

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

AGENDA

(804) 541-2408

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info@hopewellva.gov
cityclerk@hopewellva.gov

CITY COUNCIL

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Mollie P. Bess, City Clerk

October 12, 2021

REGULAR MEETING

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

OPEN MEETING

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

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters including, but not limited to, the assignments, performance of specific appointees and employees and employees and consideration/discussion of prospective candidates for employment and consideration/discussion of prospective candidates for employment and appointment.

CLOSED MEETING

RECONVENE OPEN MEETING

Roll Call

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?

Roll Call

WORK SESSION

**WS-1 – Residency Requirement for certain City Officials and Department Heads
Sec. 2-4 of the City Code**

REGULAR MEETING

Call to order, roll call, and welcome to visitors

Prayer by Councilor Pelham, 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:

C-2 Pending List:

C-3 Information for Council Review: DDRRC Minutes – September 1, 2021

C-4 Personnel Change Report: Personnel Report – September 2021

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

C-9 Resolutions, Proclamations: Finance Committee Resolution

SUGGESTED MOTION: To amend/adopt consent agenda

Roll Call

INFORMATION/PRESENTATIONS

Attorney Process

Financial Report

UNFINISHED BUSINESS

UB-1 – Boards & Commissions, timeframe for appointments (Randolph)

MOTION:

Roll Call

COMMUNICATIONS FROM CITIZENS

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

Reports of Boards and Commissions:

Reports of City Manager:

REGULAR BUSINESS

R-1 – Yearly Pay Increase Proposal

MOTION:

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees

COUNCILORS REQUEST

CR-1 – Adjust Budget to hire an Internal Auditor to establish an Audit Department (Pelham)

MOTION:

Roll Call

CR-2 – Review/Revise Remote Participation Policy (Denton)

MOTION:

Roll Call

CR-3 – Finance Policy (Gore)

MOTION:

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

MINUTES

**MINUTES OF THE SEPTEMBER 1, 2021 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, September 1, 2021 in the City Council Conference Room located at 300 N. Main St. at 3:30pm.

Downtown Design Review Committee Members present:

Rita Joyner
Mary French Elder
Irma Gail Mahaney
Daniel Jones

Absent:

Terry Ammons

Staff:

Chris Ward, Senior Planner

Guests:

Chai Gallahun
Heather Lyne – Director, Hopewell Downtown Partnership

Ms. Joyner called the meeting to order at 3:37PM. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the members and guests.

ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS

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

Ms. Joyner asked if there were any corrections or changes to the meeting minutes from July 7, 2021. There were none. Mr. Jones made a motion to approve the meeting minutes. Ms. Elder seconded. The motion carried 4-0.

CITIZEN COMMENTS

Ms. Joyner asked if the guests had any comments about items not on the agenda. There were none.

CERTIFICATES OF APPROPRIATENESS (COAs)

Mr. Ward presented the first COA application for 107 W. Poythress – Shoe Flare. He noted that the window signage was installed without DDRRC approval or a sign permit, thereby resulting in a zoning violation. He continued that the signage constitutes a 16% coverage of the windows and is under the 20% coverage threshold set forth in the zoning ordinance. Ms. Mahaney made a motion to approve the window signage for 107 W. Poythress as presented. Ms. Elder seconded. The motion carried 4-0.

Mr. Ward introduced the next COA application for 106 N. 2nd Avenue – Truist Bank. He stated that the signage will essentially replace all the existing BB&T signage and no additional signage is being proposed. Mr. Jones made a motion to approve the signage plan for 106 N. 2nd Avenue as presented. Ms. Mahaney seconded. The motion carried 4-0.

UNFINISHED BUSINESS

Mr. Ward stated that a court date of September 13, 2021 has been set relating to the garage at 320 Appomattox that has remained unfinished for over a year.

Ms. Joyner asked if anything could be done about the racks that are constantly set out front of the Dollar General. Mr. Ward replied that they have been cited numerous times and even had the racks confiscated at one point. Ms. Joyner asked if it was possible to schedule a meeting with the store management and/or district manager. Mr. Ward replied that he would work on that.

Ms. Joyner asked Ms. Lyne if she wanted to update the members on other properties. Ms. Lyne replied that has a scheduled a meeting with Mr. Cole about opening up his store at 265 E. Broadway. She continued that construction is waiting for windows to be delivered to 230 E. Broadway and that she is working on a Memorandum of Understanding to share with property owners along the alleyway regarding the power washing and string light attachment.

Ms. Mahaney asked if Ms. Lyne knew when Waves Sandwich Shop was planning to open. Ms. Lyne replied that the business owner is still working to get it ready to open. Ms. Joyner asked if Ms. Lyne could speak with the business owner about the tint in the windows and how it makes the business always look empty.

Ms. Joyner noted that the dumpster enclosure construction is underway and inquired about the status of the trash toter enclosure at Broadway and Randolph Road. Mr. Ward replied that he would contact the Engineering Department about the status of the easement.


Ms. Elder continued that Lamb Arts is planning Hopewell Artfest for November that will include a street event to highlight the finished building façade and then another event inside Guncotton Coffee. She stated that the Artmobile will also be present during the event.

NEW BUSINESS

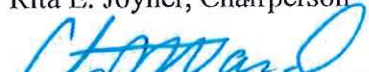
There was no new business.

Mr. Jones made a motion to adjourn. Ms. Elder seconded. The motion carried 4-0.
The meeting adjourned at 4:21PM.

Submitted by,



Rita E. Joyner, Chairperson



Christopher Ward, Senior Planner

10/6/2021
Date

PERSONNEL REPORT

DATE: October 5, 2021
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report – September 2021

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
DIANA SAMSAL	FINANCE	RE APPRAISER	09/01/2021
JASON BURDETTE	PUBLIC WORKS	AUTO MECHANIC	09/08/2021
DONALD MITCHELL, JR.	FIRE	FIRE FIGHTER I	09/08/2021
JERRY WALKER	TREASURER	PT GEN CLK	09/08/2021
WYATT WHITBY	FIRE	FIRE FIGHTER I	09/09/2021
ROBERT ZDRODOWSKI	FIRE	ALS / FIREFIGHTER	09/09/2021
AMBER FERRELL	HEALTHY FAMILIES	FAM SUPP SP	09/15/2021
SYLVESTA CLARK	VOTER REGISTRAR	PART TIME TEMP	09/15/2021
NICHOLAS WRIGHT	SOCIAL SERVICES	FAMSERSVSP I	09/22/2021
NICOLE MCKINNEY	POLICE	ANIMAL CONTROL CUSTODIAN	09/22/2021
MELISSA DAWKINS	FIRE	PT ALS / FIREFIGHTER	09/22/2021
LYNN SEWARD	FIRE	PT ALS / FIREFIGHTER	09/22/2021
JAMES CURTIS	RECREATION	PT GYM ATTEND	09/22/2021

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
MELONE GODFREY	HEALTHY FAMILIES	FAM SUPP SP	08/27/2021
DEBORAH BIRD	SOCIAL SERVICES	ADMINPRGASSTII	09/01/2021
PENNEY BANKS	SOCIAL SERVICES	HUMAN SER AST III	09/01/2021
DEREK THACKER	POLICE	POLICE OFFICER I	09/09/2021
JAMES ANDERSON	HOPEWELL WATER RENEWAL	WWT OPERATOR III	09/12/2021
TIMOTHY ALLEN, JR	PUBLIC WORKS	PW MAINT SPEC SENIOR	09/17/2021
SARAH COLLINS	RECREATION	AQUATIC PROG SPEC	09/17/2021
MITCHELL KOWALSKI	WATER RENEWAL	WW MAINT MECH III	09/17/2021
RAYMOND HERBERT	CIRC CRT LAW INTERN	LAW INTERN	09/30/2021

CC: March Altman, City Manager
 Debbie Pershing, Administrative Services Manager
 Elizabeth McGaha, Accounting Tech
 Michael Terry, Finance Director
 Dipo Muritala, Assistant Finance Director

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

PROCLAMATIONS/
RESOLUTIONS

**A RESOLUTION ESTABLISHING
THE HOPEWELL CITY COUNCIL
STANDING COMMITTEE FOR FINANCE**

WHEREAS, the Hopewell City Council is empowered by Chapter IV, §4 of the Hopewell City Charter and §15.2-1411 of the Virginia Code (1950), as amended, to establish and appoint such advisory committees as the City Council deems necessary or desirable; and

WHEREAS, the City Council desires to establish a standing committee devoted exclusively to provide policy level oversight and guidance on financial issues; now therefore

BE IT RESOLVED this 28th day of September, 2021, that the Hopewell City Council hereby establishes a standing committee of the City Council which shall be known as the FINANCE COMMITTEE; be it

FURTHER RESOLVED that the FINANCE COMMITTEE shall be authorized/charged to perform oversight and advisory duties on behalf of the City Council: (Committee cannot direct staff without consensus of Council)

- (1) the operating budget;
 - (2) capital improvement budget;
 - (3) review of financial reporting documents;
 - (4) long-term financing;
 - (5) other items requiring fiscal policy direction and input; and
 - (6) inform City Council on any matters related to the City's fiscal and financial health monthly in writing
 - (7) Relay critical financial matters within 48 hours in writing
- ; be it

FURTHER RESOLVED that the FINANCE COMMITTEE shall be comprised of two (2) current members of the City Council. The City Manager and Finance Director are hereby designated and shall serve as the administrative/technical support staff for the FINANCE COMMITTEE and shall, in addition to providing such support as requested by the FINANCE COMMITTEE, be responsible for providing such financial information requested and/or deemed necessary by the FINANCE COMMITTEE to perform the duties of its charge. The President of Council (Mayor) shall be authorized, in accordance with Rule 410 of the Rules of City Council, to name/appoint individuals as the members of the FINANCE COMMITTEE with the concurrence of City Council. Nothing herein shall authorize the President of Council (Mayor) to increase or decrease the number of members of the FINANCE COMMITTEE. The term of each membership shall be two (2) year(s). Members shall serve at the pleasure of the President of Council (Mayor). The City Treasurer may be invited, but not required, to attend and speak at any meeting of the FINANCE COMMITTEE.

FURTHER RESOLVED that FINANCE COMMITTEE shall meet monthly, and shall provide a report of its activities (and, as circumstances deem necessary, recommendation(s)) reports to the City Council on a quarterly basis.

WORK SESSION

WS-1

**ORDINANCE AMENDING CHAPTER 2, ARTICLE I, SECTION 2-4
OF THE CITY CODE
PERTAINING TO RESIDENCY FOR CERTAIN CITY OFFICERS AND EMPLOYEES**

WHEREAS, pursuant to Va. Code Ann. §15.2-1427 and Chapter IV of the Hopewell City Charter, the Hopewell City Council, as the local governing body for the City of Hopewell, Virginia, is authorized to adopt, amend, or repeal an ordinance; and

WHEREAS, the City Council has determined that it is necessary and desirable for the conduct of the affairs and functions of the municipal government to amend the provisions of the Hopewell City Code of Ordinances (“City Code”) pertaining to the residency of certain city employees and officers; and

WHEREAS, the Hopewell City Council has conducted a public hearing and given notice of its intention to amend this ordinance in accordance with Va. Code Ann. §15.2-1427;

NOW THEREFORE BE IT ORDAINED and enacted by the Council of the City of Hopewell, Virginia that the Hopewell City Code of Ordinances is hereby amended and re-ordained to read as follows:

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

(a) The following city officers appointed by the city council must become residents of the city no later than six (6) months after appointment:

- (1) City manager;
- (2) City attorney;
- (3) City clerk.

(b) The assistant city manager and department heads residing within 30 miles of the city limits of the City of Hopewell at the time of initial employment are exempted from the residency requirement. If the assistant city manager or a department head relocates his or her primary residence while employed by the City of Hopewell, such assistant city manager or department head shall be subject to the residency requirement.

(c) The City Council may waive any provision or requirement of this ordinance. City Council may grant such waiver by ordinance, resolution, or motion, or contract.

BE IT FURTHER ORDAINED THAT the second reading required by Chapter IV, §8 of the Hopewell City Charter for the enactment of this ordinance is hereby dispensed and this ordinance shall take effect immediately upon adoption.

ADOPTED this 10th day of December, 2019.

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Witness this signature and seal

Jasmine E. Gore, Mayor
Hopewell City Council, Ward 4

ATTEST:

Ronnieye Arrington, City Clerk

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

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

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

INFORMATION/ PRESENTATION

ATTORNEY PROCESS

THOMAS E. LACHENEY

PROFESSIONAL EXPERIENCE

<u>Orange County, Virginia</u> , County Attorney	2012 to Present
<u>Powhatan County, Virginia</u> , County Attorney	2013 to Present
<u>Appomattox County, Virginia</u> , County Attorney	2017 to Present
<u>Greene County, Virginia</u> , County Attorney	2018 to Present

- Represent the board of supervisors, and all county departments and agencies for all four counties.
- Respond to legal inquiries from, and on behalf of, county officials.
- Draft ordinances and resolutions and prepare and advise the governing body on legislation. Redraft of comprehensive plan, zoning ordinances, and stormwater management ordinances.
- Supervise representation for Orange County Department of Social Services.
- Handle zoning matters, conditional use permit requests, and all county land use issues.
- Contract issues, employment law, and all other legal matters for all four counties.
- Handle all litigation for all four counties in both state and federal courts.
- Provide legal assistance to school board as requested and approved by Board.
- Set up Broadband Authority and 501(c)(3) Parks and Recreation Foundations.
- Represent Economic Development Authority
- Negotiated and drafted performance agreements under Commonwealth Opportunity Fund business incentive program.

<u>City of Hopewell, Virginia</u> (City Attorney)	2009 to 2012 Jan. to May 2015
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- Represented seven (7) member city council, and all city departments and agencies.
- Drafted ordinances and resolutions.
- Handled EEOC complaints, employee grievance issues, FLSA disputes, and all state and federal employment related matters.
- Negotiated and drafted multi-million-dollar procurement contracts, land development contracts, construction contracts, and oversaw all contract performance issues. Regularly dealt with both state and federal procurement law issues.
- Represented the interests of the city with state and federal regulatory agencies.
- Represented city before Virginia State Corporation Commission concerning utilities regulation issues affecting the city.
- Successfully litigated tax dispute with local industry resulting in over \$3.2 million being paid to the city.
- Handled land condemnation and contract review for construction of new \$30 million sewage treatment plant.
- Handled legal disputes involving zoning and land development.
- Prepared PPEA construction agreements

Luck Stone v. Powhatan County

Suit by Luck Stone against the County alleging unlawful denial of a rezoning request. The suit was ultimately dismissed.

Powhatan County v. McBride Dale Clarion.

Suit brought by county against consultant that drafted new zoning and subdivision ordinances. The suit was based on deficiencies in the ordinances and the process. Case settled before trial and county received a 40% refund of the amounts paid to consultant.

South Creek Properties LLC v. County of Powhatan

Commercial real estate valuation suit. Still in litigation.

Powhatan County v. T's Tree Service

Zoning enforcement case. Defendant brought property into compliance.

Richmond Association of Realtors v. Powhatan County

Case alleging arbitrary and capricious rezoning of hundreds of parcels in development area

Charlottesville Land Company v. Greene County

Case involving dispute on water and sewer connection fees.

ADMITTED TO PRACTICE IN THE FOLLOWING COURTS

All Virginia State Courts

United States Fourth Circuit Court of Appeals

United States District Court for the Eastern District of Virginia

United States District Court for the Western District of Virginia

Have also litigated *pro hac vice* in North Carolina, West Virginia, Florida and Texas.

Eric M. Lansing

(804) 921-3283 (phone)
6100 Club Road, Richmond, VA 23228

BAR MEMBERSHIP: Virginia (admitted 2013)

LEGAL EXPERIENCE

Deal Lachenev, P.C.

Assistant County Attorney, counties of Orange, Powhatan, Appomattox, and Greene (2018 – present). Responsible for all facets of local government practice (especially in Orange County), including land use, employment law, contract law, civil litigation, code enforcement, FOIA, procurement, drafting legislation, etc. Handling all Planning Commission meetings as well as various Board of Supervisors meetings.

Counsel, Orange County Health Center Commission (2019 – present). Responsible for all Commission meetings, litigation on behalf of the Commission, collections, FOIA, regular legal advice, review of contracts, etc. Designed the reorganization of the corporate structures of the Commission's nursing home, assisted living facility, and non-profit supporting foundation.

Counsel, Orange County Broadband Authority (2020 – present). Responsible for all Authority Board meetings, litigation, procurement, regular legal advice, review of easements contracts, writing agreements, etc.

**2018–
present**

Law Office of Eric Lansing

Attorney. Solo practice attorney focusing on wills, trusts, probate, and service as a guardian *ad litem*.

2015–21

Law Office of James Steele

Associate Attorney. Attorney practicing estate planning, traffic, and criminal law.

2017–19

Regent University

Adjunct Professor. Teaching Wills, Trust, and Probate to students in the University's paralegal program.

2018
*(Spr., Summ.,
Fall semesters)*

Office of the Magistrate, Petersburg, Va.

Magistrate. Independent judicial officer with authority to issue search warrants, arrest warrants, bail decisions, protective orders, and various civil processes. Runner up in the Virginia Magistrate Bowl, a competition among magistrates to exhibit knowledge of Virginia law.

2013–15

Attorney General of Virginia, Richmond, Va.

Legal Intern. Worked under the Virginia Community College System Counsel, briefing the Deputy and Assistant Attorneys General on a wide variety of issues in education law.

2012
*(Summer
Internship)*

ParentalRights.org, Purcellville, Va.

National Grassroots Director, Regional Coordinator. Directed a staff of fourteen employees in a nationwide political campaign; appeared before media and spoke publicly on behalf of ParentalRights.org; reviewed and edited all drafted grassroots publications.

2009–10

EDUCATION

Regent University School of Law, Virginia Beach, Va.

2013

Juris Doctor

GPA: 3.21

- Managing Editor, *Regent Journal of International Law*
- 2nd Place Respondent Brief at the Billings, Exum, & Frye (B.E.F.) National Moot Court Competition (2013).
- Quarterfinalist at the B.E.F. National Moot Court Competition (2013)
- Semi-finalist in Regent School of Law's 1L Moot Court competition
- Student Ambassadors; Regent Council of Graduate Students.

Patrick Henry College, Purcellville, Va.

2009

B.A. in Government

GPA: 3.66, *cum laude* (Latin honors) and major honors

Honor and Activities:

- 2nd Place Speaker and 3rd Place overall at the American Collegiate Moot Court Association (ACMA)'s Mid-Atlantic Regional Moot Court Tournament (Fall 2008)
- Placed on the President's List for three semesters;
- Student Senate; Student Ambassadors

LICENSE AND AFFILIATIONS

- Admitted to practice in all state courts of Virginia and the United States District Court for the Western District of Virginia.
- Local Government Attorneys (LGA) of Virginia, member (2018 to present).

Kelley M. Kemp

206 East Brook Run Drive
Richmond, VA 23238
(804) 972-5656

EXPERIENCE

Deal & Lacheney P.C.

Assistant County Attorney 2017 to Present

Serve as the Assistant County Attorney for Greene and Powhatan counties. Responsible for all facets of local government practice including land use, employment law, contract law, litigation, code enforcement, and procurement. Handle all Planning Commission meetings as well as various Board of Supervisors meetings.

Kemp Law PLLC – Goochland County, VA

Solo Practitioner September 2012 - 2017

Own and manage solo legal practice that specializes in juvenile, criminal, and domestic law. Appear in Circuit Court, General District Court and Juvenile and Domestic Relations Court on behalf of retained and court appointed clients. Represent juveniles in criminal cases, truancy matters, and CHINS petitions. Represent children as a Guardian ad Litem in Juvenile and Domestic Relations Court and Circuit Court. Advocate for clients who have filed for disability through the Social Security Administration by representing them at administrative hearings. Prepare legal documents as necessary for domestic clients.

John Tyler Community College – Chesterfield County, VA

Adjunct Professor August 2013 – Present

Teach various paralegal courses at local community college. Aid students in understanding the role of a paralegal in various types of jobs. Teach students basic principles of law. Prepare on-line lessons through Blackboard. Respond to student questions through weekly Blackboard discussion boards.

Goochland County Attorney's Office – Goochland County, VA

Assistant County Attorney June 2011 – September 2012

Aided county departments with a variety of legal issues. Reviewed bids and contracts to ensure compliance with procurement laws. Researched and drafted conservation easements. Advised departments on potential civil liability or exposure to lawsuits. Aided Community Development Department with zoning and planning issues. Attended Planning Commission meetings and answered any legal questions that arose during the meetings.

Office of the Commonwealth's Attorney – Harrisonburg, VA

Assistant Commonwealth's Attorney July 2006 – December 2010

Managed a heavy caseload that consisted of various types of cases, including assaults, larcenies, and violent crimes. Argued criminal cases in the Juvenile and Domestic Relations Court, General District Court and Circuit Court of Rockingham County. Interviewed victims, lay witnesses, and law enforcement in order to prepare for bench and jury trials. Advised law enforcement on the proper charges to bring in unique and complex cases. Negotiated with defense attorneys to reach plea agreements, when appropriate. Prepared and drafted legal research, motions, and appellate briefs.

James Madison University – Harrisonburg, VA

Adjunct Professor August 2009 – May 2010

Taught business law to a class of sixty undergraduates, exploring a wide range of business law concepts. Prepared weekly lesson plans and presentations using Power Point and other media.

Created and administered tests, exams and other graded material. Responded to student questions and concerns in a timely manner via email and at weekly office hours.

Hart Law Offices – Harrisonburg, VA

Associate September 2005 – July 2006

Aided partner in developing trial strategy in various criminal cases, including first degree murder, assault, bigamy, driving under the influence, assaulting a police officer, and underage possession. Argued domestic cases in Juvenile and Domestic Relations Court. Argued criminal cases in General District Court and Circuit Court of Rockingham County. Analyzed police reports, witness statements, and other evidence to craft criminal case defenses. Drafted motions to amend custody, motions to suppress evidence and separation agreements. Performed legal research and drafted legal memoranda. Conducted client interviews to determine if a case was appropriate for the firm.

EDUCATION

American University Washington College of Law University of Virginia

Juris Doctor, May 2005

Bachelor of Arts in English, May 1998

American University Journal of Gender, Social Policy, and the Law - May 2003 – May 2005

LEGAL LICENSE AND AFFILIATIONS

Admitted to the Virginia State Bar – October 2005

President, James River Estates Homeowners Association – 2014 - 2016

President, St. Mary's Episcopal Parent's Association – 2014-2015

Board Member-at-Large, Randolph Elementary School Parent Teacher Association 2016-2017

RETAINER AGREEMENT

The HOPEWELL CITY COUNCIL (Council) and DEAL & LACHENEY P.C. (Lacheney) enter into this retainer agreement effective October ____, 2021:

1. Lacheney shall perform legal services and provide legal advice to the Council, and other City departments, commissions, and agencies as directed by the Council. Thomas E. Lacheney will be designated as the City Attorney and Eric Lansing shall serve as the Assistant City Attorney for Hopewell.

2. Lacheney shall have no authority to engage any outside counsel unless it is compensating said outside counsel directly, or unless express authority is obtained from the City Council to retain such outside counsel.

3. The City will reimburse Lacheney for any expenses or court costs paid or advanced by Lacheney on behalf of the City of Hopewell.

4. The Council agrees that Lacheney will be paid the amount of \$12,000.00 per month as compensation for serving as the City Attorney. Lacheney will provide a minimum of two (2) days a week of office time in the City of Hopewell, and an attorney from Deal & Lacheney P.C. will attend all City Council meetings, HRWTF meetings, and other designated meetings as required.

5. No employee of Lacheney shall be an employee of the City, but Lacheney shall be an independent contractor with the City.

6. On a monthly basis, Lacheney will provide the City with an invoice and the City shall pay said invoice within thirty (30) days of receipt.

7. The Council may terminate this Agreement at any time, with or without cause, by providing written notice of such termination to Lacheney. Such termination shall not release the City of Hopewell of its obligation to pay for services already rendered, or expenses already incurred by Lacheney at the time of termination. Lacheney may terminate this Agreement at any time, with or without cause by providing the Council with ninety (90) days written notice of his intention to do so.

Executed this ____ day of October 2021 by:

Hopewell City Council

Thomas E. Lacheney

Patience Bennett
Mayor

President of
Deal & Lacheney P.C.

FINANCIAL REPORT

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 09.30.2021

Implementation Plan

- **External Reporting**
 - **Closing, Reporting and Audit Workflow**
 - **AFR (FY16, FY17, FY18, FY19)**
 - **APA (FY16, FY17, FY18, FY19)**
 - **Single Audit (FY16, FY17, FY18, FY19)**
 - **Other (FY16, FY17, FY18, FY19, FY20, FY21)**
 - **APA, DEQ, Single Audit, FAC (FY15)**
 - **Significant Issues Impacting Completion - AFR FY18**
 - **Report Issued Under Separate Cover 06.26.20**

- **Budget Development FY20 Close-out**
- **Budget Development FY21 Close-out**
- **Budget Development FY22**

- **Internal Reporting**
 - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
 - **Reporting for the period of 12.31.2018 – 09.30.2021 will be limited in scope due to priority action given to External Reporting, Budget Development FY20 & FY21 Implementation Plan Close-out and Budget Development FY22 Implementation Plan**

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 09.30.2021

Implementation Plan

- **External Reporting**
 - **Closing, Reporting and Audit Workflow**
 - **AFR (FY16, FY17, FY18, FY19)**
 - **APA (FY16, FY17, FY18, FY19)**
 - **Single Audit (FY16, FY17, FY18, FY19)**
 - **Other (FY16, FY17, FY18, FY19, FY20, FY21)**

City of Hopewell, Virginia				
Closing, Reporting and Audit Workflow (CRAW)				
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2016	01.03.18	04.30.18	100%	Overall estimated % of completion as of 09.30.18
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			100%	Task completed
Beginning general ledger balance reconciliation			100%	Task completed
Year end closing process			100%	Task completed
Fund Balance classifications			100%	Task completed
Pension (GASB 68)			100%	Task completed
Other postemployment benefits (GASB 45)			100%	Task completed
Government Wide Reconciliations			100%	Task completed
Financial Statement Preparation			100%	Task completed
Auditor of Public Accounts (APA) Report			100%	Actual Completion date 10.30.18
Single Audit Report			100%	Task Completed 01.12.21
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2017	05.01.18	08.31.18	100%	Overall estimated % of completion as of 03.29.19
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			100%	Task Completed
Beginning general ledger balance reconciliation			100%	Task Completed
Year end closing process			100%	Task Completed
Fund Balance classifications			100%	Task Completed
Pension (GASB 68)			100%	Task Completed
Other postemployment benefits (GASB 45)			100%	Task Completed
Government Wide Reconciliations			100%	Task Completed
Financial Statement Preparation			100%	Task Completed
Auditor of Public Accounts (APA) Report			100%	Task Completed 6.28.19
Single Audit Report			100%	Task Completed 8.16.21
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2018	05.01.18	08.31.18	100%	Overall estimated % of completion as of 11.30.20
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			100%	Task Completed
Beginning general ledger balance reconciliation			100%	Task Completed
Year end closing process			100%	Task Completed
Fund Balance classifications			100%	Task Completed
Pension (GASB 68)			100%	Task Completed
Other postemployment benefits (GASB 45)			100%	Task Completed
Government Wide Reconciliations			100%	Task Completed
Financial Statement Preparation			100%	Task Completed
				AFR FY18 Significant Issues Impacting Completion - Issued Under Separate Cover 6.26.20
				AFR FY18: Updated Summary Status Statement Attached
Auditor of Public Accounts (APA) Report			65%	Task work in process 09.30.21
Single Audit Report			15%	Task work in process 09.30.21 Single Audit FY18: Updated Summary Status Statement Attached
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning - Addendum				
Fiscal Year Ended June 30, 2019	04.01.20	09.30.20	20%	Overall estimated % of completion as of 09.30.21
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			0%	
Beginning general ledger balance reconciliation			75%	Task work in process 09.30.21
Year end closing process			40%	Task work in process 09.30.21
Fund Balance classifications			0%	
Pension (GASB 68)			20%	Task work in process 09.30.21
Other postemployment benefits (GASB 45)			20%	Task work in process 09.30.21
Government Wide Reconciliations			0%	
Financial Statement Preparation			15%	Task work in process 09.30.21
Auditor of Public Accounts (APA) Report			0%	
Single Audit Report			0%	

City of Hopewell, VA
Closing, Reporting, and Audit Workflow (CRAW)
Attachment
Summary Status Statement

AFR 2018:

- **Auditor has forwarded to City Management for review and discussion the following:**
 - **Draft auditors' opinion**
 - **Draft internal control & compliance report**
 - **Draft findings**
- **Auditor finalizing review of the City Financial Statements**
- **Auditor received and accepted an invite from the City Manager to meet with City Council in early October 2021 regarding 2018 AFR audit closure/issuance**

Single Audit 2018:

- **The Auditor has initiated request to Schools for information related to the 2018 Single Audit.**

City of Hopewell, VA				
July 01, 2021 to September 30, 2021				
Other				
FY16, FY17, FY18, FY19, FY20, FY21				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for 2018:	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2018:	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Perform Assessment & Planning Requirements for 2019:	12.01.19	12.31.19	100%	Actual completion date 12.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2019:	01.01.20	02.15.20	100%	Actual completion date 01.31.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Perform Assessment & Planning Requirements for 2020:	12.01.20	12.31.20	100%	Actual completion date 12.31.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2020:	01.01.21	02.15.21	100%	Actual completion date 01.31.21
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting				
State Compensation Board Reimbursement -- SCB (July 2021 - September 2021)	07.01.21	06.30.22	100%	Task completed
Department of Criminal Justice System -- DCJS	07.01.20	06.30.21		
1st Quarter FY 2020-2021			100%	Task completed
2nd Quarter FY 2020-2021			90%	Task work in process 09.30.21
3rd Quarter FY 2020-2021			85%	Task work in process 09.30.21
Department of Criminal Justice System -- DCJS	10.23.20	12.10.20	100%	Task completed 01.20.21
Victim Witness Program:				
Virtual Enhanced Program & Financial Desk Review				
Federal Automated System Implementations:				
1. Justice Grant System (JustGrants)	7.30.20	10.15.20	100%	Task completed - 10.15.20
2. Department of Treasury's Automated Standard Application for Payment (ASAP)	7.30.20	10.15.20	100%	Task completed - 11.30.20
Coronavirus Relief Fund (CRF) Va. Department of Accounts Report				
Submission Compliance (Locality CRF Reporting):				
*1st Round (March 1 - June 30, 2020)	8.31.20	9.8.20	100%	Task completed - 9.8.20
*2nd Round (July 1 - September 30, 2020)	9.17.20	10.5.20	100%	Task completed - 10.5.20
Subrecipient Monitoring CRF Survey Compliance	10.29.20	11.9.20	100%	Task completed - 11.5.20
*3rd Round (October 1 - December 30, 2020)	10.01.20	1.5.21	100%	Task completed - 1.5.21
Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)				
Finance Staff (Finance Director, Financial & Budget Reporting Analyst, General Ledger Accountant) performed or participated in the following:				
Receiving and recordation of receipt (City) funding allocation	6.1.21	7.31.21	100%	Task completed - 7.31.21
Virtual Training Governmental Fiscal Officer (GFOA):				
CSLFRF Compliance & Reporting Guidance Part 1	8.9.21	8.9.21	100%	Task completed - 8.9.21
CSLFRF Compliance & Reporting Guidance Part 2	8.10.21	8.10.21	100%	Task completed - 8.10.21
US Treasury Evidence and Evaluation Webinar	8.11.21	8.11.21	100%	Task completed - 8.11.21
Introduction to ARPA for Water Bill Assistance & Projects	8.12.21	8.12.21	100%	Task completed - 8.12.21
Qualifying & obtaining US Treasury Portal security access required for "Interim Reporting August 31, 2021 Mandate"	8.16.21	8.30.21	100%	Task completed - 8.30.21
Submission of Mandated August 31, 2021 Interim Report	8.18.21	8.31.21	100%	Task completed - 8.31.21
Continued Next Page				

City of Hopewell, VA				
July 01, 2021 to September 30, 2021				
Other				
FY16, FY17, FY18, FY19, FY20, FY21				
	Date	Date	% Completion	
	Start	Due	Status	Comment(s)
Continued From Previous Page				
MUNIS 2019.1 Upgrade	4.19.21	5.13.21	100%	Task completed
Finance Department - Core Tester Participant				
Finance Department - Financial New Features Training				
Finance Department - HCM (Human Resources & Payroll) New Features Training				
Rating Agency requests:				
Coordinated with Davenport (City's financial advisor) to provide fiscal/budgetary information	7.15.21	8.31.21	100%	Task completed - 8.31.21
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			0%	Not applicable year to date
(Electronic Municipal Market Access (EMMA) Continuing Disclosure (Notice Regarding Late Payment on Bonds)	7.16.19	7.31.19	100%	Actual completion date 07.31.19
Residential Sewer Rates Cost of Service Study			0%	Task on hold pending AFR project completion

City of Hopewell, VA July 01, 2021 to September 30, 2021 External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015							
	Date Start	Date Due	% Completion Status	Comment(s)			
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%				
APA Reports (Comparative Transmittal, Sheriff's Report) DEQ (Landfill Financial Assurance Report) Single Audit Report Federal Audit ClearingHouse (FAC) Reporting Other							
Implementation Plan: Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18					
APA Reports							
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18			
FY15 Sheriff Report			NA	<p>The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of 01.31.18 the City had not made such request for FY15 or FY14.</p> <p>The City requested on 02.01.18 CBH and APA to consider the impact on the City's current CAFRs Implementation Plans (FY16, FY17 & FY18)</p> <p>APA advised on 02.05.18 It will not pursue requesting the FY15 Sheriff's Internal controls attesting report for FY15.</p>			
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	<p>The City requested on 02.01.18 DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17.</p> <p>DEQ advised on 02.02.18 since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.</p>			
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.			
Single Audit Report FAC Reporting	01.03.18	01.31.18	100%	<p>CBH provided the City with a draft FY15 report on 03.30.18.</p> <p>Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP).</p> <p>CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for 07.31.19</p>			

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 09.30.2021**

- **Budget Development FY20 Close-out**
- **Budget Development FY21 Close-out**
- **Budget Development FY22**

City of Hopewell, VA				
Budget Development				
FY 2019 - 2020				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2019 - 2020 Budget Development:	12.01.18	12.31.18	100%	
Annual Operating Capital Project Capital Improvement Plan (CIP)				
Draft Proposed City Budget Calendar for FY 2019 - 2020	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.19	02.22.19	100%	Task completion 02.21.19
Finalize City Budget Calendar for FY 2019 - 2020	02.22.19	02.28.19	100%	Task completion 04.08.19
Implement City Budget Calendar for FY 2019 - 2020	03.01.19	05.31.19	100%	Task completion 06.03.19
Prepare the approved FY20 City Budget for loading to the City's accounting administrative system (MUNIS)	6.17.19	6.28.19	100%	Task completion 06.30.19
Review & verify the loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)	6.24.19	6.28.19	100%	Task completion 06.30.19
Confirm & verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)	6.27.19	6.28.19	100%	Task completion 07.01.19
Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)	7.15.19	8.30.19	100%	Task completion 10.31.19 Finalized City budgetary document posted on City web site.

City of Hopewell, VA				
Budget Development				
FY 2020 - 2021				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2021 - 2021 Budget Development:				
Annual Operating (See attached City Manager's 11.22.19 email)	10.31.19	11.30.19	100%	Task completion 11.21.19
Capital Project	12.16.19	01.31.20		
Capital Improvement Plan (CIP)	12.16.19	01.31.20	100%	Task completion 03.20.20
Draft Proposed City Budget Calendar for FY 2020 - 2021	01.15.20	01.31.20	100%	Task completion 04.01.20
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.20	02.21.20	100%	Task completion 04.01.20
Finalize City Budget Calendar for FY 2020 - 2021	02.24.20	02.28.20	100%	Task completion 04.23.20
Implement City Budget Calendar for FY 2020 - 2021	03.02.20	05.29.20	100%	Task completion 06.25.20
Prepare the approved FY21 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.20	06.19.20	100%	Task completion 06.30.20
Review & verify the loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)	06.22.20	06.25.20	100%	Task completion 06.30.20
Confirm & verify City departments having access to their loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)	06.26.20	06.29.20	100%	Task completion 07.01.20
Finance Department preparing DRAFT FY 2020-2021 Financial Plan (i.e. City budgetary document)	07.15.20	09.30.20	100%	Task completion 10.15.20 Finalized City budgetary document posted on City web site.

City of Hopewell, VA				
July 01, 2021 to September 30, 2021				
Budget Development				
FY 2021 - 2022				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2021 - 2022 Budget Development:				
Annual Operating (See attached City Manager's 11.16.20 email)	11.16.20	12.31.20	100%	Task completed 12.31.20
Capital Project	12.16.20	01.29.21	100%	Task completed 1.29.21
Capital Improvement Plan (CIP)	12.16.20	01.29.21	100%	Task completed 1.29.21
Draft Proposed City Budget Calendar for FY 2021 - 2022				
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.29.21	02.22.21	100%	Task completed 2.22.21
Finalize City Budget Calendar for FY 2021 - 2022	02.23.21	02.26.21	100%	Task completed 2.26.21
Implement City Budget Calendar for FY 2021 - 2022	03.01.21	05.28.21	100%	Task completed 6.8.21
Prepare the approved FY22 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.21	06.18.21	100%	Task completed 6.18.21
Review & verify the loaded approved FY22 City Budget to the City's accounting administrative system (MUNIS)	06.21.21	06.25.21	100%	Task completed 6.24.21
Confirm & verify City departments having access to their loaded approved FY22 City Budget to the City's accounting administrative system (MUNIS)	06.28.21	06.30.21	100%	Task completed 6.30.21
Finance Department preparing DRAFT FY 2021-2022 Financial Plan (I.e. City budgetary document)	07.15.21	09.30.21	100%	Task completed 9.30.21

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.01.2021 to 09.30.2021

- **Internal Reporting**

- Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
- Reporting for the period of 12.31.2018 – 09.30.2021 will be limited in scope due to priority action given to External Reporting, Budget Development FY20 & FY21 Implementation Plan Close-out and Budget Development FY22 Implementation Plan

UNFINISHED BUSINESS

UB-1



CITY OF HOPEWELL
CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision

Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

CCR for Randolph - Time frame between boards and commissions resignations and appointment of replacement recommendations and potential interviews.

ISSUE: The recent resignation of the Chair of the EDA, which was officially received the day of the last regular council meeting, saw a councilor call someone to come in and submit a talent bank application unbeknownst to the rest of council. All Citizens should have an opportunity of at least two weeks after a resignation to put in applications should they want to.

RECOMMENDATION: Create a two week time frame to give an opening at least two weeks prior to Council voting a replacement in, and the Clerk announce to all Council members any upcoming openings.

TIMING: Begin implementation as soon as the vote especially in lieu of the new software.

BACKGROUND: Stated above. Also Council currently interviews for the Planning commission, HRHA, School Board, and EDA. Are there others we want to add?

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

STAFF:

FOR IN MEETING USE ONLY

MOTION: Authorize the City Clerk to hold all submitted talent bank applications for at specific Board/Commission at least two weeks after a Boards and Commissions member resigns, in order to allow for citizen notification and opportunity to apply. Council should reiterate all boards and commissions which require interviews as well.

Roll Call

REGULAR BUSINESS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Safety Salary Proposal

ISSUE: City Council requested a review of salaries of the Departments of Fire, Police and Public Works

RECOMMENDATION: Staff recommends City Council review the proposal and take appropriate action

TIMING: Action is requested at the October 12, 2021 meeting.

BACKGROUND: Localities within the Richmond Region have been increasing public safety salaries over the past year. The efforts began with the Counties of Chesterfield and Henrico, which resulted in the Counties of Dinwiddie and Prince George increasing their public safety salaries. As a result, the City of Hopewell has members of our Police and Fire Departments leave for other departments for higher salaries. City Council requested staff look at the salaries for the Departments of Police, Fire and Public Works. Police and Fire have completed a salary review and have recommended a proposed step pay system for public safety. The total fiscal impact of the proposed system for both Police and Fire is \$548,385.29.

The Department of Public Works is still working to complete a salary review. The Department has reached out to other departments within the region to compile data, but has not received any information to date. We will continue to work to gather the data and bring a proposal forward to City Council.

ENCLOSED DOCUMENTS:**SUMMARY:**

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice-Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |

- Memorandum from Kamran Afzal, Chief of Police
- Memorandum from Ben Ruppert, Emergency Management Coordinator

STAFF:

John M. Altman, Jr., City Manager
 Kamran Afzal, Chief of Police
 Ben Ruppert, Emergency Management Coordinator

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

Professionalism – Integrity - Justice



CITY OF HOPEWELL

INTRACITY CORRESPONDENCE



DATE: September 29, 2021

FROM: Kamran Afzal, Chief of Police
TO: John (March) Altman
SUBJECT: Yearly Merit Pay Increase Proposal

As you are well aware, the Hopewell Police Department historically has had retention issues due to a variety of reasons to include working environment (much higher frequency of critical incidents), compensation and myriad of other factors that are beyond the control of the city. Recently, and especially after the events of summer 2020 where law enforcement as a profession has been under the microscope, attracting and retaining our personnel has become a major issue for the department. Additionally, our regional partners have instituted pay plans that even make it more attractive for our highly trained officers to laterally move to municipalities that are viewed positively from a law enforcement perspective.

Currently, we have 10 vacancies and we anticipate that this number will grow as our personnel are being actively recruited by our regional partners especially as it relates to their pay. We also have a very young department where 48, 71%, of our officers 5 years or less of experience and only 14, 25%, have 10 years or more year of experience, (these numbers include the current vacancies). In a profession where split second decisions are made several times a day, this lack of experience can have dire consequences on the well-being of the city. Additionally, for the Hopewell Police Department to be an effective community oriented police department, we need to retain our officers so that they can learn the community and the community gets to know our officers better.

The Police Department is proposing the following with respect to compensation so that we can be competitive with our partners and not only be able to retain our officers, but be able to attract qualified candidates to include certified officers to our department:

Sworn Police Staff

- Reduce the number of pay bands for officers to 2 bands: Grade 26 and Grade 27.
- Create steps for each grade where officers can start from the entry level salary to the maximum salary over a period of 20 years, amounting to an increase of approximately

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2.5% each year. This represents an increase of slightly over the consumer price index of 2.2% over the last 20 years.

- Create the same step pay system for the ranks of sergeant, lieutenant and captain.
- All non-supervisory officers will be placed in Grade 26 in the steps matching their years of service. For example, an officer that just started and less than 1 year in the department with no prior law enforcement will be placed in Grade 26, Step 1.
- Officers with previous law enforcement experience in Virginia be given credit for up to 6 years of their prior service. For example, a certified officers in Virginia with 10 years previous years will start at Step 7 (year 6).
- Current Hopewell Officers with previous experience in Virginia to be given credit for their prior service up to 6 years and placed in the appropriate steps based on the number of years served in the city. For example, an officer with 3 years prior experience plus 4 years' experience in Hopewell will be placed in Grade 26, Step 8 (year 7).
- No current officer can be placed in steps lower than their current salary.
- Grade 27 will be a career ladder for those officers who choose to remain in non-supervisory position. Minimum standards for moving to Grade 27 will be minimum of 3 years of service with the Hopewell Police Department. Additional factors will be added once the plan is approved.
- When an officer moves from Grade 26 to Grade 27, they will move laterally to the same step to mirror their years of service. Their new anniversary date to move to the next step will be the date they moved to Grade 27.
- For supervisory staff, reviewing each supervisor's years of service, plus prior experience and ensuring that an officer with the same number of years is not placed in a higher salary. If that occurs, adjust the supervisor's salary to be 5% higher than an officer with similar years of experience and placed in the steps for that particular grade. If the adjustment is between 2 steps, place the supervisor in the next highest step.
- For each of the supervisory position, retain the current minimum salary of their current pay grade.
- Newly promoted supervisors will be placed either at the minimum of their new grade if adding 5% to their salary is below the minimum of the new grade for their position or to the nearest step in the new grade after adding 5% to their current salary. If the 5% increase for promotion is in between two steps, the new supervisor to be placed in the next highest step.

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Non-Police Officers to include Animal Services, Communication Specialist and Civilian Staff

- Use each position's current pay grade and create a step-plan to mirror officers step plan; minimum to maximum in 20 years.
- Place each employee in the appropriate step based on their years of service. No credit given to prior years of service for the purposes of placing the employee in the appropriate step plan.
- For the purposes of new employee, providing for flexibility to place the employee higher than the minimum salary for the grade based on factors such as education, prior relevant experience, and their current salary.

Attached are pay plans for each grade for both sworn police and non-police personnel. The attached excel spread sheet does not account for officers moving to Grade 27, at this time.

From a strategic perspective, the main priority is the sworn police staff followed by Communications, Animal Services and the remainder of the civilian staff.

Increases

As of today with 10 vacancies, (though we are not including deputy chief and chief of police in this plan, the cost this year to the city for the proposed pay plan from the rank of captain and below is **\$323,076.43**

We currently have 10 vacancies and the increase in cost at step 1 to fill the remaining 10 officers position, the difference between the entry level salary in Grade 25 (current) to Grade 26 (proposed is \$2776.95 for a total increase of **\$27,769.50**

Annual project increases for Grade 26 to budget is as follows:

- Average increase for officers in steps, from step 1 to step 20 is **\$1,594.43**.
- Department currently has 54 non-supervisory sworn positions. With the average increase listed above, the additional amount budgeted each year for merit pay increase will be **\$86,099.22**. Since most of our staff will be on the lower ends of steps, the cost will be lower than what is being reflected.
- The Department has 6 sergeant positions with one position that is currently vacant. With where we have them projected currently, if the pay proposal was accepted, the increase to be budgeted for the sergeant rank will be approx. **\$12,077.64** (estimated for the 6th sergeant once filled).
- The department has 4 lieutenant positions and the projected increase for the current lieutenants to be budgeted will be **\$9,046.92**.

Professionalism – Integrity - Justice

- The department has 2 captain positions and the projected increase for the current captains to be budgeted will be **\$4,382.08**
- Though the numbers for the officer level are not exact, the increases for budget consideration if the budget was approved for the following year with all 54 officer position filled is **\$111,605.86** over our current allocation for the same positions. The police chief and the deputy police chief increases, if there are any, are not included in the number.

Hopewell Police Department

Officer 20-Year Plan

Starting Grade 26 - 2.5355% increase per step

Step 1 (Entry)	\$49,059.48	
Step 2	\$50,303.38	\$1,243.90
Step 3	\$51,578.82	\$1,275.44
Step 4	\$52,886.60	\$1,307.78
Step 5	\$54,227.54	\$1,340.94
Step 6	\$55,602.48	\$1,374.94
Step 7	\$57,012.28	\$1,409.80
Step 8	\$58,457.83	\$1,445.55
Step 9	\$59,940.03	\$1,482.20
Step 10	\$61,459.81	\$1,519.78
Step 11	\$63,018.12	\$1,558.31
Step 12	\$64,615.94	\$1,597.82
Step 13	\$66,254.28	\$1,638.34
Step 14	\$67,934.16	\$1,679.88
Step 15	\$69,656.63	\$1,722.47
Step 16	\$71,422.77	\$1,766.14
Step 17	\$73,233.69	\$1,810.92
Step 18	\$75,090.53	\$1,856.84
Step 19	\$76,994.45	\$1,903.92
Step 20	\$78,946.64	\$1,952.19
Step 21	\$80,948.16	\$2,001.52
		\$1,594.43 Avg Inc

Sergeant 20-Year Plan

Grade 30 - 2.5355% increase per step

Step 1 (Entry)	\$61,936.47	
Step 2	\$63,506.87	\$1,570.40
Step 3	\$65,117.09	\$1,610.22
Step 4	\$66,768.13	\$1,651.04
Step 5	\$68,461.04	\$1,692.91
Step 6	\$70,196.87	\$1,735.83
Step 7	\$71,976.71	\$1,779.84
Step 8	\$73,801.68	\$1,824.97
Step 9	\$75,672.92	\$1,871.24
Step 10	\$77,591.60	\$1,918.68
Step 11	\$79,558.95	\$1,967.35
Step 12	\$81,576.17	\$2,017.22
Step 13	\$83,644.53	\$2,068.36
Step 14	\$85,765.34	\$2,120.81
Step 15	\$87,939.92	\$2,174.58
Step 16	\$90,169.64	\$2,229.72
Step 17	\$92,455.89	\$2,286.25
Step 18	\$94,800.11	\$2,344.22
Step 19	\$97,203.77	\$2,403.66
Step 20	\$99,668.37	\$2,464.60
Step 21	\$102,195.17	\$2,526.80
		\$2,012.94 Avg Inc

Officer 20-Year Plan

Starting Grade 27 - 2.5355% increase per step

Step 1 (Entry)	\$52,003.06	
Step 2	\$53,321.60	\$1,318.54
Step 3	\$54,673.57	\$1,351.97
Step 4	\$56,059.82	\$1,386.25
Step 5	\$57,481.22	\$1,421.40
Step 6	\$58,938.66	\$1,457.44
Step 7	\$60,433.05	\$1,494.39
Step 8	\$61,965.33	\$1,532.28
Step 9	\$63,536.46	\$1,571.13
Step 10	\$65,147.43	\$1,610.97
Step 11	\$66,799.24	\$1,651.81
Step 12	\$68,492.93	\$1,693.69
Step 13	\$70,229.57	\$1,736.64
Step 14	\$72,010.24	\$1,780.67
Step 15	\$73,836.06	\$1,825.82
Step 16	\$75,708.17	\$1,872.11
Step 17	\$77,627.75	\$1,919.58
Step 18	\$79,596.00	\$1,968.25
Step 19	\$81,614.16	\$2,018.16
Step 20	\$83,683.49	\$2,069.33
Step 21	\$85,805.04	\$2,121.55
		\$1,690.10 Avg Inc

Lieutenant 20-Year Plan

Grade 32 - 2.5355% increase per step

Step 1 (Entry)	\$69,591.81	
Step 2	\$71,356.31	\$1,764.50
Step 3	\$73,165.55	\$1,809.24
Step 4	\$75,020.66	\$1,855.11
Step 5	\$76,922.81	\$1,902.15
Step 6	\$78,873.19	\$1,950.38
Step 7	\$80,873.02	\$1,999.83
Step 8	\$82,923.56	\$2,050.54
Step 9	\$85,026.09	\$2,102.53
Step 10	\$87,181.93	\$2,155.84
Step 11	\$89,392.43	\$2,210.50
Step 12	\$91,658.98	\$2,266.55
Step 13	\$93,982.99	\$2,324.01
Step 14	\$96,365.93	\$2,382.94
Step 15	\$98,809.29	\$2,443.36
Step 16	\$101,314.60	\$2,505.31
Step 17	\$103,883.43	\$2,568.83
Step 18	\$106,517.39	\$2,633.96
Step 19	\$109,218.14	\$2,700.75
Step 20	\$111,987.37	\$2,769.23
Step 21	\$114,826.50	\$2,839.13
		\$2,261.73 Avg Inc

Hopewell Police Department

Captain 20-Year Plan

Grade 34 - 2.5355% increase per step

Step 1 (Entry)	\$78,193.37	
Step 2	\$80,175.96	\$1,982.59
Step 3	\$82,208.82	\$2,032.86
Step 4	\$84,293.22	\$2,084.40
Step 5	\$86,430.47	\$2,137.25
Step 6	\$88,621.91	\$2,191.44
Step 7	\$90,868.92	\$2,247.01
Step 8	\$93,172.90	\$2,303.98
Step 9	\$95,535.30	\$2,362.40
Step 10	\$97,957.60	\$2,422.30
Step 11	\$100,441.31	\$2,483.71
Step 12	\$102,988.00	\$2,546.69
Step 13	\$105,599.26	\$2,611.26
Step 14	\$108,276.73	\$2,677.47
Step 15	\$111,022.09	\$2,745.36
Step 16	\$113,837.06	\$2,814.97
Step 17	\$116,723.40	\$2,886.34
Step 18	\$119,682.92	\$2,959.52
Step 19	\$122,717.48	\$3,034.56
Step 20	\$125,828.98	\$3,111.50
Step 21	\$129,019.05	\$3,190.07
		\$2,541.28 Avg Inc

ACO/Comm Sup/Crime Analyst 20-year Plan

Starting Grade 28 - 2.5355% increase per step

Step 1 (Entry)	\$55,123.24
Step 2	\$56,520.89
Step 3	\$57,953.98
Step 4	\$59,423.40
Step 5	\$60,930.08
Step 6	\$62,474.96
Step 7	\$64,059.01
Step 8	\$65,683.23
Step 9	\$67,348.63
Step 10	\$69,056.25
Step 11	\$70,807.17
Step 12	\$72,602.49
Step 13	\$74,443.33
Step 14	\$76,330.84
Step 15	\$78,266.21
Step 16	\$80,250.65
Step 17	\$82,285.41
Step 18	\$84,371.76
Step 19	\$86,511.01
Step 20	\$88,704.50
Step 21	\$90,953.33

ACO 20-Year Plan

Grade 20 - 2.5355% increase per step

Step 1 (Entry)	\$34,585.01
Step 2	\$35,461.91
Step 3	\$36,361.05
Step 4	\$37,282.98
Step 5	\$38,228.29
Step 6	\$39,197.57
Step 7	\$40,191.42
Step 8	\$41,210.47
Step 9	\$42,255.36
Step 10	\$43,326.74
Step 11	\$44,425.29
Step 12	\$45,551.69
Step 13	\$46,706.65
Step 14	\$47,890.90
Step 15	\$49,105.17
Step 16	\$50,350.23
Step 17	\$51,626.86
Step 18	\$52,935.86
Step 19	\$54,278.05
Step 20	\$55,654.27
Step 21	\$57,065.26

Comm. Oper/Records Mgmt Coord 20-Year Plan

Grade 21 - 2.5355% increase per step

Step 1 (Entry)	\$36,660.10
Step 2	\$37,589.62
Step 3	\$38,542.70
Step 4	\$39,519.95
Step 5	\$40,521.98
Step 6	\$41,549.41
Step 7	\$42,602.90
Step 8	\$43,983.10
Step 9	\$44,790.69
Step 10	\$45,926.36
Step 11	\$47,090.82
Step 12	\$48,284.81
Step 13	\$49,509.07
Step 14	\$50,764.37
Step 15	\$52,051.50
Step 16	\$53,371.27
Step 17	\$54,724.50
Step 18	\$56,112.04
Step 19	\$57,534.76
Step 20	\$58,993.55
Step 21	\$60,489.17

Hopewell Police Department

Admin Support Manager 20-Year Plan

Grade 33 - 2.5355% increase per step

Step 1 (Entry)	\$73,767.32
Step 2	\$75,637.69
Step 3	\$77,555.48
Step 4	\$79,521.90
Step 5	\$81,538.18
Step 6	\$83,605.58
Step 7	\$85,725.40
Step 8	\$87,898.97
Step 9	\$90,127.65
Step 10	\$92,412.84
Step 11	\$94,755.97
Step 12	\$97,158.51
Step 13	\$99,621.96
Step 14	\$102,147.87
Step 15	\$104,737.83
Step 16	\$107,393.46
Step 17	\$110,116.42
Step 18	\$112,908.42
Step 19	\$115,771.21
Step 20	\$118,706.59
Step 21	\$121,716.09

Sr. Executive Asst 20-Year Plan

Grade 24 - 2.5355% increase per step

Step 1 (Entry)	\$43,662.77
Step 2	\$44,769.84
Step 3	\$45,904.98
Step 4	\$47,068.90
Step 5	\$48,262.33
Step 6	\$49,486.02
Step 7	\$50,740.74
Step 8	\$52,027.27
Step 9	\$53,346.42
Step 10	\$54,699.02
Step 11	\$56,085.91
Step 12	\$57,507.97
Step 13	\$58,966.08
Step 14	\$60,461.16
Step 15	\$61,994.15
Step 16	\$63,566.01
Step 17	\$65,177.73
Step 18	\$66,830.31
Step 19	\$68,524.79
Step 20	\$70,262.24
Step 21	\$72,043.56

Sr. Administrative Asst 20-Year Plan

Grade 19 - 2.5355% increase per step

Step 1 (Entry)	\$32,627.36
Step 2	\$33,454.63
Step 3	\$34,302.87
Step 4	\$35,172.62
Step 5	\$36,064.42
Step 6	\$36,978.83
Step 7	\$37,916.43
Step 8	\$38,877.80
Step 9	\$39,863.55
Step 10	\$40,874.29
Step 11	\$41,910.66
Step 12	\$42,973.30
Step 13	\$44,062.89
step 14	\$45,180.10
Step 15	\$46,325.64
Step 16	\$47,500.23
Step 17	\$48,704.60
Step 18	\$49,939.51
Step 19	\$51,205.73
Step 20	\$52,504.04
Step 21	\$53,835.13



Interoffice Memo

To: John M. Altman Jr., City Manager

From: Benjamin Ruppert, Emergency Management Coordinator

CC: Donald R. Hunter II, Fire Chief

Date: 10/4/2021

Re: Pay Raises

Fire Department recruitment and retention has been a significant challenge for the Fire Department for some time now. We are not alone in this situation, as a number of fire departments in the region are struggling with the same issue. Applications for the open positions have dropped significantly over the years, and those actually showing up for our testing sites are even less. This trend, which has affected the fire service in general, has prompted the fire departments around us to adjust their pay scales to increase retention, and have actually begun to pull members from smaller departments who pay less, to fill in the gap that they have in qualified applicants. The result has been a significant number of losses from us to surrounding departments that pay more than we do.

The other departments in the Crater region like Petersburg, Prince George and Dinwiddie, have raised their salaries to try to combat this shift in resources. The result is that Hopewell is now at the bottom of the pay scale in our region, falling behind the next lowest paid (Petersburg) by almost \$3,000. We are \$8,000 behind Prince George and Dinwiddie for Firefighter/Paramedics. This represents not only a challenge for recruitment, but it is demoralizing to our current members, especially given our call volume.

At this writing, we stand at eight vacancies, with two more who have put in their two weeks' notice, which will have us soon at 10 short. We are especially short on Paramedics, which means we have to compete with salaries a full \$8,000 or more, than what we can offer. This makes it near impossible to pull from this region, and so we have had limited success pulling from the western part of the state. The down side to this, which we have just experienced with our latest departure, is that as soon as a position opens up closer to home, they leave us and go back.

Retention also becomes a challenge for the department when it comes to the experience level of our members. Currently the average years of experience for our Hopewell Firefighters/Medics is 2.2 years. A full 90% of our department has less than 5 years of experience, and only 5% has 10 years of experience or more. This is a significant issue, as Hopewell Fire operates at a minimum of 13 on shift, which is four firefighters short of the national NFPA standard 1710, which requires 17 minimum firefighters for a basic single-family house fire. We have accomplished this mission with less over the years, primarily because we have relied on the experience of our members to have the knowledge and skills to make the response more efficient. This significant reduction in experience, now presents additional challenges to us in accomplishing our mission.

The Fire Department is proposing a compensation adjustment that will put us in line with our sister agency Hopewell Police, and will also make us competitive in the region, making it easier for us to retain our current members, and recruit new qualified members.

Operational Members

- Reduce the number of pay bands for firefighters and medics to 2 bands: Grade 26 and Grade 27.
- Create steps for each grade where members can start from the entry-level salary to the maximum salary over a period of 20 years, amounting to an increase of approximately 2.5% each year. This represents an increase of slightly over the consumer price index of 2.2% over the last 20 years.
- Create the same step pay system for the ranks of Captain and Battalion Chief.
- All non-supervisory members will be placed in Grade 26 in the steps matching their years of service. For example, a member that just started and less than 1 year in the department will be placed in Grade 26, Step 1.
- Members with previous Fire Paramedic experience, in a full-time paid firefighter position in Virginia, will be given credit for up to 6 years of their prior service. For example, a certified firefighters in Virginia with 10 years previous years will start at Step 7 (year 6).
- Current members with previous experience in Virginia to be given credit for their prior service up to 6 years and placed in the appropriate steps based on the number of years served in the City. For example, a member with 3 years prior experience plus 4 years' experience in Hopewell will be placed in Grade 26, Step 8 (year 7).
- No current member can be placed in steps lower than their current salary.
- Grade 27 will be a career ladder for those members who choose to remain in non-supervisory position. Minimum standards for moving to Grade 27 will be developed in concert with the current career development system once the plan is approved.
- When a member moves from Grade 26 to Grade 27, they will move laterally to the same step to mirror their years of service. Their new anniversary date to move to the next step will be the date they moved to Grade 27.
- For supervisory staff, reviewing each supervisor's years of service, plus prior experience and ensuring that a member with the same number of years is not placed in a higher salary. If that occurs, adjust the supervisor's salary to be 5% higher than a member with similar years of experience and placed in the steps for that particular grade. If the adjustment is between 2 steps, place the supervisor in the next highest step.
- For each of the supervisory positions, retain the current minimum salary of their current pay grade.
- Newly promoted supervisors will be placed either at the minimum of their new grade if adding 5% to their salary is below the minimum of the new grade for their position or to the nearest step in the new grade after adding 5% to their current salary. If the 5% increase for promotion is in between two steps, the new supervisor to be placed in the next highest step.

Administrative Staff

- The Fire Chief, Emergency Manager, and part time positions were not included in this proposal.

- The executive assistant will be moved to grade 24 to have parity with her counterpart in police with similar years of service, as she provides the same level of service or more than her counterpart does.

Attached you will find the pay plans for each grade identified in the proposal. We have not taken into account any movement into grade 27 at this time, as the details of what that will look like have not yet been mapped out.

Cost

Based on the attached pay plan, the current cost of adoption, less the cost of vacancies is **\$225,308.86**. We currently have eight vacancies. Bringing those new members in at the new plan will generate an additional cost of **\$43,173.68**.

Annual Cost Increases

- The average cost increase for grade 26 (entry-level members) is **\$1,594.43**. We currently have 39 non-supervisory positions. Based on that average increase, the additional budgeted amount needed will be around **\$62,182.77**.
- The department has seven captain positions. The average annual cost for this plan for them is **\$14,090.58**.
- The department has three battalion chief positions and one fire marshal in the same grade. The average annual cost for them will be **\$9,046.92**.
- The total annual increase for supervisory personnel minus those not included in this proposal will total **\$85,320.27**

Please let me know if you have any questions regarding this proposal.

Hopewell Fire Rescue

FireFighter/Medic 20-Year Plan

Starting Grade 26 - 2.5355% increase per step	\$49,059.48
Step 1 (Entry)	\$50,303.38
Step 2	\$51,578.82
Step 3	\$52,886.60
Step 4	\$54,227.54
Step 5	\$55,602.48
Step 6	\$57,012.28
Step 7	\$58,457.83
Step 8	\$59,940.03
Step 9	\$61,459.81
Step 10	\$63,018.12
Step 11	\$64,615.94
Step 12	\$66,254.28
Step 13	\$67,934.16
Step 14	\$69,656.63
Step 15	\$71,422.77
Step 16	\$73,233.69
Step 17	\$75,090.53
Step 18	\$76,994.45
Step 19	\$78,946.64
Step 20	\$80,948.16
Step 21	\$1,594.43
	Avg Inc

Captain 20-Year Plan

Grade 30 - 2.5355% increase per step	\$61,936.47
Step 1 (Entry)	\$63,506.87
Step 2	\$65,117.09
Step 3	\$66,768.13
Step 4	\$68,461.04
Step 5	\$70,196.87
Step 6	\$71,976.71
Step 7	\$73,801.68
Step 8	\$1,824.97

Firefighter/Medic 20-Year Plan

Starting Grade 27 - 2.5355% increase per step	\$52,003.06
Step 1 (Entry)	\$53,321.60
Step 2	\$54,673.57
Step 3	\$56,059.82
Step 4	\$57,481.22
Step 5	\$58,938.66
Step 6	\$60,433.05
Step 7	\$61,965.33
Step 8	\$63,536.46
Step 9	\$65,147.43
Step 10	\$66,799.24
Step 11	\$68,492.93
Step 12	\$70,229.57
Step 13	\$72,010.24
Step 14	\$73,836.06
Step 15	\$75,708.17
Step 16	\$77,627.75
Step 17	\$79,596.00
Step 18	\$81,614.16
Step 19	\$83,683.49
Step 20	\$85,805.04
Step 21	\$1,690.10

Battalion Chief 20-Year Plan

Grade 32 - 2.5355% increase per step	\$69,591.81
Step 1 (Entry)	\$71,356.31
Step 2	\$73,165.55
Step 3	\$75,020.66
Step 4	\$76,922.81
Step 5	\$78,873.19
Step 6	\$80,873.02
Step 7	\$82,923.56
Step 8	\$2,050.54

Fire Marshal 20-Year Plan

Grade 32 - 2.5355% increase per step	\$69,591.81
Step 1 (Entry)	\$71,356.31
Step 2	\$73,165.55
Step 3	\$75,020.66
Step 4	\$76,922.81
Step 5	\$78,873.19
Step 6	\$80,873.02
Step 7	\$82,923.56
Step 8	\$85,026.09
Step 9	\$87,181.93
Step 10	\$89,392.43
Step 11	\$91,658.98
Step 12	\$93,982.99
Step 13	\$96,365.93
Step 14	\$98,809.29
Step 15	\$101,314.60
Step 16	\$103,883.43
Step 17	\$106,517.39
Step 18	\$109,218.14
Step 19	\$111,987.37
Step 20	\$114,826.50
Step 21	\$2,261.73

Sr. Executive Asst 20-Year Plan

Grade 24 - 2.5355% increase per step	\$43,662.77
Step 1 (Entry)	\$44,769.84
Step 2	\$45,904.98
Step 3	\$47,068.90
Step 4	\$48,262.33
Step 5	\$49,486.02
Step 6	\$50,740.74
Step 7	\$52,027.27
Step 8	

Hopewell Fire Rescue

Step 9	\$75,672.92	\$1,871.24	Step 9	\$85,026.09	\$2,102.53	Step 9	\$53,346.42
Step 10	\$77,591.60	\$1,918.68	Step 10	\$87,181.93	\$2,155.84	Step 10	\$54,699.02
Step 11	\$79,558.95	\$1,967.35	Step 11	\$89,392.43	\$2,210.50	Step 11	\$56,085.91
Step 12	\$81,576.17	\$2,017.22	Step 12	\$91,658.98	\$2,266.55	Step 12	\$57,507.97
Step 13	\$83,644.53	\$2,068.36	Step 13	\$93,982.99	\$2,324.01	Step 13	\$58,966.08
Step 14	\$85,765.34	\$2,120.81	Step 14	\$96,365.93	\$2,382.94	Step 14	\$60,461.16
Step 15	\$87,939.92	\$2,174.58	Step 15	\$98,809.29	\$2,443.36	Step 15	\$61,994.15
Step 16	\$90,169.64	\$2,229.72	Step 16	\$101,314.60	\$2,505.31	Step 16	\$63,566.01
Step 17	\$92,455.89	\$2,286.25	Step 17	\$103,883.43	\$2,568.83	Step 17	\$65,177.73
Step 18	\$94,800.11	\$2,344.22	Step 18	\$106,517.39	\$2,633.96	Step 18	\$66,830.31
Step 19	\$97,203.77	\$2,403.66	Step 19	\$109,218.14	\$2,700.75	Step 19	\$68,524.79
Step 20	\$99,668.37	\$2,464.60	Step 20	\$111,987.37	\$2,769.23	Step 20	\$70,262.24
Step 21	\$102,195.17	\$2,526.80	Step 21	\$114,826.50	\$2,839.13	Step 21	\$72,043.56
		\$2,012.94			\$2,261.73		

Hopewell Fire & Rescue Pay Increase Proposal

Hopewell City Council Meeting 10/12/2021



Our Recruitment and Retention Challenge

- We are currently 10 members short (seven of which are Medics)
- Hopewell is the lowest paid fire department in the area. About \$3,000 behind Petersburg, and \$8,000 behind Medic pay in Prince George and Dinwiddie. This does not consider the larger departments like Chesterfield, Henrico, etc.
- Current Minimum staffing is 13. National NFPA standard 1710 regarding minimum staffing at a basic single family residential structure fire is 17. In the past, experience has made the difference.
- Today the average experience level of our Firefighters is 2.2 years. 90% of this staff has 5 years or less, and a mere 5% has more than 10 years experience.

We are on pace to double our call volume this year compared to 2005.



Approach

- Move entry level Firefighters/medics to the same grade as proposed entry level police (grade 26).
- Create 2.5% steps for each grade that would allow members to increase each year over a 20 year period.
- Move existing members to the step in their grade the corresponds to their years of service.
- For lateral moves from other paid departments, we will give up to six years of credit for full-time employment elsewhere in Virginia.
- Supervisory staff would remain in their current grade. They would be moved up in steps to ensure that they would not fall behind a firefighter with the same years of service.

The Fire Chief, and Emergency Manger positions were not include in this proposal.



Costs

- The cost of moving all current members to the proposed plan today would be \$225,308.86.
- To move all of the vacancies to the new plan once hired would require an additional \$43,173.68.
- Following year costs based on the average increase is as follows:
 - Non-supervisory- \$62,182.77
 - Supervisory- \$23,137.50





Questions?



COUNCILOR REQUESTS

CR-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Adjust Budget to hire an Internal Auditor to establish an Audit Department.

ISSUE: The City of Hopewell has many loopholes in internal operations for lack of policies and/or procedures. As auditor can begin the process of auditing to apprise departments of their internal weaknesses before any annual review. An auditor will save the City tax dollars during annual audits.

RECOMMENDATION: Motion to establish an Internal Auditor's Office w/one full-time employee.

TIMING:

BACKGROUND: Adjust the annual budget to include the hiring of an Internal Auditor and finance Director. The Finance Department must be stabilized to have a full-time employee as the Finance Director.

FISCAL IMPACT: Budget will be affected by \$90,000 to \$140,000 per year

ENCLOSED DOCUMENTS:

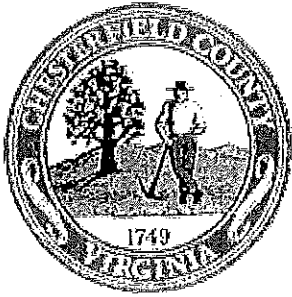
- Sample Auditors Job Description

STAFF: City Councilor: Brenda Pelham, Ward 6

FOR IN MEETING USE ONLY**SUMMARY:**

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |



Director of Internal Audit

Class Code:
9222

CHESTERFIELD COUNTY
Established Date: Feb 3, 2014
Revision Date: Feb 3, 2014

SALARY RANGE

\$0.00 Hourly
\$0.00 Annually

FLSA:

Exempt

EEO:

EEO4-Officials & Administrators

CLASS CONCEPT:

GENERAL STATEMENT OF DUTIES:

Under administrative direction, performs work of considerable difficulty in planning, coordinating and directing the activities of the Department of Internal Audit, which includes performance, financial, compliance and special audits for evaluation and assessment of internal controls to mitigate risks and to safeguard public assets for Chesterfield County Government and Chesterfield County Public Schools; performs related work as required.

EXAMPLES OF WORK:

- Develops internal audit policies, procedures, and work standards by applying the appropriate audit methodologies
- Conducts comprehensive audit examinations to identify appropriate controls, key business risks, and compliance with state and federal rules and regulations
- Partners with departments to properly assess current practices and evaluate county and schools operations to improve effectiveness and efficiency of services
- Prepares complex analyses, studies and reports to ensure audit findings are properly documented and audit evidence is sufficient
- Provides advisory and consultation services to departments, County Administrator, School Superintendent, Board of Supervisors and School Board on audit findings with recommendations for corrective actions to reduce risk, strengthen controls and improve performance

CR-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Review/Revise Remote Participation Policy

ISSUE: Policy needs to be revisited since COVID restrictions have been lifted.

RECOMMENDATION: Review the current remote participation policy to consider revisions

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

- Current Remote Participation Policy

STAFF: City Councilor, Janice Denton, Ward 5

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

HOPEWELL CITY COUNCIL
Remote Participation Policy

A Subject to the approval by the Mayor, a member of the Council may participate in an open meeting from a remote location through electronic communications means, even though the remote location is not open to the public. Such participation shall be strictly conditioned upon a satisfactory showing of the following:

(1) A quorum of the public body is physically assembled at the open meeting; and

(2) prior to the open meeting, the member (a) has notified the Mayor in advance that the member is unable to attend the meeting due to an emergency or personal matter, (b) has described the nature of such emergency or personal matter with sufficient specificity; and (c) the member has not participated in more than two meetings from a remote location in any given calendar year; or

(3) prior to the open meeting, the member has notified the Mayor that the member is unable to attend the meeting due to a medical condition or a temporary or permanent disability that prevents such attendance.

B In *all* cases in which attendance by remote location is approved, the Mayor shall cause the Clerk to record in the minutes of the meeting the identification of the remote location from which a member participates, and the specific nature of the emergency or personal matter causing member to request remote location, or, where applicable (and with less specificity), a reference that the member is unable to attend the meeting due to a medical condition or a temporary or permanent disability.

C The Mayor shall disapprove the member's request to participate from a remote location if such participation will violates the policy set forth herein. The Mayor shall state the reason(s) for his or her disapproval with specificity, in the presence of the Council and shall have the same recorded in the minutes of the meeting.

D The Council shall make arrangements for the voice of the remote member to be heard by those persons assembled at the open meeting location.

CR-3

~~PROCUREMENT POLICY AND PROCEDURES~~

SMALL PURCHASE POLICY AND PROCEDURES

PURPOSE

In recognition of the City of Hopewell's need to make purchases and enter into small contracts in order to ensure operational efficiency and to deliver timely and critical services, the Hopewell City Council hereby adopts the following this Small Purchase Policy and Procedures for the City ("the Small Purchase Policy"), pursuant to the authority vested in it by Va. Code Ann. §2.2-4303(G). It is the dual purpose of this policy to promote, support, and encourage investment in the local economy when purchasing or contracting for goods and non-professional services pursuant to this policy whenever such can be achieved and there is an objectively rational basis to do so.

This Small Purchase Policy shall operate to delegate the City's power to contract without formal competition and without first seeking the formal approval by of City Council under these specific terms and conditions. Any contract not expressly approved by City Council or otherwise falling within these expressed conditions shall be deemed void and unenforceable.

This Small Purchase Policy should be read in conjunction with the Virginia Public Procurement Act Va. Code Ann. §2.2-4300, *et seq.*, as amended, ("the Act") and shall apply to all public purchasing regardless of source. The provisions of the Act shall govern all other procurement by the City.

Pursuant to Va. Code Ann. §15.2-1100, *et seq.*, and Art. IV, §2 of the Hopewell City Charter, the City Council reserves to itself all authority to bind the City by contract, except as expressly provided herein.

Employees are responsible for soliciting quotes for purchases as outlined below. Purchase orders submitted without the required quotes or a satisfactory explanation as to why quotes were not obtained (i.e., sole source, emergency, approved vendor) shall not be approved.

Up to \$ One verbal quote is required.

\$ Three verbal quotes must be obtained. The quote summary must be attached to the invoice. Physical records regarding the dates, contacts, and quotes received shall be retained in the department's file for auditing purposes.

\$ Three written quotes are required. The actual written quotes shall be retained in the department's file for auditing purposes. Physical records regarding the dates, contacts, and quotes received shall be retained in the department's file for auditing purposes.

\$ Three written quotes are required. Hard copies shall be attached to the purchase order. Attachments made by electronic means are acceptable.

\$ Must be competitively bid in accordance with the Act. City Council approval is required for all purchases in this category, except as provided for an emergency.

Items purchased more than once during a fiscal year (e.g. office supplies) do not need quotes every time a purchase is made. However, unless such purchases are made from an approved vendor list, competitive quotes for repeated purchases shall be sought at least once each year to ensure the vendors are competitive. Inasmuch as possible or feasible, employees should obtain goods and services through cooperative procurement with other local governments or units or by utilizing the Commonwealth of Virginia e-Marketplace.

and request therefor shall be accompanied by a written request to approve the emergency purchase which shall also set forth the reason(s) for the request.

CHANGE ORDERS

Subsequent to entering into a contract, change orders may become necessary. The City Manager shall have the authority to approve all change orders up to \$ _____. Any change order, singularly *or in the aggregate*, that exceeds \$ _____ must be approved by the City Council.

RECONCILIATION REQUIRED

Each department that utilizes this Small Purchase Policy during any given month shall be required to reconcile all purchases executed during that month. To comply with this requirement, each department must designate the person/position who will be tasked with responsibility of reconciling the transactions of the department, and be responsible for investigating, resolving, and reporting out to the Finance Department (copy to City Manager) discrepancies, should such occur. The person/position designated for reconciling the transaction shall *not* under any circumstances be the person/position who initiated or authorized the underlying purchase. This requirement shall not be waived.

For purchases over \$ _____, reconciliation shall require that the expense of the purchase match up and is verified by all documentation required by this policy. Reconciliation should be completed monthly. Reconciliation reports required for any month shall be due to the Finance Department (copy to City Manager) by no later than the 15th _____ day of the following month. Department reconciliation reports shall be retained by Finance Department in accordance with general accounting principles and with all applicable provisions of state and federal law. Under no circumstances shall a department reconciliation report be destroyed prior to the completion of

DRAFT

**RESOLUTION ESTABLISHING
GUIDELINES FOR BUDGET DOCUMENTS**

WHEREAS, pursuant Art. IV, § 2 of the Hopewell City Charter all of the powers of the City of Hopewell (“City”) are vested in and to be exercised by the Hopewell City Council unless expressly conferred on another position of government; and

WHEREAS, in accordance with state law, the City of Hopewell must adopt a budget each year by no later than July 1; and

WHEREAS, notwithstanding the fact that pursuant to Art. V, §4 of the Hopewell City Charter, the City Manager has the responsibility of preparing and submitting the budget to the City Council for adoption, and administering it thereafter, the information contained in the budget is as determined by the City Council, except as otherwise required by general law. (Art XVII, §2); and

~~WHEREAS, one of the most recent audit performed and completed on the City’s financial records found that, among other deficiencies, year-end expenditures exceeded the final appropriated budget for one City fund; and~~

~~WHEREAS, coupled with all of the other noted material weaknesses, the City’s outside auditors recommended that the City more closely monitors expenditures to ensure that no money is paid out until the governing body has made an appropriation for it, in compliance with Va. Code §15.2-2506; and~~

WHEREAS, the City does not have comprehensive stand-alone policies and procedures relative to the preparation and administration of the budgets submitted to and approved by the City Council; and the City Council has determined that the existence of such policies and procedures would aid the City in prudently managing and expending the citizens’ resources, and maintaining

service or required by general law or the instructions/restrictions related to a grant award shall be reduced or stricken.

3.4. In no event shall City Council adopt a budget in which the total amount of expenditures exceeds the estimated receipts of the City, unless at the same time the City Council adopts measures for providing additional revenue in the ensuing fiscal year sufficient to make up this difference. Notwithstanding the foregoing, City Council shall not alter the estimates of receipts contained in budget except to correct omissions or mathematical errors unless such alteration has been made after a public hearing on such alteration, which shall be held not less than ___ days after notice of the hearing has been published in a newspaper having general circulation in the City of Hopewell.

4.5. ~~As the power to appropriate funds has been vested in the local governing body,~~ The City Council hereby reserves to itself all power to appropriate funds received by the City of Hopewell, regardless of its source. No budget submitted to the City Council shall contain any statement or reference that authorizes the City Manager or Finance Director or any other City Staff to appropriate funds (whatever the source). Any appropriation made contrary to and in violation of this provision shall be deemed void as a matter of law. Any appropriation knowingly made in violation of this provision may result in disciplinary action, up to and including termination from City employment.

5.6. No payment shall be made and nor any expense incurred except in accordance with an appropriation duly made by the City Council unless the City Manager shall first certify that there is sufficient unexpended and unencumbered balance in an appropriated category, and that the payment of such expenses is not expected to cause the appropriated department budget to be exceeded. Any expenditure or obligation authorized or incurred in violation of these provisions

the recipient department and must be effected in accordance with the applicable provision(s) of law.

~~8-10.~~ If at any time during the fiscal year it appears probable to the City Manager that the revenue or fund balances available will be insufficient to finance the expenditures without for which appropriations have been authorized, the City Manager shall report to the City Council without delay, indicating the estimated amount of the deficit and recommending any remedial action relative to the actions that should be taken.

~~9-11.~~ To the extent that any All-prior grants of authority expressly delegated by the City Council to the City Manager or Finance Director is in that are conflict with these provisions, these provisions shall supersede and shall govern are hereby withdrawn.

~~10-12.~~ These policies may be amended, from time to time, until comprehensive policies and procedures are established.

~~11-13.~~ These provisions shall be effective immediately upon approval/adoption by the Hopewell City Council.

ADJOURNMENT