

# AGENDA



**CITY OF HOPEWELL**  
Hopewell, Virginia 23860

**CITY COUNCIL**

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

**AGENDA**

(804) 541-2408

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

**John M. Altman, Jr., City Manager**  
**Peter Eliades, Acting City Attorney**  
**Mollie P. Bess, City Clerk**

**November 9, 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 Section 2.2-3711 (A)(1) for discussion, consideration, or interviews (HRHA and School Board) of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body and employment contract for City Clerk.

**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 – American Rescue Plan Act

**REGULAR MEETING**

Call to order, roll call, and welcome to visitors

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

**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:** October 7, 2021 City Council Meeting,
- C-2 Pending List:**
- C-3 Information for Council Review:** HPC Minutes-10/26/21; HRHA Minutes-9/13/21
- C-4 Personnel Change Report:** Personnel Change Report – October 2021
- C-5 Public Hearing Announcements:** Vacation of Jones Street - 12/14/21; School Board Vacancy – 12/14/21
- C-6 Routine Approval of Work Sessions:** Stormwater Worksession – 12/14/21
- C-7 Ordinances on Second & Final Reading:**
- C-8 Routine Grant Approval:**
- C-9 Resolutions, Proclamations:**

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

Roll Call

**INFORMATION/PRESENTATIONS**

Presentation of Awards Received by Recreation and Parks – Aaron Reidmiller

Recognition of Faithea Foster, Recreation Commission Chair – Aaron Reidmiller

Financial Report – Mr. Terry

**PUBLIC HEARING**

**UNFINISHED BUSINESS**

**COMMUNICATIONS FROM CITIZENS**

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

*Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

**Reports of Boards and Commissions:**

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 – Moultrie Ave Improvements – Johnnie Butler & Austin Anderson**

**R-2 – Dellrose Drive Bus Stop Addition Consideration – Kemi Okeowo**

**R-3 – Veterans Benefit Office in Hopewell – Tevy Griffin**

**R-4 – Rental Inspection Program – Tevy Griffin**

**R-5 – Redistricting – 2021 - Tevy Griffin**

**R-6 – Residency Requirement – John M. Altman, Jr.**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Reports of City Council:**

**Committees**

**COUNCILORS REQUEST**

**CR-1 – Finance Policy (Gore)**

MOTION:

---

Roll Call

**CR-2 – City Energy and Conservation Program (Partin)**

MOTION:

---

Roll Call



**CR-3 – Research Establishment of Hopewell/Prince George Stormwater Comm. (Partin)**

MOTION:

---

Roll Call

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**

# CLOSED MEETING

# WORK SESSION

WS-1



# American Rescue Plan Act

Presentation for City Council

November 9, 2021

## Amount of Funding

- Hopewell is entitled to receive \$9,998,813
  - “metropolitan cities” allocation = \$5,622,819
  - under the “fewer than 50,000” = \$4,375,994
- Virginia’s Independent Cities were considered county-equivalents because of the public services that are delivered, like public education
- The funds will come to the City in two tranches, directly from the U.S. Treasury to the City of Hopewell
- The first payment of \$4,999,406.50 has been received.
- The balance will arrive in May 2022.



## Use of Funds as determined by ARPA

1. To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
3. For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;
4. To make necessary investments in water, sewer, or broadband infrastructure.



## 1st Category

To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality

### Eligible uses for the Public Health Emergency

- Covid-19 mitigation and prevention (contact tracing, testing, ventilation improvement, capital investments in public facilities to meet pandemic operational needs)
- Medical expenses, including costs for medical services for individuals with “Long Covid”
- Meeting behavioral health care needs including addiction treatment, due to a national spike in overdose deaths
- Addressing disparities in public health outcomes, and economic outcomes in our communities
- Generally as broad as the CARES Act



## 1<sup>st</sup> Category – con't

To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality

- Assistance to unemployed workers such as job training
- Deposits into the State unemployment insurance trust fund
- Loans or grants to small businesses and non-profits to mitigate financial hardship such as declines in revenues, or to support the cost of rent, mortgage, payroll and benefits
- Aid to impacted industries such as tourism, travel and hospitality
- Assistance to households such as: utility assistance, counseling and legal aid to prevent homelessness, food assistance, rent, mortgage, home repairs, emergency assistance for burials, weatherization, internet access

There is a 4-step analysis to determine the eligibility of assistance to households, unless the household is located in a Qualified Census Tract.

# 1st Category – con't

Qualified Census Tracts

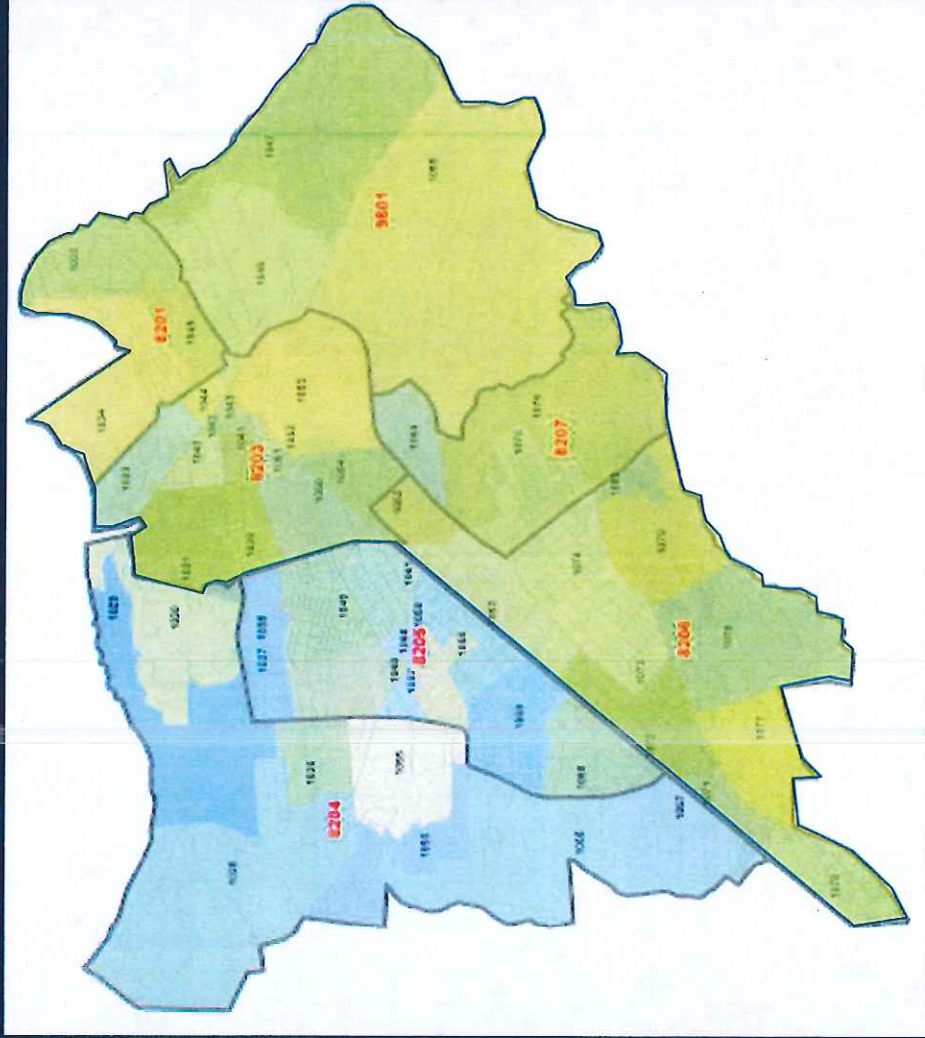
8201

8203

8206

8207

9801





## 2nd Category

To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay or grants to eligible workers

Essential workers – “those workers needed to maintain continuity or operations of essential critical infrastructure”

Essential work – work requiring the physical presence at a jobsite

### Amount

- up to \$13 per hour, above the salary
- Maximum ARPA premium payment cannot exceed \$25,000 per eligible worker
- compensation prioritized for lower income eligible workers who performed essential work

## 2nd Category – con't

To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay or grants to eligible workers

### Categories of essential workers:

- Healthcare workers
- Public health and safety
- Childcare
- Education
- Sanitation
- Transportation
- Food production service

Payments in this category have enhanced reporting requirements.



## 3<sup>rd</sup> Category

Provision of Government Services to  
the Extent of any Revenue Reduction  
Resulting from the COVID-19 Public  
Health Emergency

What does “Revenue Reduction” Mean?

- Recipients’ reduction in revenue is measured relative to the revenue collected in the most recent full fiscal year prior to emergency.
- U.S. Treasury provides a methodology for calculating revenue lost due to the COVID-19 public health emergency

## 3<sup>rd</sup> Category – con't

Provision of Government Services to  
the Extent of any Revenue Reduction  
Resulting from the COVID-19 Public  
Health Emergency

### Revenue replacement

For the purposes of the revenue replacement category, we are looking only at General Revenue

Excludes: refunds, proceeds from issuance of debt or sale of investments, utility income

The US Treasury's formula places a predetermined 4.1% annual growth rate into their formula



## 3rd Category – con't

Provision of Government Services to  
the Extent of any Revenue Reduction  
Resulting from the COVID-19 Public  
Health Emergency

### General calculation steps:

1. Identify the revenue collected in the most recent full fiscal year prior to the pandemic. This is the base year.
2. Estimate the growth rate the city would have experienced using either 4.1% or the average annual revenue growth in the three full fiscal years prior to the public health emergency, whichever is higher.
3. Identify actual revenue collected over the past 12 months.
4. Lost revenue is equal to the expected growth rate less actuals.

City of Hopewell Revenue Reduction = \$3,255,162

## 3<sup>rd</sup> Category – con't

Replenished expenses must directly  
relate to the provision of government  
services

Government Services include:

- Maintenance or pay-go funded building of infrastructure, including roads;
- Modernization of cybersecurity;
- Health Services;
- Environmental Remediation;
- School or Educational Services; and
- Provision of Police, Fire and Other Public Safety Services



## 3<sup>rd</sup> Category – cont

Government Services Do Not Include:

- Replenishing Financial Reserves;
- Interest or Principal on Any Outstanding Debt Instrument;
- Expenses Associated with Financial Indebtedness for Borrowed Money;
- Satisfaction of a Settlement or Judgement;
- Judicially Confirmed Debt Restricting in a Judicial, Administrative, or Regulatory Proceeding.

## 4th Category

Make Necessary Investments in  
Water, Sewer, and /or Broadband  
Infrastructure

**Water infrastructure projects** – must be aligned with types or categories of projects eligible for financial assistance through the EPA's Clean Water State Revolving Fund, or the Drinking Water State Revolving Fund

**Sewer projects** – may include construction of publically owned treatment infrastructure, including infrastructure which manages and treats stormwater or subsurface drainage water, facilitate water reuse



## 4<sup>th</sup> Category

Make Necessary Investments in  
Water, Sewer, and /or Broadband  
Infrastructure

### U.S. Treasury encourages using Recovery Funds for projects that:

- Improve drinking water infrastructure
- Consolidate or establish drinking water systems
- Support cybersecurity needs to protect water or sewer infrastructure
- Support efforts to address climate changes
- Provide relief in cases of a natural disaster



## 4th Category

Make Necessary Investments in  
Water, Sewer, and /or Broadband  
Infrastructure

**Broadband** – projects must “be designed to provide service...to unserved and underserved households and businesses.”

- *Unserved and underserved households or businesses* means one or more households or businesses that are not currently served by a wireline connection that reliably delivers at least 25 Mbps download speed and 3 Mbps of upload speed.
- Eligible broadband projects must reliably meet or exceed symmetrical 100 Mbps download speed and upload speeds;
- If the required speeds cannot be achieved, then the project would be expected to meet or exceed 100 Mbps download with a minimum of 20 Mbps upload speed and be scalable to a minimum of 100 Mbps symmetrical for download and upload speeds



## Deadline for Use of ARPA Funds

- Payments from ARPA Funds be used only to cover costs incurred by the local government by December 31, 2024
- “Incurred” means that the payments must be obligated by December 31, 2024.
- U.S. Treasury defines “obligation” as “an order placed for property and services and entering into contracts, sub-awards, and similar transactions that require payment.”

## Ineligible Use of ARPA Funds

ARPA funds cannot be used for:

- Contributions to rain-day funds, financial reserves, or similar funds
- Tax cuts
- Any payment of interest or principal on outstanding debt instruments
- Fees or issuance costs for new debt
- A settlement, judgment, consent decree or judicially confirmed debt



## ARPA Reporting Requirements

- One interim report
  - To include recipient's expenditures by category from the date of the award to July 31, 2021
  - Report must be submitted by August 31, 2021
- Quarterly reports through the end of the award period which is December 31, 2026
  - To include financial data, information on contracts and sub-awards over \$50,000, types of projects funded
  - The first quarterly report is for the time period from award of funds to September 30, 2021, and must be submitted by October 31, 2021

# Public Health Emergency

Project	Cost
COVID-19 Support	\$300,000
3 1/2 Street Park Improvements	\$210,000
Westwood Park Improvements	\$200,000
Atwater Park Improvements	\$425,000
New Ambulance	\$300,000
Department of Development Renovations	\$250,000
Total	\$1,685,000



# Revenue Reduction

City of Hopewell Revenue Reduction = \$3,255,162

Project	Cost
FY22 Budget	\$375,823
Cattail Creek Improvements	\$250,000
Cattail Creek Stabilization Project	\$280,250
Police Vehicles (7)	\$338,500
Courthouse Phone System	\$250,000
Courthouse – Circuit Court AV	\$40,000
Fire Battalion Chief Vehicle	\$60,000
Code Enforcement Vehicles (2)	\$62,000
Total	\$1,656,573

# Infrastructure

Project	Cost
Broadband – Downtown Initiative	\$450,000
Broadband – Citywide WiFi Expansion	\$1,000,000
Total	\$1,450,000



## Total Proposed Expenditures

Category	Proposed Cost
Public Health Emergency	\$1,685,000
Revenue Reduction	\$1,656,573
Infrastructure	\$1,450,000
Total	\$4,791,573
1 <sup>st</sup> Allocation	\$4,999,406.50
Remaining	\$207,833.50

# Questions

# CONSENT AGENDA

# MINUTES



Councilor Randolph	-	Yes
Councilor Holloway	-	Yes
Vice Mayor Partin	-	Yes
Councilor Gore	-	Yes
Councilor Denton	-	Yes

Motion Passes: Ayes – 7  
 No – 0

Motion made by Councilor Denton and seconded by Vice Mayor Partin to accept the 2018 audit and audit findings and for Mr. Altman and Mr. Terry to come back to City Council at the October 26, 2021 City Council Regular Meeting with the draft and finance plan with the answers to the questions that Council has tonight.

Roll Call:	Councilor Pelham	-	No
	Mayor Bennett	-	Yes
	Councilor Randolph	-	Yes
	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	Yes

Motion Passes: Ayes – 6  
 No – 1

Motion made by Councilor Gore and seconded by Councilor Denton to move into Closed Session to discuss recruitment of City Attorney.

Roll Call:	Councilor Pelham	-	Yes
	Mayor Bennett	-	Yes
	Councilor Randolph	-	Yes
	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	Yes

Motion Passes – Ayes – 7  
 No – 0

Motion made by Councilor Denton and seconded by Councilor Randolph to come out Closed Session.

Roll Call:	Councilor Pelham	-	Yes
	Mayor Bennett	-	Yes
	Councilor Randolph	-	Yes
	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes



Councilor Gore - Yes  
Councilor Denton - Yes

Motion Passes – Ayes – yes  
No - 0

Certification Pursuant to Virginia Code 2.2-3712 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: Councilor Pelham - Yes  
Mayor Bennett - Yes  
Councilor Randolph - Yes  
Councilor Holloway - Yes  
Vice Mayor Partin - Yes  
Councilor Gore - Yes  
Councilor Denton - Yes

Passes – Ayes – 7  
No – 0

Motion made by Councilor Gore and seconded by Councilor Pelham to issue an RFP to solicit multiple firms to serve as the City Attorney for Hopewell and allow the Mayor to appoint the person on an interim basis so that we may have an attorney for our next meeting.

Roll Call: Councilor Pelham - Yes  
Mayor Bennett - Yes  
Councilor Randolph - Yes  
Councilor Holloway - Yes  
Vice Mayor Partin - Yes  
Councilor Gore - Yes  
Councilor Denton - No

Passes – Ayes – 6  
No – 1

Meeting Adjourned

---

Patience Bennett, Mayor

---

Mollie Bess, Acting City Clerk

# PERSONNEL REPORT

**DATE:** November 3, 2021  
**TO:** The Honorable City Council  
**FROM:** Jennifer Sears, Director of Human Resources  
**SUBJECT:** Personnel Change Report – October 2021

---

**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
ANDREW MAJOR	CIRCUIT CRT LAW INTERN	LAW INTERN	10/01/2021
CHRISTOPHER HAWTHORNE	WATER RENEWAL	WWT SHIFT SUPV	10/06/2021
CARL CENCEWIZKI	FIRE	FIREFIGHTER / ALS	10/06/2021
DAWSYN HOCK	RECREATION	PT ATHLET SITE ASST	10/06/2021
MACIE BLANKENSHIP	RECREATION	PT LIFEGUARD	10/06/2021
KAREN LADMAN	RECREATION	PT LIFEGUARD	10/06/2021
SHUSHANIA DOSWELL	SOCIAL SERVICES	BEN PROG SPC I	10/20/2021
RYAN CICHON	FIRE	FIREFIGHTER / ALS	10/20/2021

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
MEGAN FORREN	POLICE	ANIM CONTROL OFF	10/01/2021
GEORGE BONNER	WATER RENEWAL	WWT OPERATOR I	10/01/2021
SANDRA ROBINSON	CITY ATTORNEY	CITY ATTY	10/05/2021
BRENT WOODFORD	WATER RENEWAL	WW MAINT MECH III	10/08/2021
JAMES BENTON, JR.	WATER RENEWAL	WWT OPERATOR I	10/08/2021
JAMES HALL	FIRE	FIREFIGHTER / ALS	10/08/2021
JERED STANLEY	PUBLIC WORKS	PW MAINT SPEC	10/15/2021
KELCEY COSTLEY	FIRE	ALS / FIREFIGHTER	10/22/2021

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



**INFORMATION  
FOR  
COUNCIL REVIEW**

**MINUTES OF THE AUGUST 26, 2021 MEETING  
OF THE HISTORIC PRESERVATION COMMITTEE  
City of Hopewell**

A meeting of the Historic Preservation Committee for the City of Hopewell was held on Thursday, August 26, 2021 at 4:00p.m. in the City Council conference room located at 300 N. Main Street, Hopewell, VA 23860.

**Present:**

Debbie Randolph  
Janice Denton  
Becky McDonough  
Daniel Jones  
Rita Joyner  
Aaron Reidmiller  
David Fratarcangelo

**Absent:**

Lewis Rogers - resigned  
Jeanie Langford - resigned

**Staff:**

Tevya Griffin, Director of Development  
Chris Ward, Senior Planner

The meeting began at 4:03 p.m.

**ADMINISTRATIVE MATTERS**

Ms. Griffin welcomed everyone to the meeting and asked if there were any requests for withdrawal, deferral or amendments to the agenda. There were none. Ms. McDonough made a motion to approve the agenda. Mr. Jones seconded. The motion carried 7-0.

Ms. Griffin asked if there were any changes to the minutes from the May27, 2021 Historic Preservation Committee meeting. There were none. Ms. Joyner made a motion to approve the meeting minutes as submitted. Mr. Fratarcangelo seconded. There was no discussion. The motion carried 7-0.

**CITIZENS COMMENTS**

No citizens were present.

**UNFINISHED BUSINESS**

Committee membership revisions to be submitted to City Council

Ms. Griffin stated that she has submitted a revised committee membership to City Council twice but City Council has not been able to get to it yet. Ms. Griffin commented that she will continue to place the committee membership revisions on City Council's agenda. She explained that the requested changes include: changing the Director of Development from a non-voting position to a

voting position; adding the Senior Planner as staff to the committee; removing “William and Mary” from the college student position; removing the National Park Service representative since the federal government does not allow its employees to have voting positions on local boards; and, changing the third city councilor position to an at-large position to avoid having an official City Council meeting every time three councilors attend an Historic Preservation Committee meeting.

Review of updated by-laws

Mr. Ward noted that the draft by-laws will reflect any changes made by City Council to the construction of the committee and any meeting time changes that may be made later in the meeting. He continued that committee approval of the by-laws should wait until City Council finalizes the committee membership.

Project Sign Update

Ms. Griffin thanked Mr. Reidmiller for the developing the sign design and asked the committee to vote on proceeding with the production and installation of the sign. Ms. McDonough made a motion to approve the sign design and proceed with the installation. Council Denton seconded. The motion carried 7-0.

Cameron Foundation - Status of Letter of Intent

Ms. Griffin informed the group that the City hosted the Cameron Foundation at the Shiloh Lodge on Monday, August 23<sup>rd</sup> and that the

**NEW BUSINESS**

Meeting day and time

Councilor Randolph stated that she would have difficulty attending meetings that occurred during business hours due to her daily commute to and from Williamsburg. Councilor Randolph made a motion to change the meeting time to 5:30PM. Councilor Denton seconded. Ms. Joyner noted that Thursday evenings conflicted with the farmers market. Mr. Fratarcangelo stated that he had a Wednesday evening conflict. It was noted that City Council meets on Tuesday evenings which left Mondays or Friday. Mr. Fratarcangelo made a motion to amend the standing motion so that meetings of the Historic Preservation Committee are moved to the fourth Monday of each month at 5:30PM. Councilor Denton seconded. There was no further discussion. The motion carried 7-0.

Mr. Jones made a motion to adjourn the meeting. Councilor Denton seconded. The motion carried 7-0. The meeting adjourned at 4:35PM.

APPROVED:

  
\_\_\_\_\_  
Tevya W. Griffin – Director of Development

  
\_\_\_\_\_  
Date



HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY  
350 East Poythress Street  
Hopewell, VA 23860

REGULAR MEETING OF September 13, 2021

\*\*\* MINUTES \*\*\*

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, September 13, 2021 at 6:00 p.m. .

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

Present: Sheila Flowers, Chairman  
John Tunstall, Vice-Chairman  
Ruth Johnson, Commissioner  
Shamika Lewis, Commissioner  
Anthony Bennett, Jr., Commissioner  
Susan Temple, Commissioner -arrived at 6:12 p.m.

Absent: None

Also Present: Steven Benham, Chief Executive Officer  
Sherry Henderson, Executive Secretary  
Tarvaris McCoy, Chief Development Officer  
Kameko Coleman, Administrative Assistant

CONSENT AGENDA

C-1 Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Tunstall, with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Bennett	- Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

R-1 Summary Report Discussion.

Mr. Benham informed the Board of Commissioners: 1. There are delays in the redevelopment of Piper Square, LLC. we are experiencing due to insulating material shipments; and 2. Madelyn Peay co-authored an article with the Executive Director of the Virginia Housing Alliance for the Richmond Times Dispatch. It was included in the packet.

R-2 Discussion of Pending List

Mr. Benham discussed the pending list with the Board of Commissioners. The following will be completed for the pending list:

1. Item number 55 will remain as a pending item.
2. Item number 54 will remain as a pending item.

R-3 Request approval of Resolution No. 899. revising the Personnel Manual to reflect the Senior Property Manager managing the Affordable Housing Department.

Upon motion made by Vice-Chairman Tunstall and seconded by Commissioner Johnson, with all Commissioners present responding, approved Resolution No. 899. revising the Personnel Manual to reflect the Senior Property Manager managing the Affordable Housing Department.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Bennett	- Yes
Commissioner Temple	- Yes

6 Yes; Motion Passed

- R-4 Request approval of Resolution No. 900, approve the Chief Executive Officer to be authorized to award up to \$18,302 (annual affect) in wage increases as merit raises as allowed by current personnel policy.

Upon motion made by Commissioner Johnson and seconded by Commissioner Lewis, with all Commissioners present responding, approved Resolution No. 900, approve the Chief Executive Officer to be authorized to award up to \$18,302 (annual affect) in wage increases as merit raises as allowed by current personnel policy.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Bennett	- Yes
Commissioner Temple	- Yes

6 Yes; Motion Passed

- R-5 Other Matters

Mr. Benham presented the Board of Commissioners with: 1. We have a temp accountant, Lisa Wilson, assisting in the Finance Department; 2. We will begin our Audit on September 27. It will be submitted the last week of December and I will brief the Board of Commissioners in March; and 3. Our Board meeting for October 11 will need to be cancelled or rescheduled due to our office being closed for the Columbus Day holiday.

- R-6 Commissioner Comments (and recommendations for next meeting).

Commissioner Lewis -- I would like to express my sincere appreciation to your staff for the way the HCVP waiting list was handled.

Commissioner Johnson -- Can the Board be advised of new hires and the status of wait list openings/closings?

Commissioner Bennett -- I ran into the same situation that HRHA is having with the redevelopment of Piper Square, LLC. The architect has to be mindful of the schedule you have to meet.

#### ADJOURNMENT

Upon motion made Commissioner Johnson seconded by Commissioner Lewis with all Commissioners present responding affirmatively, the meeting was adjourned at 6:42 p.m.

*Sheila Flowers*

---

Sheila V. Flowers, Chairman

*Steven A. Benham, Jr.*

---

Steven A. Benham, Secretary-Treasurer

# INFORMATION/ PRESENTATION





# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Presentation of Awards Received by Department of Recreation and Parks

**ISSUE:** The Recreation and Parks Department was recognized with eight awards for excellence at the Virginia Recreation and Park Society Annual Conference held in Harrisonburg, Virginia, October 23-26, 2021. The Department was recognized in six programmatic areas and two employees were recognized with individual awards.

**RECOMMENDATION:** N/A

**TIMING:** The presentation is requested to take place at the November 9, 2021, meeting of City Council.

**BACKGROUND:** N/A

**ENCLOSED DOCUMENTS:**

- N/A

**STAFF:**

Aaron Reidmiller, Director of Recreation and Parks

**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			



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Recognition of Faithea Foster, Recreation Commission Chair

**ISSUE:** The Department of Recreation and Parks will recognize Mrs. Faithea Foster for her service on the Recreation Commission.

**RECOMMENDATION:** N/A

**TIMING:** The presentation is requested to take place at the November 9, 2021, meeting of City Council.

**BACKGROUND:** N/A

**ENCLOSED DOCUMENTS:**

- N/A

**STAFF:**

Aaron Reidmiller, Director of Recreation and Parks

**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

# FINANCIAL REPORT



# HOPEWELL VIRGINIA



**REGULAR CITY COUNCIL  
MEETING 11.9.2021**

**City of Hopewell, VA  
City Council Regular Meeting  
City Council Topic of Interest Requiring the Finance Department  
Response, Status and / or Clarification Related to FY2018  
Audit Finding and Recommendation**

<b><u>Topic</u></b>	<b><u>Section</u></b>
<b>Finding and Recommendation 2018-001</b>	<b>1</b>
<b>Systemic and Procedural Improvements Subsequent to FY2018 and/or FY2018 Audit</b>	<b>2</b>
<b>City RFP for Auditor Services</b>	<b>3</b>
<b>City RFP for Risk Assessment</b>	<b>4</b>
<b>2018 Completion and Issuance Status</b>	<b>5</b>
• <b>Annual Comprehensive Financial Report</b>	
• <b>Auditor of Public Accounts Report</b>	
• <b>Single Audit Report</b>	

# SECTION 1

## Finding 2018-001

City and Schools Board's Finance Organization and Financial Statement Closing Process

## Recommendation

It is recommended that the City and School Board perform an entity wide internal control risk assessment to develop and implement a corrective action plan to address the internal control deficiencies noted above. The risk assessment should be considered in the systemic environment internal control structure, financial processes, personnel and organizational structure.

.....  
City Council's Topics of Interest (10.07.2021 Special Call Meeting):

## City

- **Accounts receivable – HRWTF Refunds**
  - (Refund calculated and recorded in the Munis general ledger)
  - (Adequate training on new responsibilities and the MUNIS system – HRWTF, Treasurer & Finance)
  
- **Due from other governments – City/CSA**
  - ( Thomas Brothers & Munis Reconciliation)
  
- **Community Development Block Grant (CDBG) Fund**
  - (Duplicate payment \$21K to sub grantee & \$100K drawdown in excess of expenditures)
  
- **Capital Project Funds**
  - (Demonstration /confirmation of prior reported bond proceeds transferred from the bond investment account to reimburse Capital project costs paid from City operating fund)



# **SECTION 1**

## **(continued)**

- **Payroll liabilities**
  - **(Manual allocation (\$1.7M) of general fund payments to apply the payments to appropriate fund payroll liabilities)**
  
- **Journal Entries (GNI)**
  - **(Source: General ledger transactions and corrections --- Meaning: 297 GNI's posting or 6944 correcting account code)**
  
- **Adjusting Journal Entries**
  - **(Source: Adjusting entries to close and correct the general ledger to generate financial statements --- Meaning: 100 adjusting entries)**

### **School Board**

- **Cash**
  - **(\$400K capital acquisition expenditures were duplicated in the Building and Bus replacement Fund)**
  
- **Budgetary Process**
  - **(Fiscal Year 2018 appropriation over budgeted by \$2.1M)**

**Finance Department Response, Status and / or Clarification  
Related to FY2018**

**Audit Finding and Recommendation**

City

- **Accounts receivable – HRWTF Refunds**
  - **(Refund calculated and recorded in the Munis general ledger)**

\*\*\*\*\*

**HRWTF Management & Staff Status Update as of 10.27.2021**

**Completion status of credit refunds:**

- **FY2016 Completed**
- **FY2017 Completed**
- **FY2018 Work in Progress (Approximately 70% complete; Estm. date of completion 11.5.2021)**
- **FY2019 Outstanding (Estm. date of completion 12.17.2021)**
- **FY2020 Outstanding (Estm. date of completion 01.21.2021)**
- **FY2021 Outstanding (Estm. date of completion 02.28.2021)**

**Note:**

Per the “Commission Agreement” (3<sup>rd</sup> supplement) the City shall within one hundred eighty (180) days or 6 months after receiving its audited financial statements, perform an annual (year-end) adjustment of Operations and Maintenance payments.

The above estm. dates of completion represent the City’s preliminary calculation using Munis actuals numbers until the respective audits are completed.

\*\*\*\*\*

- **Accounts receivable – HRWTF Refunds (continued)**
  - **(Adequate training on new responsibilities and the MUNIS system – HRWTF, Treasurer & Finance)**

**Finance Director’s Observations and Comments:** Training of responsibilities and roles has been conducted on a functional unit level. For training to be deem adequate an internal control assessment of roles and responsibilities of the 3 primary departments aforementioned that impact refunds (refunds = inclusive of customer accounts receivable and other related refunds, as well as, the commission members) being performed on a timely basis.



- **Due from other governments – City/CSA**
  - **( Thomas Brothers & Munis Reconciliation)**

\*\*\*\*\*

## **CSA Reconciliation Process**

Currently expenditures are recorded into three financial systems as follows:

- **Thomas Brothers, a third party vendor application to assist the CSA Manager; to effectively manage the CSA program.**
- **Munis (City’s Official Financial System)**
- **State CSA Database**

**Reconciliation Process:**

- **Council approves annual fiscal year budget for the CSA program**
- **Finance Department uploads approved budget into Munis before expenditure can take place, expenditure is limited to what is approved by Council**
- **CPMT approves benefits for recipients which is encumbered through the City’s Purchase Order System**
- **Approved benefits are paid and recorded in Munis and also recorded into the Thomas Brothers**
- **CSA Manger upload financial transactions into the State CSA system through the Thomas Brothers application**
- **CSA Manager requests state reimbursement based on a predetermined agreed upon percentage**
- **Assistant Finance Director (AFD) compares total expenditure reported to the State CSA system to Munis to ensure accuracy. Any discrepancies are resolved before approval can take place.**
- **AFD signs off on the request for payments.**
- **The above outlined process is performed monthly**

**Note:**

**As fiscal agent AFD implementation and participation of the aforementioned process commenced FY2021 (12.2020 to present).**

- **Community Development Block Grant (CDBG) Fund**
  - **(Duplicate payment \$21K to sub grantee & \$100K drawdown in excess of expenditures)**

\*\*\*\*\*

- **CDBG paid vendor twice \$21K**
- **CDBG \$100K drawdowns were performed before paid expenditures**
  - **(CDBG is a reimburse grant; draw downs should be done base on the City's actual expenditures)**
- **Anticipated Remedy: Future reduction in funding as related to the aforementioned**

- **Capital Project Funds**
  - **(Demonstration /confirmation of prior reported bond proceeds transferred from the bond investment account to reimburse Capital project costs paid from City operating fund)**

.....

**See Attachments:**

**10.05.2018 Cash Transfer Letter Request (\$3,424,173.45)**

**10.09.2018 SunTrust wire advice (\$3,424,173.45)**

**10.13.2018 City of Hopewell Journal Voucher (\$3,424,173.45)**



- **Payroll liabilities**
  - **(Manual allocation (\$1.7M) of general fund payments to apply the payments to appropriate fund payroll liabilities)**

.....  
**The City of Hopewell implemented the Munis Payroll System on July 1, 2017. Prior to the implementation, CBIZ processed the City's payroll.**

**The benefit costs for employer/employee had not been allocated correctly through Munis payroll for Fiscal Year 2018. Working with the ACFR consultant team a change to correct allocation (systemic) was made to the deductions within the Munis Payroll System on July 29, 2019 (FY2019-2020).**

- **Adjusting Journal Entries**
  - **(Source: Adjusting entries to close and correct the general ledger to generate financial statements --- Meaning: 100 adjusting entries)**

.....

**ACFR consultant made year end correcting entries to close and correct the general ledger to generate financial statements**

**The 100 adjusting entries primarily related to correct departments receiving grants funds and the posting expenditures in new accounts codes that were set up in the CDBG fund, as well, as in an Agency Fund (Trust Fund)**

## School Board

- Cash
  - (\$400K capital acquisition expenditures were duplicated in the Building and Bus replacement Fund)

.....

**Treasurer recorded a wire behalf of School Board acquisition of a building**

**School Board recorded the building acquisition expenditure as an invoice**

**Result double posting error but only one payment (\$400K)**



**School Board**

- **Budgetary Process**
  - **(Fiscal Year 2018 appropriation over budgeted by \$2.1M)**

.....

Education Local Government Budget	\$ 14,264,679
Education Actual Expenditures	(\$ 12,182,187)
Education Excess Budget over Expenditures	<hr/> \$ 2,082,492



**Joan E. Gosier, MBA**  
City Treasurer

jgosier@hopewellva.gov  
p: (804) 541-2260  
f: (804) 541-2444

300 North Main Street  
Suite 109  
Hopewell, VA 23860

www.hopewellva.gov

**Cash Transfer Letter**

**October 5, 2018**

Charles Henderson  
Assistant Vice President, Escrow Services  
Mail Code VA-HDQ-5307  
919 E Main St, 5th Floor  
Richmond, VA 23219

Dear Charles Henderson:

**Cash Transfer Request**  
**Suntrust Account: [REDACTED]**

Pursuant to Section 1.3 of the Escrow Agreement please accept this letter as written notification to complete the following request on our account listed above:

Please transfer \$3,424,173.45 from our Suntrust Account: [REDACTED] to our Suntrust Account [REDACTED]

Transfer Date: 10/5/2018  
Transfer from Suntrust Account: [REDACTED]  
Transfer to Suntrust Master Account: [REDACTED] *3/26/2018*  
ACH to the account

ABA 06 [REDACTED] (wire) *yes preferred*  
ABA 05 [REDACTED] (check)

**Purpose: Reimburse Cash for Public Safety Building Construction**  
**Cost (2014-2018):**

Please forward all completed paperwork to: Joan E. Gosier, City Treasurer

Yours sincerely

*Joan E. Gosier*  
Joan E. Gosier, City Treasurer  
On Behalf of the City of Hopewell, VA

*Edward O. Watson*  
\_\_\_\_\_  
*Michael Terry*  
\_\_\_\_\_  
*J. March Altman*  
\_\_\_\_\_

Ed Watson - Project Director  
Michael Terry - Finance Director  
J. March Altman - City Manager

SUNTRUST BANK  
P.O. BOX 3833  
CENTRAL WIRE FACILITY  
ORLANDO, FL 32897



CITY OF HOPEWELL  
MASTER ACCOUNT TREASURERS OFFICE  
P O BOX 199  
HOPEWELL VA 23860

RECEIVED

OCT 16 2018

CITY OF HOPEWELL  
TREASURER OFFICE

PAGE 1

ACCOUNT NUMBER [REDACTED]

DATE 10/09/2018

**ADVICE OF WIRE TRANSFER CREDIT(S)**

TRANSACTION NUMBER [REDACTED] RECEIVED VIA INTERNAL DEBIT PARTY: G/[REDACTED] STB ESCROW SERVICES ATTN NICKIDA DOOLEY 919 EAST MAIN STREET TOSS RICHMOND VA 23219 SENDING BANK: B/[REDACTED] [REDACTED] ESCROW SERVICES ORIGINATOR: CITY OF HOPEWELL, VA 300 NORTH MAIN STREET HOPEWELL, VA 23860	AMOUNT \$3,424,173.45  ORIGINATOR TO BENE INFO: REF: REIMBURSE CASH FOR PUBLIC SAFETY BUILDING CONSTRUCTION COST (2014-2018)
---	--

THE HOURS FOR INITIATING TELEPHONE WIRE TRANSFER REQUESTS ARE 8:30 AM TO 4:30 PM ET. THIS ADVICE IS YOUR PERMANENT RECORD OF THE TRANSACTIONS. FOR

INQUIRY, CALL 800-786-8787 AND PROVIDE THE TRANSACTION NUMBER ON THE ADVICE.

City of Hopewell  
Journal Voucher

Effective Date:

10/13/2018

J

2019/3# 946

Batch #

MUNIS Acct #			Debit	Credit	Description
Org	Object	Project			
011	110110		3,424,173.45		Reimburse Cash for Public Safety B'dg Const
071	120111	D0109		3,424,173.45	Reimburse Cash for Public Safety Bldg Const
Continuation Sheet Total					
Total			3,424,173.45	3,424,173.45	

Comment: Transfer from Investments to Cash

Prepared by: J. Biggell

Authorized by: J. Gosier

Finance Recd by: \_\_\_\_\_

Posting Date: \_\_\_\_\_

Input Completed: \_\_\_\_\_

Hash Total 6,848,346.90



## **SECTION 2**

### **Systemic and Procedural Improvements Subsequent to FY2018 and/or FY2018 Audit**

#### **Finance Department – Accounting and Accounts Payable**

- 1. All Bond payments are processed through Munis as a wire transfer to ensure the payments made by phone by the Treasurer's Office are recorded for each payee. The bond payment procedure is as follows: the forms are given to Assistant Finance Director for verification and signature, they are then processed and scanned through Munis at least 10 days prior to due date of payment. Once completed in Munis the bond payment documents are taken to the Treasurer's Office and signed upon acceptance. Copies of all bond payment documents are kept in the Finance Department. Start Date: FY2019-2020 (3/2020)**
- 2. ACH/EFT payments are now being utilized by a small portion of vendors, as this is a new procedure for the City. The Finance Department have undertaken this new process to decrease the cost of check stock, toner, and postage. As the amount of ACH/EFT vendors increase the savings will also increase. The goal is to eventually have the majority of our vendors/employees designated as ACH/EFT payments. Start Date: FY2021-2022 (09/2021)**
- 3. The Check Request process has been reiterated as follows: The check request form is filled out by the department and sent to the Assistant Finance Director for review and signature, prior to any request entered into Munis for payment. This check request process includes Recreation and Parks deposit refunds, Permit refunds of any kind, Asset Forfeiture payments, Jury member payments, Small Business Grant payments, and any Treasurer request for payment. Start Date: FY2020-2021 (7/1/2020)**

#### **Finance Department – Accounting and Accounts Payable (continued)**

- 4. The AP bank file is verified by email prior to any and all checks being sent to payees. The new process is as follows: the AP check run is completed by the Finance Department, a bank file is created at this time. The file is then forward to the Treasurer’s Office and the Treasurer Office in turn process the file through Suntrust/Truist. For each check run that is completed a bank file acceptance form is received via email from the Treasurer’s office. Start Date: FY2018-2019 (7/1/2018)**
  
- 5. Fiscal Year End Close procedure includes closing all purchase orders that are not dedicated to purchases with invoices arriving by 9/30. This re-encumbers all funds left on the old year purchase orders to be a truer or accurate accounting. Closing duplicate/overlooked purchase orders created by departments throughout the year also gives a clearer accounting. Start Date FY2018-2019 (7/1/2018)**
  
- 6. Accounts Payable invoices are correctly entered into the correct Fiscal Year during the overlapping payment months (July-Sept). For example: invoice for services in June is entered into a payment batch with an effective date of 6/30. Thus ensuring the payment is captured in the correct fiscal year of the service. Start Date: FY2018-2019 (7/1/2018)**
  
- 7. Purchase order training documents have been updated for the new version of Munis, 2019.1. Any new process in the purchase order input process has been conveyed to the departments via email.**

**Finance Department – Accounting and Accounts Payable (continued)**

**Munis Bank Reconciliation Project (Continued)**

**PURPOSE:** The purpose of this project is to match the balances in the City of Hopewell accounting system (Munis) for a cash account to the corresponding information on the Truist bank statements. This will enable us to ascertain the differences between the two systems and book the necessary changes to our Munis accounting system as appropriate.

**EXPECTED OUTCOME:** To bring City's monthly reconciliation current with the exception of School reconciliation which is currently independent of Munis financial system module.

**START DATE:** This project started in April 2019 when the Assistant Finance Director attended a Munis User Conference. The project was delayed due to personnel change and Munis system upgrade. The group reconvene on June 30, 2021 after completion of the Munis upgrade.

**PARTICIPANTS:** The project participants are as follows:

City Treasurer, Joan Gosier; Chief Deputy Treasurer, Joseph Bizzell; Account Payable Specialists, Felicia Ashburn and Dorothy Gerald; Assistant Finance Director, Dipo Muritala; IT Director, Concetta Manker; Tyler Account Specialist, Noel Wallace and Truist Treasury Solution, Donna Smith Barksdale.

**Finance Department – Accounting and Accounts Payable (continued)**

**Munis Bank Reconciliation Project (continued)**

**STATUS AS OF 10/26/21:**

The team typically meet every other Wednesday, currently November meeting schedule is pending.

100% of Munis system setup has been completed.

18 months of bank BAI\* file is available on the bank network, the Chief Deputy Treasure indicated these files has been downloaded in City network folder.

The Chief Deputy Treasurer downloads BAI file every month in a separate folder.

Chief Deputy Treasurer is currently completing the first two periods that are available from the bank.

The Treasurer and the Assistant Finance Director will review the completed reconciliation before we proceed to additional months.

**Note:**

\*Bank Administration Institute (BAI) is a file format used by the bank to transfer financial data.



### **Finance Department – Budget and Financial Reporting (continued)**

- 1. Starting in FY2019-2020, operating costs that were previously budgeted as capital were moved to departments' operating budgets. Examples: Expense for Chapter 18 violations (tall grass, trash and debris) for Development and annual taser contract for Sheriff.**
- 2. Starting in FY2019-2020, the practice of posting cost recovery funds to expense accounts was eliminated. The prior practice resulted in expense line items showing the net of the expenses and cost recovery combined instead of the true costs. It also caused the need for year-end reconciliation/reclassification. By eliminating this practice, true costs are shown throughout the year and the year-end reconciliation/reclassification for cost recovery is no longer needed.**
- 3. Starting in FY2020-2021, departments were no longer allowed to request funding using miscellaneous expense codes. Funding requests previously coded as miscellaneous were reclassified for the departments that were able to show proof that the funds were needed. Funding was removed from departments that were not able to show that the funding was necessary.**

**Please note:**

**Miscellaneous revenue codes are still being used as for one-time revenue sources and other situations where funds are received that do not fit into a particular category.**

## **SECTION 3**

### **City RFP for Audit Services**

- **Anticipated post date 11.03.2021**



REQUEST FOR PROPOSALS  
FINANCIAL AUDIT SERVICES  
CITY OF HOPEWELL

---

INVITATION: # 10-22

DATE: November 04, 2021

Sealed Proposals, subject to the general conditions and specifications hereby attached, will be received at the Office of the City Clerk, Second Floor, Municipal Building 300 North Main Street, Hopewell, Virginia 23860 until, but not later than **11:00 a.m. Thursday, December 2, 2021.**

1. In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original, three (3) copies, and a portable document format (pdf) version of the proposal shall be submitted to the City of Hopewell, Virginia.
2. Regardless of delivery method of proposal, the **outside** of each envelope must clearly indicate the following: *(If Proposal is delivered by Federal Express, UPS, USPS Priority, etc. or any other means, the outside of **each** envelope **must also** clearly indicate):*

Office of the City Clerk  
Second Floor  
Municipal Building  
300 North Main Street  
Hopewell, Virginia 23860  
Closing Date of Proposal: December 2, 2021  
Financial Audit Services  
RFP # 10-22

3. Proposals by telephone, telegraph, or facsimile **will not** be accepted.
4. **ANY PROPOSAL RECEIVED AFTER 11:00 A.M. ON THE AFOREMENTIONED DATE OF OPENING, WHETHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.**

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

Nothing herein is intended to exclude any responsible firm or in any way restrict competition. The selection process will be competitive negotiation as outlined in Chapter 2A of the Code of the City of Hopewell, Virginia, and Section 2.2-4302.2 (Virginia Public Procurement Act) of the Code of Virginia.

All Proposals submitted must be signed by an individual authorized to bind the Offeror. Proposals submitted without such signature will be deemed non-responsive, and will not be considered. The City of Hopewell reserves the right to cancel the RFQ/RFP, to award in part or in whole, to waive all informalities, to reject any or all items of any proposal, or reject any and all proposals deemed to be in the City's best interest. The City may modify any requirements in the RFQ/RFP prior to the deadline by written notice to any Offeror requesting a copy of the RFQ/RFP. The City may modify the project's scope of services and required tasks during negotiation process with the successful Offeror. The City shall neither be obligated nor prohibited from awarding or amending any contract with the successful Offeror for services less than or greater than the scope of services contemplated in this proposal.

The right is reserved to extend any resulting contract, for terms to be mutually negotiated and agreed upon.

If you desire not to quote on this invitation, please forward your acknowledgement of NO PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL BE CAUSE FOR REMOVAL OF YOUR COMPANY'S NAME FROM THE QUALIFIED OFFEROR LIST.

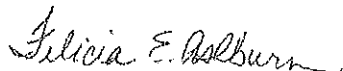
All proposals are subject to general terms and conditions hereby attached and will be rejected if not properly executed.

Individual contractors must provide their social security numbers and other types of firms must provide their federal employer identification numbers in the payment clauses to be included in contracts.

The City reserves the right to be sole judge and to make the award in accordance with its own judgment as to what will best meet its requirements and be in the best interest of the City.

AVAILABILITY OF FUNDS: It is understood and agreed between the Offeror and the City that the City shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this quotation or agreement.

Proposal and contracting procedures shall conform to all applicable regulations and provisions of the *City of Hopewell Procurement Ordinance* effective July 17, 2017, as amended; a copy of which is available on the City's website ([www.hopewellva.gov](http://www.hopewellva.gov)) under the tab GOVERNMENT, section LAWS/ORDINANCES. Click the link at the bottom of the page and click Chapter 2A-Procurement to view the Procurement Ordinance.



Felicia Ashburn  
Acting Procurement Officer



CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

Please return the Proposals to the Office of the City Clerk, Second Floor, Municipal Building, 300 N. Main Street, Hopewell, Virginia 23860. Regardless of delivery method of Proposal, the **outside** of each envelope must clearly indicate the following: *(if Proposal is delivered by Federal Express, UPS, USPS Priority, etc. or any other means, the outside of **each** envelope **must also** clearly indicate):*

**Office of the City Clerk  
Second Floor  
Municipal Building  
300 North Main Street  
Hopewell, Virginia 23860  
Closing Date of Proposal: December 2, 2021  
Financial Audit Services  
RFP # 10-22**

**Note of Clarification:**

All References to **BID** contained within this Invitation should be referred to as **PROPOSAL**.

NAME OF ORGANIZATION	TELEPHONE NUMBER
STREET ADDRESS	FAX NUMBER
CITY, STATE, ZIP CODE	EMAIL ADDRESS
NAME (TYPE OR PRINT)	OFFICIAL TITLE
SIGNATURE	DATE
STATE CORPORATION COMMISSION ID#	IRS I.D. #

**INCLUDE THIS PAGE WITH YOUR PROPOSAL-IF THIS FORM IS NOT INCLUDED IN THE PROPOSAL, THE PROPOSAL WILL BE REJECTED.**

**State Corporation Commission Form**

**Virginia State Corporation Commission (“SCC”) registration information:**

**The undersigned Offeror:**

- is a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_ **-OR-**
- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out- of-state location) **-OR-**
- is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the City reserves the right to determine in its sole discretion whether to allow such waiver):

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** **Print** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

**I. PURPOSE:**

The City of Hopewell is soliciting proposals from qualified firms to obtain the services of qualified certified public accountants/auditors to perform a financial and compliance audit for the City of Hopewell, for Fiscal Years 2019, 2020, 2021, and 2022. The previous Fiscal Years 2019, 2020, and 2021 to be completed within eighteen (18) months from date of contract. This includes the governmental activities, business type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information.

This solicitation is issued by the Hopewell City Finance Department on behalf of the City of Hopewell, Hopewell City School Board and the Hopewell Department of Social Services, political subdivisions of the Commonwealth of Virginia, herein after referred to for convenience as “Owner”.

For ease of reference, each organization submitting a response to the Request for Proposal will hereinafter be referred to as an “Offeror”. An Offeror whose proposal would result in a formal agreement will hereinafter be referred to as “auditor” or “firm”. “CPA” shall mean Auditor’s CPA.

The City of Hopewell reserves the right to award to more than one Offeror.

The City of Hopewell will select the firm(s) who they determine most closely satisfies the needs of the City. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the City.

**II. STATEMENT OF NEEDS/ SCOPE OF SERVICES:**

**A. Contractor’s Qualifications**

1. During the term of this contract the Auditor shall be licensed to perform the audit as provided in the applicable laws of the Commonwealth of Virginia. The Auditor shall also be independent as that term is defined in the Ethical Rules of the AICPA.
2. The Auditor shall comply with the requirements of qualifications as contained in the Government Auditing Standards issued by the Comptroller General of the United States.
3. The Auditor will be required to have significant experience with Local City Governments.

**B. Specific Requirements: The awarded firm shall:**

**1. Audit the Financial Statements**

Audit the financial statements of the City of Hopewell as a whole and it’s discretely presented component unit, Hopewell City Public Schools, in accordance with generally accepted auditing standards. The audit shall result in the preparation of financial statements from the audited records of the Owner by the Auditors with the Auditors’ opinion and notes thereon. The Auditors’ opinion shall be unmodified unless the Auditor furnishes to the Owner on a timely

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

basis, reasons for qualifying the opinion, disclaiming an opinion or rendering an adverse opinion.

The Code of Virginia requires the Owner to have all of its accounts and records audited annually by an independent CPA in accordance with the specifications furnished by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia, *Specifications for Audits of Counties, Cities and Towns*, as of June 30 of each year. It should also be in accordance with the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A- 133, *Audits of States, Local Governments and Non Profit Organizations*. It will include tests of accounting records, a determination of major programs in accordance with Circular A-133 and other procedures necessary in order to express an opinion and render the required reports. The Owner is required to submit its Annual Comprehensive Financial Report (ACFR) to the APA by the following December 15. The CPA shall present a detailed written report to the local governing body at public session by the following January 31.

**2. Prepare the APA Comparative Report Transmittal Forms and provide Agreed-upon Procedures.**

Prepare the City's Comparative Report Transmittal Forms on behalf of the Owner in compliance with the requirements of the *Uniform Financial Reporting Manual (UFRM)* and provide certain "agreed upon procedures" as set forth in the APA's *Specifications for Audits of Counties, Cities and Towns*. The Owner is required to submit its Comparative Report Transmittal Forms to the APA by December 15.

**3. Prepare the Schedule of Expenditures of Federal Awards and Data Collection Form (Federal Grants Audit)**

In connection with the audit of the financial statements, the Auditor shall perform tests and report on compliance in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States, and the *Specifications for Audits of Counties, Cities and Towns* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. The CPA shall prepare the Schedule of Expenditures of Federal Awards for the primary government and discretely presented component units and the Data Collection Form required by OMB Circular A-133 by December 15 for submission by the Owner to the Federal Audit Clearinghouse as part of its Reporting Package.

**4. Internal Controls**

In connection with the audit of the financial statements, the Auditor shall consider, test, and report on internal controls in accordance with *Generally Accepted Auditing Standards (GASS)*, *Government Auditing Standards*, OMB Circular A-133, *Audits of State Local Governments*, and the *Specifications or Audits of Counties, Cities and Towns*. It is understood that in performing these tests of controls, the Auditor shall visit the following areas during the course



of the audit: Information Technology, Finance, Treasurer, School Board, Social Services, and other areas as required. Non-reportable conditions discovered by the Auditors shall be reported in a separate letter to management, which shall be referred to in the report on internal controls.

**5. Compliance Auditing**

In connection with the audit of the financial statements, the Auditor shall perform test and report on compliance in accordance with *Government Auditing Standards*, OMB Circular A-133, *Audits of State and Local Governments*, and the *Specifications for Audits of Counties, Cities and Towns*.

**6. Compliance Letters (as required)**

Provide services as necessary to issue compliance letters to various outside agencies as required.

**7. GFOA Certificate of Achievement for Excellence in Financial Reporting – Checklist**

Provide special assistance to the Owner in order for it to continue to meet the requirements of the Government Finance Officers' Association of the United States and Canada (GFOA) "Certificate of Achievement for Excellence in Financial Reporting" Process. Provide the Owner a formal review of the Owner's ACFR against the GFOA certificate program checklist prior to finalizing the ACFR.

**8. Supplemental Schedules and Statistical Schedules**

The Auditor is to also provide "an in-relation-to" opinion on the supporting schedules based on the audit procedures applied during the audit of the general purpose financial statements and the combined and individual fund financial statements and schedules. This includes the statements of the Treasurer's accountability, the analysis of funding progress for pension plans, the schedule of federal assistance, Budgetary Comparison Schedules and the Management's Discussion and Analysis Statement.

**9. Cost Allocation Plan**

The Auditor shall be responsible for calculating indirect costs and submitting appropriate reports to the state as part of the cost allocation plan involving reimbursable cost from the Department of Social Services.

**10. School Funds**

The audit of the School Cafeteria Funds shall be included in the audit of the Owner's financial statements.

**11. Internal Controls and Management Recommendation Letters**

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

The Auditor shall issue a report on internal controls to the Owner containing recommendations to strengthen internal controls should such be necessary. The Auditor shall issue a report to the Finance Director for any minor internal control issues or recommendations to improve procedures.

**12. Annual Meeting – New Financial Reporting Standards and Audit Findings**

Meet annually in the late winter or early spring to plan for the upcoming year-end and ACFR preparation. Provide the Owner with a formal presentation of the financial reporting standards and the specific impact on the City and any component units. Specifically address any new Governmental Accounting Standards Board (GASB) Statements and any applicable Financial Accounting Standards Board (FASB) statements. The Auditor shall inform the City of any difficulties encountered in performing the audit and significant audit adjustments.

**13. Attend City Council Meeting**

Before December 31 of each year, attend the City Council meeting to present the results of the audit.

**14. Additional Meetings**

In addition to the annual meeting and the City Council meeting, the selected Auditor shall meet with the Finance Director and members of his accounting staff before the preliminary work and at the end of the fieldwork. The purpose of these meetings is to keep the Owner fully informed on the scope and progress of the audit.

**15. Technical Assistance**

From time to time during the contract period, the Auditor will provide assistance, advice, or recommendations regarding new or unusual accounting procedures. This assistance will be provided in a timely manner and will generally be requested on an informal basis as the need arises.

**16. Required Reports**

Following the completion of the audits of each fiscal year's financial statements, the Auditor shall:

- a. Issue a report on the fair presentation of the Basic Financial Statements as presented in the Owner's ACFR in conformity with Generally Accepted Accounting Principles.
- b. The Auditor shall also be responsible for performing certain limited procedures involving the Management's Discussion and Analysis (MD&A) and Required Supplementary Information (RSI) required by GASB as mandated by Generally Accepted Accounting Audit Standards (GAAS).
- c. Issue a report on the fair presentation of the Basic Financial Statements in conformity with GAAP and an "in-relation-to" opinion on the Schedule of Expenditure of Federal

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

Awards.

- d. Issue a report on the Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. This report shall describe the scope of testing of internal controls and the results of the tests, and, where applicable, refer to the separate Schedule of Findings and Questioned Costs.
- e. Issue a report on compliance with requirements applicable to each major program and on internal control over compliance in accordance with OMB Circular A-133. This report shall include compliance with laws, regulations and the provisions of contracts or grant agreements, noncompliance with which could have a material adverse effect on the financial statements. This report shall also include an opinion as to whether the Owner complied with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major grant program and where applicable, refer to the separate Schedule of Findings and Questioned Costs.
- f. Issue a report on compliance with the general requirements applicable to federal assistance programs. The Auditor shall communicate all instance of noncompliance with the general requirements in the report on compliance or in the schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Schedule of Findings and Questioned Costs, the Auditor shall reference the Schedule in the report on compliance.
- g. Issue a report on compliance with the requirements applicable to non-major federal assistance programs if the Auditor selected non-major program transactions during the audit. The Auditor shall communicate all instances of noncompliance with the requirements governing non-major programs in the report on compliance or in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Schedule of Findings and Questioned Costs, the auditor shall reference the Schedule in his report on compliance.
- h. Issue a Schedule of Findings and Questioned Costs prepared in accordance with the requirements of OMB Circular A-133.
- i. Issue a report on compliance and internal controls which shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter.
- j. Issue a report summarizing compliance matters tested in accordance with the Uniform Financial Reporting Manual.
- k. Issue a report on the application of agreed-upon procedures relative to the Comparative Report Transmittal Forms. This report shall be forwarded to the Finance Director for submission with the forms to the Auditor of Public Accounts.
- l. Issue a separate opinion on the Basic Financial Statements to be used by the Owner as part of its Official Statements in debt offerings. (as required)
- m. Issue two letters regarding internal control and operations, one addressed to the City

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

Council and one addressed to the Finance Director.

- 1) The “Management Letter”, addressed to the Finance Director, shall state the existence or non-existence of situations that lack the significance to be designated as reportable conditions as well as opportunities to improve revenues, decrease costs, improve efficiency, improve management information etc.
  - 2) These letters shall encompass the primary government as well as its Component Units. All findings that are candidates for inclusion in either of these letters must be discussed with the responsible Department Head or his/her designee and the appropriate contact person.
  - 3) Initial drafts of all findings shall be provided to the Finance Director at the conclusion of the interim fieldwork phase of the audit, but not later than June 30. Final drafts of the finding shall be provided to the City Manager at the conclusion of the audit fieldwork, but not later than November 1. The letters shall be issued in final form no later than December 1.
- n. The Auditor shall make an immediate, written report of all irregularities and illegal acts, or indications of illegal acts of which they become aware to the:
- City Council
  - Hopewell City School Board
  - City Manager
  - Superintendent of Schools
  - Director of Finance
  - City Treasurer
  - Director of Social Services

**17. Report Preparation and Presentation**

The Auditor will be responsible for ACFR preparation, editing and printing. The Auditor shall furnish the audit opinion and required compliance reports necessary for the production of the ACFR.

The Auditor shall provide to the Hopewell City Public Schools’ Director of Finance ten (10) copies of the complete financial statement and report for all schools Student Activity Funds and an extract report for each school Student Activity Fund not later than September 1 of each year.

The Auditor shall present the Annual Comprehensive Financial Report to the Owner at a public session as required by Section 15.1-167 of the Code of Virginia.

**18. Submission of Report to the APA**



CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

The Auditor will submit three (3) copies of the ACFR to the Auditor of Public Accounts by December 15 of each year in accordance with Section 15.1-166 of the Code of Virginia.

**19. Submission of Reports to Federal and State Agencies**

The Owner will be responsible for submitting copies of the ACFR to appropriate state and federal agencies.

**20. Submission of Transmittal Forms to the APA**

The Auditor shall submit one copy of the Comparative Report Transmittal Forms, including his report thereon, to the Auditor of Public Accounts by December 15 following the end of the fiscal year. The Auditor shall prepare the Comparative Report Transmittal Forms for accuracy and compliance with APA's UFRM by December 15 for Finance Department Review. The Auditor shall issue the related "agreed upon procedures" transmittal letter as required by the APA not later than December 15. The Auditor shall file the reports electronically with the APA by the December 15 deadline.

**21. Submission of Reports to GFOA**

The Owner will submit the ACFR to the Government Finance Officers' Association for review for the Certificate of Excellence in Financial Reporting. The auditor shall review the ACFR using the GFOA checklist prior to the Owner's submission and provide the City's Finance Department with comments for correction prior to December 1.

**22. GASB/FASB Pronouncements**

The Auditor will undertake to keep the Owner fully informed as to new GASB and FASB pronouncements. The Auditor shall formally report to the Finance Department staff any new financial reporting requirements and the specific impact on the Owner's financial statements. If the Owner encounters any difficulties in implementing and complying with the specific reporting requirements mandated by the GASB or FASB, the Owner may request the Auditor's assistance to enable it to comply with these reporting requirements.

**23. Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained, at the Auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the Owner of the need to extend the retention period. The Auditor will be required to make working papers available, upon request, to the Owner.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

significance.

**24. Field Audit Schedule Deadlines**

The Auditor shall have completed the preliminary field audit no later than June 10 and the final field audit no earlier than September 15 and no later than October 10. The Auditor shall provide a detailed audit plan and a list of all schedules to be prepared by the City by July 1.

**25. Additional Services**

The Auditor shall provide additional auditing and/or consulting services as may be required in accordance with the agreed fee schedule. Such services shall be provided on an as-needed basis and may include but not be limited to spot audits on Owner departments or divisions, audits on vendors or agencies affiliated with the Owner or any other related services.

**C. Owner Responsibilities**

The Finance Department has the responsibility for maintaining the general accounts of the Owner. The Finance Department is the central oversight and coordinating agency for the City-wide audit of the financial statements. The Finance Director is the Audit Coordinator for the City. The Finance Department will provide all information required for the Auditor to perform their duties. The Owner will also provide space in Owner facilities for Auditors to perform on-site work.

**D. Term of Engagement**

A four (4) year contract, with the option to renew for one (1) additional year, is contemplated, subject to the annual review and recommendation of the City of Hopewell, the satisfactory negotiation of terms (including a price acceptable to both the City of Hopewell and the selected firm) and the annual availability of an appropriation.

**III. OFFEROR'S INSTRUCTION:**

**A. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

1. Offerors may submit any questions or requests for additional information regarding the project in written format by Tuesday 11/16/2021 at 5:00PM. All questions shall be directed to Felicia Ashburn [fashburn@hopewellva.gov](mailto:fashburn@hopewellva.gov). A formal clarification will be sent out in writing on 11/22/2021, to all known potential Offerors.
2. Proposals must be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in the Procurement Officer requiring prompt submission of missing

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

information and/or receiving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the City at its discretion. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of context. To facilitate an effective evaluation process, offerors are instructed to utilize the following format in preparing the proposal:

- a. Proposals must include the following completed forms:
    - i. Signature Sheet
    - ii. State Corporation Commission Form
  - b. Proposal should be prepared on 8 ½ x 11 inch paper
  - c. Page margins must be at least one inch on all sides
  - d. Any type smaller than a 12-point font will not be accepted in proposal narratives
  - e. All acronyms must be defined
  - f. Submission of (1) original, and three (3) copies of the full proposal, plus one (1) electronic copy on a USB drive.
3. The Offeror must submit a proposal, which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the City of Hopewell. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. **Each copy of the proposal should be bound with all documentation in a single volume where practical.**

Responses must, in any event, contain the following information and be organized into separate chapters and sections using the format described below in order to provide each firm an equal opportunity for consideration.

- a. Statement of Qualifications
  1. Signature sheet and the return of this completed RFP and any addenda, acknowledgments, signed and filled out as required.
  2. History of the firm, including number of years in business and size of firm.
  3. The approximate date the audit will begin (including preliminary fieldwork) and end including the approximate dates for delivery of the auditors' reports.
  4. Resumes, including experience, of the individuals who will be assigned, relevant experience of each in auditing municipalities, and recent continuing professional education of each stating that they have met the requirements required by Government Auditing Standards, issued by the Comptroller General of the United States.
  5. Reference letters from a minimum of five organizations, **preferably**

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

- local government**, for which proposed staff has completed audits. Include names, addresses and telephone number of persons who may be contacted.
6. A copy of the report on the firm's most recent peer review and certification that Firm has met the peer review standards of the AICPA and Government Auditing Standards.
  7. A statement by the Offeror that:
    - i. The firm is independent of the Owner, as that term is defined in the Ethical Rules of the AICPA.
    - ii. The firm and the partner assigned of the engagement are licensed to perform the audit as provided by the applicable laws of the Commonwealth of Virginia.
    - iii. The firm will provide adequate supervision of their field staff on a day-to-day basis.
- b. Proposal:  
The proposal should set forth a work plan, including an explanation of the audit methodology to be followed.
4. Proposals shall be signed by the authorized representative of the Offeror.
  5. Proposals should be prepared simply and economically, providing a straightforward, concise, detailed description of capabilities to satisfy the requirements of the RFP.
  6. All expenses for making proposals to the City shall be incurred by the Offeror.
  7. Offeror must be authorized to transact business in Virginia as a domestic or foreign business entity as required by the State Corporation Commission, if such is required by law. Such status shall be maintained during the term of a contract. A contract entered into by a business in violation of the requirements is voidable at the option of the public body.
  8. Offerors are reminded that changes to the RFP, in the form of addenda, are often issued between the issue date and within 3 days of the due date of the solicitation. All addenda must be signed and submitted with proposal. Notice of addenda will be posted on eVA. It is the offeror's responsibility to monitor the webpage for the most current addenda.

**IV. PROPOSAL EVALUATION PROCESS:**

The City of Hopewell shall appoint a Selection Committee to review and evaluate all

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

proposals submitted by Offerors responding to this RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria listed in Section V. The City of Hopewell may ask top ranked Offerors to attend a presentation discussion as part of the evaluation process. Firms invited to the discussion should be prepared to have general discussions on non-binding estimates of cost to provide requested services. At the conclusion of the evaluation process, the City will select one or more firms with whom final negotiations will be conducted in an effort to obtain a contract.

**V. PROPOSAL EVALUATION CRITERIA**

The respondents will be evaluated on the following criteria:

1. 30 Points - Proven record of expertise and independence in the auditing of local governments.
2. 20 Points - The audit plan indicating an understanding of the work, how the audit work is to be performed, the timing of the audit work, and the assistance needed from the City.
3. 20 Points - Experience and professional qualifications of the audit team, including applicable Virginia licensing requirements.
4. 20 Points - References from other governmental entities.
5. 10 Points - Overall completeness, clarity and quality of proposal.

The selection process shall be governed by and completed in accordance with the Hopewell City Procurement Ordinance. If any provision of this Request for Proposal shall be found to be inconsistent or in conflict with such policy, the terms of the ordinance shall govern.

The City of Hopewell reserves the right to reject any or all proposals.

The City of Hopewell reserves the right to evaluate any sources of information available on a potential vendor.



CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

**VI. GENERAL TERMS AND CONDITIONS**

- A. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and the City of Hopewell, Virginia; any litigation with respect thereto shall be brought in the courts of the City. The contractor shall comply with all applicable federal, state and local laws, rules and regulations. **This compliance includes obtaining a Hopewell business license, if required, before work is performed.**
- B. **EMPLOYMENT DISCRIMINATION/DRUG-FREE WORKPLACE BY CONTRACTOR:** By submitting the bids/proposals, the bidders/offers certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with the City to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the City. (Code of Virginia, § 2.2-4343.1E).

Every contract over Ten Thousand Dollars (\$10,000) shall include the provisions below. During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by state law relating to discrimination employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements of this section.
4. To provide a drug-free workplace for the contractor's employees.
5. To post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
6. To state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

The contractor will include the provisions of the foregoing paragraphs 1, 2, 3, 4, 5 and 6 in every subcontract or purchase order over Ten Thousand Dollars (\$10,000) so that the provisions will be binding upon each subcontractor or vendor.

- C. **DIRECT TAXES:** All bids/proposals shall be submitted exclusive of direct Federal, State, and local taxes. However, if the bidder/offeror believes that certain taxes are properly payable by the City, he may list such taxes separately in each case directly below the respective item bid/proposal price. Tax exemption certification will be furnished on request.
- D. **INDEMNITY:** The contractor agrees to defend, indemnify and hold harmless, the City of Hopewell and its members, officers, directors, employees, agents, and representatives from and against any and all claims, damages, demands, losses, costs and expenses, including attorney’s fees, and any other losses of any kind or nature whatsoever including claims for bodily injuries, illness, disease, or death and physical property loss or damage in favor of contractor, its sub-contractors, their employees, agents, and third parties arising during the performance of services and resulting from tort, strict liability, or negligent acts or omissions of contractor, its sub-contractors and their employees or agents under the agreement, or resulting from breaches of contract, whatever by statute or otherwise.  
Each contractor shall assume the responsibility for damage to or loss of its material, equipment or facilities located at the site and, in order to effect this limitation of liability, the contractor agrees to insure or self-insure such property against any such risk.
- E. **SALES TAXES:** The City is exempt from payment of State sales and use tax on all tangible personal property purchased or leased for its use or consumption. Certificate of Exemption will be furnished upon request.
- F. **QUOTATION FORM:** The bidder/offeror must sign and properly fill out all forms in this Bid/Proposal or be subject to being declared unresponsive. If unable to submit a Bid/Proposal, please sign and return this solicitation form, advising reason for no Bid/Proposal.
- G. **CONTRACTOR’S DEFAULT:** In case of default of the contractor, the City may procure the articles of service from other sources and hold the contractor responsible for any excess cost incurred thereafter.
- H. **COMPUTATION OF TIME FOR DISCOUNTS:** Time in connection with discount offered, will be computed from date of delivery of the supplies or materials to carrier when final inspection and acceptance are at those points or from date correct invoice is received if latter is later than the date of delivery.
- I. **ETHICS IN PUBLIC CONTRACTING:** By submitting the bids/proposals, the bidders/offerors certify that the bids/proposals are made without collusion or fraud and that they have not offered or received any

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with the bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- J. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the materials, quality, workmanship, or performance of the items offered in this Bid/Proposal prior to their delivery, it shall be the responsibility of the successful bidder/offeror to notify this office at once, indicating in his letter the specific regulation which requires such alterations. The City reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
- K. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the City of Hopewell, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the City, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- L. **DEBARMENT STATUS:** By submitting the bids/proposals, the bidders/offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- M. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City of Hopewell, Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City of Hopewell, Virginia under said contract.
- N. **PAYMENT:** Payment by the City is due thirty (30) days after receipt of approved invoice unless otherwise specifically provided: subject to any discounts allowed. If an invoice requires modifications by the City, the thirty (30) day period begins after receipt of acceptable invoice.

To Prime Contractor:

Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number and/or purchase order number, social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized.

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

**Unreasonable Charges:** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges, which appear to be unreasonable, will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the City shall promptly notify the contractor, in writing, as to those charges, which it considers unreasonable, and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification.

To Subcontractors:

A contractor awarded a contract under this solicitation is hereby obligated:

1. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
2. To notify the City and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
3. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

O. **PRECEDENCE OF TERMS:** Paragraphs A-N of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

P. **TESTING AND INSPECTION:** The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

Q. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.

R. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

2. The Purchasing Department and/or Contract Administrator may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Department/Contract Administrator a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Department's and/or Contract Administrator's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Department with all vouchers and records of expenses incurred and savings realized. The Purchasing Department shall have the right to audit the records of the contractor, as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Department within thirty (30) days from the date of receipt of the written order from the Purchasing Department. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Virginia Public Procurement Act. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Department or with the performance of the contract generally.
- S. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the City may have.
- T. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with the City pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. The City may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.



CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

- U. **INSURANCE:** The contractor shall secure and maintain in force, at his/her own expense all required forms of insurance and payment bonds to insure the completion for the work under contract to the satisfaction of the City and without damage to, or claims against the City. The contractor shall provide satisfactory evidence of bonds and insurance on behalf of the sub-contractors, before entering into an agreement to sublet any part of the work to be done under this contract.

The following performance and payment bonds and forms of insurance shall be secured by the contractor to cover all work under contract and to protect the contractor, the City, and general public against any damage of claims in connections with the performance of the contract. The bonds and insurance shall be by companies duly authorized to do business in the State of Virginia. Certificates of Insurance, naming the City as an additional insured for each type of coverage shall be required.

At the discretion of the purchasing agent, bidders/offerors may be required to submit with their bid/proposal a bid/proposal bond, or a certified check, in an amount to be determined by the purchasing agent, which shall be forfeited to the City as liquidated damage upon the bidder's/offeror's failure to execute a contract awarded to him/her or upon the bidder's/offeror's failure to furnish any required performance or payment bonds in connection with a contract awarded to him/her.

At the discretion of the purchasing agent, the winning contractor(s) may be required to submit a performance and payment bond to the City which shall be evoked upon contractor's failure to execute a contract awarded or the failure to satisfactorily complete work for which a contract or purchase order was awarded. Performance bond and payment bond in the amount of one hundred (100) percent of contract price is required as security of contract, or security for payment of all persons performing labor and furnishing materials in connection with the contract, and protecting the City from all damages or claims resulting from, or in connection with the performance of the contract or purchase order.

The performance bond and payment bond shall and does bind the surety company to protect the City from damages, claims or costs by failure of the contractor to make corrective action due to his financial solvency or for any other cause whatever.

**INSURANCE COVERAGES AND LIMITS REQUIRED:**

1. Worker's Compensation - Statutory requirements and benefits; require that the City of Hopewell, Virginia be added as an additional named insured on contractor's policy.
2. Employers Liability - \$1,000,000.
3. Comprehensive general liability for bodily injury liability and property damage liability shall be provided as to limits specified.
4. Contractor's protective liability shall be provided for bodily injury liability and property damage liability.
5. Fire and extended coverage shall be provided on the completed builder risk form if specified in bid specifications.

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

6. The contractor shall require each of his subcontractors to carry Workmen's Compensation Insurance and public liability and property damages liability.
7. Commercial General Liability - \$1,000,000 combined single limit. The City of Hopewell, Virginia is to be named as an additional named insured with respect to the services being procured. This coverage is to include Products and Completed Operations Coverage.
8. Automobile Liability – bodily injury and property damage shall be provided as to limits set forth in the specifications.

The contractor shall have executed and delivered to the City copies of all insurance certificates.

Executed copies of the performance bond shall become a part of all copies of the contract.

**VII. SPECIAL TERMS AND CONDITIONS**

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to the City of Hopewell, Virginia will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the City of Hopewell, Virginia or any department or institution of the City has purchased or uses its products or services.
- B. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the City of Hopewell, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **AWARD OF CONTRACT:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the RFP. Negotiations shall then be conducted with each of the offerors so selected. The offeror shall state any exception to any liability provisions contained in the RFP in writing at the beginning of negotiations, and such exceptions shall be considered during negotiation. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each offeror so selected, the City shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. The City may cancel this RFP or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the City determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- D. **BID/PROPOSAL ACCEPTANCE PERIOD:** Any bid/proposal in response to this solicitation shall

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

be valid for 90 days. At the end of the 90 days the bid/proposal may be withdrawn at the written request of the bidder/offeror. If the bid/proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

- E. **CANCELLATION OF CONTRACT:** The Purchasing Department reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 30 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- F. **EXTRA CHARGES NOT ALLOWED:** The bid/proposal price shall be for complete installation ready for the City's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
- G. **MINORITY/WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.
- H. **PREPARATION AND SUBMISSION OF BIDS/PROPOSALS:** Bids/proposals must give the full business address of the bidder/offeror and be signed by him/her with his/her usual signature. Bids/proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids/proposals by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid/proposal by a person, who affixes to the signature the word "President," "Secretary," "Agent" or other designation without disclosing the principal, may be held to be the bid/proposal of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.
- I. **WITHDRAWAL OR MODIFICATION OF BIDS/PROPOSALS:** Bids/proposals may be withdrawn or modified by written notice received from bidders/offerors prior to the deadline fixed for bid/proposal receipt. The withdrawal or modification may be made by the person signing the bid/proposal or by an individual(s) who is authorized by him on the face of the bid/proposal. Written modifications may be made on the bid/proposal form itself, on the envelope in which the bid/proposal is enclosed, or on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, must be signed by the person making the modification or withdrawal.
- J. **RECEIPT AND OPENING OF BIDS/PROPOSALS:** It is the responsibility of the bidder/offeror to

CITY OF HOPEWELL  
RFP #10-22 – Financial Audit Services

---

assure that his bid/proposal is delivered to the place designated for receipt of bids/proposals and prior to the time set for receipt of bids/proposals. Bids/proposals received after the time designated for receipt of bids/proposals will not be considered. Bids/proposals will be opened at the time and place stated in the advertisement, and their contents made public for the information of bidders/offerors and others interested who may be present either in person or by representative. The officer or agent of the City, whose duty it is to open them, will decide when the specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a bid/proposal not properly addressed and identified.

- K. **NEGOTIATION WITH THE LOWEST BIDDER (IF APPLICABLE):** Unless all bids are cancelled or rejected, the City of Hopewell reserves the right granted by §2.2-4318 of the *Code of Virginia* to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the city's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The city shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the agency wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the city and the lowest responsive, responsible bidder.
- L. **TRADE SECRETS OR PROPRIETARY INFORMATION:** Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of §2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

## **SECTION 4**

### **City RFP for Risk Assessment**

- **Presentation and discussion with City Council**



# SECTION 5

## 2018 Completion and Issuance Status

- **Annual Comprehensive Financial Report**
  - Issuance pending legal representation letter communications to Auditor
- **Auditor of Public Accounts Report**
  - Issuance pending legal representation letter communications to Auditor
- **Single Audit Report**
  - Completion and issuance projected for 11.30.2021

COMMUNICATIONS

FROM

CITIZENS

# REPORTS OF CITY MANAGER

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

**COUNCIL AGENDA ITEM TITLE:**

Moultrie Ave Improvements – Community Flood Preparedness Fund Grant Program

**ISSUE:** The City is seeking Community Flood Preparedness Fund (CFPF) grant funding for the Moultrie Ave Roadway and Drainage Improvements Project. The 40% match of \$896,120 is budgeted in the City’s 2022-2026 Capital Improvement Plan.

**RECOMMENDATION:** City staff recommends approval.

**TIMING:** Staff requests council action on November 4, 2021. The City match commitment letter is required as part of the grant application due November 5, 2021 at 4:00 PM.

**BACKGROUND:** Moultrie Ave Roadway and Drainage Improvements is the highest priority project included in the City 2022-2026 Capital Improvement Program.

**ENCLOSED DOCUMENTS:**

- Project Briefing Sheet, Project Cost Estimate, City Match Commitment Letter

**STAFF:**

Johnnie Butler, City Engineer; Austin Anderson, Construction Manager

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	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			





## Moultrie Avenue Roadway & Drainage Improvements Project

*City of Hopewell Seeks \$1,344,180 to Install a Closed Drainage System along Moultrie Avenue.*

About 20 miles south of Richmond, Hopewell, Virginia is home to approximately 23,000 people on 11 square miles at the confluence of the Appomattox and James Rivers. The city developed into an industrial hub in the early 1900s, with many manufacturing giants, including DuPont, Allied Chemical, and WestRock, building their factories in Hopewell.

Like many older cities, much of Hopewell was built prior to requirements for stormwater management, resulting in large expanses of impervious surfaces with no stormwater controls. As a result, the increased flooding risk from stormwater runoff can cause repeated and costly damage to homes and businesses across the City. This concern has become a reality for the neighborhood on and surrounding Moultrie Avenue, which has experienced four severe flooding events in the past 12 months.



The existing Moultrie Ave is a two-lane, 25 MPH, residential street with sections of narrow width and pavement deterioration. The existing drainage system is a hodgepodge mix of grass v-ditches, curb and gutter, inlets storm pipes and pipe culverts and there is no continuous stormwater conveyance system throughout the neighborhood. The existing conveyance systems outflow to an existing channel and a series of culverts west of Moultrie Ave. The existing channel and culverts are undersized, and not engineered to handle any significant storms leading to a flooding of adjacent properties during heavy rain events, particularly near Bluefield St, Hooker St, and Clingman St.

After four years, the Moultrie Avenue Roadway and Drainage Improvements Project is at 100% design and engineering and is bid ready. Now, the City of Hopewell seeks \$1,344,180 in Virginia Community Flood Preparedness Funds with \$896,120 in local match funds to construct the proposed improvements to Moultrie Avenue. The improvements include installation of pavement, curb and gutter, and drainage structures. The drainage conveyance design for this project consists

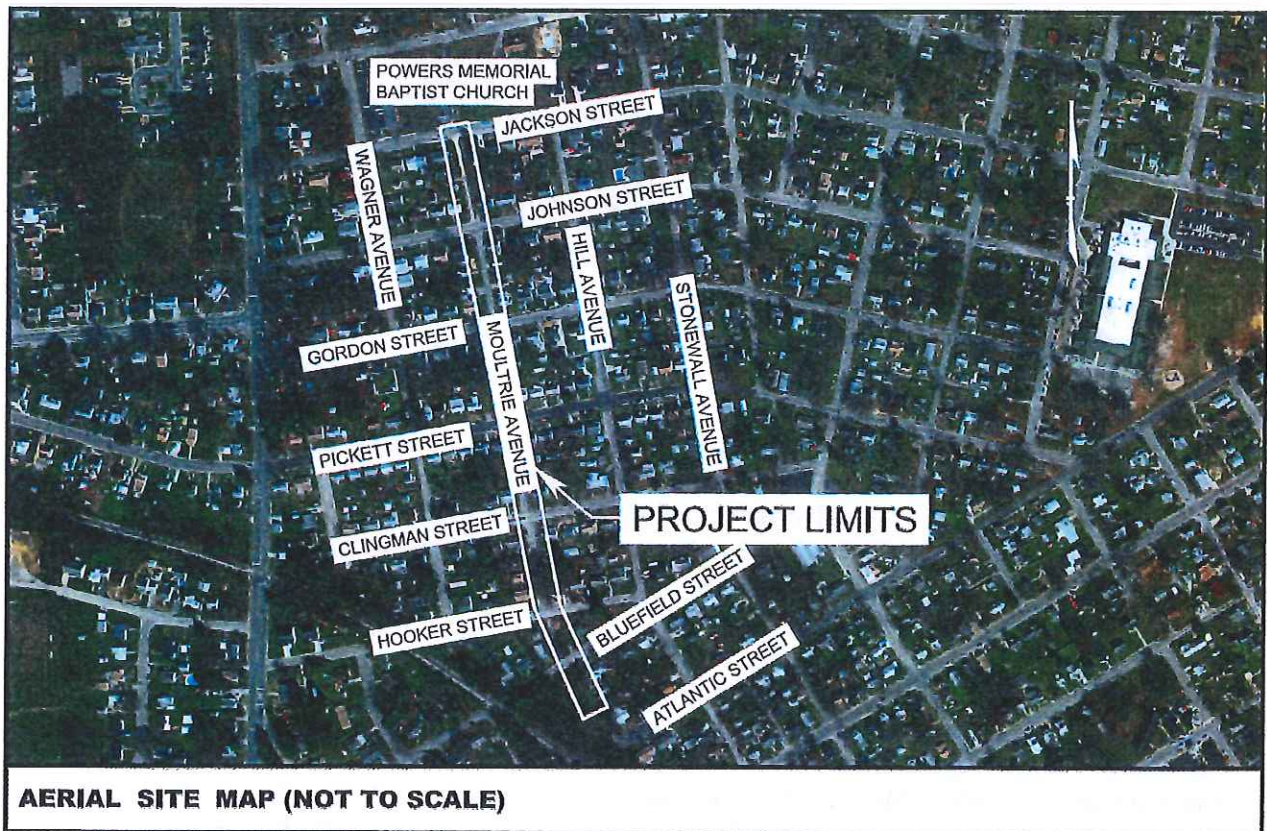


of a series of curb inlets, ditches, and storm systems. The strategy places an emphasis on minimizing utility conflicts related to overhead electrical poles and existing sanitary lines, although the relocation of some sanitary lines will be required.

The Moultrie Avenue Roadway and Drainage Improvement project has a total length of approximately 1,700 linear feet, from the intersection of Jackson Street to the intersection of Bluefield Street. The proposed improvements will:

- Install a closed drainage system along Moultrie Avenue from the intersection of Jackson Street to the existing channel south of Bluefield Street, bypassing the undersized existing culverts at Clingman Street, Hooker Street, and Bluefield Street.
- Install concrete driveway aprons and missing links of curb and gutter from the intersection of Johnson Street to Hooker Street.
- Insert new pavement, including surface overlay and sections of full depth reconstruction, will be provided within this segment.
- Nature-based solutions including swale stabilization, channel and stream bank improvements upstream and downstream of the culvert replacements and tree preservation between Pickett St and Clingman St (south of Bluefield St)

Once completed, the Moultrie Avenue Roadway and Drainage Improvements Project will have numerous and far-reaching benefits including enhanced protection of human health and safety, minimized damage to private property and structures, minimized damage to roads and utilities, reduced expenditures of public money for constructing expensive flood control, and protection of wetlands and waterways.



Contact Austin Anderson, Construction Manager, at 804.541-2379 or [aanderson@hopewellva.gov](mailto:aanderson@hopewellva.gov) or project consultant, Sarah Marin, at Sustainable Strategies DC at 202.308.7125 or [sarah.marin@strategiesdc.com](mailto:sarah.marin@strategiesdc.com).

**CITY OF HOPEWELL, VA**  
**Moultrie Ave Roadway and Drainage Improvements UPC 113072**  
**Final Design (100%) Cost Estimate - Revised 10/20/21**

VDOT ITEM NO.	VDOT SPEC	ITEM DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL
00100	513	MOBILIZATION	LS	1	\$126,563.97	\$126,563.97
00101	517	CONSTRUCTION SURVEYING	LS	1	\$19,121.58	\$19,121.58
00120	303	REGULAR EXCAVATION	CY	1330	\$43.01	\$57,203.30
00140	303	BORROW EXCAVATION	CY	400	\$19.62	\$7,848.00
00588	501	UNDERDRAIN UD-4	LF	3003	\$17.59	\$52,822.77
00591	501	CROSSDRAIN CD-2	LF	420	\$33.70	\$14,154.00
00595	302	OUTLET PIPE	LF	204	\$40.01	\$8,162.04
01120	302	12" PIPE	LF	290	\$40.00	\$11,600.00
01150	302	15" PIPE	LF	389	\$63.81	\$24,822.09
01180	302	18" PIPE	LF	75	\$70.47	\$5,285.25
02140	302	23" X 14" ELLIPTICAL PIPE	LF	210	\$99.00	\$20,790.00
02190	302	30" X 19" ELLIPTICAL PIPE	LF	936	\$128.00	\$119,808.00
02240	302	38" X 24" ELLIPTICAL PIPE	LF	842	\$175.00	\$147,350.00
02290	302	45" X 29" ELLIPTICAL PIPE	LF	606	\$277.50	\$168,165.00
02380	302	60" X 38" ELLIPTICAL PIPE	LF	49	\$380.00	\$18,620.00
06150	302	15" END SECTION ES-1 OR 2	EA	1	\$840.00	\$840.00
06495	302	NS END SECTION - 60" X 38" ELLIPTICAL PIPE	EA	1	\$4,274.55	\$4,274.55
06740	302	DROP INLET DI-1	EA	4	\$5,000.00	\$20,000.00
06818	302	DROP INLET DI-3B, L=6'	EA	1	\$5,830.68	\$5,830.68
06819	302	DROP INLET DI-3B, L=8'	EA	12	\$6,413.75	\$76,965.00
06820	302	DROP INLET DI-3B, L=10'	EA	2	\$6,996.82	\$13,993.64
06821	302	DROP INLET DI-3B, L=12'	EA	1	\$7,579.88	\$7,579.88
06822	302	DROP INLET DI-3B, L=14'	EA	3	\$8,162.95	\$24,488.85
06835	302	DROP INLET DI-3C, L=6'	EA	5	\$5,978.34	\$29,891.70
06936	302	DROP INLET DI-3C, L=8'	EA	3	\$6,210.07	\$18,630.21
06837	302	DROP INLET DI-3C, L=10'	EA	2	\$6,365.72	\$12,731.44
06839	302	DROP INLET DI-3C, L=14'	EA	2	\$7,002.29	\$14,004.58
06855	302	DROP INLET DI-3E, L=8'	EA	2	\$7,000.00	\$14,000.00
07006	302	DROP INLET DI-3F, L=8'	EA	1	\$7,000.00	\$7,000.00
07310	302	DROP INLET DI-4E, L=8'	EA	2	\$10,000.00	\$20,000.00
07506	302	DROP INLET DI-5	EA	1	\$4,551.90	\$4,551.90
07508	302	DROP INLET DI-7	EA	3	\$5,298.91	\$15,896.73
09000	ATTD	NS NUTRIENT CREDITS	LB/YR	0.31	\$20,000.00	\$6,200.00
09056	302	MANHOLE MH-1 OR 2	LF	41	\$1,027.98	\$42,147.18
09150	414	EROS. CTRL. STONE CL 1 EC-1	TON	130	\$92.44	\$12,017.20
	ATTD	SPECIAL DESIGN JUNCTION BOX JB-1	EA	4	\$6,372.66	\$25,490.64
	ATTD	NS SINGLE 7' X 2.5' BOX CULVERT	LF	114	\$1,801.20	\$205,336.80
	ATTD	NS SINGLE 7' X 2.5' BOX HEADWALL	EA	6	\$3,448.20	\$20,689.20
	ATTD	NS SINGLE 7' X 2.5' BOX WINGWALL	EA	12	\$5,486.61	\$65,839.32
10128	308	AGGR. BASE MAT. TY. 1 NO. 21B	TON	1822	\$34.04	\$62,020.88
10628	515	FLEXIBLE PAVE. PLANING 0"-2"	SY	2688	\$3.90	\$10,483.20
10635	315	ASPHALT CONC. TY. SM-9.5A	TON	484	\$107.99	\$52,267.16
10643	315	ASPHALT CONC. TY. BM-25.0D	TON	1054	\$115.28	\$121,505.12
11040	315	CONCRETE ENTRANCE PAVE. 7"	SY	201	\$89.26	\$17,941.26
11070	315	NS SAW-CUT ASPH. CONC.	LF	2948	\$8.50	\$25,058.00
12600	502	STD. COMB. CURB & GUTTER CG-6	LF	2987	\$31.57	\$94,299.59
12610	502	RAD. COMB. CURB & GUTTER CG-6	LS	515	\$39.11	\$20,141.65
12920	502	ENTRANCE CUTTER CG-9B	SY	251	\$143.41	\$35,995.91
14260	ATTD	CRUSHER RUN AGGR. NO. 25 OR 26	TON	82	\$34.86	\$2,858.52
23600	ATTD	NS FENCE (FOR TREE PROTECTION)	LF	60	\$6.33	\$379.80
24430	508	DEMOLITION OF PAVEMENT FLEXIBLE	SY	5073	\$11.22	\$56,919.06
24702	510	NS REMOVE EXIST (FOR TREE REMOVAL)	EA	1	\$1,000.00	\$1,000.00
27102	603	REGULAR SEED	LB	348	\$15.80	\$5,498.40
27422	303	DEWATERING BASIN EC-8	EA	1	\$1,915.40	\$1,915.40
27451	303	INLET PROTECTION TYPE A	EA	9	\$483.56	\$4,352.04
27461	303	INLET PROTECTION TYPE B	EA	50	\$365.60	\$18,280.00
27471	303	INLET PROTECTION TYPE C	EA	13	\$483.56	\$6,286.28
27500	303	GEOTEXTILE FABRIC	SY	119	\$5.56	\$661.64
27505	303	TEMP. SILT FENCE TYPE A	LF	1353	\$4.22	\$5,709.66
	ATTD	SANDBAG DAM	CY	63	\$218.00	\$13,734.00
42080	520	8" SANITARY SEWER PIPE	LF	68	\$192.21	\$13,070.28

**CITY OF HOPEWELL, VA**  
**Moultrie Ave Roadway and Drainage Improvements UPC 113072**  
**Final Design (100%) Cost Estimate - Revised 10/20/21**

42755	520	SANITARY SEWER MANHOLE	EA	3	\$819.64	\$2,458.92
42771	520	RECONSTRUCT EXISTING SANITARY MANHOLE	LF	1	\$446.89	\$446.89
50610	ATTD	RELOC. EXIST. SIGN STRUCT. TY. 1	EA	9	\$427.13	\$3,844.17
50974	ATTD	NS TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00
CN		SUBTOTAL ESTIMATE AMOUNT				\$2,057,843.33
CN		CEI (12% OF CONSTRUCTION SUBTOTAL ESTIMATE)				\$246,941.20
CN		CONTINGENCY (10% OF CONSTRUCTION SUBTOTAL ESTIMATE)				\$205,784.33
CN		VDOT OVERSIGHT (CN PHASE)				\$8,500.00
PE		LOCALITY PRELIMINARY ENGINEERING PHASE (DESIGN FEE)				\$374,730.00
PE		VDOT OVERSIGHT (PE PHASE)				\$6,500.00
		TOTAL ESTIMATE				\$2,900,298.86



[City Letterhead]

November 4, 2021

Virginia Department of Conservation and Recreation  
Attention: Virginia Community Flood Preparedness Fund  
Division of Dam Safety and Floodplain Management  
600 East Main Street, 24<sup>th</sup> Floor  
Richmond, Virginia 23219

RE: City of Hopewell Community Flood Preparedness Fund Match Commitment

To whom it may concern:

On behalf of the City of Hopewell, I authorize the request for funding for the City's grant proposal submission to the Virginia Community Flood Preparedness Fund to support the Moultrie Avenue Roadway and Drainage Improvements Project. The improvements include installation of pavement, curb and gutter, and drainage structures. The drainage conveyance design for this project consists of a series of curb inlets, ditches, and storm systems.

If awarded, and subject to execution of a grant agreement, the City of Hopewell pledges its commitment to providing \$896,120 in funding to meet the match requirements established by the 2021 Virginia Community Flood Preparedness Fund Grant Manual Round 2. This match is equivalent to 40% of the overall project cost of \$2,240,300. The City has budgeted funds for the Moultrie Avenue Roadway and Drainage Improvement Project under the 2022 – 2026 Capital Improvement Plan.

Hopewell greatly appreciates the opportunity to seek funding to improve flood protection and prevention measures in order to boost our community's resilience.

Sincerely,

John M. Altman, Jr.  
City Manager



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

**COUNCIL AGENDA ITEM TITLE:** Consideration of the addition of a bus stop at Dellrose Drive in Hopewell.

**ISSUE:** Currently, there is no bus stop on Dellrose, forcing residents to walk 20+ minutes in various weather conditions to catch PAT on Arlington Road.

**RECOMMENDATION:** Staff recommends that City Council approve the additional bus stop.

**TIMING:** This can be added soon after approval from Council. Staff anticipates before the end of the year.

**BACKGROUND:** The public information office has received calls explaining the difficulty and inconvenience of having to walk from Dellrose drive to Arlington Rd to catch public transit. It was requested that a stop be added on Dellrose.

**ENCLOSED DOCUMENTS:**

- Map included of Dellrose Drive.

**STAFF:** Kemi Okeowo – Public Information Officer

**FOR IN MEETING USE ONLY**

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

**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  |



Clay

Delrose Dr

Cloverdale Ave

Hazelwood Ave

Delrose Dr

Delrose Ct

Battelle Creek

Borrow Pit R



Delrose Drive

Cloverdale Ave

Arcadia Ave

Cloverdale Ave

Delrose Dr

Delrose Dr

Arlington F

Henry E. James Elementary School

Arlington Rd

Lowry St

Ferry St



Arlington Road Church of Christ



PO

St

R-3



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

New Veterans Benefits Office to open in Hopewell

**ISSUE:** The Crater region has a growing need for additional Veteran's benefit offices to review and process benefit claims.

**RECOMMENDATION:** Staff recommends City Council approve the use of City space to house a Veteran's benefits office.

**TIMING:** This item will be presented at the November 9, 2021 City Council meeting.

**BACKGROUND:** The Veteran's Benefit Office at Fort Lee is scheduling benefit appointments two months out due to the overwhelming need of this service in the region. The Crater Region is posed to accommodate this deficit by adding offices in various localities. Currently, the American Legion located in downtown, at Hopewell and East Poythress Street, provides office space every Wednesday for a veteran's benefits officer to see clients.

After discussions and a tour with Kimberly W. Miles, MSW, Central Regional Director and Donna R. Williams, Benefits Director, from the Virginia Department of Veterans Services, it has been determined that a second location in the City is warranted.

A goal of the City is to provide office space to service providers such as the State Veterans Affairs Office in the OneHopewell Building also referred to as the Volunteer Rescue Squad building located off of West City Point Road. The second is the Williams Building located at 224 North Main Street. The office space was previously used for the Community Development Block Grant Program (CDBG) and remains in use by the Department of Public Works-Engineering Division. Currently, the space is used for storage of engineering files and can

**SUMMARY:**

- |                          |                          |                                    |
|--------------------------|--------------------------|------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    |
| <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    |

- |                          |                          |                                  |
|--------------------------|--------------------------|----------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                  |
| <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  |



accommodate a benefits coordinator. There will be no additional charge to the City outside of the monthly rental rate currently expended.

The State benefit's office has chosen the Williams Building as the second location to operate every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday. This location was chosen due to its convenience and proximity to the bus route, Route 10 and Interstate 295, and its proximity to other goods and services.

Donna Williams, Benefits Director, Virginia Department of Veterans Services, will speak at the City Council meeting.

**ENCLOSED DOCUMENTS:**

- None

**STAFF:**

Tevya W. Griffin, Director, Department of Development

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

**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  |



Virginia Department of Veterans Services



# Virginia Department of Veterans Services Overview

Donna R. Williams

Benefits Director

Virginia Department of Veteran Services

101 North 14th Street, 18 Floor

Richmond, VA 23219

Office phone: (804)786-0597

Mobile phone: (804)382-5059

Donna.williams@dvs.virginia.gov



Virginia Department of Veterans Services

---



## About DVS

- The Virginia Department of Veterans Services advocates for Virginia veterans and connects them to earned benefits and services they have earned.
- Information on current federal, state and local veterans' programs, entitlements and referral services is available in Virginia through a network of 34 benefit service offices.
- DVS is a State agency. All services are provided free of charge.



Virginia Department of Veterans Services

# DVS Services



## Virginia Department of Veterans Services











Virginia Department of Veterans Services

## DVS Benefits Division



The **Virginia Department of Veterans' Services** serves all veterans, as well as their dependents and survivors in developing, filing and prosecuting claims for benefits under the complex laws of the U.S. Department of Veterans Affairs (DVA).



Virginia Department of Veterans Services

## DVS Benefits Division



- DVS Veteran Service Representatives are accredited with the U.S. Department of Veterans Affairs to submit claims and appeals to the U.S. Department of Veterans Affairs
- We electronically submit all VA claims, appeals and supporting documents to the appropriate VA Regional Office, as well as tracking those claims by logging into the Veterans Benefits Administration (VBA) systems



Virginia Department of Veterans Services



# *What We Do for Our Veterans*

- Veteran Compensation Claims
- Appeals
- VA Health Care Eligibility
- Veteran Pension Claims
- Aid and Attendance Claims
- Survivor Benefit Claims (DIC)
- Claim for Burial Benefits/Flags/Markers
- Certificate of Eligibility for VA Home Loan Guarantees
- VGLI Applications
- Application for Education Benefits
- Outreach into Local Communities – Itinerary Visits/Presentations
- Referral to Local, State, and Federal Social Services
- Assistance to Veterans' Service Organizations



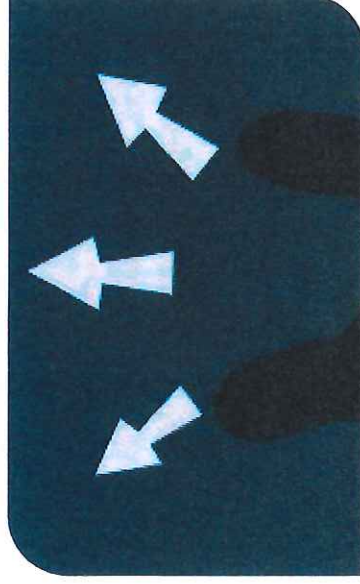




Virginia Department of Veterans Services

## Disagreements with a VA Decision

- Can file an appeal, higher level review or supplemental claim within 1 year of rating decision date to keep effective date of claim alive
  - Board of Veterans Appeals (BVA) - legal argument
  - Supplemental Claim - Add new evidence
  - Higher Level Review - Cannot add new evidence





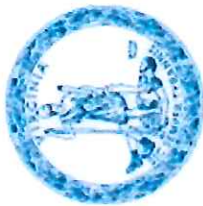
Virginia Department of Veterans Services



## Survivors Benefits

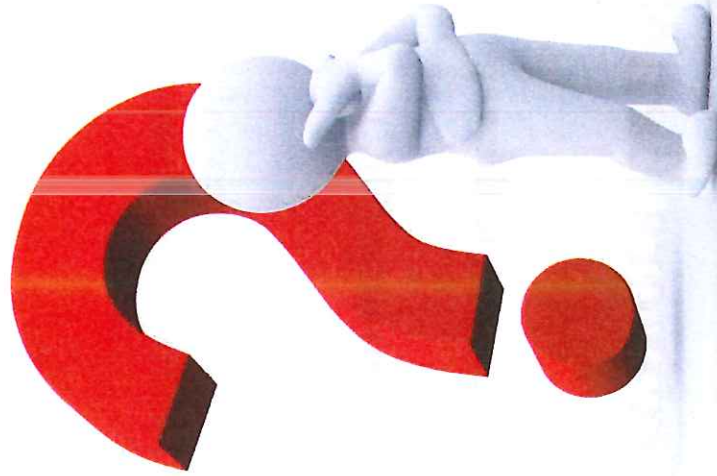
- Widow must have been currently married to the veteran at least one year before veteran's death
- Dependency and Indemnity Compensation (DIC)
  - Service connected death compensation
  - Not income based
  - Veteran must have passed from a service connected disability
  - Housebound/A&A is Special Monthly Compensation added on top of DIC rate
- Death Pension
  - Non-service connected death
  - Income based
  - Widow must meet MAPR
  - Housebound/A&A allows for higher tier of Death Pension





Virginia Department of Veterans Services

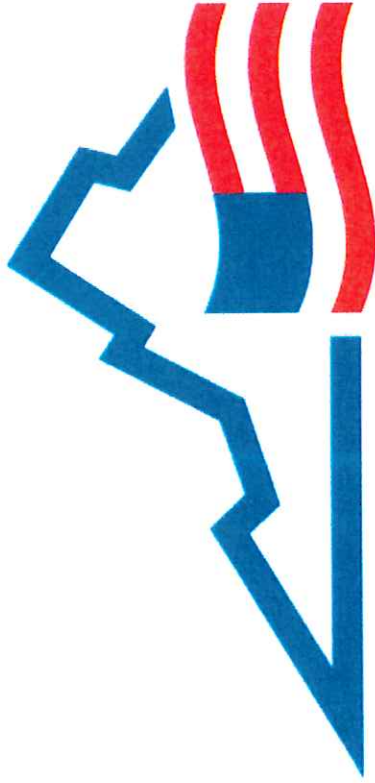
# Questions?





---

**Virginia Department of Veterans Services**



**Benefits**

**Virginia Department of Veterans Services**

Donna R. Williams  
Benefits Director  
Virginia Department of Veteran Services  
101 North 14th Street, 18 Floor  
Richmond, VA 23219  
Office phone: (804)786-0597  
Mobile phone: (804)382-5059  
Donna.williams@dvs.virginia.gov

R-4



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Rental Inspection Program Update

**ISSUE:** City Council requested an update on the rental inspection program and strategies to improve.

**RECOMMENDATION:** Staff recommends City Council consider recommendations to improve and amend the ordinance.

**TIMING:** Consider revisions at the November 9, 2021 meeting. Determine next steps.

**BACKGROUND:** The rental inspection program was codified in 2005. The program has been implemented but lacks enforcement teeth to be influential. In March 2017 at the request of City Council, Staff provided ideas to improve and expand the program. It was decided by City Council to halt any updates until the CAFER's were complete since additional staff would be needed. A full time rental inspector was funding beginning July 2021. This positon was filled in September 2021. Staff now requests revisions to the Rental Inspection Ordinance.

**ENCLOSED DOCUMENTS:**

- Current rental inspection program ordinance
- Program facts and proposed revisions to program

**STAFF:**

Tevya W. Griffin, Director, Department of Development

**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  |

Robert Todd Hawks, Building Official

**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





**IMPROVING THE CITY'S  
RENTAL INSPECTION  
PROGRAM**



## THE ISSUES

- Aged Housing Stock
- Concern with the quality of housing
- Exterior appearance of homes, and yards
- Quantity of complaints from renters regarding lack of repair of housing units
- Blighted appearance of neighborhoods nurtures disinvestment
- Some landlords with large quantity of properties don't perform maintenance or upgrades due to cost
- Housing is a significant component of the city's tax base



## PURPOSE OF THE RENTAL INSPECTION PROGRAM

- To maintain safe, decent and sanitary living conditions for tenants and neighboring residents (Code of VA)
- Reduce/Prevent blight
- Stabilize neighborhoods
- To build resident pride in their neighborhoods
- To improve the impression of the City to outside visitors, and potential future residents
- To foster community and economic development
- Help achieve goals in City's Strategic Plan, Comprehensive Plan, and Housing Plan

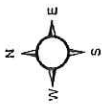


## **HISTORY OF THE CITY'S PROGRAM**

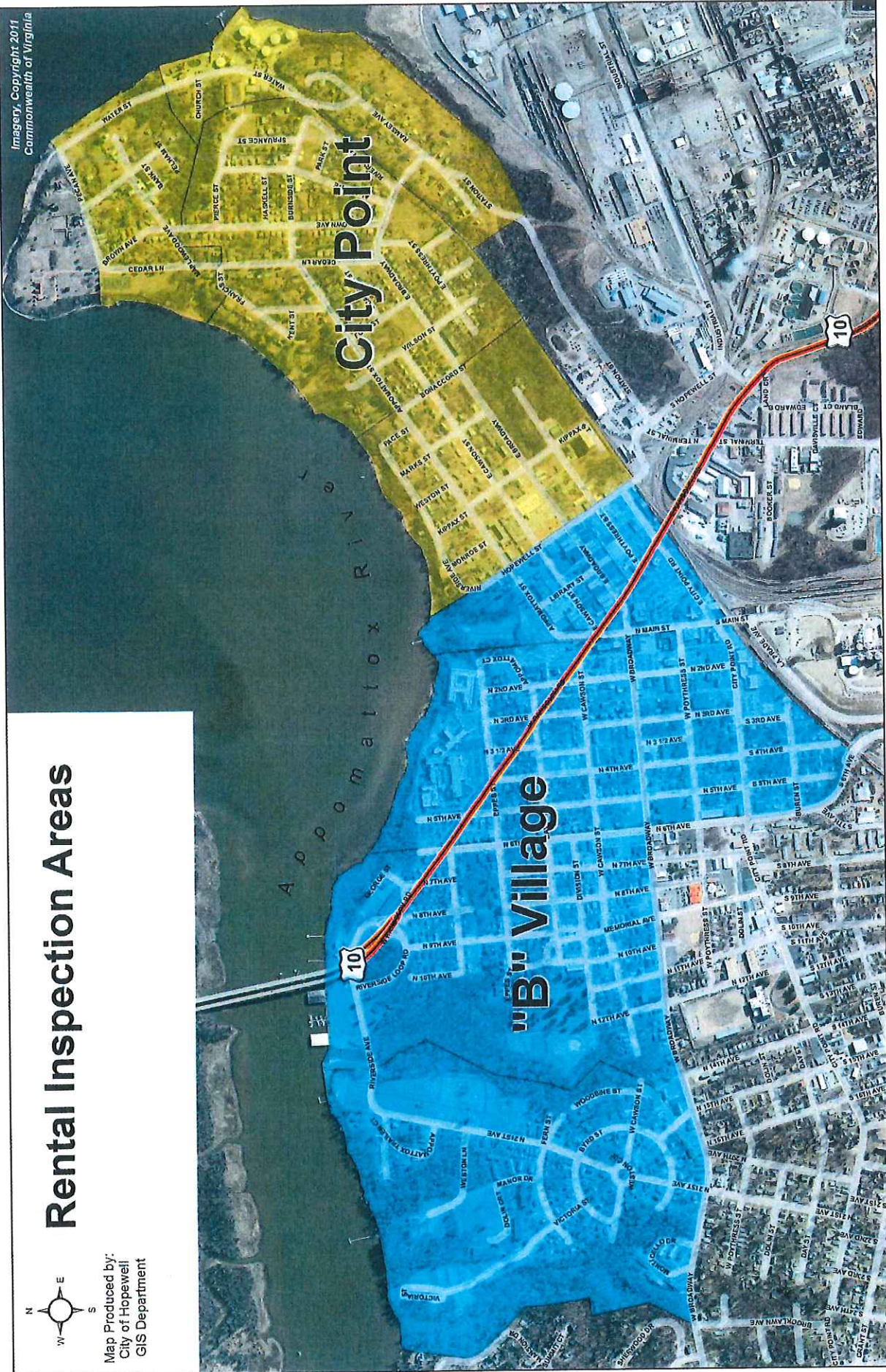
- September 13, 2005 – City Council adopts Ordinance 2005-12, established the boundaries of the rental inspection district as the “City Point” area.
- August 11, 2009 – City Council adopts Ordinance 2009-11 amending §19-182, Rental inspection district boundaries, of the City Code to add ‘B’ and NW ‘B’ Village areas.



# Rental Inspection Areas



Map Produced by:  
City of Hopewell  
GIS Department





## LIMITATIONS

City does not charge a fee for failure to schedule an inspection, for the initial inspection, and periodic inspections.

There is no consequence for willful failure to pay \$50 civil penalty. It is not added to the tax bill, a lien is not placed on property for failure to pay

An exemption from inspection is given for units that are rented by family members.

There is no process to verify familial status

## LIMITATIONS

Only two districts have been designated in the City

No tiered compliance (Certificate of Compliance, Temporary Certificate of Compliance, Rejection)

There are currently no individual residential dwellings in the program.

Program is understaffed and therefore unsustainable

Due to staffing limitations, follow-up inspections are not conducted

# SOLUTIONS



HIRE ADEQUATE STAFF TO  
THOROUGHLY ADMINISTER THE  
PROGRAM

- Full Time Rental Inspector + Part Time Administrator – for every 2 districts
- 100 individual dwellings outside of district constitutes 1 (one) district



## IMPLEMENT REASONABLE FEE STRUCTURE

- Initial Inspection \$50.00
- If after Re-inspection, **minor violations** have not been remedied a charge of \$100 per dwelling unit for each re-inspection until the violation is corrected.
- If after Re-inspection, **major violations** have not been remedied within the specified time period a notice of violation will be mailed. Owners will be subject to a penalty of a minimum of \$500 and up to \$2,500
- The VA Statewide Building Code allows a locality to fine an owner who fails to comply with a notice of violation within the specified time period, not more than \$2,500. Each day the violation(s) continues is considered a separate offense. This fine is given by a judge after a conviction in court. State Code Section 36-106

# MINOR AND MAJOR VIOLATIONS

## Minor Violations

- Fire Safety
- Lack of poor condition of sanitary facilities
- Absence of adequate heating systems or equipment
- Items that affect the safe operation of electrical and mechanical systems
- Structural integrity of the building and/or the ability of the building envelope to keep out the weather

## Major Violations

- Any violation that is considered an immediate life safety hazard and requires the removal of persons from the unit per the Building Official.
- The authority to deem a violation minor or major is given to the Building Official per the State Code.

## ENSURE FEES ARE COLLECTED

- If fees for any initial inspection and/or re-inspections are not paid within standard 30 days, a lien is placed on the property that must be paid prior to payment of taxes.



**REQUIRE DOCUMENTATION TO  
QUALIFY FOR FAMILY MEMBER  
EXEMPTION**

- The City would allow exemption only for immediate family members. Must be proven by documentation (i.e. birth certificate, family tree)



## IMPLEMENT TIERED COMPLIANCE

- **Certificate of Compliance**
  - Good for 4 years
  - A Certificate of Compliance can be revoked, if violations are found within the 4 year grace period.
  - Landlords must inform City if renting to new tenants. A re-inspection must be conducted at that time. Starts a new rental inspection process.
- **Temporary Certificate of Compliance**
  - Good for one year.
  - Allowed for minor violations not life and safety issues
- **Rejection (major issues, uninhabitable, life and safety issues)**



## CREATE ADDITIONAL DISTRICTS AND/OR ADD INDIVIDUAL DWELLING UNITS, NOT WITHIN A DISTRICT

The rental inspection district created by the ordinance must be based on a determination by the local governing body that:

- there is a need to protect the public health, safety and welfare of the occupants of dwelling units inside the designated rental inspection district;
- the residential rental dwelling units within the designated rental inspection district are either:
  - ✓ blighted or in the process of deteriorating, or
  - ✓ the residential rental dwelling units are in the need of inspection by the building department to prevent deterioration, taking into account the number, age and condition of residential dwelling rental units inside the proposed rental inspection district; and
- the inspection of residential rental dwelling units inside the proposed rental inspection district is necessary to maintain safe, decent and sanitary living conditions for tenants and other residents living in the proposed rental inspection district.”



## KEY CONSIDERATIONS

- Age of Housing
- Percentage of rental dwellings
- Repeated Building Code Violations
- Signs of neighborhood blight
- Individual dwelling units- must have separate findings for each dwelling unit by the City

# SOME THINGS TO CONSIDER

## WHAT THE PROGRAM CANNOT ADDRESS

- Aesthetics
- Architectural compatibility of homes
- Exterior materials or colors used
- Excessive yard items
- Broken blinds
- Stroller(s) kept in the yard
- Shopping carts in yard
- Lack of landscaping
- “Tacky” yard ornamentation

## POSSIBLE SOLUTIONS

- Curb Appeal Program
- Neighborhood organizations to promote community pride
- Zoning Overlay Districts







# PROPOSED ADDITIONAL AREAS TO CONSIDER







Questions

&

Answers



R-5



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Update on 2020 U.S. Census and Redistricting Process

**ISSUE:** The U.S. Census Bureau has released data from the 2020 Census. Included in this release is information on total population, voting age population, race and housing unit data.

**RECOMMENDATION:** Staff recommends City Council review the information presented and set a date for a work session to discuss redistricting in response to the increase in population.

**TIMING:** On November 9, 2021 Staff will present Census 2020 information as it relates to redistricting.

**BACKGROUND:** Every 10 years the United States government conducts a census, a count and survey of individuals residing in the country. A year after the Census is conducted, local governments are required to use specific criteria to examine, and possibly readjust voting boundaries to create balanced Wards based on the new population data. This presentation is the introduction to the redistricting process in the City of Hopewell.

**ENCLOSED DOCUMENTS:**

- Power Point Presentation

**STAFF:**

David Thompson, Geographic Information Systems (GIS) Manager

Tevya W. Griffin, Director, Department of Development

**FOR IN MEETING USE ONLY****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			

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

---

**Roll Call**

---

**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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    |

- | <b>Y</b>                 | <b>N</b>                 |                                  |
|--------------------------|--------------------------|----------------------------------|
| <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  |

CITY OF  
HOPEWELL  
REDISTRICTING  
2021





# REQUIREMENTS FOR REDISTRICTING

- Law requires Council to change the boundaries of Wards every 10 years in year ending in 1.
- Changes need to reapportion population among the Wards.
- Boundary changes must be based on U.S. Census data.
- Redistricting of Wards does not change any school district boundaries.

# REQUIREMENTS FOR REDISTRICTING

- Wards must be:
  - Contiguous
  - Compact
  - Have clearly observable boundaries such as streets, rivers and other permanent features shown on maps.
  - Have equal populations; maximum deviation between districts should be less than 5%.
- Redrawing Wards cannot result in
  - Racial vote packing (concentrating a voting block into one district to move their ability to influence surrounding districts)
  - Racial vote cracking (breaking a voting block into many districts to water down their vote)





## Using Census Data:

- Identify the Ward 2020 Census Ward Populations
- Determine "Ideal" Ward Population based on overall new population of the City
- Calculate Standard Deviation
- Calculate Average Deviation
- Verify Results





## Using Census Data:

- Ideal Ward Population = 3,290
- Standard Deviation
  - ✓ +5% to -5%
  - ✓ Ideal Population Numbers +164.5 to -164.5





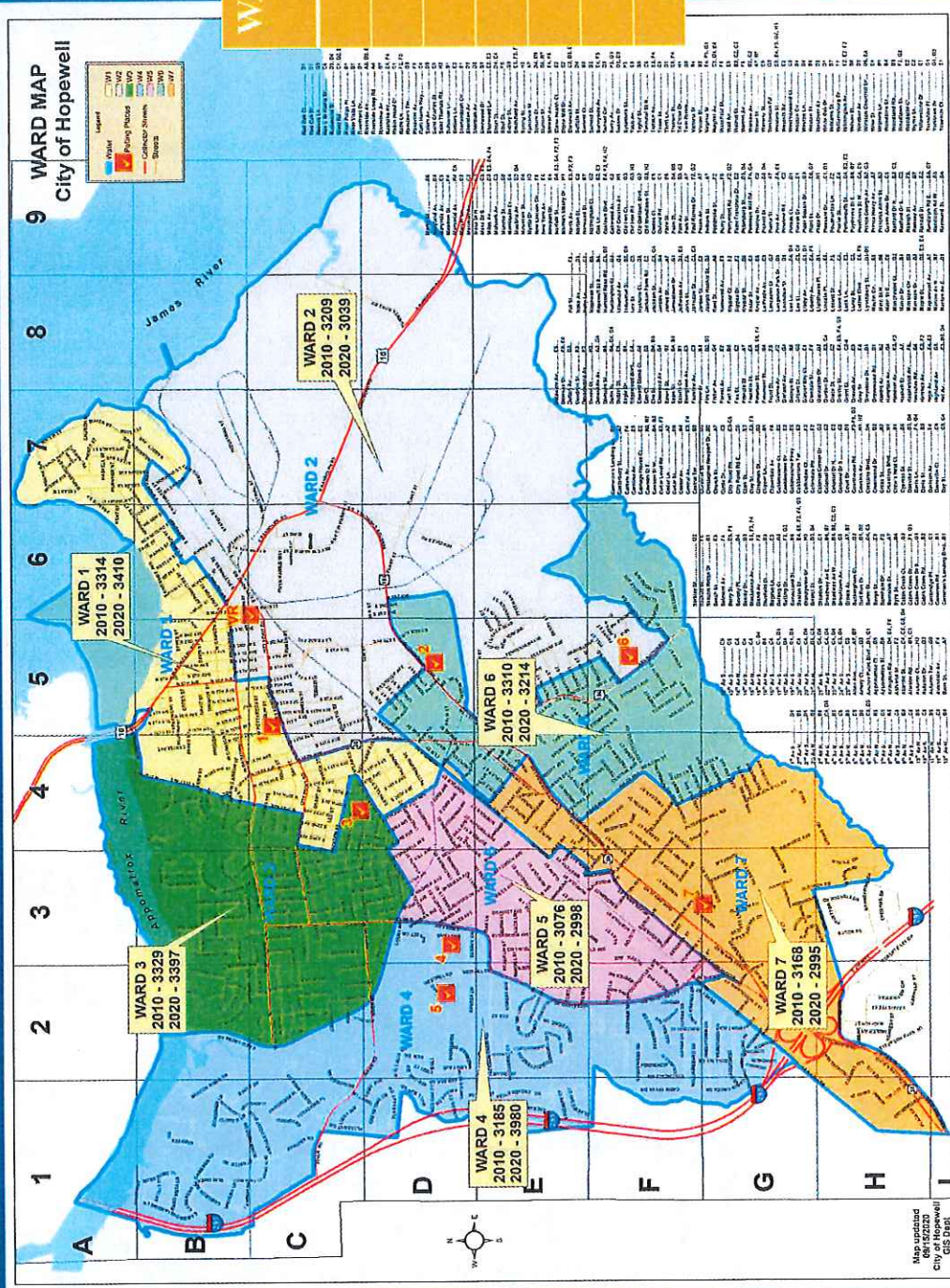
# 2020 CITY POPULATION

- 2010 Population: 22,591
- 2020 Population: 23,033
- 1.95% increase in population





# Population change by Ward



WARD	2010	2020	% CHANGE
1	3314	3410	+2.89%
2	3209	3039	-5.2%
3	3329	3397	+2%
4	3185	3980	+24.9%
5	3076	2998	-2.5%
6	3310	3214	-2.9%
7	3168	2995	-5.4%



Map created by  
City of Hopewell  
GIS Dept.



# CALCULATING IDEAL WARD POPULATION

Amount Above or Below "Ideal" Ward  
Population of 3,290 by Ward

Ward	Total Population	Amount of + / -
1	3,410	120
2	3039	-251
3	3397	107
4	3980	690
5	2998	-292
6	3214	-76
7	2995	-295
Total	23033	0

**AVERAGE**

**2020**

**POPULATION:**

**23,033/7=**

**3290**



## CURRENT WARDS WITH NEW CENSUS DATA

WARD	TOT POP	TOT POP DEVIATION	% DEVIATION	WHITE	% WHITE	ALL OTHER	% ALL OTHER
W1	3410	120	3.65	2038	60	1224	36
W2	3039	-251	-7.63	803	27	2136	70
W3	3397	107	3.25	2485	73	763	23
W4	3980	690	20.97	2002	50	1836	46
W5	2998	-292	-8.88	1997	67	882	29
W6	3214	-76	-2.31	933	29	2148	67
W7	2995	-295	-8.97	1302	43	1543	52





## NEXT STEPS

- Hold a Work Session
- Provide population/ % change by race for each Ward
- Provide various mapping scenarios to accommodate new population numbers
- December 2021 or January 2022 work session

R-6

**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 )

ORDINANCE 2021-\_\_

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

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

**CHAPTER 2 – ADMINISTRATION**

**ARTICLE I. IN GENERAL**

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

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

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

---

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



ORDINANCE 2021-\_\_

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

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

**CHAPTER 2 – ADMINISTRATION**

**ARTICLE I. IN GENERAL**

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

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

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

(b) The assistant city manager and department heads appointed by the City Manager residing shall reside within 30 miles of the city limits of the City of Hopewell at the time of initial during employment ~~are exempted from the residency requirement. If the assistant city manager or a department head relocates his or her primary residence while employed by the City of Hopewell, such assistant city manager or department head shall be subject to the residency requirement, except for the following who must become residents of the city no later than six (6) months after appointment:~~

(1) Chief of Police;

(2) Chief of Fire; and

(3) Director of Public Works.

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

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

---

In accordance with Section 7, Effective date of ordinances and resolution; emergency measures, of Chapter 4 of the City Charter, this ordinance shall become effective after thirty (30) days from the date of its

adoption by the City Council. In all other respects said Code of the City of Hopewell shall remain unchanged and be in full force and effect.



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: City Code Section 2-4 – Residency Requirement**

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

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

**TIMING:** N/A

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

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

**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			

**ENCLOSED DOCUMENTS:**

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

**STAFF:**

John M. Altman, Jr., City Manager

**FOR IN MEETING USE ONLY**

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

**Roll Call**

---

**SUMMARY:**

**Y N**

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

**Y N**

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



# COUNCILOR REQUESTS

CR-1

## 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.

## DEFINITIONS

*Contract* means all types of agreements (e.g., purchase, purchase order, contract, change order), regardless of what they may be called for the procurement of goods, services (not including professional services), insurance, or construction, in aggregate (all phases) and without regard to whether such contract is single or term.

*Emergency* shall exist when a breakdown in essential service occurs or under any circumstances when supplies are needed for immediate use in work which may affect the safety, health or welfare of the public. Within 30 days of emergency, the City Manager or designee shall submit to City Council a written report detailing the nature of the emergency as well as full fiscal and budgetary impact of the emergency including, if necessary, the potential for a supplemental budget appropriation necessitated by the emergency.

## VALIDITY OF CONTRACTS

No public contract exceeding the value of \$\_\_\_\_\_ shall be valid and enforceable against the City unless it is signed and approved as to form by the city attorney or designee, as well as signed and approved as to substance (terms of the deal) by the city manager or designee. In consultation with the city manager or designee, the city attorney may develop standard terms and conditions, forms, or other checklists for use with or in administration of public contracts.

## UNAUTHORIZED CONTRACTS

Contracts may not be artificially divided so as to constitute a small purchase.

## GENERAL PROVISIONS



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.

## SOLE SOURCE PROCUREMENT

Contracts for parts, supplies, or equipment that are available only from a single source shall be referred to as sole source purchases. Sole source purchase shall not be used for any type of service contracts. Sole source procurement may arise from the following instances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier;
2. A part for which there is not commercially available substitute, and which can be obtained only from the manufacturer;
3. An item where 'compatibility' is the overriding consideration, e.g., computer software or hardware.

Purchases satisfying one or more of these requirements shall not be subject to competitive bidding; however, purchases exceeding \$\_\_\_\_\_ shall still be presented to City Council for approval. For all purchases submitted to City Council as a sole source procurement shall be accompanied by a written request to waive bids which shall also set forth the reason(s) for the request.

## EMERGENCY PURCHASES

Emergency shall be defined as set forth herein. Whenever, in the judgment of the City Manager, an emergency situation requires the make of any purchase in excess of \_\_\_\_\_ but less than \$\_\_\_\_\_ prior to the next regular meeting of the City Council, the City Manager may make such purchase without waiting for the formal approval of the specific purchase by City Council but shall make a report thereof to the City Council at the next regular meeting of the City Council. If the emergency purchase is over \$\_\_\_\_\_, approval of the City Council is required

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 15<sup>th</sup> 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

the comprehensive annual financial audit the fiscal year that covers the month for which the reconciliation report was generated.

### **CITY MANAGER**

The City Council hereby designates the City Manager to execute all contracts on behalf of the City, unless Council, as a part of its contract approval process, expresses otherwise.

The City Manager shall be authorized to incur any obligation on behalf of the City that falls within the maximum amount authorized for small purchases under the Act event though such amount might be greater than the maximum amount permitted under this Small Purchase Policy. The City Manager shall not, however, be authorized to designate the City's contracting power for any contract that exceed the maximum amount permitted under this Small Purchase Policy.

The City Manager's power to incur obligation on behalf of the City shall not extend to any contract that must be competitively bid or negotiated as required by the Act, and/or any contract that requires the expressed approval by the City Council.

### **LIMITATION ON DELEGATION OF AUTHORITY**

Nothing contained in this Small Purchase Policy shall be construed to grant any person permission or authority to incur any obligation on behalf of the City which will result in exceeding (in whole or part) the amount of appropriations then available for that purpose.

### **NO CHANGES WITHOUT CITY COUNCIL'S APPROVAL**

No change or modification to this policy shall be effective unless by approval of the City Council.





**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

~~avoiding the errors and omissions that led or contributed to the negative findings reported as part and parcel of recent audit reports relative to the City's sound financial processes to improve the City's financial condition and bond rating.~~

~~Now therefore P~~pursuant to its authority under Art. VII, §7 Virginia Constitution, Art. XVII, § 2 of the Hopewell City Charter, and Va. Code Ann. §§15.2-1106 and 15.2-2500 *et seq.*  
~~the City Council acts and therefore~~

BE IT RESOLVED on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, \_\_\_\_\_ the Hopewell City Council hereby establishes the following policies and procedures for the budget(s) submitted to the City Council by the City Manager, and which shall take effect immediately upon approval by the City Council:

Formatted: Indent: First line: 0.5"

1. With due regard to Va. Code §22.1-93 requiring City Council's approval of Hopewell Public Schools budget by May 15. ~~The City Manager shall submit the annual budget to the City Council no less than \_\_\_\_\_~~ 90 days prior to the end of the fiscal year.
- To ensure the timely submission of the annual budget to the City Council, City departments shall be required to submit their annual budget estimates to the City Manager by no later than December 1. Any non-City department or agency seeking an appropriation of funds in any budget year shall present information, in whatsoever form deemed advisable by the City Council, in justification and support of its request. Said requirement shall not be waived due to prior appropriation(s) received from the City by said non-City department or agency.
- After a public hearing on the budget, prior to adoption thereof, the City Council may insert new items of expenditure or may increase, decrease, or strike out an item of expenditure recommended by the City Manager's budget, except that no item or expenditure related to debt

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



shall be deemed void as a matter of law. Any payment or expense knowing made or incurred, as the case may be, in violation of this provision may result in disciplinary action, up to and including termination from City employment.

6.7. An appropriation for a capital expenditure shall carry forward to the following fiscal year(s) until the City Council changes or eliminates the appropriation. The project or purpose for a capital appropriation shall be deemed abandoned if three year pass from the initial appropriation without any disbursement or encumbrance of the appropriation. Every unexpended or unencumbered appropriation, except an appropriation designated for a capital expenditure, shall lapse at the close of the fiscal year and shall be returned to the City's general operating fund.

7.8. Appropriations tied to or resulting from a grant award shall first be restricted based on the instructions or requirement of the grant/grantor. To ensure that the City's expenses are aligned with the priorities of the City, whether imposed by general law or as established by the City Council, no grant requiring any matching funds shall be applied for by any City staff without the expressed prior approval of the City Council.

9. A transfer shall mean the movement of all or a portion of an existing appropriation between one budget item (i.e., budget line) to another budget item within a single department or agency. The City Manager may shall have one-time transfer authority up to \$ 25,000 between appropriated budget items for any one department, provided that the budget item from which the transfer is being made is unencumbered and so long as the total budget appropriated for that department will not be exceeded. Nothing contained herein shall be construed to give the City Manager the expressed or implicit authority to transfer funds between City departments without the expressed approval of City Council, as such shall be construed as an appropriation to

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.

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

**COUNCIL AGENDA ITEM TITLE:**

City Energy and Conservation Program

**ISSUE:** To have the City Manager research and bring back recommendations on how to make city buildings more energy efficient and to development a program that reduces utility usage.

**RECOMMENDATION:** To authorize the city manager to research and present some recommendations to city council in 3 months.

**TIMING:** As soon as possible

**BACKGROUND:** For 10 years the Hopewell City Public Schools implement an energy and conservation program led by Tim Dunn that resulted in nearly \$6 million in savings with reducing their energy consumption and reducing their utility usage. In an ongoing effort to reduce city operating costs, this may prove to be a beneficial idea on saving money and improving our environmental footprint.

**ENCLOSED DOCUMENTS:**

- None

**STAFF:**

March Altman, City Manager

### 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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor 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"/> | Vice Mayor Patience Bennett, Ward #7 |



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

---

**Roll Call**

---

**SUMMARY:**

Y N

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

Y N

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

CR-3



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Exploring and Researching the Establishment of a Hopewell/Prince George Stormwater Commission

**ISSUE:** Virginia is experiencing increased numbers of rainstorms. The rainstorms are also increasing in intensity resulting in increased flooding and pollution to our waterways.

**RECOMMENDATION:** To charge the City Manager with exploring and researching the possibility of establishing a joint Hopewell and Prince George Stormwater Commission and bring back recommendations no later than 3 months.

**TIMING:** As soon as possible

**BACKGROUND:** Prince George County borders Hopewell and drainage from the county enters into Hopewell's stormwater system and share smaller water ways like Bailey's Creek, Cattail Creek, Cabin Creek, Bull Hill Creek, Mathis Stream, etc. The request is for the City Manager to research this idea and its feasibility for Hopewell and Prince George to team up to address these environmental, infrastructure, and quality of life issues for both city and county residents.

**ENCLOSED DOCUMENTS:**

- None

**STAFF:**

March Altman, City Manager

**FOR IN MEETING USE ONLY****SUMMARY:**

- |                          |                          |                                    |
|--------------------------|--------------------------|------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    |
| <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    |

- |                          |                          |                                  |
|--------------------------|--------------------------|----------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                  |
| <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  |

**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



# ADJOURNMENT