

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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## CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

Dominic R. Holloway, Sr., Councilor, Ward #7

Dr. Concetta Manker, City Manager

Danielle Smith, City Attorney

Brittani Williams, City Clerk

Bridetta Williams, Deputy Clerk

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April 9, 2024

REGULAR MEETING

Closed Meeting- 6:00 PM

Work Session – 7:00 PM

Regular Meeting-7:30pm

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6:00 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section §2.2-3711 (A) (1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and VA. Code section §2.2-3711 (a)(29) for discussion of the award of public contract involving the expenditure of public funds, including interviews of bidders, offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and to the extent such discussion will be aided thereby, and to the extent such discussion will be aided thereby.

Roll Call

### RECONVENE OPEN MEETING

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

### REGULAR MEETING

7:30 p.m.

Call to order, roll call, and welcome to visitors

Prayer by Pastor Hart, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Denton.

**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:** 3-12-2024, 3-14-24, 3-21-2024, 3-28-24
- C-2 **Pending List:** December 14, 2023
- C-3 **Information for Council Review:** Police Report
- C-4 **Personnel Change Report & Financial Report:** HR Report
- C-5 **Public Hearing Announcements:**
- C-6 **Routine Approval of Work Sessions:**
- C-7 **Ordinances on Second & Final Reading:** Protection of Legitimate Political Activities of Employees and Restrictions
- C-8 **Routine Grant Approval:**

**SUGGESTED MOTION: To amend/adopt consent agenda**

**INFORMATION/PRESENTATIONS**

**COMMUNICATIONS FROM CITIZENS**

*CITY CLERK: A Communication 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 regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the presiding officer. 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)*

**PUBLIC HEARING**

*CITY CLERK: All persons addressing Council shall step to the microphone, give name and if they reside in Hopewell, their ward number, and limit comments to three minutes. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff*

*through the presiding officer. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion. (See Rules 405 and 406)*

**PH1 - CDBG Substantial Amendment– Chris Ward, Director of Development**

### **REGULAR BUSINESS**

**R1** – Establish an AD-Hoc City Council Subcommittee to review and provide recommendations for the city of Hopewell Resource Manual – Dr. Manker

**Reports of City Manager: FY 25 Proposed Budget**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Councilors Pending Request**

**CCR1** – Expansion of the City Council Finance Committee – Mayor Partin

### **Presentations from Boards and Commission**

#### **Other Council Communications**

### **BOARD/COMMISSION VACANCIES**

Architectural Review Board – 3 Vacancies  
Downtown Design Review – 2 Vacancies  
Board of Building Code and Fire Prevention Code Appeals – 5 Vacancies  
Keep Hopewell Beautiful – 1 Vacancy  
Recreation and Parks – 4 Vacancies  
Library Board – 1 Vacancies  
DSS – 7 Vacancies  
Healthy Families – 1 Vacancies (1 pending application)  
District 19 – 2 Vacancies  
Towing Advisory Board – 4 Vacancies (3 Tow Operators, 1 Civilian)  
Board of Zoning Appeals – 2 Vacancies  
DOC Commission – 3 Vacancies

### **Adjournment**

**CLOSED  
MEETING**

RECONVENE OPEN MEETING

# REGULAR MEETING

CONSENT  
AGENDA



C-1

**MINUTES OF THE March 12, 2024 CITY COUNCIL REGULAR MEETING**

A REGULAR meeting of the Hopewell City Council was held on Tuesday March 12, 2024 at 6:00 p.m.

**PRESENT:**

John B. Partin, Mayor (Absent)  
Jasmine Gore, Vice Mayor (Late 6:05)  
Rita Joyner, Councilor  
Michael Harris, Councilor  
Janice Denton, Councilor  
Brenda Pelham, Councilor  
Dominic Holloway, Councilor

Councilor Joyner makes a motion to allow Councilor Harris to participate remotely. Councilor Holloway seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Absent
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Abstain
Mayor Partin-	(Absent)

**Motion Passes 4-0**

**CLOSED MEETING:**

Councilor Joyner makes a motion to go into closed meeting pursuant to Va. Code Section §2.2-3711 (A) (I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and VA. Code section §2.2-3711 (a)(29) for discussion of the award of public contract involving the expenditure of public funds, including interviews of bidders, offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and to the extent such discussion will be aided thereby, and to the extent such discussion will be aided thereby, Councilor Holloway seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

**Reconvene Open Meeting**

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes

Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

**CERTIFICATION:**

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?

Councilor Joyner makes a motion to reconvene open meeting. Councilor Holloway seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

Councilor Pelham makes the motion to extend the meeting to complete regular business. Vice Mayor Gore seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

Councilor Holloway makes the motion to approve the contract modification agreements for the Robert Bobb Group for the project management and audit services financial remediation services for FY2024 appropriated and FY2025 budget allocation in the amount of \$495,000.00. Councilor Pelham seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

**REGULAR MEETING**

Vice Mayor Gore calls the Regular Meeting to order 8:29 pm

Prayer by Pastor Collier, followed by the Pledge of Allegiance led by Councilor Joyner.

Councilor Joyner makes a motion to adopt the Regular meeting Agenda. Councilor Holloway seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

**CONSENT AGENDA**

Councilor Joyner makes a motion to adopt the Consent Agenda. Councilor Holloway seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

## **INFORMATION/ PRESENTATIONS**

1. **Finance Report- Robert Bobb Group Heather.** Ness presents the status of the progress to date and the recent Successes. Ms. Ness gives 2020 audit progress and information on the 2021 audit package submission. Ms. Ness talks about the order that will be followed for each audit year due and discusses next steps. She requests a 2-3 hour working session with everyone sometime in the near future, possibly in June, but before the modules all go into production.

## **COMMUNICATIONS FROM CITIZENS**

1. **Ripley Ballou**-Reminds the audience or anyone watching or listening on line about the reports from the Robert Bobb Group. He gives his opinion of the reports and reads recommendations to the council.
2. **Sharah' Fuller**- Talks about a community walk coming up for the City of Hopewell. She states it would be great to see some of our leaders in attendance participating with the city and being present at City of Hopewell events.

## **PUBLIC HEARING**

**PH1- Right of Way Vacation 514 Monroe St- Chris Ward, Director of Development.** Mr. Ward gives the order status of tonight's' reading. He outlines the location of the property in reference to the surrounding properties. He responds to a written comment and addresses concerns of access to a neighboring property. Mr. Ward talks about the findings from Water Renewal of two sanitary sewer lines running thru the right of way portion of the property. Water Renewal doesn't have a problem with the right of way as long as the city executes a deed of easement with Ms. Bolling allow the city to retain access to the sanitation sewer lines for any maintenance purposes. Staff recommends approval of the vacation request with

the requirement that a deed of easement be executed with the property owner and the city. Planning Commission also recommended with a 3-1 vote for that same recommendation.

Councilor Holloway makes a motion to approve the vacation as stated by Director Ward with the easement requirement. Councilor Joyner seconds the motion.

**PH2- Conditional Use Permit 804 Kenwood Ave- Chris Ward, Director of Development.** Mr. Ward states this was presented back on February 13<sup>th</sup> as a work session. This is technically a 1<sup>st</sup> reading and is asking for action. The applicant for the Conditional Use permit is for Waakeema Ahevonderae to allow the use of an accessory building on her property to be used as an accessory apartment. Mr. Ward gives the property's location. A CUP for this use was approved in June 2020 for a previous owner. Mr. Ward explains some confusion in terms of communication, when the property was sold to Ms. Ahevonderae. Mr. Ward talks about the details of the R2 ordinance. Mr. Ward states in the case of Ms. Ahevonderae and her aunt that lives in the accessory structure, the aunt does not drive and does not have a vehicle therefore do not have any parking concerns. Staff recommends the approval of this CUP request. Council approved this back in 2020 so this is a re-approval. Mr. Ward reads out the Conditional Use Permit requirements. Planning Commission recommended approval in the January 11 meeting with a 4- 0 vote.

Councilor Holloway makes a motion to approve the conditional use permit for 804 Kenwood as is. Councilor Joyner seconds the motion

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**



## REGULAR BUSINESS

**R-1- School Zone Speed Limit Enforcement by Camera- Chief Greg Taylor, Chief of Police.** The presentation is conducted today by Marty Plank, Vice President of Sales for Ultimate. Ultimate is an automated traffic enforcement company. Mr. Plank talks about some statistics for speed limits when being struck by a vehicle. He explains the details of school zone enforcement law. A speed study was conducted in Hopewell at four different locations and he goes over the results. Mr. Plank states there are Facebook posts, there is Instagram, they will let the parents know, they will let everyone know when the cameras go live.

Councilor Pelham makes the motion to approve the use of the school zone speed limit enforcement cameras and to authorize the manager to sign and execute the agreement. Councilor Holloway seconds the motion.

### **ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

### **Motion Passes 6-0**

**R-2- Towing Ordinance- Chief Greg Taylor, Chief of Police.** Dr. Manker gives background information on the Towing ordinance. Hopewell City Council is required to create a Tow advisory Board and to adopt an ordinance which regulates towing services. An ordinance has been provided that the city attorney has drafted for your review. The police chief is asking for approval on that ordinance so he can move forward with towing contract services within the City of Hopewell.

Councilor Joyner makes a motion to table this item until the next Regular scheduled meeting. Councilor Holloway seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

**R-3- Health Insurance Renewal- Yaosca Smith, Human Resource Director.**

Dr. Manker introduces Yaosca Smith to present the Local Choice Health Care rates for upcoming FY2025 budget. Yaosca Smith hands the presentation to Mary Jones from One Digital to present the information on power point. She states the insurance increase comes in at 6.9 percent for active employees as well as retirees not yet 65 or pre-65. There are also Medicare eligible retirees who are on a separate plan. There premiums will be increasing from \$211 to \$218 a month. Ms. Jones states after our assessment of the renewal and the claims data projected increase would come in at 10 percent and feels that the 6.9 percent from local choice is fair. There are two options on how to handle the increase, option A, to share the 6.9 percent with the employees. By doing that, the impact to the city would be \$266,124 and the impact to the employees would be \$63,756. The option B, reflects the city absorbing the entire increase of \$329,880 and the employees' premiums would remain flat, keeping the same plans that you have today. Ms. Jones also points out some enhancements to the plans effective July 1<sup>st</sup>. She goes over the increases associated with the individual plan options and notes that the change is dictated by the IRS. This is not something that the city is imposing or the TLC but this is an effort to remain compliant by offering a high deductible plan with that Health Savings Account. Ms. Jones discusses some changes, like additions and enhancements to the Health Coverage plans for the city. The recommendation is to continue with Local Choice with the three plans that you currently offer and we are recommending that the city absorb the increase and keep the employee premium flat.

Councilor Holloway makes a motion to approve the City’s health insurance renewal with the city absorbing the cost of \$329,880.00 as stated in option B. Councilor Joyner seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

**R-4- Harassment Policy Amendments-Yaosca Smith, Human Resource Director.** Dr. Manker introduces Yaosca Smith to the podium to present the human resources policy and procedures manual with an introduction of a workplace harassment policy. Dr. Manker states she would like to propose a committee be set up with council members, HR director and myself to meet regularly to go over policies page by page because a lot of these policies require input from an attorney. Dr. Manker states reasons for bringing the information to the Regular council meetings. She states tonight’s presentation has already been reviewed by an employment attorney. Ms. Smith requests updates on the harassment policy, which were updated by Sans Anderson in 2022. She walks thru the updates and changes and that all harassment claims and cases should come to human resources or the city manager, not department directors.

Councilor Pelham makes a motion we approve this part of the Human Resources Handbook, chapter 5 and chapter 6 consolidated workplace harassment policy. Also, to add an annual review of all employees will be done and updated on an annual basis. Councilor Joyner seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	(Excused)
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 5-0**

**R-5- Approval of Treasurers' MOU- Dr. Manker, City Manager.** Presents before council the standing MOU between the Treasurer and the City of Hopewell. The finance department is centralizing all functions. Today, the City Staff is recommending that the city approve the MOA between the Treasurer Office and the City of Hopewell, pending the hiring of an accountant for the finance department

Councilor Joyner makes a motion for the city to approve the MOA with the City Treasurers office and for the accountant to work in the finance department until the city hires an accountant that is hired and trained. Councilor Pelham seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Passes 6-0**

**R-6- Zoning Ordinance Amendment Article I (Definitions), IX-A (Downtown Central Business District, B-1), and XIV-B (Tourist/ Historic District, TH-1, and add Article XXIII (Historic Preservation) - Chris Ward, Director of Development.** Mr. Ward introduces Kelly Davis, Sr. Planner, who will be giving the presentation tonight. It was requested by the mayor last year that our office take a look at combining our two architectural review oversight boards into one. Ms. Davis presents zoning ordinance amendments. This is the first reading. She gives a brief background, talks about the scope of the updates, goes into each individual changes for each article, recommendations and next steps. She states definitions were being added to support Economic Development to the B1 zoning district, we also needed to add them to our definition section. Ms. Davis adds we do have a website where all the historic district information lives and the information is readily available on the city's website. Both Staff and Planning Commission recommend approval of this ordinance and would like to schedule the public hearing and second reading on March 26<sup>th</sup>.

**R-7-Ordinance for City Employment of city Officials- Danielle Smith, City Attorney.** Atty Smith states this information was requested from previous city attorney. This is her attempt to draft the ordinance in response to the original request. She provides information on the purpose of the ordinance. This is the first reading. She offers city council the Virginia Code section which applies to this section, 2.2-3107 and will defer to councils' decision whether to adopt it, continue it or amend it.

Councilor Pelham makes a motion to approve the city employment of city officials on the first reading effective March 12, 2024. Council Holloway seconds the motion.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	No

Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	No
Council Harris-	No
Mayor Partin-	(Absent)

**Motion Fails 3-3**

Councilor Denton makes a substitute motion to table R-7 until after the election.  
Councilor Joyner seconds the motion

**ROLL CALL**

Vice Mayor Gore-	No
Councilor Denton-	Yes
Councilor Pelham-	No
Councilor Holloway-	No
Councilor Joyner-	Yes
Council Harris-	Yes
Mayor Partin-	(Absent)

**Motion Fails 3-3**

Information was given and explained by Vice Mayor Gore and Councilor Holloway, expressing the need and legality surrounding the ordinance for City Employment of City Officials

Councilor Holloway makes a motion to call for the vote.

**ROLL CALL**

Vice Mayor Gore-	Yes
Councilor Denton-	No
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	No
Council Harris-	No
Mayor Partin-	(Absent)

**Motion Fails 3-3**

An outburst was made by a City of Hopewell resident Ed Hauser “If you scared say you scared” upon exiting the Council Chambers. Vice Mayor Gore notates the incident for the record and mentions that cannot happen again. Councilor Holloway requests the outburst be put into record.

**ADJOURNMENT:**

Vice Mayor Gore motions to adjourn,

Yes- 6

No- 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

**MINUTES OF THE March 14, 2024 CITY COUNCIL REGULAR MEETING**

A REGULAR meeting of the Hopewell City Council was held on Tuesday February 27, 2024 at 6:00 p.m.

**PRESENT:** John B. Partin, Mayor  
Jasmine Gore, Vice Mayor (6:03)  
Rita Joyner, Councilor  
Michael Harris, Councilor (Virtual)  
Janice Denton, Councilor  
Brenda Pelham, Councilor  
Dominic Holloway, Councilor (6:14)

Councilor Joyner makes a motion to allow Councilor Harris to participate remotely, Councilor Denton seconds the motion.

<b>ROLL CALL</b>	Councilor Denton-	Yes
	Councilor Pelham-	Yes
	Councilor Holloway-	Absent
	Councilor Joyner-	Yes
	Mayor Partin-	Yes
	Vice Mayor Gore-	Absent
	Councilor Harris-	(Abstain)

**Motion Passes 4-0**

Mayor Partin gives Dr. Manker the floor to explain what the meeting is about. She states they have the first section of the budget discussion and explains for each budget work session council will bring the provided notebook to build upon until



the book is final. Tonight's meeting is going to be about the revenue portion of the budget. There was a small change, and they will follow best practices and return back to the finance director presenting the budget revenue and expense portion of the budget. Dr. Manker then turns it over to the interim CFO Russ Bransen who will begin the revenue presentation.

Councilor Pelham has a point of order, the format of the agenda shows reports of city manager, it was explained to her the agenda is an outline, there are no reports from city manager.

Councilor Pelham makes a motion to delete reports of city manager, city attorney, city clerk and city council, Councilor Joyner seconds the motion.

**ROLL CALL**

Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Harris-	Yes
Councilor Holloway-	Absent
Councilor Joyner-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	Yes

**Motion Passes 6-0**

Mr. Bransen begins his presentation based on the powerpoint he provided to council prior to the meeting. He speaks on revenue about general government and what revenues come into that. He explains what those funds are for. He speaks about enterprise funds as well and states he will speak in further detail about each of those funds. He explains his first slide which is public services funds, schools, enterprises and general government funds. Each of these has a list of funds that are included and he states he will go into further detail of each as he progresses through the slides. He speaks about the assessor and the commission of revenue and what each of their roles are. He states what needs to happen if revenues are insufficient to fund desired services, either revenues must be increased or expenses must be reduced. Get more money in option is to raise taxes, or what does not get funded to reduce expenses. His next slide speaks on the sources of revenues, and he goes into detail of where the money

comes from. Mr. Bransen moves onto the next slide speaking on how revenues are applied going into detail per department, with three major sources. Schools are the largest percentage of funding revenues. He goes over the other percentages on this slide of smaller revenues of the city. He mentions items to be aware of such as transfers and use of surplus. He states transfers can make total revenue appear higher than it really is. He also mentions the city has a common practice of carrying over funding for capital projects that are approved but not yet completed. Mr. Bransen speaks about the general fund revenues and fees and charges that come in for permits and other types of fees. He goes over a table of the breakdown of all major revenues and all the taxes over the last two years. He moves on to real estate taxes and what increases from re-assessments which are every two years. Machinery and tools tax and real estate tax are collected at the same time and make up about 70 percent of the tax revenue. He goes into further detail about the numbers of machinery and tools tax. He mentions they are 19.8 percent of the taxes on their own. Personal property tax is tangible personal property, and the current rate is \$3.5 but proposed increase of for \$4.00. Mr. Bransen gives total percentages of other local taxes in detail based on a chart provided in his slide. Mr. Bransen goes through the remainder of his slides giving exact percentage rates and numbers from past years to proposed year of 2025. Mr. Bransen moves into enterprise funds beginning with water renewal, which is a user funded enterprise. Charges to the industry and the city are broken down in three sections, the operations, debt services, and the admin fees. He speaks on miscellaneous revenues which is also known as hauled waste which is primarily used for capital. User charges are collected for operation expenses. Mr. Bransen speaks further about sewer refuse and storm water providing a graph to give an idea of the increase or decrease in revenue. Mr. Bransen mentions he would like to see food and lodging taxes increase half percent on food and 1 percent on lodging and it would bring in 75,000 to 90,000 each. Mr. Bransen goes over the schools' revenue with a detailed table. He points out the consistency of what the city has put out over the past few years. Mr. Bransen provides a two-page table with a list of taxes, different fees and charges, and types of other revenues.

Councilor Pelham asks Mr. Bransen about donations and where do they come from. Mr. Bransen says they are not donations but they are charges for healthy families that they provide services for within the different communities.

Vice Mayor Gore asks the city manager about outside agencies and wants an

idea of are they approving the one from last year or two years ago, the answer was last year. She then asks the schools and the carry over, she states she needs that number to know if the general funds are going to be adjusted. Mr. Bransen states it would not be a general fund reduction necessarily. He gives a further detailed answer in regard to this question. He mentioned he will get clarity and get back with them with a clearer answer. She then asks in terms of the Beacon Theater, the city gives a contribution, and they provide their own financials, she asks what will council do about the LLC and accountability of their financials. She says she wants to know what are they doing about what they are projecting. Mr. Bransen answers the question stating it could be a part of the conversation next week. He mentions he will check with Jack Regan and get back with council. She asks about parks and recreation and wants to make sure the accounting is lined up so when membership and user fees are received they know where to put them. Mr. Bransen answers this question in detail, but in short the answer is yes. She asks about debt service, is there anything being dropped off that can be used as potential revenue. Mr. Bransen says none for the upcoming year, but possibly is 2026. She then asks the city manager the voted to adjust budget calendar and council priority, how is she going to propose to adjust it because it was not discussed during the retreat. The city manager proposed it be considered to happen after the expenditure or along with the department discussion.

Councilor Denton asks Mr. Bransen about the million-dollar mile, the fines from that comes to the city, is it shown through the revenue. Mr. Bransen states no the city does not get revenue from that. She asks is there a finance report from Beacon, the city manager mentions Jack receives the finance report from them. She asks if the revenue beacon gets can the city include it as their revenue, the answer was no.

Mayor Partin asks Ms. Reason or Ms. Kidd about the machinery and tools tax amount the increase in 2024/2025, is it from the current expansion in the capital upgrades down at Virginia American Water. Ms. Reason answers saying some is due to that and some is from Ashland incorporated and some from West Front from their expansions. He then asks Mr. Bransen about slide 23 about user charges and FY 24 and 25 with the significant bump up, what results from the bump up? Mr. Bransen responds that he included charge of capital charge. For stormwater on page 24 he asks does he have any numbers from public works to see what stormwater would look like with a 1,2, or 3-dollar increase. Mr. Bransen states yes he can get those numbers for him. He

asks can they run an analysis if they shrunk the area would it result in more revenue. He then asks how much money can be generated in cost savings in storm water fee moved from the monthly utility fee and added to the 6-month real estate taxes and what would it do in terms of collection.

Councilor Holloway asks he thought they agreed about the Beacon Theater that it would be \$5000 per year they provided a financial report, if they did not he thought they would not fund them. City Manager stated he was correct they were required to start providing financial records to the auditors which she stated they started immediately and they are caught up with all past records being submitted. Councilor Pelham asks for an overview of where they are currently, Mr. Bransen sated yes he can request that.

Councilor Joyner stated she had not seen any financial documents and would like to see them.

Vice Mayor Gore asks Mr. Bransen about the school's financial system, they be moved over to MUNIS. She asks is there an update with where they are with getting it into MUNIS. Mr. Bransen stated it would be July of 2025. Vice Mayor Gore asked does council support having a written explanation to why they have not started yet, City Manager stated they did not start at the time council thought they did. Councilor Pelham asks for a timeline of when they started to implementation. Councilor Holloway asks did they start the process and does the live date just take some time. Mr. Bransen states yes that is correct. She then asks about open finance system for citizens to check financial numbers in real time. City Manager stated the system is live, but it is not citizen facing because the numbers in MUNIS are not displaying the correct information because the lean up has not occurred. Each completed audit will have the system get cleaner and cleaner.

Councilor Harris states he has a concern in regard to meeting in open session and individual comments from citizens. How do they communicate with the citizens along the lines of questions they have about the budget process? City manager answered that citizens can do this by reaching out to the clerk and on the website under the clerk's page you can submit comments for any council meetings that occur, and it is the clerk's responsibility to read the comments into the record once received.

**ADJOURNMENT:**

Councilor Holloway motions to adjourn,

Yes- 7

No- 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

**MINUTES OF THE March 21, 2024 CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Thursday March 21, 2024 at 6:00 p.m.

**PRESENT:** John B. Partin, Mayor  
Jasmine Gore, Vice Mayor  
Rita Joyner, Councilor  
Michael Harris, Councilor (Virtual)  
Janice Denton, Councilor  
Brenda Pelham, Councilor  
Dominic Holloway, Councilor (Absent)

Councilor Denton makes a motion to allow Councilor Harris to participate remotely. Councilor Pelham seconds the motion.

**ROLL CALL**

Councilor Pelham-	Yes
Councilor Holloway-	(Absent)
Councilor Joyner-	Yes
Councilor Harris-	(Abstain)
Mayor Partin-	Yes
Vice Mayor Gore-	Yes
Councilor Denton-	Yes

**Motion Passes 5-0**

## WORK SESSION

**WS-1- Expenditures and CIP Budget Discussion- Russell Branson, Interim Finance Director.** Dr. Manker opens with a brief overview of Mr. Branson's presentation for FY25. Mr. Branson discusses where we are, where our expenses are, where net revenues are and where that breaks down and some general recommendations on what we need to do. He goes over a number of programs separately. Some of the primary programs and funds of the city and where they fall are general government, Enterprises Health and Welfare, Schools and Debt. Mr. Branson details who is responsible for the expense forecasts, from Personnel costs, Services and Supplies, Capital and Schools. The expense strategy for FY25 is to maintain operations at current levels. Mr. Branson explains why he is recommending we don't fund capital from carryover or reserves because we don't know what those monies are. He states we need to maintain our spending plan within the expected revenues we are going to have in this coming year. States if you had money after funding capital after building your reserves to the right level, you can look to expand operations to expand operations if needed. He talks about expense assumptions, what you are going to see what's changed in this year's budget. Employees' salaries, there is a 2.5 percent step increase for Public Safety employees (police, fire, public works) and a 2.5 percent cost of living adjustment (COLA) for all other employees. The cost for all other employees which is in a step that's guaranteed is about \$157,000. Mr. Branson voted to absorb health insurance for the city at 6.9 percent increase that is \$320,000. They will talk about the detail of major departmental increases on the budget side. He explains Capital as determined by departments. In this presentation, Mr. Branson looks toward getting a final budget for adoption and come back to a budget that's balanced meaning, what we're asking to authorize to spend is going to be equal to or less than the revenues we have coming in. He states the capital asks and adds the CIP sheets for each of these areas are in the back of the presentation. Public Works is 3.9 million which is 2.9 million of General Funding for new projects. There's an additional few million dollars coming from other sources and a carryover of an additional million dollars needed to match projects that were planned in previous years but won't get completed till this year. He talks about what departments have projects coming up. Mr. Branson comments he has talked with Jay there's probably a few things we cannot do but just keeping up with what we need to run

our city and as you know we become more and more dependent on technology to do things. So, we have to do at least the minimum to keep up with what's going on in the industry and what we need to run our IT system. He discusses what the options are to fund capital. If we increased taxes, what can we get from Real Estate, Machinery and Tools, Personal Property, Food and Beverage or Lodging which adds up to about 3.8 million in Revenue. You can delay major investments until the City can issue new debt likely in two to three years. The question is can we hold off. He provides several charts starting with the general fund, where he gives some little detail for two years and next year. Mr. Branson speaks on the accuracy of Munis system, gives some examples and states he is giving the best information that can be accessed right now without doing a lot of manual calculations. He talks about the FY23 and then speaks of FY24 budget actuals often times are much less than expenses. He points out we are about 4.5 million positive. We can't tell you where we ended exactly for FY23 until the end of the summer. We are fairly balanced and pretty much on track for FY24 to go up from 64.8 million we are going proposed budget 66.5 million with revenues slightly higher at this point. When looking at salaries and wages overall, he discusses the increase given to public safety employees and staff in 2023 and scheduled increases for 2024. He points to the significant savings of vacancy salaries, that we do budget for these vacancies. Mr. Branson talks about the different departments, their expense budgets and any changes including added positions 2023 to 2025. Talks about different ways to increase revenues. There was the addition of Healthy Families becoming a new department last year, there was some expansion. He goes over Debt and are listed by year, where they are paid from and what it is used for. There is a big drop in 2028 under school debt as some of those bonds get paid off. The Cities contribution will go up half a million dollars in the next couple of years based on how the debt is structured so we will have to plan for that. Questions were asked by several councilman. Vice Mayor Gore asked if these projects are council approved over the years or by way of staff. It is confirmed that council approved list of projects. Vice Mayor does not support any of the projects listed until we have clarity. She explains why she does not support it at this time and what has to be done to get support from council on these projects. Mayor Partin has agreed to draw a memo, at Vice Mayors request to bring Council up to speed on situational awareness going into the next meeting. Vice Mayor Gore suggests since there were three departments Economic Development, Tourism and Communications, under the City Manager at one time. She is requesting that these departments be separated out giving reasons. She will defer



to council to see if they recommend that as well. Lastly, Vice Mayor Gore asks Dr. Manker if Public Works is going to present their recommendation for Storm water projects and road pavement scheduled to see who's on the list next to take them into consideration. Dr. Manker states every department is responsible for creating a strategic plan and a lot of this information is in the strategic plan that are due June 30, 2024. Unable to hear Councilor Pelham Audio/ Visual unclear. Councilor Joyner states in reference to capital and vacancies and will anything really change. She talks about possibly putting some of the personnel dollars and rolling them into technology to offset the lack of staffing. Vice Mayor Gore talks about finding a way to fund the Wayfinding System and get clarity from Dr. Manker on the total cost amount which is \$208,000 and the yearly amount of \$52,000 (spread out to 2028) to pay for the system. Vice Mayor states that it matters what year and how much we gave them and so that way future councils can have clarity.

**ADJOURNMENT:**

Vice Mayor Gore motions to adjourn,

Yes- 5

No- 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

**MINUTES OF THE March 28, 2024 CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Thursday March 28, 2024 at 6:00 p.m.

**PRESENT:** John B. Partin, Mayor  
Jasmine Gore, Vice Mayor  
Rita Joyner, Councilor  
Michael Harris, Councilor (Virtual)  
Janice Denton, Councilor  
Brenda Pelham, Councilor (6:04)  
Dominic Holloway, Councilor

Councilor Holloway makes a motion to allow Councilor Harris to participate remotely, Mayor Partin seconds the motion.

<b>ROLL CALL</b>	Councilor Joyner-	Yes
	Councilor Harris-	Abstain
	Mayor Partin-	Yes
	Vice Mayor Gore-	Yes
	Councilor Denton-	Yes
	Councilor Pelham-	Absent
	Councilor Holloway-	Yes

**Motion Passes 5-0**

Mayor Partin gives Dr. Manker the floor to explain what the meeting is about. She explains tonight's meeting will be for department budget requests, and goes over

what is in the books that were provided to each of the council. Dr. Manker goes over the budget calendar and states after today, April 9 the proposed budget presentation will be discussed, and she went over a few other dates. Dr. Manker begins department budgets beginning with city clerk, however, the City Clerk was having technical difficulties so they moved on to the Circuit Clerk. Circuit Clerk did not have any requests so there was no presentation. City Attorney states she is not asking for any additional funds and opens the floor for any questions.

City Manager presents next and states she is requesting \$470,000.00 and gives a breakdown of those requests of page 3 of her presentation. She gives further details of the costs and the reasons for the requests and why she needs that amount. Councilor Holloway asks Dr. Manker what legislative services she was referring to. Dr. Manker responds to his question explaining where it came from. Further discussion took place with council and Dr. Manker. Vice Mayor Gore speaks to the requests stating other jurisdictions have people lobbying for them to get the grants they receive, whereas Hopewell does not have that, in which case people need to support the ask of Hopewell more to see the difference in the city. Councilor Pelham asks about the full time salaries that are included, Dr. Manker states it is her salary, the executive assistant and the assistant city manager. Councilor Pelham asks does the assistant city manager funds go back to general funds, the answer is yes. She then asks about the phone stipend for the city employees. Further discussion was had in regard to the phone stipend.

City Clerk presents her budget giving a total increase of \$21,000.00. Mrs. Williams based her quotes off of last year's budget and necessary funds going forward. She then discusses the furniture requirement for the deputy clerk's office for small repairs. Advertisements were discussed with council and agreed to discuss that at the following year due to not having an accurate number to determine what will be required. Vice Mayor Gore asks about the ads asking why are we changing the clerk duties to allow the clerk's office to do the ad budgets. The answer is given to state it is to the invoices only, not to do the actual ad. Further discussion took place in reference to the ad invoices and the responsibility of who should be addressing the invoices. Councilor Holloway asks about the ads as well stating last year they made the decision that departments would handle their own ads and fees. The concern was it would change the duties of the clerk's office because the clerk duties have already been increased. Mayor Partin states if it works and helps streamline and department heads are ok with it, he has no issue moving it over to the city clerk's office, he then asks about the furniture and stated was a work order

put in place and then asked did we look into the school system with the surplus to see if they had any furniture to give away. Councilor Joyner asks if we doing it next year, is the \$10,000.00 the correct number, Mrs. Williams responded stated it wouldn't be considered because that amount is not enough to cover all departments. The result is to keep it at \$6500 for the FY of 25. Councilor Pelham asks about the service contracts and Dr. Manker stated everyone was not prepared to discuss that portion of the budget, directors were to discuss just their increases for the next year tonight. Councilor Pelham believes directors should have been prepared to discuss it because it is part of their budget. Vice Mayor Gore wants to circle back to legislative positions, advertisements, service contract requests, and the recording of the video for each meeting. Currently there is no contract for it to be done, but the payment for that contract will come out of the service contracts of the city clerk's budget. Councilor Denton asks to be sure this is not the final budget, there will be a final budget later and if they feel what they have cannot be sustainable they have an opportunity to not accept requests. She asks Russ to be sure if there are any changes they will be made at the final budget presentation.

Commission of Revenue, Dr. Manker stated they made no changes, Councilor Holloway stated based on what was presented, they are asking for \$20,000.00 for furniture, Dr. Manker stated every year she is asking for expansion of her office due to the amount of traffic she receives, one of the major concerns was people in wheel chairs could not access the office adequately. Councilor Holloway made further comments but appeared his mic was not on and could not hear his response. Mayor Partin asks is there a forecast that if the office is more accessible it would help make the city more money, Dr. Manker stated that was not presented to her. Vice Mayor Gore asked are these requests in the draft budget, the answer is yes it is currently in there.

Mr. Newman presents his requests, stated he is asking for \$3000.00 to increase the shredding fees that they utilize, and the increase in the station printer service. He goes over the last page of his presentation and shows the difference in what he is requesting. He states victim witness is not asking for anything further. Councilor Pelham asks do they use the same shredding company as the city, Mr. Newman stated yes, Councilor Pelham asks was there a contract, Mr. Newman states they just call when they need it, Dr. Manker states it comes out of their budget to pay, Dr. Manker stated she will look into getting a contract.

Commutations and Government Affairs presents her budget request to council for \$9,138.10 for service contracts and advertisements within the city. She gives detail on what they ads will be for and what would be included. She states they also ask for travel, education, and meals for an increase of \$7,863.00. For dues and memberships, she is asking for an increase of \$3,300.00 to join associations to keep up to the date with current resources. She opens the floor for questions. Vice Mayor Gore asks how did she come up with the total number increase because the numbers were not making sense to her. Further conversation took place with council and Ms. Ginger with the numbers provided to ensure the numbers are correct for the correct ask. Councilor Pelham asks is there a raise be given to the communications persons, Dr. Manker stated the 2.5 percent is estimated in everyone's budget.

Ms. Brown with CSA – Dr. Manker stated she provided council with a request from the state of 4.1 billion dollars for a bill back service for all individual or kids that she supports. She has not asked for an increase in operational funds but provided a total in funds she received from the state. Councilor Pelham asks does the money come back to the city from the state, Dr. Manker stated yes.

Developmental Planning with Chris Ward, Mr. Ward presents his presentation to council with a quick background stated it is divided into 4 divisions and he gives that break down to council. He asks for \$122,667.31 to include salary, without salary it is \$37,159.92. He goes through his presentation with council to discuss the purpose of his asks. Mr. Ward gives a quick brief detailed presentation of why his total increase is what it is. He then opens the floor for council to ask any questions. Vice Mayor Gore asks is there any other reductions in his budget, he stated no, this amount is all increase. Mr. Ward discusses his CIP requests of \$132,000.00 over two years. Mr. Ward looked in preexisting contract to find savings, he had 12,000 worth of savings to put towards the contracts for ordinance updates. The second CIP request is to implement the city's way funding program. Further conversation takes place with council and Mr. Ward.

Mr. Bennett with economic development, he begins his presentation with a brief description of how things were when he stepped into this role. He zeroed in on priorities to determine what they needed the most and what would benefit the city. He requested increase for investment, he shows a slide show of the city and the mission statement. He goes over the first line item in the budget which is marketing that he wishes to increase. He explains to council why that increase is

important for the city. He is asking for \$25,000.00 but he intends to take money from regional group and keep it in Hopewell. The second line item is a new program under tourism the operation of Hopewell ice rink, he is asking for an increase of \$18,000.00. His third line for increase is for enterprise zone, he is asking for a total increase of \$276,000.00. The final line item in the budget is legal services, he is asking for an increase of \$30,000.00. He is asking for an increase in his budget for taking over the Marina to increase from \$25,000 to \$100,000 a year, but there will be a \$75,000-dollar increase in revenue. Mr. Bennett opens the floor for any questions. Councilor Pelham asks has he spoken with the city attorney about the projects, he answered yes and they have been in discussion and he has had assistance in the past. Vice Mayor Gore states she cannot support 30,000 to his budget for legal because it should go through the city attorney. Dr. Manker stated the reason for that line item is because finance entered in codes based on the activity of the department and because economic deals with a lot of real estate the legal item was placed there to easily handle real estate transactions. Vice Mayor Gore states it should be written differently because the way it is currently written; it is a legal matter. Council had further conversation in regard to the budget and increases.

Finance with Mr. Branson, he begins with the basic fanatical office and procurement, he asked for additional money for training. \$15,500.00. He mentions he has found an interim assessor who should be starting in a few weeks. The old assessor had a request in for 300,000 for an outside contractor, but because there is now an interim assessor, he will take away that 300,000 requests. He stated there are reductions in travel as well, so the net increase would only be the \$15,500. Mr. Branson opens the floor for questions from Council.

Fire with Chief Ruppert, he begins his presentation stating they have requested assistance from Fort Gregg Adams for assistance in putting a fire out. He said he planned on requesting 6 additional positions to allow for the ambulance trucks in the station to be utilized 24 hours a day. The total for that increase would be \$417,000.00. He mentions there is a safer grant that will partially fund those positions for 3 years. He stated due to current financial restraints he is not requesting those this year. He mentions one station is 100 years old and one is 75 years old this coming year. He stated if their vehicles are not operating they cannot put out fires. He stated as far as capital he is asking for a replacement of their boat, which was custom built and is currently falling apart. He mentioned because it is custom made no one is willing to work on it. He is looking at \$332,000 for a

replacement of the boat. He stated they applied for a grant for equipment and got \$80,000 which leaves them with \$252,000. He got a quote to lease the product over 7 years at 44,302.00 a year, but would be a recurring request for the next 7 years. His operation request is a total of \$189,000.00 approximately. He goes through his presentation to discuss what that total increase will cover to include SOP's and SOG's. He asked for \$10,000 for mental health services to assist with employees. He asked for \$20,000.00 for equipment maintenance. He mentions the FDA has started enforcing that they will no longer be able to exchange drug boxes with the hospital, and they will have to purchase their own drugs. He is asking for \$80,000.00 for equipment and to purchase the drugs necessary. Hose and radio repair was the final request to council, the increase for this was \$12,500.00. He opens the floor for any questions. Vice Mayor Gore gives reminder to city manager to send contract out about the boat to council. Further discussion takes place between council and Chief Ruppert.

Healthy Families presents to council their asks for the FY 25 after giving a brief summary of who they are and what they have accomplished in the city over the past year. They gave a brief description of what they offer to citizens of Hopewell, and events that they offer for all to attend. They state their grants have increased, the VDSS grant went up to 24,000 and the VDH grant went up to 49,000. Their budget increase ask is 77,000, with the grants they are only asking for \$4072.00. They plan to spend the funding with management consultants, special speakers, therapeutic options for the families, the rent for the new location, and to conduct in home visitation some will go to the vehicles. They open the floor for council to ask questions. Vice Mayor Gore asked what is the \$4000 increase, the answer was it is the net increase. Further discussion took place between council and presenters.

HR Director Ms. Yaosca begins her presentation by letting council know her asks are straight forward and she only has three. The first is \$1800.00, the second is \$3000 in office supplies and the third one is \$200,000.00 for the comp study recommended from the Bob Group. Mayor Partin recommends with the comp study he ask for an implantation plan that is realistic and the city of Hopewell can financially afford. Vice Mayor Gore states council gave clear instruction last time they did a classic comp study, and when it was last chartered they gave specific instruction of what council wanted. She mentions they did not get anything they asked for before, so they hesitation will come from that. Councilor Pelham asks is there a way to get a time line of when they will present the HR manual, Dr.

Manker steps in to say they decided to set up a committee to talk about it at the next meeting. Further conversation takes place between council and Ms. Yaosca.

IT with Mr. Jay speaks in reference to his asks for his department. He begins his presentation by skipping through his presentation to page 4. He begins with his service contract letting council know they are adding contract management and bid managers which is an increase of 26 percent. Tyler in-code has increased to 10 percent. Their surveillance system is increasing due to adding further cameras, they are asking for an increase of \$25000 for service costs. The WIFI access points are scattered through-out the city, they need to include it in the budget which is \$7500.00. For the service line items, the total ask is \$93,972.00. The telephone, fax, video line item increase ask is \$7438.00. For training they are asking for \$12,650.00 to cover training. Total operation budget is \$114,060.00. For capital projects they have network course for switches, they have a 5-year life span, they are coming end of service and by 2025 parts will no longer be available, he is asking for replacement which is \$107,100.00. His next capital project is his host servers, they have 8 and 4 have reached end of life and need replaced, the ask is \$132,000.00. The third CIP is Microsoft office, he mentions the current version is 2016, office 2021 or office 365 is available. He is asking for \$210,000.00 or consider moving to office 365 at a yearly cost which is to be determined. His final CIP is print manage solution, there are over 100 printers in the city, his ask for this is \$36,750.00. He opens the floor for questions of council. Councilor Joyner asks IT about the current website and how it serves the city, she states it is not very functional and updating boards and commissions is impossible to do. Mr. Jay answers the question stating it is an ongoing task.

Councilor Joyner makes a motion to extend the meeting until completion of departments, Mayor Partin seconds the motion.

## **ROLL CALL**

Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	Yes
Councilor Denton-	Yes
Councilor Pelham-	Yes



Councilor Holloway-

Yes

**Motion Passes 7-0**

Councilor Pelham asks IT could the directors if they are on a particular commission to contact the person who does the website to have it updated, she asks is that hard to do. Mr. Jay states it is not hard to do; it would just need to be coordinated. Vice Mayor Gore asks what is the Net asks, he mentions for operation it is \$114,000.00, for Capital his total is \$485,000.00.

Police speaks to what they are asking for; Ms. Parson begins with page 4 of their presentation asking for \$1,1,200,284,000.00. This is itemized by department code that is divided into 7 departments. She goes through each of these departments with the different requests. Most of the increases are in service accounts, for modules and software systems to facilitate to the work that police and dispatch does on a daily basis. They have 34 cameras and the ask to maintain them are \$90,000 increase in addition to sim card which is \$36 a month per camera which is \$5100.00. They have asked for \$1000 addition in training dollars for admin support staff. She goes further into each department with the added expenses with a detailed description for the million dollar ask. She discusses overtime expenses to cover vacancies fields to maintain minimum staffing. She then goes over the requirements for new recruits and what that bill is, and explains why there is an increase in that area. Chief Taylor adds the update on patrol over time cost stating they have budgeted \$377,00.00 for the last 5 years, and they requested to go up to \$600,00.00, but since discussed they have gone back to the original amount, so there will be a decrease of \$240,00.00 and those funds will be given back due to the vacancies. Councilor Holloway asks had the sign on bonuses already been approved, Dr. Manker steps in to answer the question to say no they have not.

DSS with Ms. Williams begins her presentation stating her budget is a decrease of almost \$13,000.00. She states last year more local funding was requested than they needed this year, so for local funding she is asking for \$14,172.00. She mentions it is a decrease because of staff who have left who retired out with higher salaries. No questions were asked.

Public works with Mr. Michael Campbell begins his presentation with his requests. He starts with travel, public transportation, meals, lodging in the amount of

\$12,400.00. He mentions this is due to the amount of new staff since he has come on board. The service contracts, repair maintenance, and supplies ask is \$88,000.00. He mentions the traffic signals are aging out and can't find the parts, and the price of everything has gone up. Fleet is \$30,000.00, he mentions the school bus repairs comes out of their budget. Management consultant services ask is \$68,000.00 in reference to the bridges. He states they just finished the inspection last month. He goes through in detail the remaining asks that he has mentioning they are self-explanatory. He mentions public works will have about 60 million in requests out for projects. That request is 100 percent reimbursable. He mentions he is asking for 20 grand for the proper software to track all information for the cemetery, with added benefits that he presents from his presentation to council. He goes over the equipment that they use and he mentions no one goes anywhere without their roads being done. He presents a 25-year-old dump truck that relies on the most to push snow or anything else necessary, that truck's condition is bad and straps have had to be fabricated because they cannot be bought. He is requesting 3.9 million in local funds in UPC projects that he mentions need to be funded. He asks council to take a good look at the remainder of the requests in his presentation for consideration. He opens the floor for questions. Vice Mayor Gore asks about the trash doors and Mr. Campbell gave a very brief explanation for this. Vice Mayor Gore asks about the cemeteries to make a point for Mr. Campbell to come back to explain what his current vision is for expansion. Vice Mayor asks what are the biggest vendors that the city pays annually because she wants to know are there valid contracts and have they been bided properly. Further discussion takes place with council and Mr. Campbell. Mr. Marshall gets up to address council to explain to them about specific designs that are currently being done.

Parks and Recreation with Ms. Tabitha begins her presentation by stating she oversees 6 divisions within her department. She jumps to page 5 for operating budget she is asking for \$92,000.00, she is looking to invent temporary health services they are asking for an increase of \$57,000.00 to have two firework shows in the same fiscal year. The shows will cost an estimate of \$42,000.00. Full athletics is asking for \$20,000.00, which will allow the kids if they continue to go to a championship in which they can travel outside of state. It will cover lodging to avoid coming in front of council for each requests. Park, repair and maintenance supplies Ms. Martinez is asking for an increase of \$5000 to cover the river walk phase 1 replacement. Temporary health services for athletics she would like to increase that to \$10,000. The big request she has is to increase the wages, she gives

two options, first being \$153,020.71, this will help to bring up wages of all part time staff. The next option is \$96,586.00 which will bring the wage up to 13.50 per hour. For her one-time capital increase, she is asking for \$128,000.00, \$22,000 of that amount will be for asset tracking software. The other request is \$31,000.00 for the Hopewell Community Center Marquee, she states the software is outdated and not repairable. The master plan request is \$75,000.00 to make sure they are in tune with their community, get a master plan set as well. For CIP they have the Hopewell center HVAC, which there are 10 units to operate the centers. The issue needs to be fixed because of heat exhaustion from staff during the summer, if the inside temperature is higher than outside they will have to close the pool. 3.5 street renovation is \$125. The riverwalk and phase 3 there is an estimate of 1.480 million quote to help with it. Personnel request is the summer program staff; she is asking for \$30,000.00 for the summer camp. She would like to continue to offer summer camps to pay part time workers to maintain the camp. She opens the floor for questions. Councilor Joyner speaks to the pool stating it is a huge concern, and missing great opportunities. She mentions the RVA swim wants to present to city council within the next few weeks. She also mentions the lifeguard training. Ms. Martinez speaks to that training. Vice Mayor Gore states she would like to know how many kids are currently using the program and using the center. Council and Ms. Martinez have further conversation in reference to minimum wage and the requirements. Mayor Partin also speaks to the greatness of having an indoor pool and he has to go to YMCA in Petersburg to do his swim training.

Waste Water Mr. Dickie speaks in reference to his asks. He highlights Hopewell water renewal as a complex major municipal waste water treatment facility in the state of Virginia, he highlights maintaining the goal of having 100 percent compliance with no violations. Fund 32 he has facility and sewer funds. For facility he needs 4.4 million dollars. He mentions the majority are inflation area increases, previous budgets have remained flat, and he now wants to present a realistic budget of what they will need next year. The maintenance they have equipment upkeep, and if the repair is cheaper or more than replacing it completely. He mentions overhead there are a lot of contracts and looking to work with finance and getting cooperate procurement with vendors to get the best prices they can get. Fund 41 they need 2.2 million, for a lot of aging infrastructure underneath the roads, keep it flowing downhill and to the river. He wants to purchase new generators for pump stations for emergency backup power. His Capital request is \$9.2 million with a list of 13 projects that are ongoing and be

moved into next fiscal year's capital budget. His last slide is the 13 projects that he needs the funds for, he does not go into detail. He opens the floor for questions. Vice Mayor Gore asks are any of the funds about the Dewberry project. Mr. Dickie responds to the question stating yes. Dr. Manker steps in to give further understanding of this question. Council and Mr. Dickie have further conversation in reference to the Dewberry Study. Mayor Partin highlights that they definitely do the second gravity thickener rehab.

Councilor Denton makes a motion to adjourn.

Yes: 6

No: 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

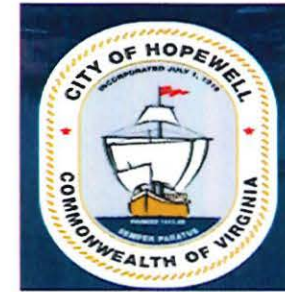
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**Brittani Williams, City Clerk**

C-2



CITY OF HOPEWELL  
COUNCILOR PENDING LIST



<u>REQUEST</u>	<u>REQUESTOR</u>	<u>DATE</u>	<u>NOTES</u>
Delinquent Funds	Jasmine Gore	12/14/2023	City Manager
Housing Commission	Jasmine Gore	12/14/2023	CCR - Hold
Poet Lareate	Brenda Pelham & Jasmine Gore	12/14/2023	CCR (Defer to Pelham)
Beacon Theater LLC	Jasmine Gore	12/14/2023	City Manager
Crisis Support	Jasmine Gore	12/14/2023	City Manager
City Human Resource Policy	Brenda Pelham	12/14/2023	<b>HOLD</b>
Business License Policy	Jasmine Gore	12/14/2023	<b>HOLD</b>
City Credit Card Policy	Brenda Pelham	12/14/2023	CCR
RFP For Financial Services	Councilor Joyner	12/14/2023	<b>HOLD</b>

C-3

# Hopewell Police Department Crime Summary

April 09, 2024





HOPEWELL POLICE DEPARTMENT  
 CRIME SUMMARY  
 Reporting Date: April 1, 2024

Year-to-Date Comparison		Thru March 31st				
	2023	2024	# Change	% Change	5 Year Average	% Change to Average
MURDER	4	0	-4	-100%	2	-100%
FORCIBLE RAPE	0	3	3	#DIV/o!	1	400%
ROBBERY	3	1	-2	-67%	5	-78%
AGGRAVATED ASSAULT	21	12	-9	-43%	14	-12%
<b>Violent Crime Total</b>	<b>28</b>	<b>16</b>	<b>-12</b>	<b>-43%</b>	<b>20</b>	<b>-22%</b>
ARSON	1	1	0	0%	0	150%
BURGLARY	9	6	-3	-33%	13	-53%
LARCENY	64	61	-3	-5%	73	-16%
MOTOR VEHICLE THEFT	13	16	3	23%	16	3%
<b>Property Crime Total</b>	<b>87</b>	<b>84</b>	<b>-3</b>	<b>-3%</b>	<b>102</b>	<b>-17%</b>
<b>Total Major Crime</b>	<b>115</b>	<b>100</b>	<b>-15</b>	<b>-13%</b>	<b>122</b>	<b>-18%</b>

*\*Murder, Rape, Assault by # of Victims, All others by # of Incidents\**

5 Year Average to 3/31

HOPEWELL POLICE DEPARTMENT  
Reporting Date: March 4, 2024

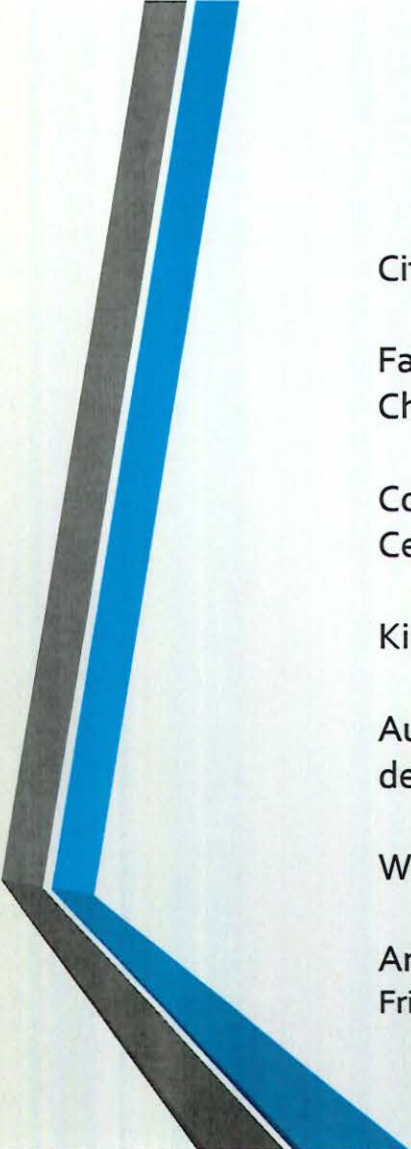
Suspected Opioid Overdoses 3/31							
	2019	2020	2021	2022	2023	2024	Grand Total
Fatal	5	3	5	3	5	4	25
Non-fatal	11	12	17	14	23	15	92
<b>Grand Total</b>	<b>16</b>	<b>15</b>	<b>22</b>	<b>17</b>	<b>28</b>	<b>19</b>	<b>117</b>

Subject to change as  
forensic results are returned

HOPEWELL POLICE DEPARTMENT  
Reporting Date: April 1, 2024

<b>Verified Shots Fired Jan 1 2023-March 31 2023 Vs Jan 1 2024-March 31 2024</b>		
<b>2023</b>	<b>2024</b>	<b>2023 Yearly Total-60</b>
21	10	





# Neighborhood Watch Meetings

City Point – 1<sup>st</sup> Wednesday of every month @ 1800 Hrs. @ PD Multipurpose Room.

Farmingdale – 1<sup>st</sup> Monday of every month @ 1830 Hrs. @ Wesley United Methodist Church.

Cobblestone – 3<sup>rd</sup> Wednesday every other month @ 1300 Hrs. @ Cobblestone Rec. Center.

Kippax Dr – 3<sup>rd</sup> Thursday of every month at Mr. Brown residence @ 3807 Gloucester Dr.

Autumn Woods – Will be starting up again in May 2024 and the location is to be determined.

Ward 3 – Usually every quarter, nothing has been planned yet.

Arlington Heights – Usually meet last Tuesday of the month @ 1305 Arlington Rd. Friendship Baptist Church.



# Hiring-Recruitment

- 17 Police applicants are in backgrounds checks.
- 2 testing dates, as well as 2 interview dates scheduled in April.
- 1 Animal Control Applicant in hiring process.
- Still currently conducting interviews for the Animal Services Kennel Attendant position.
- Testing conducted, 2 applicants in background. 2 Full time positions are vacant.
- 16 Police Officers positions are currently open.
- 2 Police testing dates are completed each month with 42 active applicants on file.

# Recruitment Banner

## HOPEWELL POLICE DEPARTMENT

# NOW HIRING



- **POLICE OFFICERS**  
CERTIFIED AND NON-CERTIFIED
- **EMERGENCY COMMUNICATIONS OFFICERS**

**HIRING  
BONUS  
AVAILABLE**

**APPLY TODAY**



**(804) 541-0055**  
[WWW.HOPEWELLVA.GOV/224/JOIN-OUR-TEAM](http://WWW.HOPEWELLVA.GOV/224/JOIN-OUR-TEAM)





## Community Policing Officers by Ward Citizen Police Academy

- Corry Young Ward -1- [cyoung@hopewellva.gov](mailto:cyoung@hopewellva.gov)
- Ryan Hayberg Ward-2 [rhayberg@hopewellva.gov](mailto:rhayberg@hopewellva.gov)
- Michael Redavid Ward-3&-6 [mredavid@hopewellva.gov](mailto:mredavid@hopewellva.gov)
- Thomas Jones Ward-4 &7 [tjones@hopewellva.gov](mailto:tjones@hopewellva.gov)
- Jonathon Bailey Ward-5 [jbailey@hopewellva.gov](mailto:jbailey@hopewellva.gov)
- The Citizen's Police Academy is scheduled every Thursday from 6pm-9pm. Classes started on February 22, 2024 thru April 19, 2024. Classes being taught are criminal investigations, use of force, traffic stops, computer based crisis scenarios and other law enforcement topics.



## Downtown Community Engagement Thursdays & Fridays Evenings

- Foot Patrols were completed.
- Business Checks were completed.
- Directed Patrols were completed.
- Citizens contact/Business Owner contacts were made.



C-4

**DATE:** April 02, 2024  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, Director of Human Resources  
**SUBJECT:** Personnel Change Report – March 2024

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**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
FORREN, MEGAN	PUBLIC WORKS	PW MAINT SPEC	03/06/2024
CROCKER, MICHAEL	PWS ENGINEERING	CAPITAL PROJ CONST. MANAGER	03/06/2024
CLARK, DAVID	SEWER OPERATIONS	WW MAINT MECH II	03/06/2024

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
GRUBBS, JORDAN	COMMONWEALTH ATTORNEY	ASST COMM ATTY I	03/01/2024
NEWBILL, MICHAEL	PWS GARAGE	FLEET MANAGER	03/01/2024
LILLY, MARK	SHERIFF	CHIEF DEP SHERIFF	03/01/2024
EGGERS, PETER	HOPEWELL WATER RENEWAL	WWT SHIFT SUPV	03/07/2024
BURNS, JAMES	FIRE	FIREFIGHTER II/EMT	03/25/2024
PRIDEMORE, ROBERT	POLICE	P/T-TEMPPROP/EVI	03/26/2024
BARRETT, JONATHAN	POLICE	POLICE OFFICER NON CAR DEV	03/27/2024
MARTIN, JEREMY	SHERIFF	PT SHERIFF DISP	03/28/2024
OWENS, JULIANA	SHERIFF	PT SHERIFF DEPUTY	03/28/2024

**CC:** Concetta Manker, City Manager  
Jay Rezin, IT Director  
Arlethia Dearing, Customer Service Mgr.  
Kim Hunter, Payroll  
Russell Branson, Finance Director

C-7

**Section \_\_\_\_\_ . Protection of legitimate political activity of employees; restrictions.**

**A. Definitions.**

For the purposes of this section:

*Political campaign*” means activities engaged in for the purposes of promoting a political issue, for influencing the outcome of an election for local or state or federal office, or for influencing the outcome of a referendum or a special election.

*Political candidate* means any person who has made known his or her intention to seek, or campaign for, local or state or federal office in a general, primary, or state election.

*Political party* means any party organization or group having as its purpose the promotion of political candidates or political campaigns.

*Political activities* includes, but is not limited to, voting, registering to vote; soliciting votes or endorsements on behalf of a political candidate or political campaign; expressing opinions, privately or publicly, on political subjects and candidates; displaying a political picture, sign, sticker, badge, or button; participating in the activities of, or contributing financially to, a political party, candidate, or campaign or an organization that supports a political candidate or campaign; attending or participating in a political convention, caucus, rally, or other political gathering; initiating, circulating or signing a political petition; engaging in fund-raising activities for any political party, candidate or campaign; acting as a recorder, watcher, challenger, or similar officer at the polls on behalf of a political party, candidate or campaign; or becoming a political candidate.

*Employee* means any person in the competitive or exempt service of the City, including, but not limited to, appointees, compensated committee members, departmental workers, full time and part-time and or seasonal employees, firefighters, emergency medical technicians, police officers, and deputies, appointees, and employees of the Commonwealth's Attorney, the Clerk of the Circuit Court, and the Sheriff.

**B. Employees**

(1) (a) All employees, appointees or committee members shall be protected against any unwarranted infringement of their rights as American citizens to vote as they choose, to express their opinions, and to join any legitimate political organization whose purposes are not inconsistent with their loyalty to the United States.

(b) It is the intent of this section to grant employees the full latitude to participate in political activities provided by state statute, subject to all of the restrictions placed on such participation by state law, including, but not limited to, Virginia. Code § 15.2-1512.2, in a manner that is consistent with the proper and efficient performance of their duties as employees.

2) To this end, all employees, appointees or committee members may participate in political activities while they are off duty, out of uniform, and not on city-owned premises or leased premises of the City.

3) (a) Employees, appointees and committee members may attend or participate in a candidate forum or debate sponsored by a non-partisan organization held on City premises. Non-partisan organizations shall necessarily exclude City Council.

(b) Employees, appointees or committee members who are not on duty and not in uniform may engage in political activities on City-owned or leased premises shall be subject to the same terms and conditions that apply to members of the general public.

4) (a) Any employee, appointee or committee member may be a candidate for political office but shall resign, or shall be released, from employment with the City upon successful election to political office within the City, or other political office due to the responsibilities of that office will interfere with the employee's ability to perform the duties of his/her City position.

(b) Any member of the governing body who seeks employment with the City shall resign from their elected office and may be eligible for such employment one year from their date of resignation in order to avoid the appearance of impropriety and any potential conflicts of interest.

(c) Any Constitutional Officer who seeks employment with the City shall resign from their elected office and may become eligible for such employment one year from the date of their resignation in order to avoid the appearance of impropriety and any potential conflicts of interest.

5) No employees, appointees or committee member in the service of the City or of a constitutional officer shall reward or discriminate against any applicant for a position as an employee or any employee because of his or her political affiliations or political activities as permitted by this section, except as such affiliation or activity may be established by law as disqualification for employment by the City or by the constitutional officer.

6) (a) No employee, appointee or committee member in the employ of the City shall initiate, maintain or resume a secondary contract with the City for professional services, technical services or goods either personally or through a company in which he/she maintains a majority ownership interest.

(b) This section shall include the immediate family and household members of the employee, appointee or committee member.

C. (a) The City Manager is hereby authorized and directed to acquaint employees with the provisions of this Article protecting them against intimidation, coercion and discrimination on account of such legitimate political activities.

(b) The City Manager is also hereby authorized to promulgate such procedural directives as he or she deems appropriate to administer the provisions of this section.

D. City Council, the City Manager, and the Human Resources Director shall give no consideration to any endorsements or recommendations from any national, state or local political party or officer thereof in making appointments, promotions or dismissals or in any other personnel action.

E. Employees, appointees and committee members are prohibited from using their official authority to coerce or attempt to coerce a subordinate employee to pay, lend, or contribute anything of value to a political party, candidate, or campaign, or to discriminate against any employee or applicant for employment because of that person's political affiliations or political activities, except as such affiliation or activity may be established by law as disqualification for employment.

F. Employees, appointees and committee members are prohibited from discriminating in the provision of public services, including, but not limited to firefighting, emergency medical, or law enforcement services, or responding to requests for such services on the basis of the political affiliations or political activities of the person or organization for which such services are provided or requested.

G. (a) Employees, appointees and committee members are prohibited from suggesting or implying that any county, city, or town has officially endorsed a political party, candidate, or campaign.

(b) If any employee, appointee or committee member violates a provision of this section, the individual(s) shall be subject to disciplinary action, up to and including dismissal.

(c) It shall be unlawful for a person other than an employee to violate any provision of this section.

H. Nothing in this section shall be construed as relieving an employee from complying with the provisions of any applicable federal law, including, but not limited to, the Hatch Act, 5 U.S.C. §§ 1501, et seq. (7-87-3; 26-98-3; 35-05-3; 15-11-3.)

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

# COMMUNICATIONS FROM CITIZENS

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

**COUNCIL AGENDA ITEM TITLE:** Approval of Community Development Block Grant Substantial Amendment to fund the Westwood Park Improvement Project with \$66,897 in FY2023 funds and \$38,676 in unspent CDBG funds from previous years.

**ISSUE:** Approval of the Substantial Amendment will allow the City to meet it's timeliness expenditure requirement set forth by HUD

**RECOMMENDATION:** The City Administration recommends approval of the CDBG Substantial Amendment

**TIMING:** City Council action is requested on April 9, 2024 to meet HUD timeliness requirement

**BACKGROUND:** CDBG Committee recommends approval (4-0).

**ENCLOSED DOCUMENTS:** Substantial Amendment summary, presentation

**STAFF:** Christopher Ward, Director of Development

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

**SUMMARY:**

- |                          |                          |                                   |                          |                          |  |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| Y                        | N                        |                                   | Y                        | N                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1    | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6         |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3     | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4  |                          |                          |  |

# Roll Call

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**SUMMARY:**

Y N

- Councilor Rita Joyner, Ward #1
- Councilor Michael Harris, Ward #2
- Mayor John B. Partin, Ward #3
- Vice Mayor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

## PROPOSED PROJECT FUNDING

City of Hopewell CDBG Program

### FY2023-2024 PROGRAM YEAR

HUD requires that entitlement communities must spend at least 80% of their annual funds to meet the timeliness expenditure mandate.

One subrecipient, Rebuilding Together, has not spent any CDBG funds this program year and threatens the City's ability to meet the timeliness expenditure mandate. Staff proposes defunding Rebuilding Together of FY2023-2024 program year funds and utilizing those funds for the Westwood Park Improvement Project. Rebuilding Together could be re-funded with FY2024-2025 funds or unspent funds from previous years.

The revised funding strategy is as follows:

DEFUND	Rebuilding Together	-\$66,897	FY2023-2024
FUND	Westwood Park Improvement Project	+\$66,897	FY2023-2024
FUND	Westwood Park Improvement Project	+\$38,676	UNSPENT FUNDS

The total proposed CDGB funding to the Westwood Park Improvement Project is **\$105,573**.



**COMMUNITY DEVELOPMENT BLOCK  
GRANT FUNDING-  
SUBSTANTIAL AMENDMENT**

Program Year 2023-2024



## MISSION OF HUD & PURPOSE OF CDBG

- The City of Hopewell is a Community Development Block Grant (CDBG) Entitlement community.
- HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all.
- CDBG fund expenditures must meet at least one of three national objectives:
  - 1) Benefit to Low-to-Moderate Income persons
  - 2) Prevention or elimination of slums and blight
  - 3) Urgent Need

# CONSOLIDATED PLAN

**The City's 2020-2025 Consolidated Plan states the following goals.**

- Rehabilitation of Housing
- Education, primarily adult and pre-school literacy
- Household Services including elderly and disabled
- Infrastructure
- Recreation
- Homelessness Prevention



## TIMELINESS CONSTRAINT

HUD requires 80% of annual funding to be spent by May 2<sup>nd</sup> each year.

FY 2022 – 2023 Allocation -

**\$236,121**



**80%**

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**\$188,897**



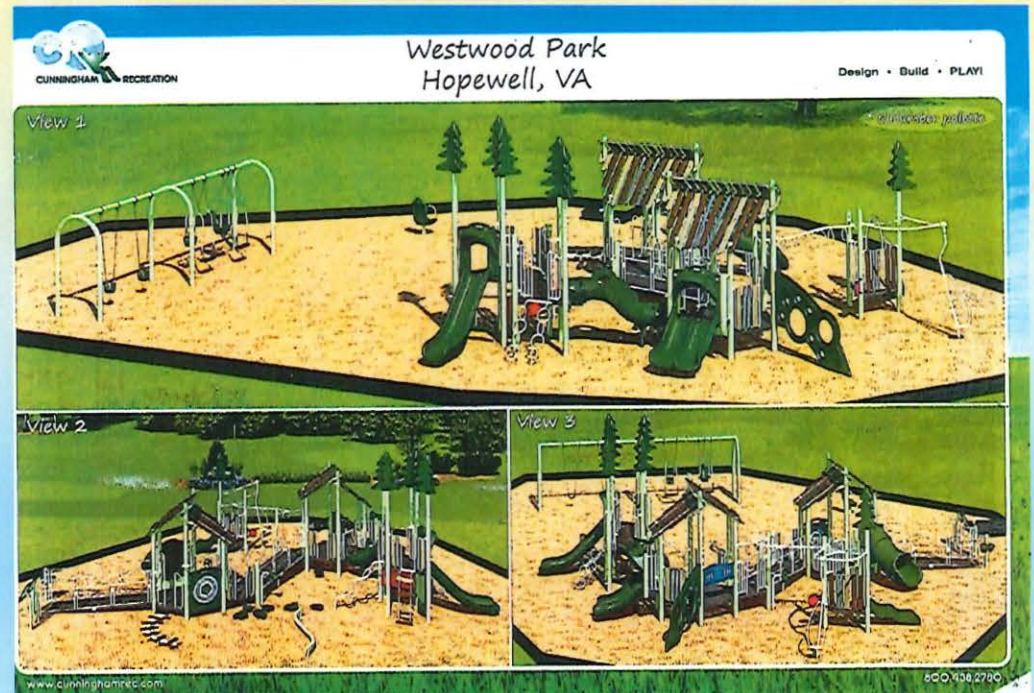
# TIMELINESS CONSTRAINT

Reasons affecting ability to meet timeliness:

- Major subrecipient has failed to implement program
  - Short-staffed
  - Untrained new staff

# PROPOSED ACTIONS

1. Defund Rebuilding Together of FY2023 funding (\$66,897)
2. Reprogram a portion of unspent funds from previous years (\$38,676)
3. Re-fund Rebuilding Together with either unspent funds from previous years or FY2024 funds if City accepts remediation plan.





## **RECOMMENDATION**

For Public Hearing on April 9, 2024:

**APPROVE FY2023-2024 CDBG BUDGET AMENDMENT REQUEST TO DEFUND REBUILDING TOGETHER OF \$66,897 AND RE-ALLOCATE THE \$66,897 PLUS \$38,676 IN UNSPENT FUNDS FROM PREVIOUS YEARS TO THE WESTWOOD PARK IMPROVEMENT PROJECT.**



QUESTIONS?

# REGULAR BUSINESS

R-1

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION FOR THE CREATION OF A CITY COUNCIL AD-HOC SUB-COMMITTEE TO REVIEW AND UPDATE THE HUMAN RESOURCES MANUAL**

**WHEREAS**, §15.2-1411 of the Code of Virginia, 1950 provides the authority for members of City Council to appoint such advisory boards, committees and commissions as it deems necessary to advise the governing body with regard to any matter of concern to the locality; and

**WHEREAS**, such appointees shall serve at the pleasure of the governing body; and

**WHEREAS**, City Council for the City of Hopewell wishes to create an ad-hoc subcommittee to review and update the Human Resources Employee Manual for adoption in its final format; and

**WHEREAS**, City Council wishes to appoint Councilor Brenda Pelham and Vice Mayor Gore to the ad-hoc subcommittee; and

**BE IT FURTHER RESOLVED**, that the Hopewell City Council hereby approves the formation of a ad-hoc subcommittee to review and update the City's human resources employee manual and hereby appoints Councilor Pelham and Vice Mayor Gore as a members of the City of such ad-hoc subcommittee.

In witness whereof, the foregoing was adopted by City Council of Hopewell, Virginia on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

VOTING AYE: (7) Mayor Partin, Vice Mayor Gore, Councilor Denton, Councilor Pelham, Councilor Holloway, Councilor Joyner, Councilor Harris.

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

\_\_\_\_\_  
Brittani Williams, City Clerk

## § 15.2-1411. Appointment of advisory boards, committees and commissions; compensation and reimbursement of expenses.

The governing body of any locality may appoint such advisory boards, committees, and commissions as it deems necessary to advise the governing body with regard to any matter of concern to the locality. Members shall be appointed to serve at the pleasure of the governing body.


The governing body may provide for (i) reimbursement of the actual expenses incurred by members while serving on such advisory boards, committees, and commissions and (ii) compensation to members for their services for attendance at regularly scheduled meetings, and for training in an amount determined appropriate by the governing body from available funds.

1981, c. 254, § 15.1-33.2; 1993, c. 894; 1994, c. 165; 1997, c. 587; 2002, c. 27; 2005, cc. 740, 879.

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

4/4/202


### Virginia Law Library

The Code of Virginia, Constitution of Virginia, Charters, Authorities, Compacts and Uncodified Acts are now available in EPub eBook format. 

### Helpful Resources

Virginia Code Commission  
Virginia Register of Regulations  
U.S. Constitution

### For Developers

The Virginia Law website data is available via a web service. 





REPORTS OF  
THE CITY  
MANAGER

# **Proposed FY 25 Operating & Capital Budget**

1

## **Budget Overview**

**Hopewell, VA  
City Council Meeting  
April 9, 2024**

## **Proposed FY 25 Operating & Capital Budget**

2

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

- **Provide City Council with an overview and highlights of the proposed FY25 Operating & Capital Budget**
- **Discuss next steps**



## **Proposed FY 25 Operating & Capital Budget**

3

### **The development of the proposed FY 25 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 25 that are not budgeted for?

## Proposed FY 25 Operating & Capital Budget

4

### The framework of the proposed FY 25 Operating & Capital Budget is:

1. Proposed Operational & Capital Budget– \$217,137,420
  - Total of all funds required for operation of City services
  - Only \$618,000 identified for capital at this time, against \$6.9M in capital requests
  - An increase of \$16,871,844 or 8% over FY 24
2. Proposed General Operating Fund recommended funding – \$66,795,706
  - An increase of \$4,283,925 or 7% over FY 24
3. The baseline budget equals the adopted FY24 budget; however, the General Fund increase for FY25 was primarily applied to City Council’s approval of salary step increases for Public Safety & Public Works, a 2.5% COLA for non-step positions, the continuation of the City vehicle leasing program, health care costs & essential increases in departmental budgets



## Proposed FY 25 Operating & Capital Budget

5

### The framework of the proposed FY 25 Operating & Capital Budget is: (Continued)

4. School Operating Funding is consistent with FY23 and FY24 funding levels
5. NO draw from Unassigned Fund Balance to balance the budget.
  - Continuation of maintaining a structurally balanced budget
6. Proposed adjustment to tax rates

## Proposed FY 25 Operating & Capital Budget

6

### Current Tax Rates

Real Estate	\$1.13 per \$100 of Assessed Value
Personal Property	\$3.50 per \$100 of Assessed Value
Machinery & Tools	\$3.10 per \$100 of Assessed Value
Meals	6.0%
Lodging	8.0%



## Proposed FY 25 Operating & Capital Budget

7

### Proposed Tax Rates

Real Estate	\$1.20 per \$100 of Assessed Value
Personal Property	\$4.00 per \$100 of Assessed Value
Machinery & Tools	\$3.60 per \$100 of Assessed Value
Meals	6.5%
Lodging	9.0%



## Proposed FY 25 Operating & Capital Budget

8

### City Manager's Revenue Committee

- City Manager
- Commissioner of Revenue
- Real Estate Assessor
- Interim Finance Director
- Budget Director
- Department Directors (Enterprise Funds)

# Proposed FY 25 Operating & Capital Budget

9

City of Hopewell, Virginia  
FY 25 Proposed Revenue Budget-All Funds

General Fund	66,795,706
Social Services	7,195,330
CSA	3,888,429
Recreation	2,223,650
Marina	100,200
Economic Development	20,000
Self-Insurance	600,000
Cemetery	60,000
Healthy Families	1,000,185
School Operating	67,286,210
School Textbook	1,529,794
School Cafeteria	3,072,226
School Bldg/Bus Replacement	47,180
Solid Waste	3,688,654
Sewer System Operating	11,615,823
Sewer System Maintenance	10,279,452
Sewer System Bond	1,636,371
Storm Water 1	904,000
Storm Water 2	10,000
Water Renewal	29,731,451
Debt Service	4,834,462
Capital Projects	618,297
<b>Total Revenue</b>	<b>217,137,420</b>



# Proposed FY 25 Operating & Capital Budget

City of Hopewell, Virginia General Fund				
	FY 25 Proposed Budget	FY 24 Adopted Budget	Dollar Change	Percent Change
<b>REVENUES</b>				
Real Estate	\$ 20,722,409	\$ 20,979,167	\$ (256,758)	-1.22%
Public Service Corp	\$ 5,100,000	\$ 4,100,000	\$ 1,000,000	24.39%
Personal Property	\$ 8,674,030	\$ 7,254,830	\$ 1,419,200	19.56%
Machinery & Tools	\$ 9,586,049	\$ 8,783,500	\$ 802,549	9.14%
Interest & Penalty	\$ 581,000	\$ 487,500	\$ 93,500	19.18%
Other Taxes	\$ 6,845,000	\$ 6,475,000	\$ 370,000	5.71%
Permits & Fees	\$ 485,450	\$ 290,600	\$ 194,850	67.05%
Use of Money	\$ 90,000	\$ 65,000	\$ 25,000	38.46%
Charges for Services	\$ 817,000	\$ 617,500	\$ 199,500	32.31%
Fines/Forfeitures	\$ 1,235,500	\$ 860,500	\$ 375,000	43.58%
Miscellaneous	\$ 229,218	\$ 265,258	\$ (36,040)	-13.59%
Local	\$ 1,257,500	\$ 1,257,500	\$ -	0.00%
State	\$ 9,278,676	\$ 8,279,190	\$ 999,486	12.07%
Federal	\$ 350,000	\$ 171,000	\$ 179,000	104.68%
Use of ARPA Funds	\$ -	\$ 1,080,000	\$ (1,080,000)	-100.00%
Transfers	\$ 1,391,500	\$ 1,391,500	\$ -	0.00%
Other Revenues	\$ 152,374	\$ 153,736	\$ (1,362)	-0.89%
<b>Total Revenues</b>	<b>\$ 66,795,706</b>	<b>\$ 62,511,781</b>	<b>\$ 4,283,925</b>	<b>6.85%</b>

# Proposed FY 25 Operating & Capital Budget

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City of Hopewell, Virginia  
FY 25 Proposed Expenditure Budget-All Funds

General Fund	66,795,706
Social Services	7,195,330
CSA	3,888,429
Recreation	2,223,650
Marina	100,200
Economic Development	20,000
Self-Insurance	600,000
Cemetery	60,000
Healthy Families	1,000,185
School Operating	67,286,210
School Textbook	1,529,794
School Cafeteria	3,072,226
School Bldg/Bus Replacement	47,180
Solid Waste	3,688,654
Sewer System Operating	11,615,823
Sewer System Maintenance	10,279,452
Sewer System Bond	1,636,371
Storm Water 1	904,000
Storm Water 2	10,000
Water Renewal	29,731,451
Debt Service	4,834,462
Capital Projects	618,297
<b>Total Expenditures</b>	<b>217,137,420</b>



# Proposed FY 25 Operating & Capital Budget

## City of Hopewell, Virginia General Fund

EXPENDITURES	FY 25	FY 24	Dollar Change	Percent Change
	Proposed Budget	Adopted Budget		
City Council	\$ 254,861	\$ 217,826	\$ 37,035	17.00%
City Clerk	\$ 179,066	\$ 170,112	\$ 8,954	5.26%
City Attorney	\$ 419,230	\$ 420,271	\$ (1,041)	-0.25%
City Manager	\$ 2,094,272	\$ 1,471,136	\$ 623,136	42.36%
Human Resources	\$ 778,311	\$ 560,314	\$ 217,997	38.91%
Finance	\$ 2,595,686	\$ 2,530,625	\$ 65,061	2.57%
Voter Registration	\$ 423,466	\$ 330,023	\$ 93,443	28.31%
Comm of Revenue	\$ 732,599	\$ 689,919	\$ 42,680	6.19%
Treasurer	\$ 729,331	\$ 715,372	\$ 13,959	1.95%
Information Tech	\$ 1,841,427	\$ 1,782,254	\$ 59,173	3.32%
Circuit Ct-Clerk	\$ 598,766	\$ 567,562	\$ 31,204	5.50%
Commonwealth Atty	\$ 1,004,098	\$ 962,327	\$ 41,771	4.34%
Victim Witness	\$ 183,932	\$ 184,256	\$ (324)	-0.18%
Sheriff	\$ 2,262,891	\$ 2,132,395	\$ 130,496	6.12%
Circuit Ct-Law Intern	\$ 153,398	\$ 132,348	\$ 21,050	15.90%
General District Ct	\$ 147,472	\$ 140,768	\$ 6,704	4.76%
Police	\$ 10,775,054	\$ 9,949,059	\$ 825,995	8.30%
Fire	\$ 6,678,417	\$ 6,459,548	\$ 218,869	3.39%
Crater Detention	\$ 313,069	\$ 411,000	\$ (97,931)	-23.83%
Riverside Jail	\$ 2,470,145	\$ 2,550,000	\$ (79,855)	-3.13%
Court Services	\$ 7,000	\$ 7,000	\$ -	0.00%
VJCCCA	\$ 177,663	\$ 172,929	\$ 4,734	2.74%
Public Works	\$ 6,568,155	\$ 6,137,478	\$ 430,677	7.02%
Development	\$ 1,430,491	\$ 1,301,536	\$ 128,955	9.91%
Non-Departmental	\$ 1,168,000	\$ 770,890	\$ 397,110	51.51%
Outside Agencies	\$ 2,104,518	\$ 2,056,489	\$ 48,029	2.34%
Transfers	\$ 20,704,388	\$ 19,688,345	\$ 1,016,043	5.16%
<b>Total Expenditures</b>	<b>\$ 66,795,706</b>	<b>\$ 62,511,782</b>	<b>\$ 4,283,924</b>	<b>6.85%</b>

Transfers	Amount
Support of VA Public Assist.	\$1,115,276
Support of CSA & CPMT	\$1,010,992
Support of Recreation	\$2,101,000
Support of Economic Develop	\$20,000
Support of Healthy Families	\$431,785
Debt Service	\$1,227,038
Self-Insurance	\$600,000
Support of Schools	\$13,580,000
Support of CIP	\$618,297
<b>Total</b>	<b>\$20,704,388</b>

# Proposed FY 25 Operating & Capital Budget

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## Highlights of the Proposed FY 25 Budget:

- Health Care Cost Increase Absorbed by City-NO Increase to Employees
- 2.5% COLA for Non-Step Positions
- Step Increases for Public Safety & Public Works
- Continuation of the City Vehicle Leasing Program
- School Operating Funding of \$13,580,000 (FY 2024 Baseline Level)
- Limited funding for capital projects funded by the General Fund
  - Additional funding or expense reductions of over **\$6.2 Million** needed to fund all CIP projects and at least **\$4 Million** to fund critical CIP projects



## Proposed FY 25 Operating & Capital Budget

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### Capital Improvement Program (CIP):

- FY 2025 CIP Requests – \$6,878,699
  - FY 2026 CIP Requests – \$3,870,099
  - FY 2027 CIP Requests – \$6,108,599
  - FY 2028 CIP Requests – \$4,642,599
  - FY 2029 CIP Requests – \$21,403,052
- Total CIP Requests - \$42,903,048

**\*Note: These totals exclude Hopewell Water Renewal CIP. General Fund requests only.**

## **Proposed FY 25 Operating & Capital Budget**

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### **Next Steps:**

- **April 11, 2024-Work Session (Budget & Tax Rate Discussions)**
- **April 16, 2024-Public Hearing & Adopt Tax Rate Ordinance**
- **May 14, 2024-Public Hearing & Approval on 1<sup>st</sup> Reading of City & School Budgets**
- **May 28, 2024-Approval on 2<sup>nd</sup> Reading of City & School Budgets (if needed)**



# **Proposed FY 25 Operating & Capital Budget**

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## **Closing Comments**

**Proposed FY 25 Operating & Capital Budget**

**Appendix**

# Proposed FY 25 Operating & Capital Budget

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## 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
- **Transfers** – (Cost Recovery) Sewer Service Fund, Solid Waste Fund, and Dept. of Social Services



COUNCILOR  
REQUESTS

**CCR-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Expansion of the City Council Finance Committee

**ISSUE:** Expansion of the City Council Finance Committee

**RECOMMENDATION:** The RBG has recommended that city council expand the existing finance committee to include all members of city council, the treasurer, and commissioner of revenue.

**TIMING:** Action is requested on Tuesday, April 9, 2024, but will take effect on July 1, 2024.

**ENCLOSED DOCUMENTS:** Resolutions of appointments

**STAFF:** N/A

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

**Roll Call**

**SUMMARY:**

- |                          |                          |                                   |                          |                          |  |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| <b>Y</b>                 | <b>N</b>                 |                                   | <b>Y</b>                 | <b>N</b>                 |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1    | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6         |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3     | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4  |                          |                          |  |

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION FOR THE APPOINTMENT OF THE COMMISSIONER OF  
REVENUE TO THE HOPEWELL FINANCE COMMITTEE**

**WHEREAS**, §15.2-1411 of the Code of Virginia, 1950 provides the authority for members of City Council to appoint such advisory boards, committees and commissions as it deems necessary to advise the governing body with regard to any matter of concern to the locality; and

**WHEREAS**, such appointee shall serve at the pleasure of the governing body; and

**WHEREAS**, The City of Hopewell wishes to appoint the Commissioner of Revenue as a member of the City of Hopewell Finance Committee in accordance with §15.2-1411 of the Code of Virginia, 1950; and

**BE IT FURTHER RESOLVED**, that the Hopewell City Council hereby appoints the Commissioner of Revenue for the City of Hopewell as a member of the City of Hopewell Finance Committee.

In witness whereof, the foregoing was adopted by City Council of Hopewell, Virginia on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

VOTING AYE: (7) Mayor Partin, Vice Mayor Gore, Councilor Denton, Councilor Pelham, Councilor Holloway, Councilor Joyner, Councilor Harris.

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

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Brittani Williams, City Clerk

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION FOR THE APPOINTMENT OF THE TREASURER TO THE  
HOPEWELL FINANCE COMMITTEE**

**WHEREAS**, §15.2-1411 of the Code of Virginia, 1950 provides the authority for members of City Council to appoint such advisory boards, committees and commissions as it deems necessary to advise the governing body with regard to any matter of concern to the locality; and

**WHEREAS**, such appointee shall serve at the pleasure of the governing body; and

**WHEREAS**, The City of Hopewell wishes to appoint the Treasurer as a member of the City of Hopewell Finance Committee in accordance with §15.2-1411 of the Code of Virginia, 1950; and

**BE IT FURTHER RESOLVED**, that the Hopewell City Council hereby appoints the Treasurer for the City of Hopewell as a member of the City of Hopewell Finance Committee.

In witness whereof, the foregoing was adopted by City Council of Hopewell, Virginia on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

VOTING AYE: (7) Mayor Partin, Vice Mayor Gore, Councilor Denton, Councilor Pelham, Councilor Holloway, Councilor Joyner, Councilor Harris.

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

\_\_\_\_\_  
Brittani Williams, City Clerk



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION FOR THE APPOINTMENT OF CITY COUNCIL AS MEMBERS OF THE FINANCE COMMITTEE FOR THE CITY OF HOPEWELL**

**WHEREAS**, §15.2-1411 of the Code of Virginia, 1950 provides the authority for members of City Council to appoint such advisory boards, committees and commissions as it deems necessary to advise the governing body with regard to any matter of concern to the locality; and

**WHEREAS**, such appointees shall serve at the pleasure of the governing body; and

**WHEREAS**, The City of Hopewell wishes to appoint all members of City Council as a members of the City of Hopewell Finance Committee in accordance with §15.2-1411 of the Code of Virginia, 1950; and

**BE IT FURTHER RESOLVED**, that the Hopewell City Council hereby appoints all members of the City Council for the City of Hopewell as a members of the City of Hopewell Finance Committee.

In witness whereof, the foregoing was adopted by City Council of Hopewell, Virginia on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

VOTING AYE: (7) Mayor Partin, Vice Mayor Gore, Councilor Denton, Councilor Pelham, Councilor Holloway, Councilor Joyner, Councilor Harris.

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

\_\_\_\_\_  
Brittani Williams, City Clerk

ADJOURNMENT