1-31/2021	City Manager Transfers for Reporting Period-None				
11/1-30/2021	City Manager Transfers for Reporting Period-None				
12/1-31/2021	City Manager Transfers for Reporting Period-None				
1/1-31/2022	City Manager Transfers for Reporting Period-None				
2/3/2022	Engineering Department Engineering Department	General Fund General Fund	\$ 30,000	\$ 30,000	Transfer for Temporary Part time Help (Due to 2 Retirements)
2/7/2022	Sheriff's Office Sheriff's Office	General Fund General Fund	\$ 94,570	\$ 94,570	Transfer-Safety Savings to Purchase 2 Vehicles & Upgrade Camera/Key Fob System
3/16/2022	Contingency Police Department	General Fund General Fund	\$ 9,215	\$ 9,215	Transfer-Courts AV Project
3/25/2022	Contingency Fire Department	General Fund General Fund	\$ 6,658	\$ 6,658	Transfer-COVID Expenses
4/1-30/2022	City Manager Transfers for Reporting Period-None				

PUBLIC HEARING

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: Proposed Machinery & Tools Tax Rate for Tax Year 2022

ISSUE: City Council to set the Machinery & Tools Tax Rate for Tax Year 2022 beginning January 1, 2022 and ending December 31, 2022.

RECOMMENDATION: Take Appropriate Action

TIMING: Staff recommends action at the May 10, 2022 City Council to provide time for the production and mailing of the tax bills

BACKGROUND: The proposed tax rate ordinance increases the Machinery & Tools tax rate from \$3.05/\$100 of assessed value to \$3.10/\$100 of assessed value for calendar 2022. The proposed increase will provide \$134,177.18 of additional revenue.

ENCLOSED DOCUMENTS:

- Machinery & Tools Tax Year 2022 Tax Rate Ordinance

STAFF:

John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 | | | |

ORDINANCE NO. _____

ORDINANCE ESTABLISHING TAX CLASSIFICATIONS AND TAX RATES

Tax Year beginning January 1, 2022 and ending December 31, 2022

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL this 10th day of May, 2022 that the following tax classifications and tax rates are approved and adopted for tax year beginning January 1, 2022 and ending December 31, 2022. All levies are per one hundred dollars of assessed valuation at fair market value as of January 1, 2022. Real and personal property owned by a Public Service Corporation shall be taxed in accordance with Va. Code 58.1-2600, *et seq.*

MACHINERY & TOOLS

2021 Levy	\$3.05
2022 Levy	\$3.10

VOLUNTEER FIRE & EMS (EMERGENCY CREW) MOTOR VEHICLE (*applicable to one vehicle only owned or leased by bona fide member who regularly responds to emergency calls. Must meet statutory qualifications as provided by Va. Code §58.1-3506, as amended.*)

2021 Levy	\$0.10
2022 Levy	\$0.10

TANGIBLE PERSONAL PROPERTY (*household goods and personal effects exempt*)

2021 Levy	\$3.50
2022 Levy	\$3.50

Witness this signature and seal

Mayor Patience A. Bennett, Ward 7

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Mollie P. Bess, Acting City Clerk

COMPARISON FOR PENNY DECREASED/INCREASED ON ORIGINAL 2020 PERSONAL PROPERTY AND MACHINERY TOOLS BOOK

2020 PERSONAL PROPERTY BOOK TOTALS	2020 VALUE	\$3.50	\$3.49	Diff	\$3.48	Diff	\$3.47	Diff	\$3.54	Diff
2020 PP BOOK (totals submitted on original book)	157,599,130.00	\$5,515,969.55	\$5,500,209.64	-\$15,759.91	\$5,484,449.72	-\$31,519.83	\$5,468,689.81	-\$47,279.74	\$5,452,929.90	-\$63,039.65
	1 Cent Decrease				-\$15,759.91					
	2 Cent Decrease				-\$31,519.83					
	3 Cent Decrease				-\$47,279.74					
	4 Cent Decrease				-\$63,039.65					
	5 Cent Decrease				-\$78,799.57					
2020 MACHINERY AND TOLLS BOOK TOTALS	2020 VALUE	\$3.05	\$3.06	Diff	\$3.07	Diff	\$3.08	Diff	\$3.09	Diff
2020 M&T BOOK (total submitted on original book)	268,354,358.00	\$8,184,807.92	\$8,211,643.35	\$26,835.44	\$8,238,478.79	\$53,670.87	\$8,265,314.23	\$80,506.31	\$8,292,149.66	\$107,341.74
	1 Cent Increase				\$26,835.44					
	2 Cent Increase				\$53,670.87					
	3 Cent Increase				\$80,506.31					
	4 Cent Increase				\$107,341.74					
	5 Cent Increase				\$134,177.18					
Surplus/Gain of Monies										
	1 Cent				\$11,075.52					
	2 Cent				\$22,151.05					
	3 Cent				\$33,226.57					
	4 Cent				\$44,302.09					
	5 Cent				\$55,377.61					

City of Hopewell VA
Public Notice
Proposed M&T Tax Rate 2023

There will be a Public Hearing on the proposed machinery and tools tax rates for 2023 at 7:30 pm on Tuesday, May 10, 2022 in City Council Chambers, 300 N. Main St. Hopewell, VA. The City of Hopewell proposes to adopt a higher Machinery and Tools tax rate of \$3.10 per \$100 of assessed value to support increases in the FY2022-2023 budget. The hearing shall be open to the public. The governing body shall permit persons desiring to be heard an opportunity to present oral testimony within such reasonable time limits as shall be determined by the governing body. The current and proposed rates are shown in the schedule below.

TAX	TAX RATES	
	Current 2022	Proposed 2023
Machinery & Tools	\$ 3.05	\$ 3.10

Rates are per \$100 of assessed values

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: FY 2022 – 2023 Financial Plan

ISSUE: City Council consideration of the proposed FY2022-2023 City of Hopewell Financial Plan

RECOMMENDATION: Approve the proposed FY23 City of Hopewell budget on 1st reading

TIMING: Adoption is required by June 30, 2022

BACKGROUND: The Proposed FY 22 Overall Operating and Capital Budget appropriates a total of approximately \$190,183,439 across 31 funds, which is an increase of \$6,389,784 over the FY22 budget. The proposed City General Operating Fund of approximately \$58,096,022, which is an increase of \$3,739,740 over the FY22 General Fund Operating Budget. The proposed Hopewell Public Schools General Operating Fund is approximately \$61,531,770.

Action at this meeting does not adopt the budget. City Council will still have the opportunity to make changes to the proposed budget prior to its adoption on 2nd reading.

ENCLOSED DOCUMENTS:

FY 23 Budget Resolution

STAFF:

John M. Altman, Jr., City Manager
Michael Terry, Director of Finance

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice-Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

Proposed FY 23 Operating & Capital Budget



Budget Overview

**Hopewell, VA
City Council Meeting
May 10, 2022**

Proposed FY 23 Operating & Capital Budget



The purpose of today's City Manager's presentation is to:

- **Provide City Council with an overview and highlights of the proposed FY23 Operating Budget**

- **Conducted work sessions to discuss:**
 - **FY 23 Revenue Projection**
 - **FY 23 Operating Budget**
 - **FY 23 Capital Improvement Budget**

Proposed FY 23 Operating & Capital Budget



The framework of the proposed FY 23 Operating & Capital Budget:

- No tax rate increase
- Presents budgetary inclusion that exceeds FY 22 levels
- Provides adequate funding that will enable City Departments to fulfill their mission in rendering of service to the citizens of Hopewell, VA

Proposed FY 23 Operating & Capital Budget



The development of the proposed FY 23 Operating & Capital Budget deployed the four (4) pillar approach:

1. Assessment – Are we budget sound?
2. Analysis – Reviewed prior budget practices & trends.
3. Preservation – Will proposed revenues meet costs?
4. Status – Are we able to handle matters that may arise during FY 23 that are not budgeted for?

Proposed FY 23 Operating & Capital Budget



The outcome of deploying this fiscal stewardship approach:

1. Proposed Operational & Capital Budget– \$190,183,439
 - Total of 31 funds required for operation of City services
 - An increase of \$6,389,784 or 3.48% over FY 22
2. Proposed General Operating Fund recommended funding – \$58,096,022
 - An increase of \$3,739,740 or 6.9% over FY 22
3. The baseline budget equals the adopted FY22 budget; however, the General Fund increase for FY23 is primarily due to City Council’s approved salary increases for Public Safety, Sheriff and Public Works.
4. Proposed adjustment to Machinery & Tools Tax Rate; NO other tax rate adjustments for FY23 (City Council elected at its 04.12.2022 meeting not to adjust the Real Estate Tax Rate)
5. NO draw from Unassigned Fund Balance to balance the budget.
 - Continuation of maintaining a structurally balanced budget

Proposed FY 23 Operating & Capital Budget



Proposed Tax Rates for the FY23 Budget/2022 Tax Year

Real Estate	\$1.13 per \$100 of Assessed Value <i>(City Council elected at its 04.12.2022 meeting not to adjust the Real Estate Tax Rate)</i>
Personal Property	\$3.50 per \$100 of Assessed Value
Business Personal Property	\$3.50 per \$100 of Assessed Value
Machinery & Tools	\$3.05 per \$100 of Assessed Value Proposed increase to \$3.10 per \$100

Proposed FY 23 Operating & Capital Budget



City Manager's Revenue Committee

- City Manager
- Commissioner of Revenue
- Treasurer
- Real Estate Assessor
- Finance Director
- Budget Analyst

Proposed FY 23 Operating & Capital Budget



City of Hopewell, Virginia
 FY 23 Proposed Revenue Budget-All Funds

General Fund	58,096,022
Social Services	6,854,610
CSA	3,361,592
Recreation	1,973,224
Marina	25,000
Anti-Litter	6,063
Economic Development	20,000
Self-Insurance	600,000
Cemetery	34,000
Healthy Families	602,960
School Operating	61,531,770
School Textbook	500,000
School Cafeteria	2,576,201
School Bldg/Bus Replacement	47,180
Solid Waste	2,488,354
Sewer System Operating	9,356,511
Sewer System Maintenance	7,955,140
Sewer System Bond	1,636,371
Storm Water 1	904,000
Storm Water 2	10,000
Water Renewal	25,316,642
Debt Service	4,836,599
Capital Projects	1,451,200
Total Revenue	190,183,439

Proposed FY 23 Operating & Capital Budget



City of Hopewell, Virginia General Fund					
	FY 23	FY 22			
	Proposed	Adopted	Dollar	Percent	
REVENUES	Budget	Budget	Change	Change	
Real Estate	\$ 18,048,566	\$ 15,976,053	\$ 2,072,513		12.97%
Public Service Corp	\$ 4,201,137	\$ 4,201,137	\$ -		0.00%
Personal Property	\$ 7,490,930	\$ 6,680,910	\$ 810,020		12.12%
Machine & Tool	\$ 8,859,873	\$ 8,184,807	\$ 675,066		8.25%
Interest & Penalty	\$ 460,500	\$ 620,000	\$ (159,500)		-25.73%
Other Taxes	\$ 6,420,000	\$ 6,080,000	\$ 340,000		5.59%
Permits & Fees	\$ 326,300	\$ 345,000	\$ (18,700)		-5.42%
Use of Money	\$ 65,000	\$ 65,000	\$ -		0.00%
Charges for Services	\$ 582,500	\$ 576,100	\$ 6,400		1.11%
Fines/Forfeitures	\$ 860,500	\$ 893,500	\$ (33,000)		-3.69%
Miscellaneous	\$ 265,518	\$ 244,914	\$ 20,604		8.41%
Local	\$ 1,257,500	\$ 1,257,500	\$ -		0.00%
State	\$ 7,549,798	\$ 7,683,361	\$ (133,563)		-1.74%
Federal	\$ 146,000	\$ 26,000	\$ 120,000		461.54%
Transfers	\$ 1,391,500	\$ 1,391,500	\$ -		0.00%
Other Revenues	\$ 170,400	\$ 130,500	\$ 39,900		30.57%
Total Revenues	\$ 58,096,022	\$ 54,356,282	\$ 3,739,740		6.88%

Proposed FY 23 Operating & Capital Budget



Fiscal Year	Description	Salary*	Operating**	Amount
2023	Increase-Sheriff's Office Budget	314,443.62		314,443.62
2023	Increase-Police Department's Budget	763,684.56		763,684.56
2023	Increase-Fire Department's Budget	526,056.27		526,056.27
2023	Increase-Public Work's Budget	290,109.94		290,109.94
2023	Benefit Increases (Health & VRS)	604,722.74		604,722.74
2023	Service Contracts Increase (2%)		183,289.44	183,289.44
2023	Additional to DSS	67,710.49		67,710.49
2023	Additional to Recreation		59,444.64	59,444.64
2023	Additional to Schools		257,079.00	257,079.00
2023	Class & Comp Study		150,000.00	150,000.00
		2,566,727.62	649,813.08	3,216,540.70

*Salary = Salary, Wages & Related Costs (i.e. FICA, Medicare, VRS, VRS Life, Disability & Workers' Compensation)

**Operating = Non-Personnel Expenses

Proposed FY 23 Operating & Capital Budget



Definition of Revenue Terms:

- **Use of Money** – Interest Income and Rent of Property (ARLS)
- **Charges of Services** – Circuit Court Clerk Fees, Sheriff Fees, Law Library Fees, Courthouse Maintenance Fees, Jail Admission Fees, Police Record Checks, EMS Billing, and E-Summons Fees
- **Miscellaneous** – Donation/Private Grants, Sale of Real Estate Data, Tax Exemption Program Fees, Insurance/FEMA Refunds, Keep Hopewell Beautiful, FOIA Fees, Toter Replacement Fees, Employee Misc. Reimbursement, Vendor Misc. Reimbursement
- **Local** – Payment in Lieu of Taxes, Commonwealth's Attorney Drug & Seizure; Police Drug & Seizure, and Sheriff Drug & Seizure
- **Transfers** – (Cost Recovery) Sewer Service Fund, Solid Waste Fund, and Dept. of Social Services

Proposed FY 23 Operating & Capital Budget



City of Hopewell, Virginia FY 23 Proposed Expenditure Budget-All Funds

General Fund	58,096,022
Social Services	6,854,610
CSA	3,361,592
Recreation	1,973,224
Marina	25,000
Anti-Litter	6,063
Economic Development	20,000
Self-Insurance	600,000
Cemetery	34,000
Healthy Families	602,960
School Operating	61,531,770
School Textbook	500,000
School Cafeteria	2,576,201
School Bldg/Bus Replacement	47,180
Solid Waste	2,488,354
Sewer System Operating	9,356,511
Sewer System Maintenance	7,955,140
Sewer System Bond	1,636,371
Storm Water 1	904,000
Storm Water 2	10,000
Water Renewal	25,316,642
Debt Service	4,836,599
Capital Projects	1,451,200
Total Expenditures	190,183,439

Proposed FY 23 Operating & Capital Budget



City of Hopewell, Virginia General Fund

EXPENDITURES	FY 23	FY 22	Dollar Change	Percent Change
	Proposed Budget	Adopted Budget		
City Council	\$ 150,600	\$ 151,666	\$ (1,066)	-0.70%
City Clerk	\$ 196,198	\$ 207,082	\$ (10,884)	-5.26%
City Attorney	\$ 435,381	\$ 433,829	\$ 1,552	0.36%
City Manager	\$ 1,247,347	\$ 1,182,509	\$ 64,838	5.48%
Human Resources	\$ 555,007	\$ 489,046	\$ 65,961	13.49%
Finance	\$ 2,270,828	\$ 1,894,836	\$ 375,992	19.84%
Voter Registration	\$ 314,999	\$ 295,213	\$ 19,786	6.70%
Comm of Revenue	\$ 646,458	\$ 558,130	\$ 88,328	15.83%
Treasurer	\$ 716,378	\$ 576,668	\$ 139,710	24.23%
Information Tech	\$ 1,603,412	\$ 1,520,853	\$ 82,560	5.43%
Circuit Ct-Clerk	\$ 538,328	\$ 498,572	\$ 39,756	7.97%
Commonwealth Atty	\$ 848,218	\$ 791,077	\$ 57,141	7.22%
Victim Witness	\$ 180,961	\$ 181,529	\$ (568)	-0.31%
Sheriff	\$ 2,029,431	\$ 1,687,663	\$ 341,768	20.25%
Circuit Ct-Law Intern	\$ 130,572	\$ 106,020	\$ 24,551	23.16%
General District Ct	\$ 137,066	\$ 144,519	\$ (7,453)	-5.16%
Police	\$ 9,147,775	\$ 8,427,896	\$ 719,879	8.54%
Fire	\$ 5,990,594	\$ 5,261,335	\$ 729,259	13.86%
Crater Detention	\$ 345,960	\$ 332,921	\$ 13,039	3.92%
Riverside Jail	\$ 2,470,500	\$ 2,441,220	\$ 29,280	1.20%
Court Services	\$ 7,000	\$ 7,000	\$ -	0.00%
VJCCCA	\$ 167,117	\$ 164,056	\$ 3,061	1.87%
Public Works	\$ 5,741,289	\$ 5,329,707	\$ 411,581	7.72%
Development	\$ 1,245,470	\$ 1,204,355	\$ 41,115	3.41%
Non-Departmental	\$ 1,050,500	\$ 960,500	\$ 90,000	9.37%
Outside Agencies	\$ 1,883,014	\$ 1,828,241	\$ 54,773	3.00%
Transfers	\$ 18,045,619	\$ 17,679,839	\$ 365,780	2.07%
Total Expenditures	\$ 58,096,022	\$ 54,356,282	\$ 3,739,740	6.88%

Proposed FY 23 Operating & Capital Budget



Highlights of the Proposed FY 23 Budget:

- Health care cost increase absorbed by City-NO increase to Employees
- Mandated Services Funding (Social Services, CSA, etc.)
- 5% COLA for Comp Board Positions-Constitutional Offices & DSS

Proposed FY 23 Operating & Capital Budget



Notable Changes:

City Clerk	\$	(10,884.00)	Salary & Benefit Changes Caused by Change in Staff
City Attorney	\$	1,552.00	Service Contracts (Law Library-Patron Access)
City Manager	\$	64,838.00	Class & Comp Study Offset By Economic Development Decrease (Incentive Payment)
Human Resources	\$	65,961.00	Salary & Benefit Changes Caused by Change in Staff Service Contracts (NeoGov Onboard & Learn Modules)
Finance	\$	375,992.00	Cost of Reassessment Salary & Benefit Changes Caused by Change in Staff
Voter Registrar	\$	19,786.00	Salary & Benefit Changes Request for Overtime

Proposed FY 23 Operating & Capital Budget



Notable Changes:

Commissioner of Revenue	\$	88,328.00	Salary & Benefit Changes for Comp Board Positions Legal Services (AdvanSix Resins Appeal)
Treasurer	\$	139,710.00	Salary & Benefit Changes for Comp Board Positions Recon Analyst Position
Information Technology	\$	82,560.00	Increase in Service Contracts Change in Benefit Options Selected by Staff
Circuit Court Clerk	\$	39,756.00	Salary & Benefit Changes for Comp Board Positions Salary & Benefit Changes Caused by Change in Staff
Commonwealth Attorney	\$	57,141.00	Salary & Benefit Changes for Comp Board Positions Salary & Benefit Changes Caused by Change in Staff

Proposed FY 23 Operating & Capital Budget



Notable Changes:

Sheriff	\$ 341,768.00	Salary & Benefit Changes from Council Approved Raises FY22 Salary & Benefit Changes for Comp Board Positions Increase in Overtime
General District Court	\$ (7,453.00)	Salary & Benefit Changes Caused by Change in Staff Offset by Adjustment to Align Budget with Actuals
Police	\$ 719,879.00	Salary & Benefit Changes from Council Approved Raises FY22 Increase in Service Contracts Offset by Adjustment to Align Budget with Actuals

Proposed FY 23 Operating & Capital Budget



Notable Changes:

Fire	\$	729,259.00	Salary & Benefit Changes from Council Approved Raises FY22 Increase in Overtime
Public Works	\$	411,581.00	Salary & Benefit Changes from Council Approved Raises FY22 Salary & Benefit Changes Caused by Change in Staff Increase in Overtime Increase in Supply & Maintenance Costs
Development	\$	41,115.00	Salary & Benefit Changes Caused by Change in Staff Additional Costs Associated with New Position Created Last Fiscal Year

Proposed FY 23 Operating & Capital Budget



Highlights of the Proposed FY 23 Budget:

- Hopewell Public Schools –

HPS FY23 Request	\$14,580,075
Proposed FY23 Budget	<u>\$12,500,000</u>
Difference	\$2,080,075
Requested Supplemental Funding	<u>\$2,080,075</u>
Difference	\$0

Proposed FY 23 Capital Improvement Budget



Capital Improvement Program (CIP):

- Previously Funded CIP Requests – \$4,273,857
- Total 5-Year CIP Requests - \$46,905,710
- Future CIP Requests – \$4,228,000
- Total CIP Requests - \$55,407,567

Proposed FY 23 Capital Improvement Budget



Capital Improvement Program (CIP):

- FY 2023 CIP Requests – \$29,429,710
 - FY 2024 CIP Requests – \$7,452,000
 - FY 2025 CIP Requests – \$3,041,000
 - FY 2026 CIP Requests – \$3,047,000
 - FY 2027 CIP Requests – \$3,936,000
- Total 5-Year CIP Requests - \$46,905,710**

Proposed FY 23 Operating & Capital Budget



Recommended FY 2023 CIP Projects:

Projects	Funding
Fire Truck Lease Payment	\$410,200
VDOT Project Match	\$1,041,000
Total FY 2023 Recommended CIP Funding	\$1,451,200

▪ **NOTE: Hopewell Water Renewal CIP is under Commission Review**

Proposed FY 23 Operating & Capital Budget



Next Steps:

Date	Action
April 26, 2022	FY23 Budget Worksession
May 3, 2022	FY23 Capital Budget Worksession
May 10, 2022	HPS FY23 Budget Public Hearing & Approval in 1 st Reading City FY23 Budget Public Hearing & Approval in 1 st Reading
May 24, 2022	HPS FY23 Budget Approval on 2 nd Reading City FY23 Budget Approval on 2 nd Reading

Proposed FY 23 Operating & Capital Budget



Closing Comments

**BUDGET RESOLUTION
FISCAL YEAR 2022-23**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on May 10, 2022, a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2022, and ending June 30, 2023, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form; of which \$151,122,433 is estimated to be received from sources other than property tax levies, leaving a balance to be raised by levies on property segregated to the City for local taxes of \$39,061,006 and,

WHEREAS, a tax rate sufficient to raise the last mentioned sum has been levied by ordinance of the City Council of the City of Hopewell; and,

WHEREAS, in this budget approved by City Council there are estimates of revenues used for appropriated expenditures to pay for said city services, and when said estimated revenues are projected by the City Manager to be less than the amount of appropriated expenditures, the City Manager shall initiate action to adjust appropriated expenditures to agree with revised estimated revenues. The City Manager is directed to advise City Council, at the next scheduled meeting, of the adjustments made and City Council may amend said adjustments or offer alternatives as the appropriating body; and,

BE IT, HEREBY, RESOLVED by the City Council of the City of Hopewell that the budget for the City of Hopewell as set forth below for Fiscal Year 2022-2023 be and is hereby approved and adopted by City Council:

Sec. 1 The following funds and accounts shall be appropriated from the designated revenues to operate City services and to provide a capital improvement program for the City:

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	\$39,061,006
Other Local Taxes.....	6,420,000
Licenses, Permits, Fees.....	908,800
Fines & Forfeitures.....	860,500
Use of Money/Property.....	65,000
In-Lieu of Taxes.....	1,257,500
Other Local Revenues.....	435,918

From Other Agencies

State Sources.....	7,549,798
Federal Sources.....	146,000

Cost Recovery & Reserves	
Cost Recovery from Social Services-012	507,000
Cost Recovery from Solid Waste-030	502,000
Cost Recovery from Sewer Services-041	382,500
Use of Reserve Funds	<u>0</u>
Total Revenues.....	\$58,096,022

Appropriations:

General Government:

City Council	150,600
City Clerk.....	196,198
City Attorney	435,381
City Manager	1,247,347
Information Technology	1,603,412
Human Resources	555,007
Finance Department	2,270,828
Development Department	1,245,470
Non-Departmental.....	700,500

Courts:

Circuit Court	130,572
General District Court.....	137,066
Court Services	7,000
VJCCCA Grant	167,117
Crater Detention Facility.....	345,960
Regional Jail.....	2,470,500

Constitutional Offices:

Clerk of Circuit Court	538,328
Commonwealth Attorney.....	848,218
Commissioner of Revenue.....	646,458
Sheriff	2,029,431
Treasurer	716,378
Voter Registrar.....	314,999
Victim Witness.....	180,961
Police Department.....	9,147,775
Fire Department	5,990,594
Public Works Department.....	5,741,289
Outside Agencies	1,883,014
Operating Transfers	18,045,619
Contingency	<u>350,000</u>
Total General Fund	\$58,096,022

Social Services Fund-012:

Estimated Revenues:	
From State Sources	\$2,741,844
From Federal Sources	3,050,302
Transfer from General Fund-011	<u>1,062,464</u>
Total Revenues	\$6,854,610

Appropriations:	
Administration	1,183,150
Eligibility	<u>5,671,460</u>
Total Social Services Fund	\$6,854,610

Children's Services Act Fund-015:

Estimated Revenues:	
From State Sources	\$2,521,194
Transfer from General Fund-011	<u>840,398</u>
Total Revenues.....	\$3,361,592

Appropriations:	
Administration	161,592
Direct Services	<u>3,200,000</u>
Total Children's Services Act Fund.....	\$3,361,592

Recreation Fund-035:

Estimated Revenues:	
Fees & Charges	\$173,050
Transfer from General Fund-011	<u>1,800,174</u>
Total Revenues.....	\$1,973,224

Appropriations:	
Recreation Center Div.....	650,769
Community Div	184,412
Athletics Div	144,248
Seniors Div.....	157,998
Pool Div	240,148
Parks Div.....	<u>595,649</u>
Total Recreation Fund.....	\$1,973,224

Marina Fund-038:

Estimated Revenues:	
Rentals.....	<u>\$25,000</u>
Total Revenues.....	\$25,000

Appropriations:	
Insurance	3,250
Operating Expenses	<u>21,750</u>
Total Marina Fund	\$25,000
 <u>Self-Insurance Fund-076:</u>	
Estimated Revenues:	
Transfer from General Fund-011	<u>\$600,000</u>
Total Revenues.....	\$600,000
 Appropriations:	
Property/Liability Insurance Premiums	<u>600,000</u>
Total Self Insurance Fund.....	\$600,000
 <u>Anti-Litter Fund-053:</u>	
Estimated Revenues:	
From State Sources	<u>\$6,063</u>
Total Revenues.....	\$6,063
 Appropriations:	
Operating Expenses	<u>6,063</u>
Total Anti-Litter Fund.....	\$6,063
 <u>Cemetery Fund-003:</u>	
Estimated Revenues:	
Interest Income.....	\$13,500
Grave Site Sales	<u>20,500</u>
Total Revenues.....	\$34,000
 Appropriations:	
Operating Supplies.....	3,000
Grass Cutting	27,000
Utilities.....	<u>4,000</u>
Total Cemetery Fund	\$34,000
 <u>School Operating Fund-014:</u>	
Estimated Revenues:	
From State Sources	\$35,226,251
From Federal Sources	10,725,322
Other Revenues.....	3,080,197
Transfer from General Fund-011	<u>12,500,000</u>
Total Revenues.....	\$61,531,770

Appropriations:	
Non-Categorical	<u>61,531,770</u>
Total School Operating Fund	\$61,531,770

School Textbook Fund-056:

Estimated Revenues:	
From State Sources	<u>\$500,000</u>
Total Revenues.....	\$500,000

Appropriations:	
Textbook Purchases	<u>500,000</u>
Total School Textbook Fund	\$500,000

School Cafeteria Fund-057:

Estimated Revenues:	
From State Sources	\$28,101
From Federal Sources	2,400,000
Other Revenues.....	<u>148,100</u>
Total Revenues.....	\$2,576,201

Appropriations:	
Operating Expenses	<u>2,576,201</u>
Total School Cafeteria Fund	\$2,576,201

School Bldg/Bus Replacement Fund-063:

Estimated Revenues:	
Other Revenues.....	<u>\$47,180</u>
Total Revenues.....	\$47,180

Appropriations:	
Appropriations	<u>47,180</u>
Total School Bldg/Bus Replacement Fund.....	\$47,180

Solid Waste Fund-030:

Estimated Revenues:	
Fees & Charges.....	<u>\$2,488,354</u>
Total Revenues.....	\$2,488,354

Appropriations:	
Curb-Side Pickup	2,298,734
Convenience Center	<u>189,620</u>
Total Solid Waste Fund	\$2,488,354

Sewer Operations Fund-040:

Estimated Revenues:

Charges for Services	<u>\$9,356,511</u>
Total Revenues.....	\$9,356,511

Appropriations:

Transfer to Sewer Maintenance Fund-041	7,720,140
Transfer to Sewer Bond Fund-043.....	<u>1,636,371</u>
Total Sewer Operations Fund	\$9,356,511

Sewer Maintenance Fund-041:

Estimated Revenues:

Transfer from Sewer Operations Fund-040	\$7,720,140
Interest Income.....	<u>235,000</u>
Total Revenues.....	\$7,955,140

Appropriations:

Maintenance & Inspections.....	1,490,890
City Pump Stations	5,498,750
Capital.....	<u>965,500</u>
Total Sewer Maintenance Fund	\$7,955,140

Sewer Bond Fund-043:

Estimated Revenues:

Transfer from Sewer Operations Fund-040	<u>\$1,636,371</u>
Total Revenues.....	\$1,636,371

Appropriations:

Bond Principal	605,000
Bond Interest.....	<u>1,031,371</u>
Total Sewer Bond Fund	\$1,636,371

Storm Water Fund #1-048:

Estimated Revenues:

Storm Water Fees.....	<u>\$904,000</u>
Total Revenues.....	\$904,000

Appropriations:

Operating Expenses	<u>904,000</u>
Total Storm Water Fund #1	\$904,000

Storm Water Fund #2-049:

Estimated Revenues:

Storm Water Fees.....	<u>\$10,000</u>
Total Revenues.....	\$10,000

Appropriations:

Operating Expenses	<u>10,000</u>
Total Storm Water Fund #2	\$10,000

Hopewell Water Renewal Fund-032:

Estimated Revenues:

Industrial User Charges.....	<u>\$25,316,642</u>
Total Revenues.....	\$25,316,642

Appropriations:

Operating Expenses	14,094,478
Capital	<u>11,222,164</u>
Total Hopewell Water Renewal Fund.....	\$25,316,642

Debt Service Fund-070:

Estimated Revenues:

Food Tax	\$2,500,000
Lodging Tax.....	850,000
Fund 070 Revenue	428,516
Transfer from General Fund-011	<u>1,058,083</u>
Total Revenues.....	\$4,836,599

Appropriations:

Debt Service.....	<u>4,836,599</u>
Total Debt Service Fund	\$4,836,599

Capital Projects Fund-071:

Estimated Revenues:

From State Sources	\$1,041,000
Transfer from ARPA Funding	<u>410,200</u>
Total Revenues.....	\$1,451,200

Appropriations:

Capital Projects	
Engineering-VDOT Projects.....	1,041,000
Fire-Fire Truck Lease Payment	<u>410,200</u>
Total Capital Projects Fund	\$1,451,200

Economic Development Fund-075:

Estimated Revenues:

Transfer from General Fund-011	<u>\$20,000</u>
Total Revenues.....	\$20,000

Appropriations:

Operating Expenses	<u>20,000</u>
Total Economic Development Fund	\$20,000

Healthy Families Fund-090:

Estimated Revenues:

Donations	\$45,000
Transfer from General Fund-011	164,499
From State Sources	<u>393,461</u>
Total Revenues.....	\$602,960

Appropriations:

Operating Expenses	<u>602,960</u>
Total Healthy Families Fund	\$602,960

Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted to city employees.

Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and unappropriated sum sufficient to meet such appropriation.

Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department or appropriation function/category. The City Manager may transfer up to \$25,000 from the unencumbered balance of the appropriation of one appropriation function/category to another appropriation function/category. No more than one transfer may be made for the same item causing the need for a transfer.

Sec. 5 The City Manager may make all necessary fund and expense adjustments for the following items of non-budgetary revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
- b. Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
- c. Any revenue source not to exceed \$25,000.

Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2022 shall be re-appropriated to the 2022-23 fiscal year to the same department and account for which they are encumbered in the previous year.

Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.

Sec. 8 Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary accounting transfers between capital funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2022 and appropriations in the 2022-23 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the project.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action.

City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds towards any local match required. Any grant application/award greater than \$50,000 must be approved by Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by Council.

Sec. 11 City Council approval of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until Council, by appropriate resolution, changes or eliminates the appropriation.

The City Manager may reduce any grant expenditure to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between accounts to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding at June 30, 2022 and appropriations in the 2022-23 budget year.

Sec. 12 The City Manager may account for and utilize both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.

Sec. 13 The City Manager may reduce revenue and expenditure related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.

Sec. 14 The City Manager is authorized to make transfers to the various funds for which there are transfers budgeted. The City Manager shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.

Sec. 15 The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.

Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.

Sec. 17 The City Manager may utilize revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on-hand at June 30, 2022, and all funds received in the 2022-23 budget year, shall not lapse but be carried forward into the next fiscal year.

Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may reallocate appropriations and/or authorize transfers of existing appropriation at June 30 as follows:

a. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the unassigned fund balance of the Capital Projects Fund for future capital projects.

b. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on-hand at June 30, 2022, and all funds received in the 2022-23 budget year.

Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to utilize bond interest earning to minimize arbitrage rebates/penalties. This authority would include the transfers among funds to accomplish such reallocation. Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5. This applies to funds currently on-hand in at June 30, 2022 and all funds received in the FY 2022-23 budget year.

Sec. 20 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the VJCCCA Grant to record transactions.

Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of monies associated with implementation of the Children's Services Act for at-risk youth and families, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to Council for appropriation.

Sec. 22 The City Manager is authorized to disburse state Four-For-Life Program funding to the Hopewell Emergency Crew for authorized expenditures or to disburse funds between the Hopewell Emergency Crew and the Hopewell Bureau of Fire, all in the best interest of providing emergency services to Hopewell. Amount of funds authorized to be disbursed shall not exceed the state funding award.

Sec. 23 The City Manager is authorized, upon approval of Council, to transfer among appropriation categories any amount of monies associated with implementation of the Department of Social Services budget for services, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to city council for appropriation.

Sec. 24 Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded, and all transfer activity is to be reported to Council on a monthly basis.

The City Manager is authorized, only upon the approval of Council, to transfer between funds should fiscal conditions or circumstances prescribe that the transfer is required. The transfer amount must not result in a deficit balance in the Fund that the transfer is being made from.

Sec. 25 The City Manager is hereby authorized, upon approval of Council, to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Study Committee has approved the job evaluation and made its recommendation to the City Manager. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force. Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.

Sec. 26 Effective July 1, 2022, the following will be the City share of health care cost from The Local Choice (Anthem):

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$35.63	\$71.27	\$497.73	\$569.00
Employee + Spouse	\$100.95	\$201.89	\$851.11	\$1,053.00
Employee + Child	\$83.40	\$166.80	\$886.20	\$1,053.00
Employee + Children	\$83.40	\$166.80	\$1,369.20	\$1,536.00
Employee + Family	\$166.80	\$333.59	\$1,202.41	\$1,536.00
Key Advantage 500	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$43.07	\$86.13	\$619.87	\$706.00
Employee + Spouse	\$126.13	\$252.25	\$1,053.75	\$1,306.00
Employee + Child	\$102.22	\$204.44	\$1,101.56	\$1,306.00
Employee + Children	\$102.22	\$204.44	\$1,701.56	\$1,906.00
Employee + Family	\$211.45	\$422.90	\$1,483.10	\$1,906.00
Key Advantage 250	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$50.50	\$101.00	\$679.00	\$780.00
Employee + Spouse	\$151.31	\$302.62	\$1,140.38	\$1,443.00
Employee + Child	\$120.98	\$241.95	\$1,201.05	\$1,443.00
Employee + Children	\$120.98	\$241.95	\$1,864.05	\$2,106.00
Employee + Family	\$256.11	\$512.22	\$1,593.78	\$2,106.00

Retirees:

Monthly Health Insurance Rates for Retirees NOT Eligible for Medicare

20+ Years of Service (City Pays 30% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage 250	\$546.00	\$234.00	\$780.00
TLC Key Advantage 500	\$494.20	\$211.80	\$706.00
TLC HDHP	\$398.30	\$170.70	\$569.00

15-19 Years of Service (City Pays 20% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage 250	\$624.00	\$156.00	\$780.00
TLC Key Advantage 500	\$564.80	\$141.20	\$706.00
TLC HDHP	\$455.20	\$113.80	\$569.00

Retirees hired before 7/1/03 retiring after 1/1/04:

Council authorizes and directs a policy change, effective July 1, 2017, that the City will continue to pay health insurance for the three spouses currently under the age of 65 until those spouses turn 65. The City will then cease payment of their health insurance. Also effective July 1, 2017, the City will continue to pay for the health care for the spouses of retirees until July 2018. Effective July 1, 2018, the City will pay 50% of the spousal coverage until June 30, 2019. Council authorizes and directs that effective July 1, 2019; the City will no longer pay any portion of health insurance costs for the spouses of any retirees.

Any city retiree eligible for Virginia Retirement System health insurance credit shall have the city health insurance contribution reduced by a dollar amount equal to the VRS eligible health insurance credit amount. The VRS health insurance credit shall be calculated by an amount equal to \$1.50, or current rate approved by VRS, times the years of service with a maximum reduction amount of \$45.00 dollars, or the maximum amount authorized by VRS.

City Manager is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who is sixty (60) days delinquent on premium payments. Any retiree who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until the delinquent premiums are paid to the city and only at the next open enrollment period.

Sec. 27 Council authorizes and directs that the City shall only pay such amount equal to the City contribution share of the premium cost as authorized in Sec. 26, above, and any additional insurance coverage costs selected by employee shall be paid by employee by payroll deduction in the month prior to the premium due date.

For any employee electing to enroll in the HSA plan of record, the city shall contribute the sum of \$1,400.00 for single coverage and \$2,700.00 for family coverage, to be paid monthly into employee HSA account; to include employee and child or employee and spouse, paid the second pay period of each month on the basis of 24 pays per year. If employee is hired before 15th of the month credit for that month is given, after 15th of month credit and contribution payments shall begin the following month, to the employee HSA established at the city bank of record for HSA accounts.

Sec. 28 City Council authorizes and directs the employee contribution share (5%) of VRS pension contribution rate to be paid by all employees as of July 1, 2022 Employee share of VRS pension contribution shall be deducted on a bi-weekly basis on the assumption of 24 pays per year. Contribution will be effective for the month in which it is deducted. Prior to the 15th of the month, credit shall be given for the month and the monthly employee contribution shall be deducted. After the 15th of the month VRS deduction and credit shall begin 1st day the following month. Elected Constitutional Officers shall pay the VRS 5% employee contribution on the same basis as city employee.

Sec. 29 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

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I, Patience Bennett, Mayor of the City of Hopewell, Virginia, do certify that the foregoing is a true and correct copy of a resolution of the City of Hopewell duly adopted on the 10th day of May 2022.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia, this 11th day of May 2022.

/s/ Patience Bennett

Patience Bennett
Mayor

ATTEST:

/s/ Mollie Bess

Mollie Bess, City Clerk
City of Hopewell

S E A L

UNFINISHED BUSINESS

UB-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: City Code Section 2-4 – Residency Requirement

ISSUE: City Council requested proposed amendments to § 2-4 of the City Code which provides residency requirements for City Council appointee and the Assistant City Manager and Department Heads

RECOMMENDATION: Staff recommends City Council review the draft amendments to § 2-4 of the City Code and take appropriate action

TIMING: N/A

BACKGROUND: Section 2-4 of the City Code requires the City Manager, City Attorney, and City Clerk to reside within the City, unless a waiver is granted by City Council, and it requires that the Assistant City Manager (ACM) and Department Heads may live within 30 miles of the City limits if they reside there at the time of hire. If the ACM or Department Head should relocate their residence at any point during their employment then they must relocate within the City. City Council discussed a request for a waiver submitted by a Department Head at which time City Council requested the City Manager prepare two (2) ordinance amendments for consideration – one (1) eliminating the requirement to relocate into the City Council should the ACM or Department Head relocate during their employment and one (1) eliminating the requirement to relocate, but requiring the Fire Chief, Police Chief and Director of Public Works to live within the City during their employment. City Council discussed the amendments at the November 9, 2021 meeting and requested a legal opinion.

The amendment of Section 2-4 does not require a public hearing.

SUMMARY:

Y N

- Councilor Debbie Randolph, Ward #1
- Councilor Arlene Holloway, Ward #2
- Vice-Mayor John B. Partin, Ward #3
- Councilor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Mayor Patience Bennett, Ward #7

ENCLOSED DOCUMENTS:

- Draft Ordinances Amending §2-4 of the City Code

STAFF:

John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- Councilor Debbie Randolph, Ward #1
- Councilor Arlene Holloway, Ward #2
- Vice-Mayor John B. Partin, Ward #3
- Councilor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Mayor Patience Bennett, Ward #7

ORDINANCE 2021-__

An Ordinance amending and reenacting Section 2-4, Residency requirements for certain city officers and department heads, of Chapter 2 of the Code of the City of Hopewell.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Section 2-4, Residency requirements for certain city officers and department heads, of Chapter 2, Administration, of the Code of the City of Hopewell is amended and reenacted as follows:

**CHAPTER 2 – ADMINISTRATION
ARTICLE I. IN GENERAL**

Sec. 2-4. Residency requirements for certain city officers and department heads.

- (a) The following city officers appointed by the city council must become residents of the city no later than six (6) months after appointment:
 - (1) City manager;
 - (2) City attorney;
 - (3) City clerk.
- (b) The assistant city manager and department heads ~~residing shall reside~~ within 30 miles of the city limits of the City of Hopewell ~~at during the their~~ time of ~~initial~~ employment ~~and~~ are exempted from the residency requirement. ~~If the assistant city manager or a department head relocates his or her primary residence while employed by the City of Hopewell, such assistant city manager or department head shall be subject to the residency requirement.~~
- (c) The city council may waive any provision or requirement of this section. City council may grant such waiver by ordinance, resolution, or motion.

(Ord. of 10-24-78; Ord. No. 89-24, 10-24-89; Ord. No. 92-11, 5-12-92; Ord. No. 97-11, 7-8-97; Ord. No. 2001-24, 12-11-2001; Ord. No. 2013-06, 6-4-13; Ord. of 12-10-19-)

In accordance with Section 7, Effective date of ordinances and resolution; emergency measures, of Chapter 4 of the City Charter, this ordinance shall become effective after thirty (30) days from the date of its adoption by the City Council. In all other respects said Code of the City of Hopewell shall remain unchanged and be in full force and effect.

ORDINANCE 2021-___

An Ordinance amending and reenacting Section 2-4, Residency requirements for certain city officers and department heads, of Chapter 2 of the Code of the City of Hopewell.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Section 2-4, Residency requirements for certain city officers and department heads, of Chapter 2, Administration, of the Code of the City of Hopewell is amended and reenacted as follows:

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- (a) The following city officers appointed by the city council must become residents of the city no later than six (6) months after appointment:
- (1) City manager;
 - (2) City attorney;
 - (3) City clerk.
- (b) The assistant city manager and department heads appointed by the City Manager residing shall reside within 30 miles of the city limits of the City of Hopewell at the time of initial during employment are exempted from the residency requirement. If the assistant city manager or a department head relocates his or her primary residence while employed by the City of Hopewell, such assistant city manager or department head shall be subject to the residency requirement, except for the following who must become residents of the city no later than six (6) months after appointment:
- (1) Chief of Police;
 - (2) Chief of Fire; and
 - (3) Director of Public Works.
- (c) The city council may waive any provision or requirement of this section. City council may grant such waiver by ordinance, resolution, or motion.

(Ord. of 10-24-78; Ord. No. 89-24, 10-24-89; Ord. No. 92-11, 5-12-92; Ord. No. 97-11, 7-8-97; Ord. No. 2001-24, 12-11-2001; Ord. No. 2013-06, 6-4-13; Ord. of 12-10-19)

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Sec. 2-4. Residency requirements for certain city officers and department heads.

- (a) The following city officers appointed by the city council must become residents of the city no later than six (6) months after appointment:
- (1) City manager;
 - (2) City attorney;
 - (3) City clerk.
- (b) The assistant city manager and department heads residing within 30 miles of the city limits of the City of Hopewell at the time of initial employment are exempted from the residency requirement. If the assistant city manager or a department head relocates his or her primary residence while employed by the City of Hopewell, such assistant city manager or department head shall be subject to the residency requirement.
- (c) The city council may waive any provision or requirement of this section. City council may grant such waiver by ordinance, resolution, or motion.

(Ord. of 10-24-78; Ord. No. 89-24, 10-24-89; Ord. No. 92-11, 5-12-92; Ord. No. 97-11, 7-8-97; Ord. No. 2001-24, 12-11-2001; Ord. No. 2013-06 , 6-4-13; Ord. of 12-10-19)

ADJOURNMENT