

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

AGENDA

(804) 541-2408

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

CITY COUNCIL

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

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

July 12, 2022

REGULAR MEETING

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

OPEN MEETING

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

SUGGESTED MOTION: Move to enter into a closed meeting pursuant to Va Code Section §2.2-3711(A) (1) to interview prospective appointees to the School Board, discuss appointees to various other boards and commissions and to discuss City Manager, City Attorney and City Clerk.

CLOSED MEETING

RECONVENE OPEN MEETING

Roll Call

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

Roll Call

WORK SESSION

WS-1 – Proposed Rezoning of Anchor Point Development – Chris Ward

REGULAR MEETING

Call to order, roll call, and welcome to visitors

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

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

CONSENT AGENDA

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

C-1 Minutes

C-2 Pending List:

C-3 Information for Council Review:

C-4 Personnel Change Report: June, 2022

C-5 Public Hearings:

**C-6 Routine Approval of Work Sessions: Treasurer's Office Work Session – July 14, 2022;
City Council & HWR Joint Work Session – August 4, 2022; Dock Commission Work
Session – August 11, 2022**

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

C-9 Resolutions, Proclamations:

SUGGESTED MOTION: To amend/adopt consent agenda

Roll Call

INFORMATION/PRESENTATIONS

FINANCIAL REPORT

Financial Report – Mr. Michael Terry

PUBLIC HEARING

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

PH-1 – FY2022-2023 CDBG Annual Allocation –Chris Ward

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

R-1 – VDOT Smart Scale – Austin Anderson

R-2 – Resolution to support IRF Application for Lamb Arts – Stacey English

R-3 – FY23 School Resource Officer Grant Program-Second Round Funding Opportunity
– Chief Starke

R-4 – Part-time Detective – Hopewell Police Department – Chief Starke

R-5 – Meridian Waste Contract Modification – Ed Watson

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Board/Commission Vacancies:

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

Reports of City Council:

Committees

COUNCILORS REQUEST

Presentations from Boards and Commissions

Other Council Communications

Adjournment

CLOSED SESSION

CONSENT AGENDA

WORK SESSION

WS-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: **Proposed rezoning of Anchor Point development**

ISSUE: HH Hunt is petitioning to rezone the Anchor Point development to allow for fewer housing units.

RECOMMENDATION: None

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF: Work Session item

SUMMARY:

Y N

- ☐ ☐ Councilor Debbie Randolph, Ward #1
- ☐ ☐ Councilor Arlene Holloway, Ward #2
- ☐ ☐ Councilor Johnny, 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





Applicant: Anchor Point Ventors LLC,
Doswell Properties
Builder: HH Hunt
Request: Amendment to Anchor Point
Master Development Plan

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

Updated for the July 12, 2022 City Council Work Session

I. MEETINGS:

Planning Commission: Public Hearing	May 5, 2022	Tabled
Work Session	May 25, 2022	No Action
Regular Session	June 2, 2022	Approved

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	N/A
Existing Zoning:	R-4/PUD, Planned Unit Development/High Density Residential
Size of Area:	Total Area: 38.7 acres
Proposed Use:	Townhouses and Single Family Detached homes
Owner:	MPD Ventures 710 North Hamilton Street Richmond, Virginia 23221
Location of Property:	Anchor Point Subdivision <u>Phase 1:</u> Parcel B/Sub-Parcel #285-0035 <u>Phase 2:</u> Lots3/Sub-Parcel #285-0015 Lot 4/Sub-Parcel# 285-0020

Lot 5/Sub-Parcel #285-0025

Lot D/Sub-Parcel #285-0045

Phase 3:

Sub-Parcel: 285-0030/ PARCEL A 7.509
ACRES

Sub-Parcel: 093-0060/ PARCEL E 4.05
ACRES ANCHOR POINT

Election Ward:	Ward 4
Land Use Plan Recommendation:	Multifamily Residential
Zoning of Surrounding Property:	North: R-4 (PUD) South: R-4 (PUD) East: R-4 (PUD) West: R-1, R-4 (PUD)

III. EXECUTIVE SUMMARY:

The City has received a request submitted by Anchor Point Ventures, LLC & Doswell Properties, Inc. to amend the Master Development Plan for the Anchor Point Development project to allow:

1. The construction of 22 more townhouses than approved in 2006 for a total of 177 townhomes in the PUD.
2. The construction of 25 more single family detached dwellings (SFD) than approved in 2006 for a total of 78 SFD's in the PUD.
3. Discontinue the construction of condominiums within the PUD, thereby reducing the number of condominiums from 315 units to 63 (already constructed).
4. All voluntary proffered conditions submitted by the applicant (See attached document)

IV. SUBJECT PROPERTY:

The Anchor Point Subdivision is bounded to the north by the Appomattox River, to the east by Cabin Creek, to the south by Prince George Court Subdivision, and to the west by Atwater Park, Robin Hood Drive, and various properties along Atwater Road. The property consists of a total of approximately 95 acres and is currently zoned R-4/PUD. The adjacent properties are zoned R-1, Residential Low Density District, and R-4, Residential Apartment District. The PUD designation permits development in accordance with a master plan of cluster type communities under one (1) ownership or control. The original Master Plan included condominiums, and townhouses.

In 2006 a request was approved to amend the Master Development Plan. That

amendment added single family detached homes, decreased the number of condominium units, and increased the number of townhouse units. The master plan was approved including specific square footage requirements.

In 2011 a separate request was approved to amend the square footage requirement of a townhouse from 1,900 – 2,400 to 1,600 square feet.

The proffered conditions dated April 25, 2011 are still in effect. These are provided as an attachment to this report.

The development has a marina with a marina office, dry dock boat storage building, maintenance facility, and a swimming pool.

V. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this rezoning request are found in Article VIII, *Planned Developments* and XXI, *Amendments*, and include the following:

Article VIII. Planned Developments:

A. APPLICATION:

1. Planned development districts shall be established by amendment to the official zoning map.

B. REZONING TO PLANNED UNIT DEVELOPMENT DISTRICT:

All terms, conditions, safeguards and stipulations made at the time of the rezoning to planned development status, including the approval of the concept plan, with or without specified modifications, shall be binding upon the applicant or any successors in interest. Deviations from approved plans or failure to comply with any requirements, conditions or safeguards shall constitute a violation of these zoning regulations.

1. The granting of the planned development rezoning, and the approval of the concept plan, with or without specified modifications, shall not constitute the recording of a plat nor shall it authorize the issuance of building permits. Such action shall be undertaken only after the approval of the site plan and the recording of a plat.

C. SITE PLANS:

1. Approval of the concept plan and the application for rezoning shall constitute authority for the applicant to prepare site plans in accordance with Article XVI of this ordinance, and in conformity with the approved development plan.

2. Minor deviations from the concept plan shall be permitted in the site plan when the director of development determines that such are necessary due to requirements of topography, drainage, structural safety or vehicular circulation; and such deviations will not materially alter the character of the approved concept plan, including the proposed development sequence. In no case shall such deviations include the addition or elimination of any building shown on the approved concept plan, increase the density of a PUD [Planned Unit Development] or PMH [Planned Manufactured Home District] development or increase the floor area of a PSC development. Any changes not authorized by this paragraph shall require resubmission of the concept plan in accordance with the procedures contained in this Article.

Article XXI-A, *Initiation:*

"Whenever public necessity, convenience, general welfare or good zoning practice require, City Council may amend, supplement, or change this ordinance, including the schedule of district regulations and the official zoning map. Any such amendment may be initiated by resolution of City Council, by motion of the Planning Commission, or by petition of any property owner addressed to City Council."

Article XXI-B, *Action by Planning Commission:*

"In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the Comprehensive Plan of the City and would be in furtherance of the purpose of this ordinance."

VI. STAFF ANALYSIS:

Compatibility with Comprehensive Plan

The Future Land Use Plan identifies this area as Multifamily Residential and Senior Living. The primary land use is apartments as the prominent use, attached residential; retirement condos; senior living, assisted living; high density is encouraged.

The typical density range is as follows:

Multifamily: 16-20 Dwelling Units (DU)/Acre (AC)

Attached: 10-12 DU/AC

Senior: 16-20 DU/AC

The typical square footage of a unit is recommended from 500 square feet- 2,500 square feet

The proposed amendment to the Master Plan is in keeping with the Land Use designation by allowing high density development. While SFD's are not uses listed in the designation they were added as uses in 2006 when the Land Use designation was Residential.

Thirty eight of the 53 SFD's approved in 2006 have been constructed. The applicant will increase SFD's by 25 homes for a total of 78 SFD homes. Allowing 25 additional SFD's would not detract from the Anchor Point community and would provide new quality homes in the City; a much needed commodity as 87.9% of housing units were built prior to 1990.

Table 1 below provides a comparison of approved vs. proposed plans, including the number of constructed units.

Table 1. Unit Comparison of the Plans

Type of Home	Original Approval	Approved 2006	Constructed	Proposed 2022 ¹	Updated Total Homes
Condominiums	469	315	63	0	63
Townhouses	130	155	41	136	177
Single Family Dwellings	0	53	38	40	78
Total Units	599	523	142	176	318

¹ Proposed Concept Plan submitted by HHHunt 2022

The applicant also requests the square footage of the townhomes and single family detached home be reduced to better reflect current market trends seen in other developments completed by the builder. See Table 2 below for a comparison.

Table 2. Square Footage Comparison of the Plans

Unit Type	Unit Sq. Ft.		
	Original Approval	Approved 2006	Proposed 2022 ¹
Townhouse	1,600	1,600	Min. 1,300
Condominiums	1,200	861-1,524	n/a
	2,00	1,951	n/a
	2,300	1,961-2,943	n/a
Single-family	n/a	2,000-2,400	Min. 1,500

¹ Proposed Concept Plan submitted by HHHunt 2022

Under this request the minimum size of townhouses is 1,300 square feet and the minimum for SFD's are 1,500. Please note, this is the minimum, buyers may have

larger units. A maximum square footage would be determined by lot size. The breakdown of bedroom units has also not been provided. According to the builder the number of bedrooms is better dictated by the purchaser and cannot be guaranteed. As the family structure has diversified so has the needs of the buyer in regards to bedrooms and space requirements overall.

The applicant has provided a rendering of five single family detached home models. Buyers would choose from these models. Two renderings of townhomes are provided; a quadplex, without garages and a fiveplex with garages.

STAFF RECOMMENDATION:

Staff recommends approval of the amendment to the Anchor Point Maser Plan. The amendment is in keeping with the City's Comprehensive Plan land use designation. The requests will not adversely affect the community or the surrounding neighborhoods. In fact, the request decreases the number of units allowed in the 2006 amendment thereby decreasing impervious surface coverage and traffic. The completion of the development will remediate the long-standing issue of soil erosion with the full implementation of a storm water management system. Additionally, the request brings vitality to a subdivision that has been stalled for several years and increases the City's real estate tax base.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article XXI-B, of the Hopewell Zoning Ordinance, the Planning Commission recommends that City Council *approve* the request for an amendment to the Master Development Plan for the Anchor Point Development rezoning to allow:

1. The construction of 22 more townhouses than approved in 2006 for a total of 177 townhomes in the PUD.
2. The construction of 25 more single family detached dwellings (SFD) than approved in 2006 for a total of 78 SFD's in the PUD.
3. Discontinue the construction of condominiums within the PUD, thereby reducing the number of condominiums from 315 units to 63 (already constructed).
4. All voluntary proffered conditions submitted by the applicant (See attached document)

Attachments:

1. Project narrative
2. Proffered conditions
3. Single Family Detached Home Building Elevations (5)
4. Townhouse Elevations (2)
5. Affidavit of Mailings

Anchor Point Development- Anchor Point Ventures, LLC (APV)- Amendment of Planned Development

PROJECT NARRATIVE

This proposal consists of proffer amendments and a new concept plan for R/4/PUD for the community known as Anchor Point. This property has been rezoned and/or amended multiple times since 1986. Most recently, the Hopewell City Council approved a master plan amendment for Anchor Point on April 25, 2006, under which a total of 523 homes were permitted to be constructed. Unfortunately, despite the best efforts of Anchor Point Ventures, due to recessions and challenging market conditions, Anchor Point has not been completed.

Through this proposed Planned Unit Development amendment using the R4/ PUD master plan cluster option, it is the intent of Anchor Point Ventures to achieve a high-quality residential community that preserves sensitive environmental areas while creating an attractive, livable community. This amendment encompasses a total of sixty-six (66) parcels which will consist of 116 clustered new single-family homes and townhouses. This request represents a down zoning from 523 permitted homes to only 316 homes. See Table 1 below for a comparison of approved vs. proposed plans.

Table 1. Unit Comparison of
the Plans

Type of Home	Original Approval	Approved 2006	Constructed	Proposed 2022 ¹	Updated Total Homes
Condominiums	469	315	63	0	63
Townhouses	130	155	41	136	177
Single Family Dwellings	0	53	38	40	78
Total Units	599	523	142	176	318

¹- Proposed Concept Plan submitted by HHHunt 2022

This reduction in the total number of homes will result in reduced traffic impact on the surrounding area. The proposed townhouse and single-family houses will be smaller than those previously approved by City Council as illustrated in Table 2. This decrease in square footage is representative of market trends and mirrors other successful communities while at the same time creating the dwellings needed to attract new families into the city.

Table 2. Square Footage
Comparison of the Plans

Unit Type	Unit Sq. Ft.		
	Original Approval	Approved 2006	Proposed 2022 ¹
Townhouse	1,600	1,600	Min. 1,300
Condominiums	1,200	861-1,524	n/a
	2,00	1,951	n/a
	2,300	1,961-2,943	n/a
Single-family	n/a	2,000-2,400	Min. 1,500

¹. Proposed Concept Plan submitted
by HHHunt 2022

As part of this amended application, it is proffered that the necessary secondary emergency access from Atwater Road into the community (located at the northern end of the property along the access road to the City's existing pump station) be constructed. This will allow for a second means of emergency access but require that the City assists in the acquisition of the necessary right of way for construction of the emergency access road if needed.

The comprehensive plan has designated this area as multi-family residential. While trends demand a more detached lifestyle, the smaller square footages associated with that multi-family residential zoning classification remain critical to the success of this community. It is for that reason that the proposed smaller single family and townhome square footages will serve to bolster the continued growth of the community by providing a housing stock that is currently demanded by the market while remaining harmonious with the existing development and surrounding community.

Table3. Revised Amendment of
Sales Price Summary

Unit Type	# Of bedrooms	Sq Ft	Estimated Sales Price
Townhouse	2 or 3 bedrooms	1,300-1,685	Starting at \$275,000
Single-family	3 or 4 bedrooms	1,500-2,600	Starting at \$320,000

**Anchor Point Development- Anchor Point Ventures, LLC (APV)- Amendment of
Planned Development
Proffered Conditions 4/25/2022**

1. Gated emergency access will be provided to the existing City pump station access road. This pump station access road will be improved to provide a emergency access road for the Anchor Point community. The city will acquire and provide the appropriate Right-of- Way (ROW) in order to make these improvements if needed. These improvements including clearing/pruning of limbs, base asphalt repair where required and new 2" surface overlay will be completed during Phase 3 of development and shall be complete prior to the first certificate of occupancy being issued for that section.
2. The smallest townhouse will be a minimum of 1,300 square feet.
3. The smallest single family detached home will be a minimum of 1,500 square feet.
4. The property will be encumbered by a deed restriction creating a homeowner's association, which will require membership of all single family, townhouse and condominium owners.
5. Covenants/deed restrictions will limit anyone (1) individual to ownership of a maximum of two (2) homes that could be used for rental purposes.
6. Project Phasing Plan –
 1. Phase 1: Construct homes on the previously developed lots in sections of the community that consists of streets, utilities and stormwater management. Estimated Construction start in Q3 of 2022.
 2. Phase 2: This phase will be constructed on the portion of the community located to the east of Anchor Point Boulevard north of Eagle Drive. Estimated Construction start in Q2 of 2023.
 3. Phase 3: This final phase of the community will be located along Beacon Ridge Drive adjacent to the marina and previously constructed pond. Estimated Construction start in Q2 of 2024.
7. This community will comply with all local, state, and federal code and regulatory requirements in developing and maintaining the property, including, without limitation, all applicable building codes and the zoning and subdivision ordinances of the City of Hopewell.

Anchor Point Single Family Detached Home Elevations HHHunt Homes

Newton



Edison



King



Curie



Hawking





Front Elevation

20' Townhomes

Barton & Gates

03.31.2021



© gmd design group
 Greenville, NC 27834
 The designs depicted are preliminary and subject to change without notice. All dimensions are approximate and subject to change without notice. All rights reserved.



Front Elevation



5-Plex
Townhomes
01.06.2022

AFFIDAVIT OF MAILING

I, (*Kimberly D. Kinker*), under oath, hereby certify that the Hopewell City Council will conduct a work session meeting on Tuesday, July 12, 2022 at 7:30 p.m. in City Council Chambers in the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860. A request to rezone of housing-development of new home construction of townhouses and single family homes in Anchor Point. The new neighborhood vision requires update concept plan and proffers that are more acceptable with today's real estate market. Notice was mailed on (*June 28, 2022*) by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.


Signature

Executive Assistant

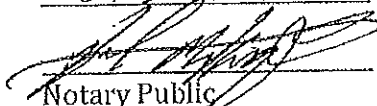
Title

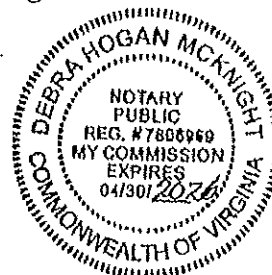
COMMONWEALTH OF VIRGINIA
CITY OF HOPEWELL, TO WIT:

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

Given under my hand this 28th day of June 2022

My Commission expires:

04-30-2026

Notary Public





*The City of
Hopewell, Virginia*

Department of Development

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

June 28, 2022

Dear Adjacent Property Owner:

As an adjacent property owner of the following rezoning request we are notifying you of the work session meeting that will be held.

NOTICE OF WORK SESSION MEETING
CITY OF HOPEWELL

The Hopewell City Council will conduct a work session on **Tuesday, July 12, 2022 at 7:30 p.m.** at the Hopewell Municipal Building, 300 North Main Street, in Council Chambers (*only enter from rear parking lot door and take elevator to CC-Council Chambers*) for the purpose of receiving comments regarding the following requests in accordance with Article XXII, Amendments of the Hopewell Zoning Ordinance:

A request submitted by Anchor Point Ventures, LLC & Doswell Properties, Inc. to amend the Master Development Plan for the Anchor Point Development project to allow the construction of 136 townhomes, and 40 single family detached homes. This development would complete the Anchor Point subdivision. See the back for map of phases.

If you cannot attend the meeting, but would like to comment regarding the matter there are two ways to do so. The public can email comments to Devdept@hopewellva.gov. You can also write the Department of Development at 300 North Main Street, Suite 321, Hopewell, VA 23860. These comments will be received by Kim Kinker, Executive Assistant. **All written comments must be received by 5:00 p.m., Tuesday, July 12, 2022 to be considered during the meeting.**

Sincerely,

Chris Ward
Interim Director
Department of Development

Brigitte Pidduck bpidduck@me.com

Edwin Pidduck pidduck@mac.com

Sandra Moss buffybay8@yahoo.com

Rachel Edwards lyric_angel@icloud.com

Patty Cunningham puddinrule@comcast.net

Leanne Heggen Eckstein mammaeck@msn.com

Kimberly Caldwell knwcaldwell@gmail.com

Joie Wheeler joiewheeler@gmail.com

Jasmin Gore goreje@vcu.edu

Jasmin Gore goreje@mymail.vcu.edu

ANCHOR POINT PROPERTIES LLC 3800 PATERSON AVE. RICHMOND, VA 23221 Anthony L Crain 3945 EAGLE DRIVE HOPEWELL, VA 23860	Anderson Keshia Champion 3907 SCHOONER LN HOPEWELL, VA 23860 AP VENTURES LLC 710 N HAMILTON RICHMOND, VA 23221 Beverly A Zwayer 2727 S QUINCY ST APT 1106 ARLINGTON, VA 22206-2361 Butts Keith Allan 3815 EAGLE DR HOPEWELL, VA 23860 Christina L Thomas 3811 EAGLE DR HOPEWELL, VA 23860 Cynthia T Beckett 3906 CLIPPER LANE HOPEWELL, VA 23860 Dexter N Boone 3908 CLIPPER LN HOPEWELL, VA 23860 Earl JR Sibley 3949 EAGLE DR HOPEWELL, VA 23860 French Udoxie 3806 EAGLE DR HOPEWELL, VA 23860 Glodenia M Stewart 3809 EAGLE DR HOPEWELL, VA 23860	Anthony JR Washington 3947 EAGLE DR HOPEWELL, VA 23860 Bailey Ramonda Allen 3931 EAGLE DR HOPEWELL, VA 23860 BIRINGER BUILDERS INC 2305 STEMWELL BOULEVARD RICHMOND, VA 23236 CHAMBLISS KEVIN D & ROBINSON THALIA V 3943 EAGLE DR HOPEWELL, VA 23860 Cleonora G Walker 3907 LIGHTHOUSE LN HOPEWELL, VA 23860 Danielle L Lindsay PO BOX 331 HOPEWELL, VA 23860 DONIGIAN ARTHUR DANIEL & GAIL O 100 N MESA DR HOPEWELL, VA 23860-2035 FAISON KAREN A TRUST 4053 EAGLE DR HOPEWELL, VA 23860 GABRIEL TERENCE NIGEL & RODNINA 3914 CLIPPER LN HOPEWELL, VA 23860 Gloria L Gray 3908 LIGHTHOUSE LANE HOPEWELL, VA 23860
Bendell Lorelei Anne 3910 CLIPPER LANE HOPEWELL, VA 23860 Brian T Bush 3308 SIMSBURY CT CARLSBAD, CA 92010 Charles E JR Ayers 312 CLOVELLY ROAD RICHMOND, VA 23221 Colon Ruben Santos 3903 LIGHTHOUSE LANE HOPEWELL, VA 23860 Decrishia A Nolan 4205 EAGLE DR HOPEWELL, VA 23860 Drew Candace Lanae 3803 EAGLE DR HOPEWELL, VA 23860 FIELDER WILLIE L & DENNIS E SMITH SR 4212 EAGLE DR HOPEWELL, VA 23860 Garner Cody 3918 CLIPPER LN HOPEWELL, VA 23860		

Gunes Lutfiye
3901 SCHOONER LN
HOPEWELL, VA 23860

Ham Jeanette
3802 CROWS NEST CT
HOPEWELL, VA 23860

Homles Ruth
3935 EAGLE DR
HOPEWELL, VA 23860

Jacob H Hewitt
3939 EAGLE DR
HOPEWELL, VA 23860

Jones Jamaica
3903 SCHOONER LANE
HOPEWELL, VA 23860

Kara E McDowell
3807 EAGLE DR
HOPEWELL, VA 23860

Lamont K Scott
4208 EAGLE DR
HOPEWELL, VA 23860

LEON ERICK & YANA
FELDMAN
5207 YELLOW PINE CT
KILLEEN, TX 76542-5300

LY TONG MINH & KARUNA N
4207 EAGLE DRIVE
HOPEWELL, VA 23860

MAYO DEVON & LATISHA
GRAHAM
3941 EAGLE DRIVE
HOPEWELL, VA 23860

Gwendolyn K Butler
3904 CLIPPER LN
HOPEWELL, VA 23860

Hamilton Professional Bldg
710 N HAMILTON ATTN C
AYERS JR
RICHMOND, VA 23221

HORNE BILLY JR & LINDSEY
2481 STONE RD
CAPE CHARLES, VA 23310

James W Harrup
3911 CAMBRIDGE PLACE
HOPEWELL, VA 23860

Juan A Concepcion
3901 CAMBRIDGE PLACE
HOPEWELL, VA 23860

Khalid H Sultany
3900 CLIPPER LN
HOPEWELL, VA 23860

Laszewski Kerri
3802 EAGLE DR
HOPEWELL, VA 23860

LIPSEY HAZEL & CEDRIC
WILLIAM
3809 CROWS NEST CT
HOPEWELL, VA 23860

Malcom SR Sankey
3813 EAGLE DR
HOPEWELL, VA 23860

Mcclroy Aaron Lee
3910 LIGHTHOUSE LN
HOPEWELL, VA 23860

Halimah L Crawford
4210 EAGLE DR
HOPEWELL, VA 23860

Holloway Antonio
3805 CROWS NEST CT
HOPEWELL, VA 23860

HUBBARD BERTHA ANGELA
RENEE
4055 EAGLE DRIVE
HOPEWELL, VA 23860

JONES EDWARD S & LETA J
PAGE
3957 EAGLE DR
HOPEWELL, VA 23860

Julia Lashunta
3804 EAGLE DR
HOPEWELL, VA 23860

Kim Se Hun
3916 CLIPPER LANE
HOPEWELL, VA 23860

Legrande Angela
4209 EAGLE DRIVE
HOPEWELL, VA 23860

Louis L Savannah
3955 EAGLE DRIVE
HOPEWELL, VA 23860

Marie L Shawcroft
99 QUEEN ANNE DR
HOPEWELL, VA 23860

Mcfarland Kristen Jackson
4047 EAGLE DR
HOPEWELL, VA 23860

Morris Angelique
3933 EAGLE DRIVE
HOPEWELL, VA 23860

Norwena M Hogan
3915 LIGHTHOUSE LN
HOPEWELL, VA 23860

Pyron Monika
3920 SCHOONER LN
HOPEWELL, VA 23860

RIVER CITY VENTURES LLC
710 N HAMILTON ATTN C
AYERS JR
RICHMOND, VA 23221

Shawntelle N Sass-Adih
305 QUEEN ANNE DR
HOPEWELL, VA 23860

SINES DONALD R & DANIEL A
SINES
3919 CAMBRIDGE PL
HOPEWELL, VA 23860

Steve Woodyard
3912 CLIPPER LANE
HOPEWELL, VA 23860

Tena B McCullen
3909 LIGHTHOUSE LN
HOPEWELL, VA 23860

Tok C Tyler
3804 CROWS NEST CT
HOPEWELL, VA 23860

VIRGINIA WRIGHT HOMES
INC
119 LIBBIE AVE
RICHMOND, VA 23226

MPD VENTURES LLC
3800 PATTERSON AVE
RICHMOND, VA 23221

Parker Barleen
9413 OWL TRACE DR
CHESTERFIELD, VA 23838

REYNA MELISSA G C
3817 EAGLE DR
HOPEWELL, VA 23860

Roberet P Mile
4051 EAGLE DR
HOPEWELL, VA 23860

Sherry M Henderson
3905 LIGHTHOUSE LN
HOPEWELL, VA 23860

Somer D Brown
3951 EAGLE DR
HOPEWELL, VA 23860

Steven D Elliott
820 ROSITA ROAD
MONTEREY, CA 93940

Thelma F Klein
3909 CAMBRIDGE PL
HOPEWELL, VA 23860

Tyler Delores Lititia
3911 LIGHTHOUSE LN
HOPEWELL, VA 23860

Washington Albert
3902 CLIPPER LANE
HOPEWELL, VA 23860

NICELY DARIUS S TRUSTEE
NICELY FAMILY LIVING
TRUST
3833 CAMBRIDGE PLACE

Pinckney Sherman
2390 BAKER HOSPITAL BLVD
APT E
NORTH CHARLESTON, SC

Rhonda L Brown
3801 EAGLE DRIVE
HOPEWELL, VA 23860

Rudolph E Switzer
3831 CAMBRIDGE PLACE
HOPEWELL, VA 23860

Sinclair J Bennett
3915 CAMBRIDGE PLACE
HOPEWELL, VA 23860

Stacy M McCoy
3929 EAGLE DR
HOPEWELL, VA 23860

Steven D Morgan
2000 KINGS LYNN RD
MIDLOTHIAN, VA 23113

Thomas P Barnes
P O BOX 421
CLAREMONT, VA 23899

VEST ROBERT L & KATHRYN
A B
3650 N COLONIAL DRIVE
HOPEWELL, VA 23860
WILLIAMS PATRICK M &
KATHARINA
3911 SCHOONER LN
HOPEWELL, VA 23860

Willis Roderick
3912 SCHOONER LANE
HOPEWELL, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 102
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 105
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 108
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 202
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 205
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 208
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 302
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 305
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 308
Hopewell, VA 23860

Young Shakeema
3953 EAGLE DR
HOPEWELL, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 103
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 106
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 109
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 203
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 206
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 209
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 303
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 306
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 309
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 101
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 104
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 107
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 201
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 204
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 207
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 301
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 304
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 307
Hopewell, VA 23860

Current Resident
301 Beacon Ridge Drive
Apt. 401
Hopewell, VA 23860

Current Resident
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 Apt. 402
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Current Resident
 301 Beacon Ridge Drive
 Apt. 701
 Hopewell, VA 23860

Current Resident
 301 Beacon Ridge Drive
 Apt. 702
 Hopewell, VA 23860

Current Resident
 301 Beacon Ridge Drive
 Apt. 703
 Hopewell, VA 23860

Current Resident
 301 Beacon Ridge Drive
 Apt. 704
 Hopewell, VA 23860

Current Resident
 301 Beacon Ridge Drive
 Apt. 705
 Hopewell, VA 23860

Current Resident
 301 Beacon Ridge Drive
 Apt. 802
 Hopewell, VA 23860

Harry Morris Jr.
 600 Atwater Road
 Hopewell, VA 23860

Toni Anton
 3910 Robin Hood Drive
 Hopewell, VA 23860

Jarod Melvin
 709 Atwater Road
 Hopewell, VA 23860

Cynthia Beckett
 3906 Clipper Lane
 Hopewell, VA 23860

Eric L. Cameron
 7509 Courthouse Road
 Prince George, VA 23875

Current Resident
 301 Beacon Ridge Drive
 Apt. 706
 Hopewell, VA 23860

Current Resident
 301 Beacon Ridge Drive
 Apt. 803
 Hopewell, VA 23860

Rachel Edwards
 4017 Cameron Road
 Hopewell, VA 23860

Albert Schmitt
 627 Atwater Road
 Hopewell, VA 23860

Karen & Dennis Scott
 902 Wilmington Ave
 Hopewell, VA 23860

Michelle Walker
 423 Atwater Road
 Hopewell, VA 23860

Jimmy Ange
 13800 Bermuda Orchard Ln.
 Chester, VA 23836

Current Resident
 301 Beacon Ridge Drive
 Apt. 801
 Hopewell, VA 23860

Current Resident
 301 Beacon Ridge Drive
 Apt. 804
 Hopewell, VA 23860

Ann Atwater Edwards
 719 Atwater Road
 Hopewell, VA 23860

Brenda Melvin
 711 Atwater Road
 Hopewell, VA 23860

Winnie Hinton
 424 Atwater Road
 Hopewell, VA 23860

Patience Bennett
 1309 Old Iron Road
 Hopewell, VA 23860

From: [LEANNE HEGGEN ECKSTEIN](#)
To: [Dev Dept](#)
Subject: Anchor Point Proposal
Date: Wednesday, May 25, 2022 4:45:56 PM

As a resident of Atwater Road I am against the proposal to build many new homes at Anchor Point for several reasons. We originally had a quiet neighborhood with low traffic. We now have Anchor Point and Cameron's Landing developments which have already changed our area completely. The beautiful trees and the wildlife are for the most part gone. They've been replaced by noise, roads, speeding cars and trucks, loud vehicle radios, and general loss of peace. Our schools are already crowded and would have to accommodate many new students.

As it stands now there is only one entrance/exit for the existing residences now in Anchor Point. I've been told that there is a proposal to use the pump house station road on Atwater Road for a second access. The traffic on Atwater Road is already outrageous. Hopewell Police Department has tried to control the speeding on our road but as soon as they leave the reckless driving starts again. We used to walk on the road but can no longer do that. Atwater is a narrow and winding small road with hills and curves. The speed limit is posted as 25 mph. Most drivers take that limit as a "suggestion" and ignore it completely. I would estimate the average speed to be closer to 40 mph. The intersection of Cameron's Landing Road, Atwater Road, and Anchor Point Blvd. is a dangerous nightmare. To put it simply, there is already just too much traffic on a road that was originally designed to service only a few homes. It cannot handle any more speeding traffic. I would appreciate having a traffic count done on Atwater Road and to have someone observe the speeding especially during the morning and evening commuter times. We just don't need the mess that this would bring.

Leanne Heggen Eckstein
399 Atwater Road
Hopewell, VA 23860
mammaeck@msn.com
804-691-9122

From: [John M. Altman](#)
 To: [Kimberly Caldwell](#); [Dev Dept](#); [Mayor Gore](#); [Patience Bennett](#); [John Partin](#); [Deborah Randolph](#); [Arlene Holloway](#); [Janice Denton](#); [Brenda Pelham](#); [Tevya Griffin](#); [Christopher Ward](#); [Patrizia Waggoner](#)
 Subject: RE: Atwater Rd., Anchor Point Project
 Date: Wednesday, May 25, 2022 3:49:31 PM
 Attachments: [image002.png](#)

Ms. Caldwell,

I would encourage you to attend the Planning Commission worksession this evening at 6:30 pm in City Council Chambers to learn more about the proposed amendment to the approved Anchor Point Master Development Plan submitted by HHHunt. HHHunt will be available at 6:00 pm to discuss the proposed plan with citizens prior to the worksession, which would be a good opportunity for you to hear directly from HHHunt what that are proposing and ask questions. The proposed amendment to the Anchor Point Master Plan will actually reduce the overall density of the project approved by City Council in 2006 from a total of 523 units (315 Condo Units, 155 Townhomes and 53 Single-Family Homes) to 316 units (62 Condo Units – current building, 177 Townhomes, and 78 Single-Family Homes). It is important to understand the owner/developer of the property can develop the 523 units approved in 2006 with any further public conversation or City approvals. What is currently being discussed is a proposal to amend currently approved master development plan by reducing the total number of units that can be constructed on the site and additional proffered conditions voluntarily offered by HHHunt.

As to why you were not notified about the proposed zoning amendment. The City is required by §15.2-2204 of the Code of Virginia to advertise the public hearing to consider the master plan amendment for two (2) consecutive weeks in the newspaper and to send all adjoining property owners a letter notifying them of the hearing. The Department of Development advertised the Planning Commission public hearing in the Progress-Index and sent out letters to the adjoining property owners. Unfortunately, you live at 4015 Cameron Road which is not directly adjacent to the subject property, and is why you did not receive a letter. This is why we place signs in the area to alert citizens that do not receive a letter or may not subscribe to Progress-Index that there is a land use request being made and that you can contact the Department of Development to get additional information about the request and the date/time of the Planning Commission meeting. The proposed amendment to the master development plan has not and is not a secret project. City staff has followed the legal requirements to notify the public – advertising in the newspaper, sent letters to property owners and post signs to alert the public of the request.

Once the Planning Commission takes action and makes a recommendation to approve/deny the request it will be placed on a City Council agenda for a worksession, then a public hearing at which time you and other citizens will have the opportunity to voice your concerns with/support of the project. As with the Planning Commission meeting, the City will have the same advertising, letter, and sign posting requirements to comply with.

Again, I would encourage you and others in the Atwater Road/Cameron Road/Cameron's Landing/Anchor Point/Prince George Court area to attend tonight's worksession and come early to ask HHHunt questions.

March Altman

March Altman
 City Manager
 City of Hopewell



300 N. Main Street
Hopewell, VA 23860

(804) 541-2243
(804) 541-2248 fax
maltman@hopewellva.gov

From: Kimberly Caldwell <knwcaldwell@gmail.com>

Sent: Tuesday, May 24, 2022 4:46 PM

To: Dev Dept <DevDept@hopewellva.gov>; Mayor Gore <jgore@hopewellva.gov>; Patience Bennett <pbennett@hopewellva.gov>; John Partin <jpartin@hopewellva.gov>; Deborah Randolph <drandolph@hopewellva.gov>; Arlene Holloway <aholloway@hopewellva.gov>; Janice Denton <jdenton@hopewellva.gov>; Brenda Pelham <pelhamward6councilor@gmail.com>; John M. Altman <maltman@hopewellva.gov>; Tevya Griffin <Tgriffin@hopewellva.gov>; Christopher Ward <cward@hopewellva.gov>; Patrizia Waggoner <pwaggoner@hopewellva.gov>

Subject: Atwater Rd., Anchor Point Project

Good afternoon Hopewell City Council and other esteemed elected officials,

I am writing in regards to the 'secret' project that is happening right outside my door. We live on Cameron Rd. It is a very nice and quiet neighborhood where my children can ride bikes, drive small cars and walk almost everyday in safety. We purposely avoid walking or activities near the intersection of Cameron's Landing and Anchor Point because of the traffic and people failing to follow speed limits or stop signs. The home owners chose this neighborhood for a reason. It is a small slice of paradise in an overpopulated area.

Why were we not notified about this? A sign showed up (a week or so ago) about rezoning. My husband called about it and was lied to. He was told it was 'No big deal, just a contractor switch to finish a few houses'. Luckily, a concerned neighbor told us the truth of what was really happening. 136 townhouses and 40 single family homes without proper entrances and exits.. I guess the residents of the current homes are not important enough to be privy to these kind of dealings.

As a relatively new resident to Hopewell, I am learning that schools are already overcrowded. There seem to be infinite problems with the bus timing and schedules. So are you sure you want to add to the issue and follow the mistakes other counties such as Chesterfield, Henrico and Hanover? Expanding before the community can adjust?

There also is wet-life and animals on the land in question. Have there been any geological or environmental impact studies? I am assuming not since this has been kept so quiet.

Please address these questions during the meeting on Wednesday 5/25/22, that we were also never told about by those involved.

Please let us citizens see the proposal so we can make informed decisions and not be kept in

the dark.

The attached flyer was distributed by a concerned neighbor.

Respectfully,

Kimberly Caldwell
804-647-8132



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From: [Sandra Moss](#)
To: [Dev Dept](#)
Subject: In regards to the request submitted by Anchor Point Ventures, LLC & Doswell Properties, Inc.
Date: Wednesday, May 25, 2022 3:27:48 PM

I have lived here, condo 305, since 2003. I love living here! Back in 2003, I was told, by several people when I moved here, that you don't move to Hopewell, you move away from Hopewell. Yet, I have enjoyed being part of this community and wish to continue. I have been informed that the new housing, to be built, is going to be subsidized. I don't know whether this is true or not, but would hate to lose our quiet community. I have always felt safe here. Although I know that Hopewell has it's problems, this area has always felt like a little oasis to me. Please don't allow the new housing situation to destroy our area of Hopewell.

Sincerely,
Sandra C Moss

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From: Rachel Edwards <rachel.edwards303@gmail.com>
Sent: Wednesday, May 25, 2022 2:30 PM
To: Dev Dept
Subject: Comments for meeting May 25 at 6

We, the concerned citizens who live in the vicinity of the proposed Anchor Point development, request that the following comments and concerns be addressed during the meeting scheduled for Wednesday May 25 at 6pm.

There are two unmarked human graves that we know of present on the land that is proposed to be built on.

The Atwater family sold lots in the area with the understanding that a community would be built for families to proliferate and be a safe haven for kids to play. Land was also donated to the city from the Atwater family to be used as a park. This donation was abused and used for an entrance point to anchor point.

We question if one ingress and egress for a development of this size is following the state laws in Virginia.

The pond is well over 50 years old and is home to a lot of wildlife. How does this affect the wildlife and aquatic life and their habitat? Has the EPA and DEQ approved filling in the pond?

There have been a lot of new developments in this neighborhood over the last 20+ years. How is this affecting the abundance of wildlife in the area? Has there been an environmental impact study?

We would like to see houses built that are commensurate to value and acreage of existing waterfront properties. Why not build houses and amenities that will draw people with residual income to utilize the marina. I'm sure boat owners would be interesting in buying a house in a "marina-based" waterfront neighborhood! A marina-based neighborhood would be unique and appealing. With high end single family homes could be priced higher!

Could there please be a "buffer" tree line for privacy to existing houses?

Thank you for your time and consideration to this matter!

Rachel Edwards
4017 Cameron Road
Hopewell, VA 23860

Anne Atwater Edwards
719 Atwater Road
Hopewell, VA 23860

Carol Atwater Patille
4016 Cameron Road
Hopewell, VA 23860

Albert H Schmitt Jr
627 Atwater Road
Hopewell, VA 23860

Brenda Williamson Melvin

11 Atwater Road
Hopewell, VA 23860

Kim Barber Simmons
301 Beacon Ridge Drive
Unit 104
Hopewell, VA 23860

Ellen L and John C Cameron Jr
9158 Mellaney Ln SE
Winnabow NC 38479

May 21, 2022

Department of Development.

I am writing to express my concerns if the city allows a developer to build 136 townhouses and 40 single homes on anchor point project.

I have lived at 424 Atwater for 50 yrs. seen a lot of growth.

I do not think this project will be good for Hopwood or Atwater Rd because of traffic for one reason. Not safe for children using the Parks on Atwater Rd.

Please think about all our concerns before you make a decision for all of us.

Thank you
Winnie Hinton

Christopher Ward

From: Brigitte Pidduck <bpidduck@me.com>
Sent: Wednesday, May 25, 2022 12:03 PM
To: Dev Dept
Subject: Anchor Point Development

To: Department of Development, City of Hopewell

Re: Anchor Point Development

Ladies and Gentlemen:

On May 5, 2022 I attended the planning hearing regarding the request submitted to amend the Master Development Plan for the Anchor Point Development plan, to allow the construction of 136 townhomes and 40 single detached homes.

I clearly appreciate the entrepreneurial spirit of the developers. And, I do have one major concern among several others, already well outlined at the hearing.

My major concern is safety for all residents:

1. The plan would add another 200 or so cars to the traffic circulation in the area, making SIDEWALKS a must, for Anchor Point Blvd., and for Beacon Ridge Drive, right into the Phase 3 development and down to the marina.
2. Please consider thoughtfully the comments of your board member re: road CONNECTIVITY for the entire area, including Cameron's Landing (which by the way has sidewalks throughout, for the safety of all walking there): the only access to the Anchor Point and Cameron's Landing area is via Atwater Road. Any emergency on Atwater (fallen trees, accidents, etc.) will prevent any emergency services from reaching Cameron's Landing/Anchor Point residents. The risks inherent in this situation will be dramatically increased with the proposed development. The developers have proposed an emergency access route by the existing pumping station. For safety reasons, a second access route is needed for the area, one that is not dependent upon Atwater Road.
3. The intersection of Atwater Road and Anchor Point Blvd., is very dangerous: this intersection needs TRAFFIC LIGHTS.

Thank-you for reviewing my concerns.

Respectfully,
Brigitte Pidduck
301 Beacon Ridge Drive, #702
Hopewell, VA 23860
804-517-4994

From: [Kimberly Caldwell](#)
To: [Dev Dept](#); [Mayor Gore](#); [Patience Bennett](#); [John Partin](#); [Deborah Randolph](#); [Arlene Holloway](#); [Janice Denton](#); [Brenda Pelham](#); [John M. Altman](#); [Tevya Griffin](#); [Christopher Ward](#); [Patrizia Waggoner](#)
Subject: Atwater Rd., Anchor Point Project
Date: Tuesday, May 24, 2022 4:46:15 PM

Good afternoon Hopewell City Council and other esteemed elected officials,

I am writing in regards to the 'secret' project that is happening right outside my door. We live on Cameron Rd. It is a very nice and quiet neighborhood where my children can ride bikes, drive small cars and walk almost everyday in safety. We purposely avoid walking or activities near the intersection of Cameron's Landing and Anchor Point because of the traffic and people failing to follow speed limits or stop signs. The home owners chose this neighborhood for a reason. It is a small slice of paradise in an overpopulated area.

Why were we not notified about this? A sign showed up (a week or so ago) about rezoning. My husband called about it and was lied to. He was told it was 'No big deal, just a contractor switch to finish a few houses'. Luckily, a concerned neighbor told us the truth of what was really happening. 136 townhouses and 40 single family homes without proper entrances and exits.. I guess the residents of the current homes are not important enough to be privy to these kind of dealings.

As a relatively new resident to Hopewell, I am learning that schools are already overcrowded. There seem to be infinite problems with the bus timing and schedules. So are you sure you want to add to the issue and follow the mistakes other counties such as Chesterfield, Henrico and Hanover? Expanding before the community can adjust?

There also is wet-life and animals on the land in question. Have there been any geological or environmental impact studies? I am assuming not since this has been kept so quiet.

Please address these questions during the meeting on Wednesday 5/25/22, that we were also never told about by those involved.

Please let us citizens see the proposal so we can make informed decisions and not be kept in the dark.

The attached flyer was distributed by a concerned neighbor.

Respectfully,

Kimberly Caldwell
804-647-8132



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Dear Neighbor,

I want to inform you of a new development project that will affect our neighborhood. The new developers recently purchased the land between Anchor Point and Atwater Road. The project will allow the new construction of 136 townhomes and 40 single family detached homes. They want to use the pump house station road on Atwater Road for access.

This is concerning for a number of reasons:

- The increase of traffic on Atwater Road.
- The affect on the value of nearby homes, land, waterfront, and marina
- The potential threat to our safe and quiet neighborhood
- The impacts on the wildlife in our neighborhood
- Seemingly violations of VA State Law, for example, VA current state law requires 2 entrances for 75 homes and 4 entrances for over 300 homes. Also the possibility of a pond present on the land being filled in for the new construction.

These are just a few reasons this project is reason for concern. A meeting will be held this Wednesday May 25 at 6pm at. Please come to learn more about this project and voice your opinion. There may be further impacts on our neighborhood that we are not aware of yet because the city has failed to notify us about this project or any of its details. You may also submit a comment via email to be considered during the meeting. All comments must be received by 5pm on Wednesday May 25. All contact information is listed below.

*Location of the meeting Wednesday May 25 at 6pm:

Hopewell Municipal Building

300 North Main Street in Council Chambers (only enter from rear parking lot door and take elevator to CC-Council Chambers)

*Submit your comment by Wednesday May 25 at 5pm. Comments will be received by Kim Kinker, Executive Assistant

- Via Email: Devdept@hopewellva.gov

- Via Mail:

Department of Development

300 North Main Street

Suite 321

Hopewell, VA 23860

From: [Patty Cunningham](#)
To: [Dev Dept](#)
Subject: Master Development Plan for Anchor Point - Wednesday meeting
Date: Monday, May 23, 2022 3:05:40 PM

Hello Kim Kinker,

I'm responding to the letter I received about the amendment to the Master Development Plan for the Anchor Point Development project. I will be out of town Wednesday, and won't be able to attend the meeting. I must say, it will be nice to see the completion of the project, because it has been stagnant for so many years and the area has always looked incomplete and forgotten.

I only have one concern though, and it's the traffic coming and going from one road. I don't know if an additional road was ever in the original plan or not, but just wondering if something could be addressed on this issue. There may not be an option available with other subdivisions & the river surrounding the property, but just wanted to mention it.

Again, I'm very excited for this project to get underway. Thank you for your time in this matter.

Patty Cunningham

Anchor Point Condo's

From: [Edwin Pidduck](#)
To: [Dev Dept](#)
Subject: Anchor Point Development
Date: Tuesday, May 17, 2022 1:08:57 PM

To: Department of Development, City of Hopewell

Re: Anchor Point Development

On May 5, 2022 I attended the planning hearing regarding the request submitted to amend the Master Development Plan for the Anchor Point Development plan to allow the construction of 136 townhomes and 40 single detached homes. While I am unopposed to the development of the land in question, I believe the proposal, as currently structured, is not in Hopewell's best interest. The following are my reasons:

1. I believe the land involved is amongst Hopewell's best sizable parcels available for development. To target such a parcel principally for very small, lower cost housing would be a mistake. Looking about Hopewell, I would say there is no shortage of inexpensive, smaller sized homes. I believe that what Hopewell would benefit from, is not to create more of the same, but rather to encourage the development of higher value properties that would contribute more via property taxes to city income. The parcel of land involved, given its proximity and views to the Appomattox River and Cabin Creek, is ideally situated to attract higher income home buyers.
2. The housing density of the proposed development is a problematic. I suspect that this development will add at least a couple hundred cars to the area. There are several concerns related to this:
 1. Pedestrian safety is already a concern of current area residents as there are no sidewalks and pedestrians must walk on the roadways. Given the additional traffic expectations, sidewalks should be required in the proposed development and retrofitted in the already developed areas.
 2. Currently the only access to the Anchor Point area is via Atwater Road. Any emergency on Atwater (fallen trees, accidents, etc.) will prevent any emergency services from reaching Cameron's Landing/Anchor Point residents. The risks inherent in this situation will be dramatically increased with the proposed development. The developers have proposed an emergency access route by the existing pumping station. That could facilitate emergency vehicles entry if the blockage occurred on Anchor Point Blvd., but would be useless if blockage occurred on Atwater Road. For safety reasons, a second access route is needed for the area, one that is not dependent upon Atwater Road.
 3. The intersection of Atwater Road and Anchor Point Blvd., is already very dangerous as the angles of the intersection, woods, and topography make it very difficult to observe traffic on the adjacent streets. The increased volume of traffic that would result from the new development will severely aggravate this situation. At the very minimum, there needs to be either traffic lights, or a traffic circle, put at this intersection.
3. The designs for the townhomes and detached homes, as currently presented by the developer are very dull, and very repetitive. A small home does not need to be devoid of architectural interest. My concern is that if the development goes ahead as proposed, it may when done look very much like a public housing project. More attention needs to be given to creating interesting looking, variably designed properties. If this area of concern is not addressed, then I fear in a few years the new development may bear more

resemblance to a slum than to an asset for the city.

4. With this development targeting smaller, lower cost housing, I expect there will be a significant increase in the number of children in the area. The proposed plan makes no provision for a children's playground, and there is only a "postage stamp" sized lot shown on the plan at the corner of Anchor Point Blvd. and Schooner Ln. that is labelled "potential park". I suspect that this lot has only been so designated because it is too small for erection of a building. At minimum, the new development should include a reasonably-sized children's playground.
5. Most new developments of any size that I have seen in recent years include amenities such as a community clubhouse and walking trails for the residents. There is no provision for either in the current proposal. The natural setting of the site (river, creek, pond, woods) would lend itself very much to a walking trail, but I suspect this has been sacrificed in favor of squeezing in as many housing units as possible. The emphasis on quantity vs. quality is troublesome.
6. In the interest of safety for the residents, I would hope that streetlights could be added to the proposed development.

Thank-you for reviewing my concerns. I hope that you will seriously consider them. The Anchor Point project presents a unique opportunity for Hopewell to make a major step forward in presenting itself as an attractive and desirable place to live. It would be unfortunate if a development is approved that fails to exploit this opportunity.

Sincerely,

Edwin Pidduck
301 Beacon Ridge Drive, Unit 702
Hopewell, VA 23860
804-352-5333

From: [Joie Wheeler](#)
To: [Dev Dept](#)
Subject: Anchor Point Ventures, LLC & Dosewell Properties, Inc.
Date: Monday, May 16, 2022 1:17:38 PM

There's one zoning hearing notification sign posted on Atwater Rd in front of the public soccer fields and two posted right near one another at the end of a dead end street Anchor Point Blvd. None are posted where the houses that will be affected by all of this for possible years. It was supposed to be corrected. It seems you are trying to keep it a secret?

Has there been a market analysis done to determine the need for the building almost double the housing? Will they remain vacant?

Will the city be building new roads to accommodate this increase as at the moment there is one two lane road in and out.

Again I don't see a lot of transparency with this very large project and its impact on current owners.

Joie Wheeler
301 Beacon Ridge drive

Christopher Ward

From: Patty Cunningham <puddinrule@comcast.net>
Sent: Tuesday, May 31, 2022 3:52 PM
To: Christopher Ward
Subject: Rezoning of the Anchor Point Development

CAUTION: This email originated from outside of the organization. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.

Hi Mr. Ward,

Thank you for providing the details of the upcoming meeting on the Anchor Point Development. I won't be able to attend this meeting either, but so glad to hear that things are moving along. Not only will it be a great asset for the City, but this project will finally bring closure to a half developed community that has been stalled for so many years. I'm very excited to see the project get started because the layout picture that was mailed, really looked nice. The sooner it gets started, the quicker it will be done. I can't wait to see the project complete. So excited! Thank you for your time.

Patty Cunningham

Anchor Point Condo Resident

Christopher Ward

From: Susan - <susan14@live.com>
Sent: Tuesday, May 31, 2022 3:54 PM
To: Christopher Ward
Cc: Susan -; AP-Rich Volta; AP-Alan Kirks-804; Melody Hackney; AP-Danny Birchett-803
Subject: Anchor Point Development Plan

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To: Chris Ward
Acting Director, Planning/Zoning
City Of Hopewell, VA

In the May 25 working session with the Planning Commission, HH Hunt focused on existing Anchor Point Homes, citing architectural elements, then disparaging them. What they failed to do in that meeting was to provide a glimpse of the home plans they intend to build.

In the initial Planning Commission hearing, HH Hunt gave a brief, fuzzy glance on the video display of the new home renderings. I don't expect the scaled down size will support home values in the community. Additionally, the absence of architectural interest will contrast negatively with the established neighbors. This is not the direction I had hoped for when I learned that a prominent builder would take over the completion of our neighborhood.

I am also concerned about the HOA hierarchy which HH Hunt shared with a few attendees after the meeting. It appeared to show all Anchor Point associations nested under a "Master" association (which includes multiple HOAs and misrepresents the Anchor Point Condominium Association). I know it's not the purview of the planning commission, but I have not heard a reasonable response from HH Hunt about how they will grow and integrate (or change) the current under staffed, dysfunctional HOA structure. I would ask that the city help us to ensure a workable plan is in place before having city council vote on this development. A neighborhood with a pool, tennis court, a landscaped entrance and other common elements must have a cohesive HOA plan. Otherwise, this issue could pester the city, and most certainly Anchor Point residents perpetually.

Thank you for the care you've given to this plan. I am 100% in favor of completing Anchor Point but do not think the current proposal will leave us with a thriving development.

Please share with Planning Commission and other interested parties.

Respectfully,
Susan Dane
Anchor Point Condominium Association
Vice President

Christopher Ward

FILE COPY

From: rlvpjv@comcast.net
Sent: Wednesday, June 1, 2022 4:20 PM
To: Christopher Ward
Subject: Fwd: Anchor Point Development

Sent from my iPhone

Begin forwarded message:

From: rlvpjv@comcast.net
Date: May 31, 2022 at 3:57:02 PM EDT
To: Johnny Partin <jpartin@hopewellva.gov>
Cc: Jasmine Gore <jgore@hopewellva.gov>, Alan Kirks <alan@valandscapers.com>, Susan Dane <susan14@live.com>, Melody Hackney <melodydhackney@gmail.com>, Dan Birchett <dbirchett@msn.com>, Edwin Pidduck <pidduck@me.com>
Subject: Fwd: Anchor Point Development

Hello Johnny,

Below is a letter our resident sent to the planning commission on the proposed rezoning of the Anchor Point property. I am sending to you because we are frustrated with the commission and the developers. All the points in the letter were looked at but basically denied by the commission for one reason or other. We the residents of Anchor Point think these issues need to be addressed more closely and would appreciate your help in getting some of them incorporated into the new plan.

Thank You for your consideration

Rich Volta
301 Beacon Ridge Dr
Unit 706
Hopewell

I am unable to attend this week's meeting!

Sent from my iPhone

Begin forwarded message:

From: Brigitte Pidduck <bpidduck@me.com>
Date: May 21, 2022 at 11:32:22 AM EDT
To: Danny & Norma Birchett <dbirchett@msn.com>, Rich Volta <rlvpjv@comcast.net>, Carolyn Gentry <cdgsings@yahoo.com>
Subject: Anchor Point Development

Greetings!

Below is Ted's letter to the planning commission.

Sincerely,
Brigitte

Begin forwarded message:

From: Edwin Pidduck <pidduck@mac.com>
Date: May 17, 2022 at 13:08:54 EDT
To: Devdept@hopewellva.gov
Subject: Anchor Point Development

To: Department of Development, City of Hopewell

Re: Anchor Point Development

On May 5, 2022 I attended the planning hearing regarding the request submitted to amend the Master Development Plan for the Anchor Point Development plan to allow the construction of 136 townhomes and 40 single detached homes. While I am unopposed to the development of the land in question, I believe the proposal, as currently structured, is not in Hopewell's best interest. The following are my reasons:

1. I believe the land involved is amongst Hopewell's best sizable parcels available for development. To target such a parcel principally for very small, lower cost housing would be a mistake. Looking about Hopewell, I would say there is no shortage of inexpensive, smaller sized homes. I believe that what Hopewell would benefit from, is not to create more of the same, but rather to encourage the development of higher value properties that would contribute more via property taxes to city income. The parcel of land involved, given its proximity and views to the Appomattox River and Cabin Creek, is ideally situated to attract higher income home buyers.
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 1. Pedestrian safety is already a concern of current area residents as there are no sidewalks and pedestrians must walk on the roadways. Given the additional traffic expectations, sidewalks should be required in the proposed development and retrofitted in the already developed areas.
 2. Currently the only access to the Anchor Point area is via Atwater Road. Any emergency on Atwater (fallen trees, accidents, etc.) will prevent any emergency services from reaching Cameron's Landing/Anchor Point residents. The risks inherent in this situation will be dramatically increased with the proposed development. The developers have proposed an emergency access route by the existing pumping station. That could facilitate emergency

vehicles entry if the blockage occurred on Anchor Point Blvd., but would be useless if blockage occurred on Atwater Road. For safety reasons, a second access route is needed for the area, one that is not dependent upon Atwater Road.

3. The intersection of Atwater Road and Anchor Point Blvd., is already very dangerous as the angles of the intersection, woods, and topography make it very difficult to observe traffic on the adjacent streets. The increased volume of traffic that would result from the new development will severely aggravate this situation. At the very minimum, there needs to be either traffic lights, or a traffic circle, put at this intersection.
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4. With this development targeting smaller, lower cost housing, I expect there will be a significant increase in the number of children in the area. The proposed plan makes no provision for a children's playground, and there is only a "postage stamp" sized lot shown on the plan at the corner of Anchor Point Blvd. and Schooner Ln. that is labelled "potential park". I suspect that this lot has only been so designated because it is too small for erection of a building. At minimum, the new development should include a reasonably-sized children's playground.
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6. In the interest of safety for the residents, I would hope that streetlights could be added to the proposed development.

Thank-you for reviewing my concerns. I hope that you will seriously consider them. The Anchor Point project presents a unique opportunity for Hopewell to make a major step forward in

presenting itself as an attractive and desirable place to live. It would be unfortunate if a development is approved that fails to exploit this opportunity.

Sincerely,

Edwin Pidduck
301 Beacon Ridge Drive, Unit 702
Hopewell, VA 23860
804-352-5333

CAUTION: This email originated from outside of the organization. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.

Christopher Ward

From: hawknst13@aol.com
Sent: Thursday, June 2, 2022 3:11 PM
To: Dev Dept; Christopher Ward
Subject: Anchor Point Development – Amend Master Development Plan to complete the Anchor Point Subdivision and updating of concept and proffers

June 2nd, 2022

The City of Hopewell
 Department of Development/Planning Commission/Board Members
 300 North Main Street
 Hopewell, Virginia 23860

RE: Anchor Point Development – Amend Master Development Plan to complete the Anchor Point Subdivision and updating of concept and proffers

Dept. of Development/Planning Commission and Board Members,

Thank you for taking the time on May 25th to educate the residents of Anchor Point, Atwater and Cameron Landing on the vision for the development in the Anchor Point subdivision.

This meeting was the first most of us were hearing about the vision.

During this meeting there were several concerns we heard and would like the Department of Development/Planning Commission and Board Member to revisit and take in consideration prior to approval.

Concerns presented during the meeting about development and previously existing that have not been addressed:

1. Ingress and Egress into the neighborhood through Atwater. This topic was discussed several times through the meeting with opinions and thoughts since most city employees and board members were not involved in the original development and the amendment that occurred in 2006 along with deficiency of knowledge on ordinance/laws and acceptable limits. Under this topic of Egress and Ingress there are also some additional subpoints:

- a. Traffic – Currently with the addition of Cameron Landing in 2006 there has been a very high increase of traffic. Has there been a study on the amount of traffic that occurs in/out of the neighborhood on a monthly basis and been analyzed by the City/outside experts (civil engineering firms)? Can the City provide clear data and laws about the current situation and the impact the proposed development will have once completed?
- b. Stoplights vs. stop signs was a topic brought up that provided opinions of the City employees based on the laws, but without a thorough analysis of the current situation and high level of accidents that have occurred on Anchor Point Drive. Again, the question is - has there been a study on the neighborhood traffic and accident patterns that has been analyzed by an expert?
- c. Sidewalks - There are no sidewalks in the neighborhood but only where the new sections were built but limited and near the Atwater playground/soccer complex again limited.

- i. Bus Stops - During the meeting there was only mention of a concern with one bus stop location in the neighborhood, but this is a concern throughout all subdivisions, especially the one on the corner of Atwater and Robin Hood Road where the street is narrow and there is no place for children to wait safely for the bus other than in the neighbors' yards. This would be an even higher concern since it is on the main road of entry and exit that receives the majority of the traffic.

- ii. Playground/Soccer Field/Overgrown Fitness Trail - On a given Saturday and some weeknights during the soccer season/Hopewell events the playground and soccer parking lots are overflowing with residents and visitors to see their children play and attend events. This does causes concern as there is no proper set up for them to safely park or cross the streets. Additionally, in the beginning of when the playground was established there

was a piece of land next to the park that allow residents to partake in exercise with a fitness trail that include workout stations that has now overgrown and been roped off. Several attempts have been made to work with Parks and Rec on this development and received no response. Though this is not a concern of the development it is a safety concern that exist and will increase as more residents are added to this community and still not being address by the City today.

- d. Road conditions – Current road conditions on Atwater and throughout all neighborhoods in this area should be taken under consideration. The developer HH Hunt also specifically stated the road conditions are for a very low-class neighborhood and requiring some attention.

Please consider all the above as Atwater Road will be the only ingress and egress to this neighborhood and is believed to require and additional ingress and egress in the event of an emergency or natural disaster. Adding a roped off emergency road within the neighborhood does not address high level traffic concerns or the existing issues listed above that are not part of this development amendment.

2. Environmental/Wildlife Concerns

- a. Environmental – A topic that was also very well addressed but not with facts just opinions based on experience and what the current ordinance states. Can the City provide an overview of the current conditions, next steps for the development, any pending items such as soil testing and when those will be complete and available to residences for review? Also has the City inquired or reached out to the EPA and other outside agencies such as the Chesapeake Bay Foundation that award Hopewell with lots of grant money over the last several years to address storm drains, native vegetation and cleaning up the community parks and playground.
 - i. Retention ponds – The plans/drawings provided by the builder did not address the topic of retention ponds. Can the City request an update from the builder on what those plans will be and make them available to the community?
- b. Wildlife – Again a topic that requires outside consultation on current status and the impacts on the area. In 2006 when the expansion was made for the new town homes/single home across the existing condo were built, Hopewell has a certified Bird Sanctuary that was taken over by that expansion. It would be helpful to understand why and how that decision was made.

- 3. City infrastructure – With the addition of these homes how is the City planning to prepare for the increase of families and students considering Hopewell has 3 elementary schools, 1 middle and 1 high school that are already struggling for teachers and overcrowded?
- 4. HOA – The discussion of HOAs in the newer developments were discussed in combining, but there are already some mature housings that has been in place that is not covered in a HOA. How will combining a HOA impact the residents currently not covered under a HOA and in a separate HOA?
- 5. Emergency road access – This topic received opinion from newly hired state employees without the consideration of impact to properties and again traffic problems that could be caused if in an emergency or natural disaster. Would the City invest in including the analysis on the proposed emergency road?
- 6. Existing issues not part of development – There were several topics around existing issues that would not be address by this development due to previous oversights by either the City or previous builders such as sidewalks, lighting funding potential new ingress and egress into the neighborhood from previous builds, sustainable plan in the event that this developer would file bankruptcy. What steps are in place to review and resolve?
- 7. Communication – Understand there are laws around how a plan/development should be taking place, but the lack of communication and information to the community is very limited and not clear to the community how they can obtain. Will the City put together a more documented communication for the community to review and who will make that available?

Again, many thanks for your time to review and consider these concerns.

For questions or further clarifications, please do not hesitate to contact me via email or phone at 804.704.0010.

Sincerely,

Jim and Toni Anton

3910 Robin Hood Drive
Hopewell, Virginia 23860

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Christopher Ward

From: Albert Schmitt <schmitt627@gmail.com>
Sent: Friday, July 1, 2022 2:14 AM
To: Dev Dept
Subject: Anchor point

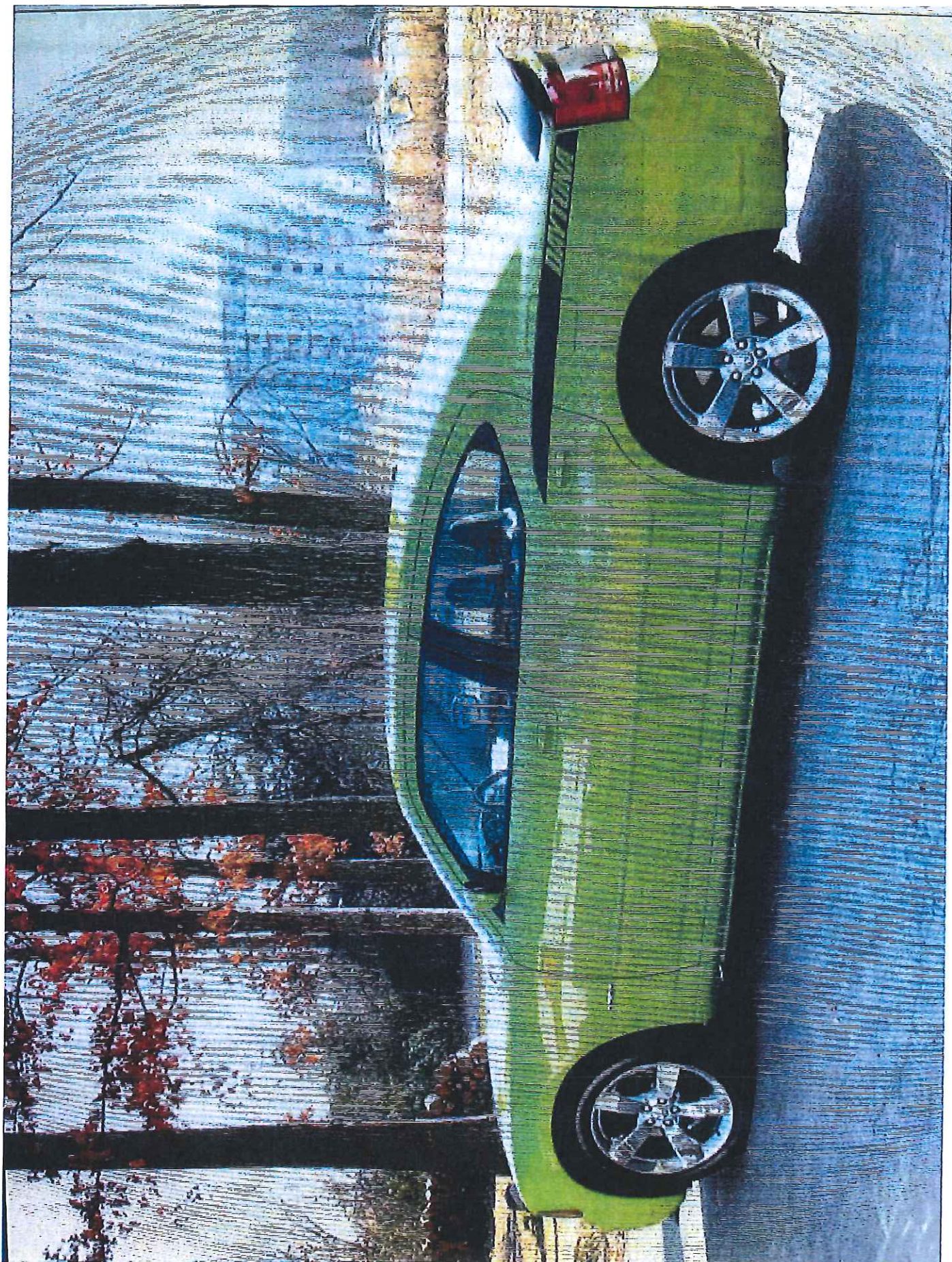
Dear development department,

Hello My name is Albert Schmitt I have lived at 627 Atwater Rd, Hopewell, VA 23860 since April of 2004 I have several concerns one of them is that I been hearing alot of discussions at the recent meetings about this development project that has been planned since year 2006 and that myself and everyone in the neighborhood should have been aware of this project since 2006. I never got a memo of the plans of the 2006 meeting on this development and either did anyone else in the neighborhood, however I have done research on this development prior to buying my house in April of 2004 and still have those plans on my desk in front of me now 18 years later and no mention is made of using a pump station road for an access point.

At the last working session meeting I heard Mr Butterworth mentioning a house proposed to be built on day street being architectural designed to fit in to the character of the neighborhood which got me thinking about my house and how my house fits the architectural design of town homes right in front of my house just a few feet away? This development would be the equivalent of building town homes on river front property in Cameron's landing on three or four vacant river front lots next to the existing one river front home there now. Would the people of Cameron's landing on the riverfront property want these next to there river front house? My house was built on this flag lot specifically for privacy reasons and I find it very disappointing that this anchor point development is going to be so close to my home and not fit the character of my house or the rest of the neighborhood, I have enclosed pictures of the view of anchor point from my house taken from year 2007 when the land was timbered and opened me wide open to something very devastating and ugly. I am requesting that the developers leave me a decent tree line buffer and find another access point to anchor point. Isn't having a second entrance on the same road right down the street going to the same spot called a detour? I wouldn't exactly call this a reliable access point for anyone!

I also find it very disappointing to see such nice riverfront property that sits above a nice marina with so much more potential to build 1,300 sq foot town homes that most likely nobody can afford to buy boats to sustain the Marina. Who exactly is coming to the marina to use a boat if nobody in the neighborhood can afford to buy or own a boat ? This is two complete opposite ends of the pay scale spectrum. Why does the whole entire development have to be the same type of housing ? How about we make the housing on the water front property higher end and bigger lots ? In the past there seems to be a trend that we take nice river front property and build river front jails and landfills , maybe we can do a little better and plan this out a little nicer and better for everyone in the community. A good start to this project before we build anything at all would be a real access road that makes sense instead of using deer trails and rabbit trails as access points all agglomerated on atwater road. We already have a access point on atwater road there needs be one located on the other side of this development somewhere. I am also asking the board where would the preservation areas be located on the development as per Chesapeake bay foundations requirements? Also no mention of other swimming pools ? Is everyone going to use one swimming pool? I don't think that will work out to well. What other amenities does the development offer ? Everyone from Cameron's landing comes to anchor point to use the pool and it's supposed be private use because it's not handicap accessible with pool lifts so the pool was privatized years ago

Thank you for your consideration , time and understanding.





Sincerely,
Albert H Schmitt JR

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Christopher Ward

From: Joie Wheeler <joiewheeler@gmail.com>
Sent: Thursday, July 7, 2022 3:23 PM
To: Dev Dept
Subject: Tara Jenkins

After attending the zoning meetings in the past months, it seems as though the concerns of the homeowners is not welcome.

The outburst and reprimand by Ms. Jenkins was so unprofessional and more importantly uninformed of the actual history of the development.

An apology by Ms Jenkins is due to all the interested homeowners that attended. The citizens of Hopewell deserve better representation.

Thank you

Joie Wheeler

301 Beacon Ridge Dr. Unit 602

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Anchor Point Development

REZONING REQUEST

Background

1986 – City Council approved rezoning from R-1/R-4 to R-4/Planned Unit Development.

City Council amended the Plan of Development in:

1990 – eliminated Oxford Dr. & Robin Hood Dr. connections

1997 – eliminated W. Broadway connection

2006 – reduced units by 13%

Background

	1990	2006	Constructed	2022	Completion
Townhouses	130	155	41	136	177
Condominiums	469	315	63	0	63
Single-Family Detached	0	53	38	40	78
TOTAL	599	523	142	176	318

The 2022 HH Hunt proposed amendment to the Plan of Development represents a 47% decrease in unit density from the original plan and a 39% decrease from what is allowed by-right today.

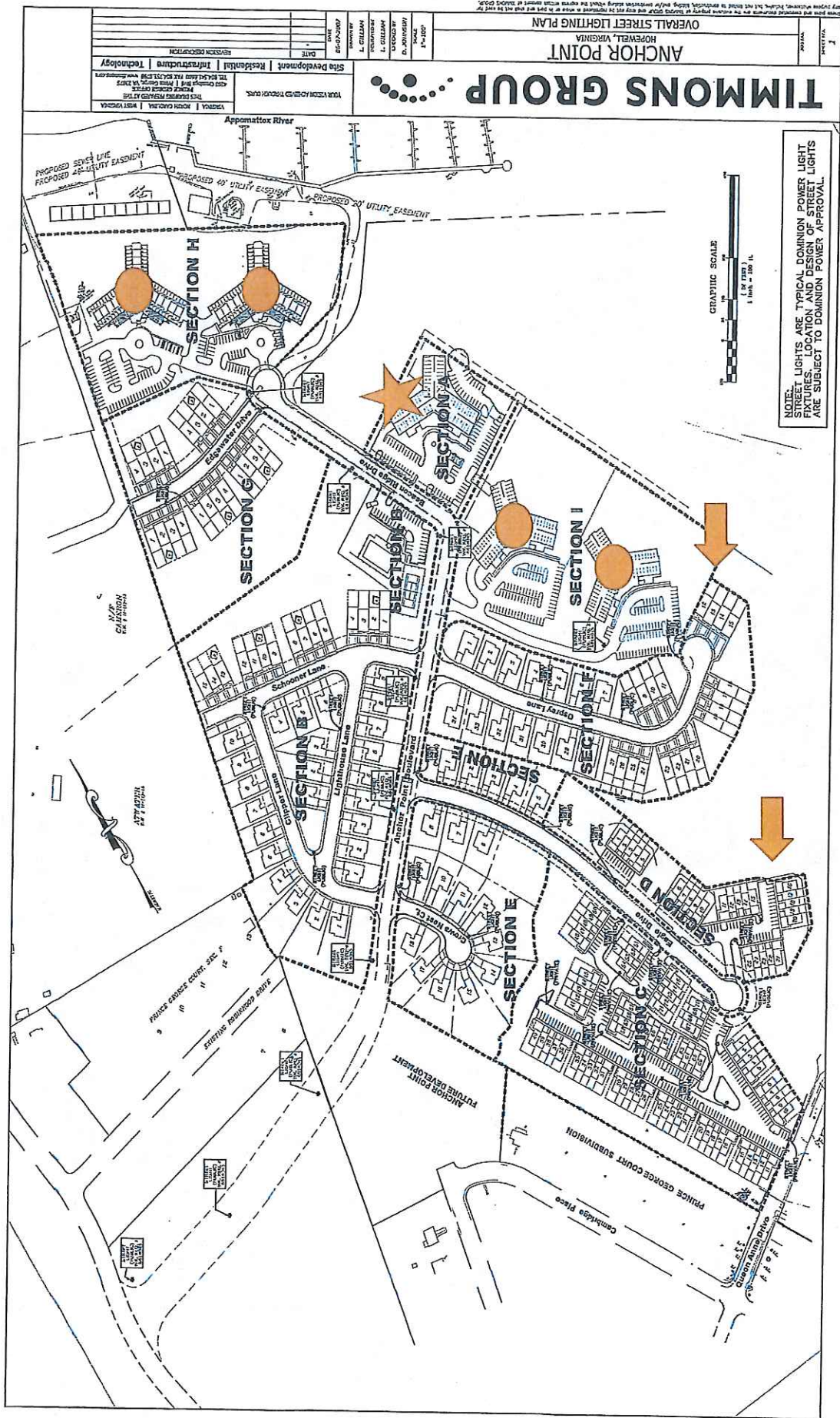
Background

Planning Commission

Public Hearing	May 5, 2022	Tabled
Work Session	May 25, 2022	No Action
Regular Meeting	June 2, 2022	Approved

City Council

Work Session	July 12, 2022
Public Hearing	TBD





HH Hunt

Presentation of amended Plan of Development:

Tyler Womble

Phillip Martin

Hans Klinger

REGULAR MEETING

PERSONNEL REPORT

DATE: July 07, 2022
TO: The Honorable City Council
FROM: Yaosca Smith, Human Resources Administrator
SUBJECT: Personnel Change Report – July 2022

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
SHADAIA ROBINSON	RECREATION	PT SUM PROG ASSISTANT	6/1/2022
MORGAN STOVER	RECREATION	PT SUM PROG SPECIALIST	6/1/2022
KIEARON HARGIS	RECREATION	PT SUM PROG ASSISTANT	6/1/2022
KAYLYNN THOMAS	POLICE	POLICE OFFICER NON CAR DEV	6/1/2022
BRENE' OSBOURNE	RECREATION	PT SUM PROG ASSISTANT	6/1/2022
ASHLYN KELLEY	RECREATION	PT SUM PROG ASSISTANT	6/1/2022
ANNA BANKS	POLICE	POLICE OFFICER NON CAR DEV	6/1/2022
THERESA COOPER	FINANCE	PT ADMIN ASST II	6/15/2022
MADISON CHERRY	COMMISSIONER OF REVENUE	COR DEPUTY II	6/15/2022
ANGELA NUGENT	SOCIAL SERVICES	HUMAN SER AST II	6/15/2022
ANTONIO STARKE	POLICE	POLICE CHIEF	6/17/2022
KEEBLE HAWTHORNE	INFORMATION TECHNOLOGY	IT SUPPORT SPEC	6/29/2022
JUSTIN WEEKS	POLICE	POLICE OFFICER NON CAR DEV	6/29/2022
ANDREW GARDNER	GENERAL DISTRICT COURT	ADMIN ASSISTANT	6/29/2022

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
JAMIE	FIRE	FIRE MARSHALL	06/01/2022
AARON	RECREATION	DIR REC & PARKS	06/10/2022

RICHARD	SHERIFF	SHERIFF SGT	06/15/2022
JOHN	HOPEWELL WATER RENEWAL	WWT OPERATOR I	06/15/2022
DIANA	FINANCE	PT ADMIN ASST II	06/15/2022
SHELBEY	RECREATION	PT LIFEGUARD	06/21/2022
BRIANNA	SOCIAL SERVICES	FAMSERVSPEC I	06/24/2022

CC: March Altman, City Manager
Charles Dane, Assistant 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

FINANCIAL REPORT

City of Hopewell, VA
Finance Department

Financial Report
07.12.2022

<u>Topic</u>	<u>Section</u>
Financial and Compliance Reporting	1
• City and Schools External Reporting and Compliance Implementation Plan: 02.01.2022 to 12.15.2023 ▪ Staff Resources / Technical Assistance ▪ Audit Delay Notification – LEG.APA002	
• City and Schools Progress Report 07.01.2021 to 06.30.2022 ▪ Closing, Reporting and Audit Workflow (CRAW) • Process • External Reporting % Status ○ ACFR ○ APA ○ Single Audit	2
• Operations and Assignments	3
• Budget FY 2022-2023	4
• Internal Reporting ▪ City Manager’s Report on Transfers	5

Section 1

Financial and Compliance Reporting

City and Schools External Reporting and Compliance Implementation Plan
Revised 06.30.2022

Fiscal Year

Calendar Year

2019

Feb

Jun

July

Aug**

2022

Cash Reconciliation

Closing, Reporting, Audit Work Flow

2020

Sept

Oct

Nov

Dec**

2022

Cash Reconciliation

Closing, Reporting, Audit Work Flow

2021

Jan

Feb

Mar

April**

2023

Cash Reconciliation

Closing, Reporting, Audit Work Flow

2022

May

June

July

Aug**

2023

Cash Reconciliation

Closing, Reporting, Audit Work Flow

2023

Sept

Oct

Nov

Dec**

2023

Cash Reconciliation

Closing, Reporting, Audit Work Flow

****ACF Report, APA Report, Single Audit Report**

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

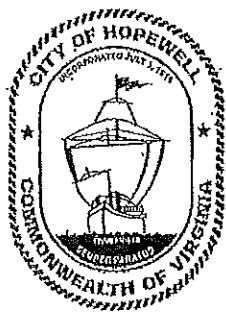
Annual Activities and Requirements:

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

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

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

NA- Not Applicable



City of Hopewell
300 North Main Street
Hopewell, VA 23860

City of Hopewell

Annual Comprehensive Financial Reports

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

- **FY 15-16 ACFR – Completed 10.24.2018**
- **FY 16-17 ACFR – Completed 06.10.2019**
- **FY 17-18 ACFR – Completed 10.22.2021**
- **FY 18-19 ACFR – Estimated completion 07.31.2022**
- **FY 19-20 ACFR – Estimated completion 09.30.2022**
- **FY 20-21 ACFR – Estimated completion 01.31.2023**

Delays due to:

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

Section 2

Progress Report 07.01.21 to 06.30.2022

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

Annual Comprehensive Financial Report (ACFR)

Cash reconciliations

Beginning general ledger balance reconciliation

Year end closing process

Fund Balance classifications

Pension (GASB 68)

Other postemployment benefits (GASB 45)

Government Wide Reconciliations

Financial Statement Preparation

Auditor of Public Accounts (APA) Report

Single Audit Report

City of Hopewell, Virginia Closing, Reporting and Audit Workflow (CRAW)
--

Date Start	Date Due	% Completion Status	Comment(s)
---------------	-------------	------------------------	------------

Project Planning - **Addendum**

Fiscal Year Ended June 30, 2019	02.01.22	05.31.22	45%	Overall estimated % of completion as of 06.30.22
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations			45%	(A)
Beginning general ledger balance reconciliation			75%	Task work in process 06.30.22 (A)
Year end closing process			65%	Task work in process 06.30.22
Fund Balance classifications			0%	
Pension (GASB 68)			45%	Task work in process 06.30.22
Other postemployment benefits (GASB 45)			45%	Task work in process 06.30.22
Government Wide Reconciliations			0%	
Financial Statement Preparation			0%	Task work in process 06.30.22
Auditor of Public Accounts (APA) Report			0%	
Single Audit Report			0%	

(A) - See Attachment

Attachment A

**% Completion Status and
Significant Update Information**

Cash Reconciliation

Treasurer's Office advised Finance that completion of 2019 cash reconciliation (City and Schools) has been revised to be completed by 08.31.2022. The change in completion date is due to transition of reconciliation contract support, significant analysis of FY 2019 postings/non-postings and adjustments required between books and bank statements for both City and Schools.

Year End Closing Process

Beacon Theatre

- Bank Reconciliation - completed
- Fixed assets/Depreciation schedule - completed
- Draft Trial Balance - completed
- Support documents - compiled and sorted

Taxes Receivable

- Detailed review of taxes receivable activity for each levy year (beginning with levy year 2000 through 2019)
- Subsidiary ledgers compared to account balances in the Trial Balance
 - Reversed prior year adjustments made in error
 - Removed various billing errors
- Change in accounts receivable compared to Tax Revenues, isolated and corrected erroneous abatements, reconciled Tax Revenues
- Verified land book levy amount to levy amounts posted to MUNIS
- In process of correcting FY18 and FY19 collections posting errors (FY19 taxes received were posted to FY18 accounts)
- Reviewed Write offs

Attachment A

Year End Closing Process (continued)

Finance City Wide Bank Reconciliation Support

- Prepared and detailed breakdown of audit adjustments and reconciling the adjustments to beginning balances in MUNIS
- Detailed review of cleared checks (does not include voided checks)
 - Isolated and verified check numbers, including check numbers scanned in error
 - Compiled list of all checks cleared within fiscal year 2019 (listing delivered -Treasurer reconciliation contract support)

Investments

- Compiled majority of investment and bond account statements for full year 2019. (Follow up in process to obtain outstanding statements)
- In process of reconciling investment statements to MUNIS trial balance (determine there are unrecorded bond payments and potential other adjustments that maybe required)

Grants

- Isolated and verified CDBG monies from other grant monies
- Emergency management grants verified
- In process – ST001 Marina grant to be reconciled due to dollar amount of the grant. Drawdowns have been verified, List of POs and Invoices has been requested by Finance

Compensated Absences

- Workpapers have been drafted and are ready for Auditor

Attachment A

Year End Closing Process (continued)

Accounts Payable

- In process - verification FY 2019 ending balances

Data Integrators

- Assistant Finance Director coordinating and working with HWR Staff to compiled FY2019 Data Integrators required information for audit review

Social Services

- Compiled documentation and prepared information for FY 2019 through FY 2022

Fixed Assets

- Compiled documentation and prepared information for FY 2019

Agreement RFCA (Auditor) and City of Hopewell

Finalization of the audit services agreement as of 06.30.2022 is pending the City's Interim Attorney inclusion of City Council's 06.14.2022 amendments and RFCA review/concurrence of amendments

Section 3

Operations and Assignments

City of Hopewell, VA		
Operations and Assignments		
Accounts Payable:	Number	Amount
Process Invoices	1885	\$ 4,966,830
Created Purchase Orders by AP	56	\$ 601,526
Printed Checks/Wires/EFT	891	\$ 4,966,830
		Number of
Payroll:	Gross Pay	Employees
06.02.2022	\$ 923,310	444
06.16.2022	\$ 956,949	444
06.30.2022	\$ 955,016	447
Note: City's Payroll Reporting (Federal & State) is Current.		
(B) See Attachment		

Attachment B

Attachment B

City of Hopewell, VA Operations and Assignments

Accounting:

Coordinated with Treasurer Office, Information Technology and other the Departments on timely & accurate accounting and recording of transactions in Munis.

Real Estate Assessor:

Continued orientation and training of two new staff member filling vacancies due to retirement and resignation. Assessor and our external contractor started the plant reassessment process with site visits to the large industrial properties.

Financial Reporting and Budget:

Assisted Departments with budget inquiry and assistance. Continued analytical review that is required during the FY2023 Operating and Capital Budget development process.

Attachment B

Financial Reporting and Budget (continued):

Note – Current:

- Quarterly Report Submission for Victim Witness
- State Compensation Board Reimbursement
(July 2021 - June 2022)

Weldon Cooper Center - 2021 VDOT Survey:

The City of Hopewell successfully submitted its electronically survey on June 10, 2022 in accordance with the Code of Virginia sections 33.1-23.51 and 33.1-41.1 Localities receiving payments from VDOT. Through due diligence and unity of purpose Mr. Austin Anderson, Ms. Lisa Moore and Ms. Monique Robertson supported the Finance Department in its external reporting requirement to VDOT before the June 15, 2022 due date.

Attachment B

Munis Financial Assessment Report:

Tyler Technologies at the request of the IT Department Munis Project Manager on behalf of the Finance Department performed an assessment of how the City currently use Munis and identify opportunities for improvements, business efficiencies, diminish audit findings previously cited and improve functional use and training. (See Attachment C – Financial Assessment Report Findings and Recommendations)

Responses to City Council Inquiries – 06.14.2022

Regular Meeting:

- IFB and RFP Postings to City Website and eVA ?
 - See Attachment D
- Issuance Date and Response of RFP Risk Assessment and Compliance Audit ?
 - See Attachment E

Attachment C

Michael Terry

From: LaTonya Felton
Sent: Wednesday, June 29, 2022 1:10 PM
To: Michael Terry
Cc: Dipo H. Muritala; Concetta Manker; Shannon Foskey
Subject: FW: Financial Investment Assessment Report
Attachments: City of Hopewell, VA Financial Investment Assessment.pdf

Good day,

I have received the report for our Munis Financial Assessment and please find a copy attached. There are several recommendations for improvements and training included. As I review her recommendations I will start to look at an implementation schedule for some processes.

Thank you

LaTonya M. Newton Felton

LaTonya M. Newton Felton
Project Manager
City Of Hopewell – IT Dept.
300 N. Main Street Ste. 311
Hopewell, VA 23860
804-541-2225 ex. 307

From: Gelinas, Maureen [mailto:Maureen.Gelinas@tylertech.com]
Sent: Wednesday, June 29, 2022 7:30 AM
To: LaTonya Felton <lfelton@hopewellva.gov>
Cc: Green, Moneque <Moneque.Green@tylertech.com>
Subject: Financial Investment Assessment Report

Good morning LaTonya,

Attached you will find the investment report from our two days together last week. If you have any questions, please feel free to reach out. It was a pleasure working with you and your team.

Make it a great day,

Maureen

Maureen Gelinas
Implementation Consultant
Tyler Technologies, Inc.

P: 800.772.2260 ext. 5213

www.tylertech.com



CAUTION: This email originated from outside of the organization. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.

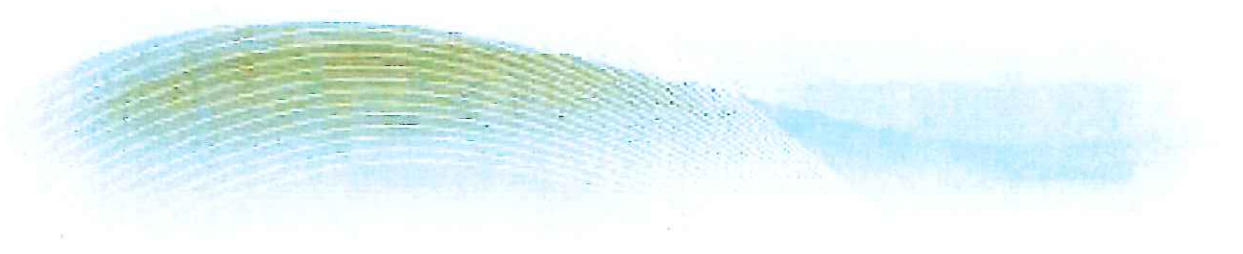


Investment Assessment

Financials

Findings and Recommendations

City of Hopewell, VA



Maureen Gelinis
June 28, 2022



Empowering people who serve the public®



Contents

Executive Summary.....	3
Impact/Effort Matrix Key:	4
Process Recommendations.....	5
System-Wide Recommendations	5
Assessment by Functional Area	6
Other Findings and Recommendations.....	9
Next Steps:.....	11



Executive Summary

Tyler Technologies, Inc. (Tyler) conducted a Financial Investment Assessment for the City of Hopewell, VA on 06-21-22 & 06-22-22.

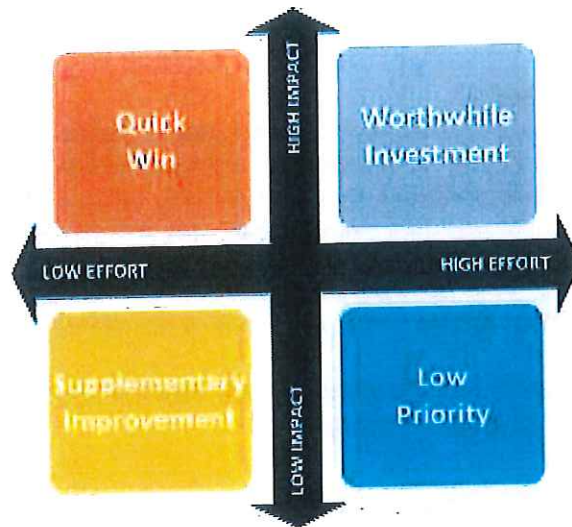
The purpose of the assessment is to understand current processes, how Munis is currently used and identify where Munis suites can be optimized to increase benefits for the City of Hopewell, VA.

The first part consists of a current process assessment and recommendations; the second part consists of any analysis and/or training sessions associated with the recommendations being proposed to the client.

All analysis and training days suggested within the report are estimated. Each analysis process for a suite or function will help provide a clear picture of what will be needed specifically at the site to achieve goals identified within the Investment Assessment and those determined during suite/function analysis. These recommendations are rated on a scale (below) identifying the level of effort needed to complete a task and the resulting impact.

The City of Hopewell, VA may elect to adopt all, any, or none of the recommendations. Administrators may implement the recommendations in any order they choose. The City of Hopewell, VA may elect to have analysis or training sessions executed onsite or via remote connection. The recommendations in this report may require the purchase of additional suites, upgrades, and/or analysis and training days.

Impact/Effort Matrix Key:



Process Recommendations

System-Wide Recommendations

1. Role Based Security

Observation: Roles are setup and being used to define permissions and security in Munis. These should be reviewed for efficiency and best setup.

Recommendation: Review role- based security setup and permissions as separate functional and data access roles. This will help with effective maintenance and controls.

Benefits: Dividing the roles between functional permissions (what this role can do in Munis) and data access (what you can do it to), allows the city to assign more users to one role.

Implementation: Roles, Permissions, Business Rule review (1/2 -1 day)

Impact/Effort: Worthwhile Investment

2. TCM -Tyler Content Management

Observation: The City of Hopewell, VA currently owns Tyler Content Manager (TCM).

Recommendation: Munis recommends continued use of Tyler Content Manager to attach documents within Munis in various transactions such as, AP Invoice Entry, General Ledger Journal Entries, Budget Entry, etc. The documents will be readily available when approving or researching transactions created in the system.

Benefits: Having documents attached in TCM increases efficiency and reduces likelihood of them being misplaced or accidentally destroyed. Record retention is more easily managed through the retention and purge process.

Implementation: N/A

Impact/Effort: N/A

3. Reporting – Munis Cubes

Observation: The City of Hopewell, VA is using Munis canned reports and excel spreadsheets for reporting needs. They do not currently use Munis Cubes.

Recommendation: Consider implementing and using Munis Cubes reports.

Benefits: Munis Cubes reports will allow for a wide range of custom reports that could be used for reporting. With the appropriate access, users would be able to create their own reports using excel for specific reporting needs. Default templates are also able to be downloaded from Tyler Search and linked to the client's data for easy report building and inquiry.

Implementation: Cubes Training (1-2 Days)

Impact/Effort: Supplementary Improvement

4. Workflow

Observation: The City of Hopewell, VA uses workflow for some processes, most notably on Purchase Orders.

Recommendation: Consider utilizing workflow in any capacity where there may be a current paper process for approval and facilitate decentralized processes and increase efficiencies.

Benefits: Workflow assists in potential decentralization of entry, such as AP Invoice entry, Budget Entry and Transfers as well as General Journal Entry and others. Decentralization offers more focused level of entry at the department where transactions initiate. Workflow allows all transactions to be approved electronically, maintaining a division of duties between originator and approver.

Implementation: Business rule setup and review (1/2 Day). Additional approval set up and review may be done in conjunction with each specific module.

Impact/Effort: Worthwhile Investment

Assessment by Functional Area

5. General Ledger – Accounting Entries

Observation: The users at the City of Hopewell, VA currently create manual journal entries using the classic 'General Journal Entry/Proof program.

Recommendation: Tyler recommends updating the newer 'Accounting Entries' program.

Benefits: The 'Accounting Entries' program allows the user access to 3 different journal types: General Journal, Budget Amendments/Transfers, and Encumbrance Entry. This is beneficial as it becomes a means to view or create the various entries in the same place without having to return to the Munis menu to gain access.

Implementation: N/A

Impact/Effort: Quick Win

6. Project Accounting-

Observation: The City of Hopewell currently uses Projects in the General Ledger. There is very limited use, they only create the Project Master record so they can add the 5-digit code to an Org and Object in the GL for tracking/reporting purposes.

Recommendation: Consider additional training on the Project Accounting module. The Project Master record can be utilized more in depth to track information all in one place. Also, the Grant Master record would allow you to track Grants that are associated with the individual projects.

Benefits: Within both the Project Master and Grant Master records the city would be able to electronically create a general billing invoice to record the accounts receivable owed for reimbursement of allowed expenditures.

Implementation: Training (1- 1.5 days)

Impact/Effort: Worthwhile Investment

7. Purchasing Settings - "Allow auto posting of purchase orders"

Observation: The City of Hopewell is not currently utilizing the process to post Purchase Orders automatically. The process must be completed by output posting the batch of Purchase Orders through the PO Entry program.

Recommendation: In the Purchasing Settings, turn on the option to auto post Purchase Orders.

Benefits: By turning on the auto post option, the City of Hopewell, VA will be able to eliminate the need to post Purchase Order batches. Each time the requisition is fully approved, the conversion and posting of the purchase order will move forward seamlessly

Implementation: N/A

Impact/Effort: Quick Win

8. Purchasing – Requisitions

Observation: The City of Hopewell does not currently utilize either of the 2 requisition programs available in Munis. Purchase Orders are direct entered into the Purchase Order Entry program.

Recommendation: Tyler recommends implementing the use of requisitions.

Benefits: Beginning the process of requesting goods/services within a requisition will allow the originator to electronically enter their request and then release into workflow. The workflow will be like what is currently used to route purchase orders. The added benefit with the use of a requisition is the ability to duplicate requisitions from one year to another or more frequently if needed.

Implementation: Training (1-2) days

Impact/Effort: Worthwhile Investment

9. Purchasing Settings- Requisition Conversion

Observation: The Requisition setting is currently "No Workflow". The City of Hopewell, VA is not currently using requisition programs.

Recommendation: Update Requisition conversion setting to "No Workflow- allow final approver to convert to PO/Contract".

Benefits: This recommendation streamlines the purchasing process. It allows for requisitions to be automatically converted into purchase orders thus eliminating the need to convert requisitions within the requisition conversion queue.

Implementation: N/A

Impact/Effort: Quick Win

10. Purchasing Settings – "PO Automatic Approval"

Observation: Purchase Orders are currently direct entered into PO Entry.

They are then released into workflow for approval by way of a POE business rule.

Recommendation: Allow POs to be auto approved as the approval has been done at the requisition level.

Benefits: This will streamline the purchasing process further.

Implementation: N/A

Impact/Effort: Quick Win

11. Purchasing Settings - "Allow auto posting of purchase orders"

Observation: The City of Hopewell is not currently utilizing the process to post Purchase Orders automatically. The process must be completed by output posting the batch of Purchase Orders through the Purchase Order Entry program.

Recommendation: In the Purchasing Settings, turn on the option to auto post Purchase Orders.

Benefits: By turning on the auto post option, the City of Hopewell, VA will be able to eliminate the need to post Purchase Order batches. Each time the requisition is fully approved, the conversion and posting of the purchase order will move forward seamlessly.

Implementation: N/A

Impact/Effort: Quick Win

12. Purchasing Settings - "Allow auto printing of purchase orders"

Observation: The City of Hopewell is in the practice of using the "Print Purchase Orders" program to initiate the printing of purchase orders.

Recommendation: Consider turning on the ability within Purchasing Settings to allow auto printing of all purchase orders. This step includes printing paper copies, emails to vendors, and/or archiving a copy to Tyler Content Manager.

Benefits: This setting will create more efficiency by automating the process and creating a more streamlined approach.

Implementation: N/A

Impact/Effort: Quick Win

13. Request for Check

Observation: The City of Hopewell, VA utilized this feature back in 2019 & 2020 but then ran into difficulties and abandoned the process.

Recommendation: Begin to use again by allowing the end users to enter their own requests rather than manually filling in a paper form and sending it to Finance.

Benefits:

Implementation: Training (1 day)

Impact/Effort: Worthwhile Investment

14. Accounts Payable – Retainage

Observation: The City of Hopewell, VA does not currently track retainage on vendor payments.

Recommendation: Tyler recommends using the retainage process available in Accounts Payable.

Benefits: Automating the process will allow the city to track retainage per vendor, put aside the amount owed on each payment to the vendor, and then when ready

they are able to run the Retainage report which will result in an AP invoice payable to said vendor.

Implementation: Training (1/2 day)

Impact/Effort: Worthwhile Investment

Other Findings and Recommendations

Observation: Although there are new programs that have been added to the software in each new version, the users at the City of Hopewell have not necessarily been utilizing them.

Recommendation: Visit/Revisit the following programs:

- Vendor Central
- Purchase Order Central
- Invoice Central
- Expenditure Central
- Central Budget Entry
- Account Central
- Chart Manager

Implementation: N/A

Impact/Effort: Quick Win

Observation: Accounts Payable Invoice Settings- Auto-post approved invoices

Recommendation: In Version 2019.1 there is a new option that would allow all approved AP invoices to auto-post. The Accounts Payable resource at the city would no longer be required to output post all invoice batches. This would be dependent on the use of workflow business rules (API) to route AP invoices for approval.

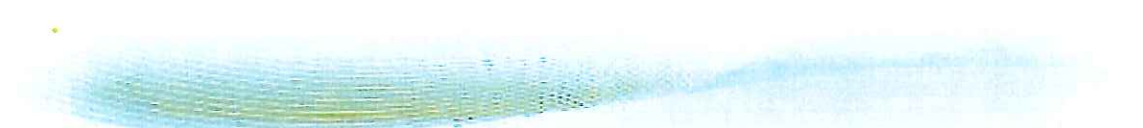
Implementation: This would be a 2-step implementation. Step one requires the AP invoice settings tab be updated and the box in front of 'Auto-post approved invoices' be checked. Step two would require the creation of "API" workflow business rules.

Impact/Effort: Quick Win

Observation: Custom AP Quick Invoice Entry form

Recommendation: Munis has an AP Quick Invoice Entry form that may be used when entering AP invoices. The standard form is missing some relevant fields, but we do allow for the creation of a custom form like the custom form for Requisition Entry mentioned above.

Implementation: To update the form for the AP Invoice Entry program, go to Form Definitions (System Administration> Printer/Device Administration and search on process: "apinveqe". Click copy to create a user modified form and click update and type a '1' in the Sz column if you want the field to show or a '0' if you want to



hide the field. When you go back to the Quick Entry screen, the user modified form that was created will display.

Impact/Effort: Quick Win

Observation: AP Invoice Entry - Full Entry, Quick Entry

Recommendation: Currently the city uses the Full Entry method when adding AP invoices to a batch. Munis allows the user to switch between all methods within the same batch. It is beneficial to use the different methods depending on the type of invoices to be entered.

Implementation: N/A

Impact/Effort: Quick Win

Observation: Contract Management module

Recommendation: The City of Hopewell, VA does not currently own the Contract module. The users in the City of Hopewell, VA department are using blanket purchase orders as a way of entering contracts. The contract module would allow them to track all items across the contract for more than one year. Contracts may be rolled forward as many years as necessary, allowing the user to locate related items from beginning to end in one view.

Implementation: Obtain a quote from your Munis Sales Representative.

Impact/Effort: Supplementary Improvement

Observation: AP Payment Manager

Recommendation: The City of Hopewell, VA does not currently use the new AP Payment Manager program.

Implementation: The City is planning to convert to the Payment Manager program soon.

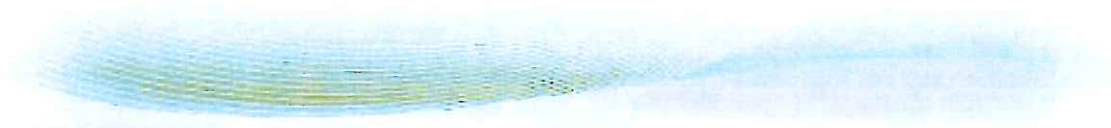
Impact/Effort: Quick Win

Observation: Vendor Access

Recommendation: The City of Hopewell, VA does not currently use Vendor Self Service.

Implementation: The City is planning to implement the new Vendor Access program when it becomes available.

Impact/Effort: Quick Win



Next Steps:

The Investment Assessment report is completed, please review it internally with the appropriate administrators and departments. Connect with the following resources after your organization has reviewed the assessment and determined which recommendations to implement. Please contact our implementation department if you have any questions.

Client Contributors

LaTonya Felton
Shannon
Jay
Dipo
Felicia Ashburn
Dorothy Gerard
Vanessa
Elizabeth
Julianna Whyte
Tomeca Bynum

Attachment D

Posting IFB/RFPs
to
City Website and to eVA

(A)

IFBs and RFPs are posted on both the City Website and eVA in accordance with City Policy.

City Policy: (Number Z-1) Formal
Purchasing Procedures - Effective Date:
August 2, 2017

I. Formal Competitive Sealed Bidding

D. Purchasing Officer/Agent will assign a bid control number and bid opening date only after final specifications have been received in the Purchasing Office. Purchasing Officer/ Agent will complete the INVITATION FOR BID AND THE GENERAL TERMS AND CONDITIONS with the appropriate bid number and bid opening date making copies for the City Clerk and the Purchasing Department, a copy for the Bid Board

Attachment D

located on second floor of the Municipal Building with time and date duly noted on the face of the

bid, and a copy for the department making the purchase. Purchasing Officer/Agent will mail the bid notices to the vendors listed on the City's Vendor Bid List and the department's vendor list, if requested. The Purchasing Officer/Agent will post the Invitation for Bid or the bid notice on the City's website and on the Department of General Services' central electronic procurement website.

(B)

VPPA – Virginia Public Procurement Act

Section 2.2-4302-1 Process for competitive sealed bidding.

2. Public notice of the Invitation to Bid at least 10 days prior to the date set for receipt of bids by posting on the Department of General

Attachment D

Services' central electronic procurement website or other appropriate websites. In addition, public bodies may publish in a newspaper of general circulation. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities. In addition, bids may be solicited directly from potential contractors. Any additional solicitations shall include certified businesses selected from a list made available by the Department of Small Business and Supplier Diversity

Attachment E



REQUEST FOR PROPOSAL
RISK ASSESSMENT AND
COMPLIANCE AUDIT SERVICES
CITY OF HOPEWELL

INVITATION: # 02- 23

DATE: June 21, 2022

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, July 21, 2022.**

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: July 21, 2022
Risk Assessment and Compliance Audit Services
RFP # 02-23**

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 #02-23 -- Risk Assessment and Compliance 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.

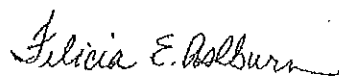
All proposals are subject to general terms and conditions hereby attached and will be rejected if not properly executed.

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) 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
Procurement Officer

CITY OF HOPEWELL
RFP #02-23 – Risk Assessment and Compliance 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: July 21, 2022
Risk Assessment and Compliance Audit Services
RFP # 02-23

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.

CITY OF HOPEWELL
RFP #02-23 – Risk Assessment and Compliance Audit Services

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 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 #02-23 – Risk Assessment and Compliance Audit Services

I. PURPOSE:

This solicitation is issued by the Hopewell City Finance Department on behalf of the City of Hopewell, a political subdivision of the Commonwealth of Virginia, hereinafter referred to for convenience as the City.

The City of Hopewell is soliciting proposals to obtain the professional services of qualified certified public accountants or accounting firms, auditors or auditing firms, or other individuals or entities to perform a risk assessment and compliance audit for the City of Hopewell. This assessment includes review of the some of the City's key financial and business processes in various department/agencies/offices, including but not necessarily limited to: the Treasurer's Office, the City's Enterprise Funds, Department of Information Technology, and the Department of Finance and Payroll. The assessment should identify any areas of risk for fraud within the operation of these departments/agencies/offices, the likelihood of occurrence of fraud, and assess the effectiveness of internal controls and processes as related to regulatory and professional standards to execute the responsibilities of the department/agency/office.

For ease of reference, each organization submitting a response to the Request for Proposal will hereinafter be referred to as an "Offeror" or "Consultant".

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

The City of Hopewell will select the firm(s) it determines will most closely satisfy the stated 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:

The Services include without limitation the supply and delivery of professional expertise and judgment, materials, the provision of qualified professional staff, and technology and/or equipment to perform a comprehensive fraud risk assessment and compliance audit of key City financial operations and activities and related business processes. The findings from this assessment will be used to help shape and guide an internal audit program.

The Consultant will be responsible for assessing the risk of fraud and compliance with internal controls for the following operations:

- Treasurer's Office
- Information Technology
- Finance Department
- Payroll
- Enterprise Funds:
 - Hopewell Regional Wastewater Treatment Facilities Fund
 - Sewer Service Fund

CITY OF HOPEWELL
RFP #02-23 – Risk Assessment and Compliance Audit Services

- Stormwater Fund
- Solid Waste Fund
- Beacon Theatre Fund

As part of this assessment, the Consultant will identify and document: business processes, inherent risks associated with those processes, the level of significance and likelihood of occurrence associated with the risk, and all internal controls in place, or needed, to minimize those risks. The assessment will also identify opportunities for improvement to address gaps in internal control. The assessment does not include testing the design, implementation and operating effectiveness of identified controls.

The City may require the Consultant to provide other similar services that are related though not expressly identified or described in this RFP.

The Consultant will provide, at a minimum, the following deliverables:

1. Documentation of each business process listed above. Documentation should include the following items:
 - a. A visual diagram illustrating key steps in the process. The diagram should identify, areas of risk, key controls, and personnel (by title or position only) involved in the process. Written documentation providing a narrative to supplement the visual diagram.
2. A completed fraud risk matrix for all identified fraud risks.
3. A report outlining findings, results, opportunities for improvement /recommendations for addressing gaps in internal control categorized by timeframe (short term, medium term, long term) and by priority (low, medium high), overall conclusions.
4. All draft copies of the deliverables shall be provided in digital versions. Digital files should be provided in their native, editable formats as well as un-editable formats suitable for distribution within the City.
5. The Consultant will identify any required information to complete the requested deliverables and will assume the City will commit staff time to provide this information.
6. The Consultant is required to provide deliverables that fulfill the Scope of Work, however it should be noted that the Scope of Work represents the City's preliminary vision for the assignment. Proponents are afforded the flexibility in their submissions to outline deliverables that may not be contemplated here but have been successful for other clients undertaking comparable projects. Any deviation in the proposal from the aforementioned Scope of Work and resulting deliverables must include a clearly and explicitly stated rationale for the deviation.

The services performed by the Consultant and the deliverables must be in accordance with standards set by a professional or regulatory body such as the International Standards for the Professional Practice of Internal Auditing.

The Services performed by the Consultant should be completed no later than November 30, 2022.

CITY OF HOPEWELL
RFP #02-23 – Risk Assessment and Compliance Audit Services

III. OFFEROR'S INSTRUCTION:

A. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

1. Offeror may submit any questions or requests for additional information regarding the project in written format by Friday, July 1, 2022. All questions shall be directed to Felicia Ashburn fashburn@hopewellva.gov. A formal clarification will be sent out in writing to all known potential bidders.
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 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. Certification page 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.

CITY OF HOPEWELL
RFP #02-23 – Risk Assessment and Compliance Audit Services

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 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
1. The proposal should set forth a work plan, including an explanation of the audit methodology to be followed.
 2. Proposals shall be signed by the authorized representative of the Offeror.
 3. Proposals should be prepared simply and economically, providing a straightforward, concise, detailed description of capabilities to satisfy the requirements of the RFP.
 4. All expenses for making proposals to the City shall be incurred by the Offeror.
 5. 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.
 6. 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 acknowledged on the RFP Title Page. Notice of addenda will be posted on eVA and on the City of Hopewell procurement page www.hopewellva.gov. It is the offeror's responsibility to monitor the webpage for the most current addenda.

CITY OF HOPEWELL
RFP #02-23 – Risk Assessment and Compliance Audit Services

IV. PROPOSAL EVALUATION PROCESS:

The City of Hopewell shall appoint a Selection Committee to review and evaluate all 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/review of local governments' financial operations and related matters.
2. 20 Points - The assessment/review 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 assessment 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 or ordinance, 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 #02-23 – Risk Assessment and Compliance 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 #02-23 – Risk Assessment and Compliance 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 #02-23 – Risk Assessment and Compliance 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 #02-23 – Risk Assessment and Compliance 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 #02-23 -- Risk Assessment and Compliance 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 #02-23 – Risk Assessment and Compliance 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 #02-23 – Risk Assessment and Compliance 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 #02-23 – Risk Assessment and Compliance 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 #02-23 – Risk Assessment and Compliance 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

Budget FY 2022-2023

City of Hopewell, VA				
July 01, 2021 to June 30, 2022				
Budget Development				
FY 2022 - 2023				
	Date	Date	% Completion	
	Start	Due	Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2022 - 2023 Budget Development;				
Annual Operating (See attached City Manager's 11.30.21 email)	11.30.21	12.31.21	100%	Task completed 12.31.21
Capital Project	01.10.22	02.04.22	100%	Task completed 02.28.22
Capital Improvement Plan (CIP)	01.10.22	02.04.22	100%	Task completed 02.28.22
Draft Proposed City Budget Calendar for FY 2022 - 2023	01.17.22	01.31.22	100%	Task completed 01.31.22
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders;	01.31.22	02.21.22	100%	Task completed 02.28.22
Finalize City Budget Calendar for FY 2022 - 2023	02.22.22	02.28.22	100%	Task completed 02.28.22
Implement City Budget Calendar for FY 2022 - 2023	03.02.22	05.27.22	100%	Task completed 06.30.22
Prepare the approved FY23 City Budget for loading to the City's accounting administrative system (MUNIS)	06.15.22	06.17.22	100%	Task completed 06.30.22
Review & verify the loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.21.22	06.24.22	100%	Task completed 06.30.22
Confirm & verify City departments having access to their loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)	06.24.22	06.29.22	100%	Task completed 06.30.22
Finance Department preparing DRAFT FY 2022-2023 Financial Plan (i.e. City budgetary document)	07.15.22	09.30.22		

Section 5

Internal Reporting

	City Manager's Report on Transfers 07.01.2021 to 06.30.2022				
Activity Date	Account Description	Fund Type	From	To	Comment(s)
7/1-31/2021	City Manager Transfers for Reporting Period-None				
8/1-31/2021	City Manager Transfers for Reporting Period-None				
9/1-30/2021	City Manager Transfers for Reporting Period-None				
10/1-31/2021	City Manager Transfers for Reporting Period-None				
11/1-30/2021	City Manager Transfers for Reporting Period-None				
12/1-31/2021	City Manager Transfers for Reporting Period-None				
1/1-31/2022	City Manager Transfers for Reporting Period-None				
2/3/2022	Engineering Department	General Fund	\$ 30,000		Transfer for Temporary Part time Help (Due to 2
	Engineering Department	General Fund		\$ 30,000	
2/7/2022	Sheriff's Office	General Fund	\$ 94,570		Transfer-Salary Savings to Purchase 2 Vehicles &
	Sheriff's Office	General Fund		\$ 94,570	
3/16/2022	Contingency	General Fund	\$ 9,215		Transfer-Courts AV Project
	Police Department	General Fund		\$ 9,215	
3/25/2022	Contingency	General Fund	\$ 6,658		Transfer-COVID Expenses
	Fire Department	General Fund		\$ 6,658	
4/1-30/2022	City Manager Transfers for Reporting Period-None				
5/31/2022	Various Departments	General Fund	\$ 401,240		Transfer-Emergency Technology Needs for Cour
	Information Technology Department	General Fund		\$ 250,000	
	Fire Department	General Fund		\$ 151,240	
6/1-30/2022	City Manager Transfers for Reporting Period-None				

PUBLIC HEARING

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hold public Hearing to consider citizen comments regarding the proposed Community Development Block Grant (CDBG) FY2022-2023 budget.

ISSUE: The City has been notified by HUD that it will receive \$225,305 in CDBG funding for the FY2022-2023 program year. City staff and the CDBG Committee have reviewed all applications for funding and have developed a proposed CDBG budget for City Council's consideration.

RECOMMENDATION: Hold a public hearing to consider citizen comments regarding the proposed FY2022-2023 CDBG budget. Approve and appropriate a total of \$225,305 for the FY2022-2023 program year and authorize the City Manager to submit the 2022 Annual Action Plan.

TIMING: City Council action is requested on July 12, 2022.

BACKGROUND: Hopewell is an entitlement community and receive CDBG funding every year from HUD. A Public Hearing to consider citizen comments is required by HUD.

FISCAL IMPACT: Provide funding to projects and services that primarily benefits low-to-moderate income persons.

ENCLOSED DOCUMENTS:

- PowerPoint presentation, supplemental documents

STAFF: Christopher Ward, Interim Director of Development

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

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



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

May 13, 2022

The Honorable Patience Bennett
Mayor of Hopewell
300 N Main Street
Hopewell, VA 23860-2721

Dear Mayor Bennett:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2022 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations. Public Law 117-269 includes FY 2022 funding for these programs. Your jurisdiction's FY 2022 available amounts are as follows:

Community Development Block Grant (CDBG)	\$225,305
Recovery Housing Program (RHP)	\$0
HOME Investment Partnerships (HOME)	\$0
Housing Trust Fund (HTF)	\$0
Housing Opportunities for Persons With AIDS (HOPWA)	\$0
Emergency Solutions Grant (ESG)	\$0

Individuals and families across the country are struggling to recover from four converging crises impacting housing stability: the COVID-19 pandemic, economic hardships, climate change, and racial inequity. Through these bedrock programs, CPD seeks to develop strong communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. We urge grantees to strategically plan the disbursement of grant funds to provide relief for those affected by these converging crises and help move our country toward a robust recovery.

Based on your jurisdiction's CDBG allocation for this year and outstanding Section 108 balances as of May 13, 2022, you also have \$1,126,525 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensure grantees comply with program requirements and policies, provide demographic and income information about the persons that benefited from a community's activities, and participate in HUD-directed grantee monitoring. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource regarding the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in black ink, appearing to read "Jemine A. Bryon". The signature is fluid and cursive, with a large initial "J" and a stylized "B" at the end.

Jemine A. Bryon
Acting General Deputy Assistant Secretary
for Community Planning and Development

FY2022-23 CDBG AWARD \$225,305	Maximum Amounts Allowed per HUD		
	PUBLIC SERVICE	NON-PUBLIC SERV	ADMIN
	15%	65%	20%
	\$33,796	\$146,448	\$45,061

Total Amount Requested by Applicants			
PUBLIC SERVICE	HOUSING REHAB	OTHER	ADMIN
18%	33%	0%	20%
\$39,750	\$75,000	\$0	\$43,000

Recommended Funding			
PUBLIC SERVICE	HOUSING REHAB	OTHER	ADMIN
15%	33%	32%	20%
\$33,796	\$75,000	\$71,448	\$45,061

JAMES HOUSE-\$9,000 PROJ HOMES-\$75,000 Infrastructure

STORY-\$4,000

CCC HMLSS-\$0

CCC-FIN WRKSP-\$15,796

FOOD PANTRY-\$5,000

FINAL

**CITY OF HOPEWELL
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FY2022 - 2023**

OVERVIEW

Applications made available February 4, 2022 and were due March 1, 2022.

- The City has been awarded \$225,305 in CDBG entitlement funds for the coming program year.
- Allowed application submission via email, mail, or hand-delivery.
- Advertised extensively:
 - Progress-Index newspaper two times
 - City Manager's weekly newsletter
 - Announcement during regional CACHE meeting
 - Press release
 - Direct outreach to existing sub-recipients and others who had previously requested the application.
- Emailed application per request to approximately 12 people representing 12 organizations.
- Held 'How to Apply' workshop for interested applicants on February 17, 2022.
- City received six (6) applications requesting a total of \$114,750 leaving approximately \$110,555 unrequested.

THE JAMES HOUSE – INTERVENTION/PREVENTION SERVICES

DOMESTIC VIOLENCE SUPPORT SERVICES

Requesting Organization: The James House

Location/Site Status: City-wide

Relationship to the CDBG Consolidated Plan: Plan Priority II: Non-Community Housing Needs

Budget Request:

The total requested amount is \$7,000.00. This project requires the use of PUBLIC SERVICE dollars.

Project Description/Justification:

The James House proposes to provide safety planning, counseling, hotline crisis intervention, outreach/prevention education programming for underserved populations who have experienced sexual violence, domestic violence, or stalking and who reside in the City of Hopewell, including low-income persons, victims of human trafficking, elders, children, and people with disabilities. All services are free to the client, confidential, and trauma-informed. The James House offers a safe place for community members to seek help and find crucial services that will improve their lives. They are currently offering all services virtually.

Program Impact:

The James House seeks to reduce the impact and number of incidences of abuse and neglect including sexual abuse, domestic violence, dating abuse, and stalking through the provision of trauma-informed, culturally relevant, fully accredited intervention services and evidence-based primary prevention programming with consideration of trauma from the Covid-19 crisis.

Anticipated Number of Persons to be Served: 60

Previous Hopewell CDBG Funding:

YEAR	2018-2019	2019-2020	2020-2021	2021-2022
AMOUNT	\$3,475	\$4,079	\$9,000	\$7,000
BENEFICIARIES	161	97	74	100

STORY

YOUTH SERVICES

Requesting Organization: Southside Transformation Opportunities for Residents & Youth (STORY)

Location/Site Status: Virtual Services – City-wide; In-Person Services – Thomas Rolfe Court Community Center

Relationship to the CDBG Consolidated Plan: Plan Priority II: Non-Housing Community Needs

Budget Request:

The total requested amount is \$6,000. This project requires the use of PUBLIC SERVICE dollars.

Project Description/Justification:

The ML2 (Math, Literacy, and Leadership) Program is a signature program for STORY. It provide high-quality afterschool, weekend, and summer activities for HRHA youth residents in grades K-5. Youth attendees receive culturally-relevant tutoring and mentoring services, STEAM (science, technology, engineering, art and math) enrichment activities and meals. For the past five years, STORY has been providing high-quality afterschool and weekend activities for HRHA youth residents who would otherwise lack access to these services. STORY's goal is to strengthen the academic and leadership growth of ML2 participants.

Program Impact:

STORY and the ML2 Program will provide a safe learning environment for youth in public housing. The program will expose students to cultural and creative arts programming and assist students with homework support, and tutoring.

Anticipated Number of Persons to be Served: 30

Previous Hopewell CDBG Funding:

YEAR	2018-2019	2019-2020	2020-2021	2021-2022
AMOUNT	\$4,079	\$4,079	\$0.00	\$6,000
BENEFICIARIES	30	35	0	25

HOPEWELL FOOD PANTRY

FOOD PANTRY

Requesting Organization: Hopewell Food Pantry

Location/Site Status: City-wide

Relationship to the CDBG Consolidated Plan: Plan Priority II: Non-Housing Community Needs

Budget Request:

The total requested amount is \$5,000. This project requires the use of PUBLIC SERVICE dollars.

Project Description/Justification:

The Hopewell Food Pantry provides monthly food distribution to the elderly poor and permanently disabled. The pantry assists 168 persons of this demographic on average each month and expects the number of persons to remain around the same or increase over the next year. The Hopewell Food Pantry is a fully volunteer organization except for two 1099 employees. The operation is open three days a week from 1PM to 3PM and approximately 10 volunteers per day package and provide food to clients. The quantity of food is determined by household size.

Program Impact:

The Hopewell Food Pantry estimates that it will provide food resources to approximately 168 elderly and/or disabled persons a month.

Anticipated Number of Persons to be Served: 168/month.

Previous Hopewell CDBG Funding:

YEAR	2018-2019	2019-2020	2020-2021	2021-2022
AMOUNT	\$4,825	\$4,079	\$10,000	\$0.00
BENEFICIARIES	518	2007	967	0

COMMONWEALTH CATHOLIC CHARITIES

HOMELESS OUTREACH

Requesting Organization: Commonwealth Catholic Charities

Location/Site Status: City-wide

Relationship to the CDBG Consolidated Plan: Plan Priority II: Non-Housing Community Needs

Budget Request:

The total requested amount is \$6,000. This project requires the use of PUBLIC SERVICE dollars.

Project Description/ Justification:

Commonwealth Catholic Charities conducts street outreach in accordance with core elements consistent with the United States Interagency Council on Homelessness. Street outreach plays a critical role within the systems for ending homelessness. CCC's outreach team ensures that an individual or household's basic needs are met while guiding them towards housing stability. Outreach reaches the most vulnerable people who might not otherwise come to the attention of homeless service systems and seek assistance.

Program Impact:

The program positively impacts the community by assisting individuals and families with locating more suitable housing such as emergency shelters or temporary housing with the long-term goal of identifying permanent, stable housing.

Anticipated Number of Persons to be Served: 30

Previous Hopewell CDBG Funding:

YEAR	2018-2019	2019-2020	2020-2021	2021-2022
AMOUNT	\$0.00	\$4,079	\$87,577	\$105,506
BENEFICIARIES	0	3	25	54

COMMONWEALTH CATHOLIC CHARITIES

FINANCIAL & HOUSING EDUCATION WORKSHOPS

Requesting Organization: Commonwealth Catholic Charities

Location/ Site Status: City-wide

Relationship to the CDBG Consolidated Plan: Plan Priority II: Non-Housing Community Needs

Budget Request:

The total requested amount is \$15,750. This project requires the use of PUBLIC SERVICE dollars.

Project Description/Justification:

The program will promote economic self-sufficiency by addressing gaps in employment skills and work experience, promoting employment and career advancement opportunities, and teaching financial literacy. It will target persons and families at 200% of poverty level and assist them with entering, succeeding and advancing in the workplace. Other support services such as food and affordable housing, mental health issues, and financial education to build assets.

Program Impact:

The program aims to increase resiliency in the workforce and promote self-sufficiency. Workforce development seeks to provide greater stability with housing, healthcare, and wealth building in an effort to break the intergenerational cycle of poverty.

Anticipated Number of Persons to be Served: 10-30 based on final amount of funding.

Previous Hopewell CDBG Funding:

YEAR	2018-2019	2019-2020	2020-2021	2021-2022
AMOUNT	\$0.00	\$0.00	\$0.00	\$30,282
BENEFICIARIES	0	0	0	20

PROJECT HOMES

EMERGENCY HOME REPAIR

Requesting Organization: Project Homes

Location/Site Status: City-wide

Relationship to the CDBG Consolidated Plan: Plan Priority I: Housing Needs

Budget Request:

The total requested amount is \$75,000. This project requires the use of NON-PUBLIC SERVICE dollars.

Project Description/Justification:

Project Homes will provide free home repairs to low-income (below 80% AMI) owner-occupied units using qualified contractors focusing on significant health and safety hazards such as roof repair/replacement, plumbing, crawlspace encapsulation, HVAC repair/replacement, electrical, handicap accessibility, updated flooring, and tub/shower conversions.

Program Impact:

The program's goal is to restore homeowners to a safe, warm, and dry environment while enhancing accessibility where needed. The repairs also allow for elderly homeowners to safely age in place and maintain their independence at home.

Anticipated Number of Persons to be Served: 5 if fully funded at the above amount.

Previous Hopewell CDBG Funding:

YEAR	2018-2019	2019-2020	2020-2021	2021-2022
AMOUNT	\$50,000	\$93,363	\$35,000	\$72,111
BENEFICIARIES	3	4	4	4

If all applicants receive the requested and/or maximum allowable amounts, the City is estimated to have approximately \$100,000 remaining from the FY2022-2023 CDBG budget.

This funding must be used for non-public service activities such as housing rehabilitation, economic development, infrastructure projects, and construction/rehabilitation projects, such as recreation, arts, and a homeless shelter. The City's approved Consolidated Plan was amended in 2021 to include infrastructure projects.

Below is the list of priorities for CDBG funding from July 1, 2020 - June 30, 2025.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Owner-Occupied Housing Rehabilitation and Assistance	2020	2025	Affordable Housing	City Wide	Affordable Housing	CDBG: \$300,000	Homeowner Housing Rehabilitated: 43 Household Housing Unit
2	Ending Homelessness and Homeless Prevention	2020	2025	Homeless	City Wide	Reduce Poverty Homelessness and Homeless Prevention	CDBG: \$76,371	Direct Financial Assistance to Homebuyers: 5 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 48 Households Assisted
3	General Planning and Administration	2020	2025		City Wide	General Administration and Planning	CDBG: \$168,495	Homelessness Prevention: 96 Persons Assisted Other: 0 Other

4	Disaster Recovery Planning	2020	2025		City Wide	Disaster Recovery Planning	CDBG: \$0	Other: 0 Other
5	Homeless Facility	2021	2025	Homeless	City Wide	Homelessness and Homeless Prevention	CDBG: \$147,609	Homeless Person Overnight Shelter: 120 Persons Assisted
6	Recreational Facilities	2022	2024	Non-Housing Community Development	City Wide		CDBG: \$100,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
7	Employment Training	2021	2025	Economic Development	City Wide	Reduce Poverty	CDBG: \$50,000	Public service activities other than Low/Moderate Income Housing Benefit: 40 Persons Assisted

Goal Descriptions

1	Goal Name	Owner-Occupied Housing Rehabilitation and Assistance
	Goal Description	The rehabilitation of qualified owner-occupied housing of elderly and/or disabled persons. Assist with down payment and closing cost assistance.
2	Goal Name	Ending Homelessness and Homeless Prevention
	Goal Description	Provide services to those persons and households who are at risk of homelessness through food assistance, child abuse, domestic violence prevention, wrap around services, rapid rehousing.
3	Goal Name	General Planning and Administration
	Goal Description	Utilize Administration funds to effectively and efficiently deliver services to the neediest communities in Hopewell.
4	Goal Name	Disaster Recovery Planning
	Goal Description	Utilize CDBG funds under the Urgent Needs national objective during times of a federally declared emergency.
5	Goal Name	Homeless Facility
	Goal Description	Provide funding for a homeless facility housing Hopewell citizens.

6	Goal Name	Recreational Facilities
	Goal Description	Provide access to improved or new recreational facilities in underserved/poverty areas within the City
7	Goal Name	Employment Training
	Goal Description	Assistance to increase sufficiency, including literacy, independent living skills, resume writing, job coaching, for students, and adults not enrolled in an educational facility.
8	Goal Name	Senior Services
	Goal Description	Services for the elderly and persons with disabilities.
9	Goal Name	Youth Services
	Goal Description	Services for young people aged 13-19.
10	Goal Name	Services for Victims of Domestic Violence, etc.
	Goal Description	Services for victims of domestic violence, dating violence, sexual assault or stalking.
11	Goal Name	Child Care Services
	Goal Description	Services that will benefit children generally under age 13 including parenting skills classes.
12	Goal Name	Neighborhood Cleanups
	Goal Description	One-time or short-term efforts to remove trash and debris from neighborhoods.
13	Goal Name	Food Banks
	Goal Description	Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
14	Goal Name	Public Infrastructure Improvements
	Goal Description	Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs.

HOPEWELL CDBG APPLICATION SCORE SHEETS
FY2022 - 2023

Reviewer: Tevya Griffin

Regdtd Amount	\$6,000	\$7,000	\$5,000	\$15,750	\$6,000	\$75,000
MAX. POINTS AVAILABLE	STORY	JAMES HOUSE	FOOD PANTRY	CATH. CHARITIES FIN WORKSHOPS	CATH. CHARITIES HMILS OUTREACH	PROJECT HOMES
I. CONSOLIDATED PLAN PRIORITIES						
A. Consistency with Overall Consolidated Plan Priorities	20	10	10	10	10	10
B. Strategies within the Consolidated Plan Priorities	10	5	5	10	10	10
II. COMMUNITY IMPACT						
A. Proven Need for Project	20	10	10	10	10	10
B. Will Serve LMI Families						
III. PERFORMANCE MEASUREMENTS						
Meets at least 1 HUD Performance Measure Objective	10	5	5	5	5	5
Meets at least 1 HUD Performance Measure Outcome		5	5	5	5	5
IV. ORGANIZATIONAL THRESHOLD	15	15	15	15	15	15
A. Meets Minimum Organizational Requirements						
V. CAPACITY OR ORGANIZATION / FEASIBILITY OF PROPOSAL						
Past Performance shows ability to complete proposal	25	5	5	5	5	5
All previous funds expended by 4th quarter		5	5	5	5	5
Feasibility of timeline and budget		5	5	5	5	5
Leverage funds documented		0	0	5	5	0
Project links services and resources		80	85	80	80	75
	100					

Reviewer: Chris Ward

Regdtd Amount	\$6,000	\$7,000	\$5,000	\$15,750	\$6,000	\$75,000
MAX. POINTS AVAILABLE	STORY	JAMES HOUSE	FOOD PANTRY	CATH. CHARITIES FIN WORKSHOPS	CATH. CHARITIES HMILS OUTREACH	PROJECT HOMES
I. CONSOLIDATED PLAN PRIORITIES						
A. Consistency with Overall Consolidated Plan Priorities	20	20	20	20	20	20
B. Strategies within the Consolidated Plan Priorities	10	10	10	10	10	10
II. COMMUNITY IMPACT						
A. Proven Need for Project	20	10	5	5	10	10
B. Will Serve LMI Families		10	10	10	10	10
III. PERFORMANCE MEASUREMENTS						
Meets at least 1 HUD Performance Measure Objective	10	5	5	5	5	5
Meets at least 1 HUD Performance Measure Outcome		5	5	5	5	5
IV. ORGANIZATIONAL THRESHOLD	15	12	10	15	15	15
A. Meets Minimum Organizational Requirements						
V. CAPACITY OR ORGANIZATION / FEASIBILITY OF PROPOSAL						
Past Performance shows ability to complete proposal	25	5	3	3	5	4
All previous funds expended by 4th quarter		5	5	5	5	3
Feasibility of timeline and budget		5	5	4	5	5
Leverage funds documented		4	4	4	4	4
Project links services and resources		4	4	4	4	5
	100	95	86	90	98	96

AVG SCORE 88 90 93 85 89 86



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

Program Year 2022-2023

MISSION OF HUD & PURPOSE OF CDBG PROGRAM

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

CONSOLIDATED PLAN

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

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

PAST AND CURRENT CDBG FUNDING

Year	Allocation
2017	\$162,676
2018	\$177,848
2019	\$190,398
2020	\$210,670
2021	\$225,151
2022	\$225,305
Total FY17 - FY23	\$1,192,048

GRANT PARAMETERS

The grant is divided into three categories:

- **Administration (20% cap)**
- **Public Service Programs (15% cap)**
- **Infrastructure & Housing Rehabilitation (65% or remaining)**

2022-2023 CDBG BUDGET RECOMMENDATIONS



GENERAL ADMINISTRATION \$45,061 (20% CAP)

Recommended Amount	Project	Organization	Description	Goal
\$45,061	General Administration	City of Hopewell- Department of Development	Provides funds to manage all aspects of grants management for HUD funds including budgeting, written agreements, reporting, compliance management and monitoring, advertising and fair housing.	Maintain effective government with optimal management and service practices, fully compliant with federal programs

PUBLIC SERVICE
\$33,796 (15% CAP)

Recommended Amount	Project	Organization	Description	Goal
\$5,000	Yellow Card Program	Hopewell Food Pantry	Provides food on a monthly basis to seniors and disabled persons in Hopewell	Household Services
\$4,000	ML2 Youth Development Program	S.T.O.R.Y.	Provides afterschool youth services for HRHA residents grades K-5	Youth Services
\$9,000	Domestic Violence Intervention	The James House	Provides housing assistance and case management support for victims and families of violence.	Family Services
\$15,796	Financial Literacy Program	Comm. Catholic Charities	Provides short-term and long term financial planning assistance	Family Services

HOUSING REHABILITATION

\$75,000

Recommended Amount	Project	Organization	Description	Goal
\$75,000	Housing Rehabilitation	Project Homes	Rehabilitates homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization

INFRASTRUCTURE IMPROVEMENTS

\$71,448

Recommended Amount	Project	Organization	Description	Goal
\$71,448	Maple St. (Ward 6) and New York Ave. (Ward 2)	City of Hopewell	Improve storm drainage	Infrastructure

FY 2022-2023 PROPOSED BUDGET

Budget Item	Recommended Funding	Description
HUD Allocation	\$225,305	
Public Service (15% of total allocation)	\$33,796	Program to support victims of domestic violence, food pantry, youth services, and financial literacy
Housing Rehab (33% of total allocation)	\$75,000	Housing rehabilitation of qualified owner-occupants
Infrastructure (32% of total allocation)	\$71,448	Improvements that benefit LMI-defined areas
Administration (20% of total allocation)	\$45,061	



APPROVE FY2022-2023 CDBG BUDGET OF \$225,305.

PROVIDE AUTHORIZATION FOR THE CITY MANAGER TO
SUBMIT THE 3RD YEAR ANNUAL ACTION PLAN TO HUD.

RECOMMENDATIONS

COMMUNICATIONS FROM CITIZENS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

FY 24 VDOT SMART Scale Applications

ISSUE: VDOT will consider four (4) City of Hopewell project applications and one (1) Tri-Cities Area MPO project application for SMART Scale Funding:

Application 9190 – Cedar Level Road Southern Segment

Application 9197 – Route 36 Oaklawn Blvd STARS Project

Application 9198 – Courthouse Road Pedestrian Improvements

Application 9462 – W Randolph Road Shared Use Path

Application 9127 – Appomattox River Trail Cameron's Landing Connector (Tri-Cities Area MPO)

RECOMMENDATION: Staff recommends Council endorse the project applications and complete the draft resolution letter of support for both the City applications and the Tri-Cities Area MPO application.

TIMING: Staff requests Council action on July 12, 2022 so staff can submit the resolution letter of support with the full applications before the August 1, 2022 deadline.

BACKGROUND: SMART stands for System Management and Allocation of Resources for Transportation and funds transportation projects through a prioritization process based on key factors including safety, congestion mitigation, accessibility, environmental quality, economic development, and land use coordination. SMART Scale operates on a biennial schedule with

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

submissions occurring on even years, with funding in the last two years of the upcoming Six-Year improvement Program (SYIP) if selected.

ENCLOSED DOCUMENTS:

- Project Applications Memo
- FY 24 VDOT SMART Scale Resolution Draft (Hopewell and Tri-Cities Area MPO)

STAFF:

Austin Anderson, City Engineer

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 |

Memo

To: The Honorable City Council
From: Austin Anderson, City Engineer
Date: July 12, 2022
Re: FY 24 VDOT SMART Scale Applications

Below is brief description of the City's FY 24 VDOT SMART Scale applications:

Application 9190 – Cedar Level Road Southern Segment

Description: This project includes roadway reconstruction, realignment, drainage improvements, new curb and gutter, driveway entrances, pedestrian and bicycle facilities on Cedar Level Road between Smithfield Ave and Cobblestone Parkway.

Application 9197 – Route 36 Oaklawn Blvd STARS Project

Description: This project will improve operations and safety along Oaklawn Blvd from Route 144 Temple Ave to Jefferson Park Road by implementing RCUT treatments and other safety features based on the VDOT STARS study completed in 2020.

Application 9198 – Courthouse Road Pedestrian Improvements

Description: This project will improve safety and non-vehicular mobility for users along Courthouse Road from Ashland Street to Berry Street continuing to Arlington Road. Improvements will include new sidewalk, curb and gutter, drainage upgrades, and new ADA compliant ramps at intersections.

Application 9462 – W Randolph Road Shared Use Path

Description: This project will upgrade an existing sidewalk along the south side of W Randolph Road (State Route 10) into a shared use path for pedestrians and bicyclists. Additional improvements include upgrades to the signalized intersection at N 6th Ave and W Randolph Road/Freemont Street.

Application 9127 – Appomattox River Trail Cameron's Landing Connector*

Description: This 1.5-mile section of the Appomattox River Trail will provide critical bicycle and pedestrian access under I-295 connecting the City of Hopewell to the existing Appomattox River Regional Park in Prince George County. This project includes construction of a new shared use path, construction of a new paved parking lot, improving an existing trailhead and establishing a new Neighborhood Connector route (including sharrows and signage) that all accomplish both local and regional goals.

*The Tri-Cities MPO is applying for this project as one of the area's SMART Scale applications. It includes improvements in both Hopewell and Prince George County.

RESOLUTION NO. R2022 - _____

A RESOLUTION FOR FY 24 VDOT SMART SCALE APPLICATIONS

At a regularly scheduled meeting of the City of Hopewell held on July 12, 2022, on a motion by _____ seconded by _____ the following resolution was adopted by a vote of ____ to ____ :

WHEREAS: The City of Hopewell hereby supports the following SMART Scale project applications: Cedar Level Road Sothern Segment (Application 9190), Route 36 Oaklawn Blvd STARS Project (Application 9197), Courthouse Road Pedestrian Improvements (Application 9198), W Randolph Road Shared Use Path (Application 9462), and Appomattox River Trail Cameron's Landing Connector (Application 9127 – Tri Cities Area MPO).

NOW THEREFORE BE IT RESOLVED, that the Council of the City of Hopewell hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s).

BE IT FURTHER RESOLVED, that the City Manager is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia this 19th day of July 2022, I do certify that the foregoing is a true and correct copy of a resolution of the City of Hopewell duly adopted on the 12th day of July 2022.

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 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Resolution to support IRF application for Lamb Arts

ISSUE: IRF application requires City Council resolution of support and authorization for the City Manager to file the application

RECOMMENDATION: Adopt resolution

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF: Lamb Arts to present application

SUMMARY:

Y	N	
☐	☐	Councilor Debbie Randolph, Ward #1
☐	☐	Councilor Arlene Holloway, Ward #2
☐	☐	Councilor Johnny, 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



RESOLUTION

**THE CITY OF HOPEWELL AND THE LAMB CENTER FOR ARTS AND HEALING WILL
SUBMIT AN INDUSTRIAL REVITALIZATION FUND GRANT APPLICATION TO THE
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, DUE AUGUST 19,
2022.**

WHEREAS, the Lamb Center for Arts and Healing, with permission from the City of Hopewell, will apply for the Industrial Revitalization Fund Grant through the Department of Housing and Community Development. Lamb Arts will apply for \$1,000,000 in funding for the further redevelopment of 230 East Broadway.

WHEREAS, \$258,574 has already been expended on the project for acquisition, initial stabilization, and redevelopment. These funds have come from various sources, including individual donors, funding from the Cameron Foundation, and funding from the Virginia Brownfield Grants through the Virginia Main Street program.

WHEREAS, Lamb Arts is not requesting any city funding for this project.

WHEREAS, the Lamb Center for Arts and Healings impacts over 6,000 citizens yearly through their multiple community programs. Many Hopewell citizens will benefit from this redevelopment because of the increased programming that Lamb Arts will facilitate from their new building. Many of their current programs will continue and grow including free arts pop-ups at community events, the Creative Change Makers Teen Program, Lamb Arts Fest, teacher training and support, Creative Aging programs, and public art programs.

WHEREAS, according to the Americans for the Arts "Arts and Economic Prosperity 5" study conducted in 2017, 10,702 full-time jobs were supported by the Nonprofit Arts and Culture Industry in the Richmond, VA region. \$14,650,000 in local government revenue and \$16,976,000 in state government revenue was generated by this industry.

BE IT RESOLVED THAT, the City of Hopewell wishes to apply for \$1,000,000 of Industrial Revitalization Funds for the Lamb Arts Project to redevelop 230 East Broadway into the headquarters and programming space for the Lamb Center for Arts and Healing.

BE IT FURTHER RESOLVED THAT, Mr. John M. Altman, Jr. is hereby authorized to sign and submit appropriate documents for the submittal of this Industrial Revitalization Fund proposal.

Local Certification

The City of Hopewell hereby assures and certifies that:

It possesses the legal authority to apply for the IRF program and to execute the proposed program.

The property for which the application is made (230 East Broadway) meets the definition of "blighted property" according to the Code of Virginia section 36-3.

Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

That the information contained in the IRF application is true and correct.

Chief Administrative Official:

John M. Altman, Jr., City Manager

Date

LAMB ARTS

LAMB CENTER FOR ARTS AND HEALING

The Lamb Center for Arts and Healing (Lamb Arts) is a nonprofit 501(c)3 organization founded in Hopewell in 2016. Lamb Arts is currently helping over 6,000 Hopewell residents thrive annually through accessible, high-quality arts programming and mind, body, spirit healing opportunities.

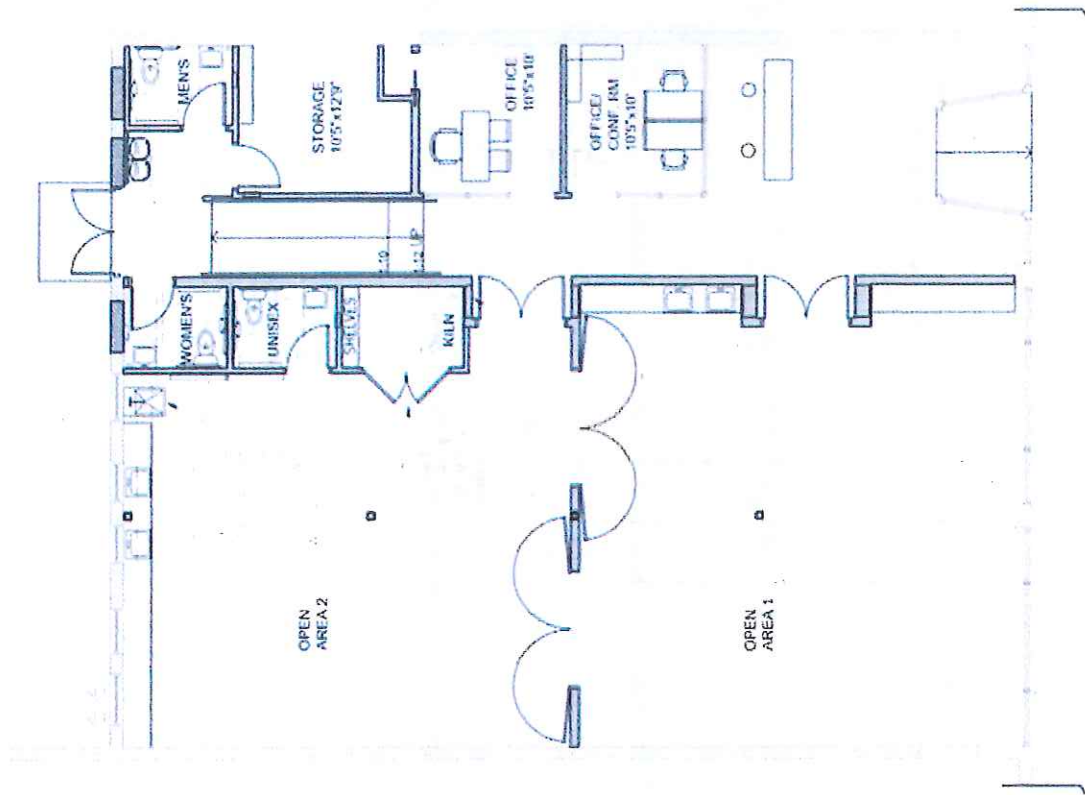




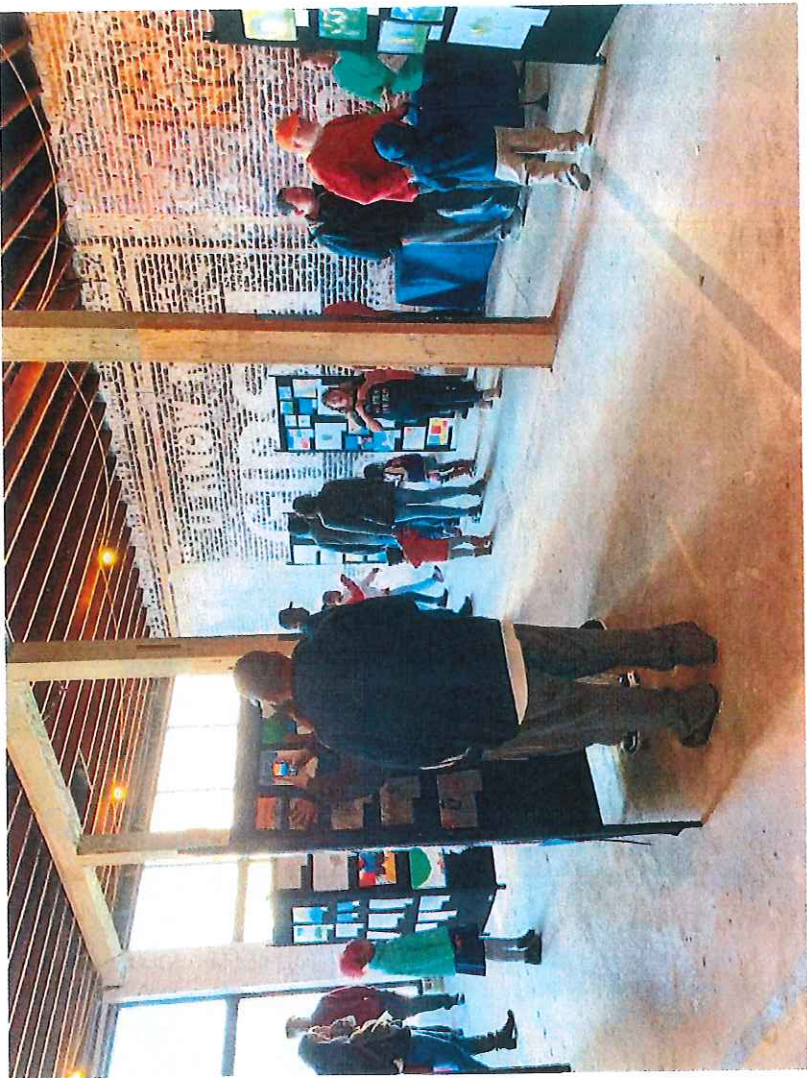




- A5
SHEET 10



J.A. HEISLER
CONTRACTING COMPANY, INC.



INDUSTRIAL REVITALIZATION FUND FY23

LAMB ARTS

LAMB CENTER FOR ARTS AND HEALING

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
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Action:

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

COUNCIL AGENDA ITEM TITLE:

FY23 School Resource Officer Grant Program-Second Round Funding Opportunity

ISSUE: As it is available, second round funding for FY23 is open for all FY22 grantees whose funding ended June 30, 2022. City of Hopewell's SRO program is eligible for second round funding.

RECOMMENDATION: Authorize Hopewell Police Department to apply for \$98,546.24 in grant funding to sustain the current School Resource Officer position at Hopewell High School. The SRO salary is \$66,254.24. The SRO benefits total \$32,292. No local match is required.

TIMING: The grant application is due on July 15, 2022

BACKGROUND: Providing law enforcement and security services for the students and staff at Hopewell High School is the primary goal of the School Resource Officer.

ENCLOSED DOCUMENTS:

- Governor Youngkin's Criminal Justice Grant Funding Announcement
- FY23 SRO Grant Guidelines and Application Procedures

STAFF:

Antonio Starke, Chief of Police

Kimberly Parson, Administrative Support 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

SUMMARY:

Y N

- ☐ ☐ Councilor Debbie Randolph, Ward #1
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Y N

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



Position Funding Worksheet

Full-time

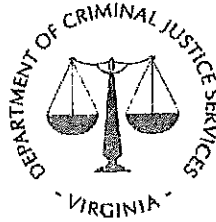
Title:	School Resource Officer		
Salary	\$ 66,254	\$ 66,254	
Benefits:			
FICA & Medicare	0.0765	5,068	
VRS	0.1559	10,329	
Insurance	13684.56	13,685	
VRS Life	0.54	429	
Worker's Comp	0.0000	-	(Rate From Table)
STD	18	18	
LTD	0.225	179	
Total Benefits		\$ 29,708	
Salary and Benfits		\$ 95,962	

Part-time

Title:			
Salary		\$ -	
Benefits:			
FICA & Medicare	0.0765	-	
Worker's Comp	0	-	(Rate From Table)
Total Benefits		\$ -	
Salary and Benfits		\$ -	

Worker's Comp. Rates

42	0.0474	Landscape/Gardening
5506	0.0541	Streets/Road Paving
7380	0.0264	Drivers/Helpers
7580	0.0130	Sewage Plant
7704	0.0526	Firefighters/Drivers
7720	0.0390	Police/Drivers
8380	0.0250	Auto Service
8810	0.0009	Clerical Staff
8820	0.0010	Attorney
8831	0.0111	Animal Control
9015	0.0192	Bldg. Operations
9102	0.0252	Parks
9403	0.0711	Garbage Collection
9410	0.0086	Municipal Employees N.O.C.
9411	0.0063	Municipal Social Workers
9552	0.0533	Sign Manufacturing



Fiscal Year 2023 School Resource Officer Grant Program and Fund

**Guidelines and Application Procedures for
School Resource Officers
Second Round Funding Opportunity**

***Application Due Date
July 15, 2022***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

Issued June 22, 2022

Table of Contents

I. Introduction.....	3
II. Eligibility	3
III. Grant Application Deadline	3
IV. Amount Available.....	3
V. Priorities for New Applications	3
VI. Grant Period.....	4
VII. Match Requirement	4
VIII. Restrictions	4
IX. Availability of Continuation Funding.....	4
X. Application Requirements	4
XI. Application Forms and Instructions.....	6
XII. Reporting Requirements	10
XIII. Submitting the Application.....	11
XIV. Technical Assistance.....	11
XV. Grant Application Review Process	11
XVI. Grant Submission Advisory	11

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering state grants to provide funding for School Resource Officer (SRO) positions to establish, enhance, and continue the partnerships between local law enforcement agencies and school divisions.

A “**School Resource Officer**” means a certified law enforcement officer hired by a local law enforcement agency to provide law enforcement and security services to Virginia public schools. An SRO may be a full-time or part-time employee of a law enforcement agency.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund and instructions for completing and submitting your application.

II. Eligibility

These instructions are applicable to School Resource Officer Grant Program applicants to provide guidance on the preparation and submission of a grant application.

This funding is available for new SRO positions on a 4-year grant cycle. Funding is also available for grantees whose funding ended in FY22 for continuation on an annual basis, as funding is available, but priority is given to new positions. Grantees whose funding ended prior to FY22 can apply for a new 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO. If the locality is applying for a new SRO position and a continuing position then they must be on separate applications.

Units of local government are eligible to apply for and receive these funds. A police department or sheriff's office will manage an SRO position, however, the grant application must be submitted by, and the funds awarded to, a local unit of government.

III. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on July 15, 2022. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

IV. Amount Available

The total amount requested in an application may not exceed \$125,000 per SRO position. The only allowable expenses for these grants are salary and benefits for full-time or part-time SRO positions to provide coverage during routine school hours, which does not include school-sponsored activities outside the instructional day.

Grant awards are contingent on the availability of funding within the SRO fund as appropriated by the state budget bill.

V. Priorities for New Applications

Priority will be given to localities that meet one or more of the following criteria:

- Localities requesting SRO positions for middle schools and high schools.
- Localities requesting SRO positions in a school where no such personnel are currently in place.
- Localities without existing positions currently funded by this grant program.

VI. Grant Period

For new positions, successful applicants will be funded for a period of 48 months. After which, funding will be available for continuation on an annual basis, as funding is available, but priority is given to new positions.

For grantees whose funding ended in FY22, continuation is on an annual basis, as funding is available, but priority is given to new positions.

Grants will be awarded on a competitive basis for one (1) 12-month period beginning July 1, 2022, and ending on June 30, 2023.

VII. Match Requirement

A local match is not required for FY23. Future match requirements should be considered when planning for continuation years.

VIII. Restrictions

- These grant funds are for SRO positions to be funded by the SRO Grant Fund.
- Under this funding opportunity, funds may be requested for more than one SRO at a high school but will only be considered if funding is available.
- The state grant funds cannot be used to supplant or replace state or local funds that are allocated by a local unit of government to fund an SRO.
- The state grant funds can only be used for salary and fringe benefits for full- or part-time SROs. Funds must be used to fund the SRO position and cannot be used for employees who are not performing the activities of the project.
- For SROs, grant funds **cannot be used** to pay for general security during school sponsored events or overtime. Funds also **cannot be used** for extracurricular and coaching activities where a monetary supplement is paid to the SRO or would be paid to school employees.
- The state grant funds may not be used to purchase equipment, supplies, firearms, vehicles, training or other non-personnel related costs.
- The state funds may be awarded up to a maximum of four (4) years, to support an SRO position in any public school, provided funds are available (see VI. Grant Period).

IX. Availability of Continuation Funding

The award of an SRO grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's implementation, performance, compliance with reporting requirements and any encumbrances placed on the grant are key factors in determining eligibility for continuation funding.

X. Application Requirements

School Resource Officer (SRO) positions must be based on the most current version of Virginia School – Law Enforcement Partnership Guide and incorporate the following components:

DCJS Fiscal Year 2023 School Resource Officer Grant Program and Fund

1. SROs must be certified law enforcement officers as defined in Va. Code § 9.1-101, and employed by a public police department or sheriff's office.
2. SROs must be 21 years of age or older and have at least three (3) years of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems.
3. SROs must comply with the minimum training standards established by the Board as required under § 9.1-114.1 of the *Code of Virginia* within the first 120 days of the grant period. A list of current available training sessions is on the [DCJS VCSCS Training website](#).
4. Each SRO must serve one designated school but may provide assistance to other schools.
5. A Memorandum of Understanding (MOU), pursuant to § 22.1-280.2:3 of the *Code of Virginia*, must be established between the school division and the law enforcement agency and reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the most current version of the [DCJS Model MOU](#). The MOU must include provisions that recognize that the SRO shall not be involved in enforcing school discipline rules and that the principal will consider alternatives to suspension for incidents of student misconduct.
6. If an MOU is not in place at the time of application submission, the applicant must submit letters signed by the chief of police or sheriff and the school superintendent indicating the intent to have an MOU in place within 30 days after the grant start date. DCJS must receive the executed MOU within 30 days of the grant start date.
7. SROs shall adhere to the tenets of the MOU signed by their school divisions and law enforcement agencies. SROs shall also fulfill the roles of the SRO as outlined below:
 - **Law enforcement officer**
The SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment. SROs should also collaborate with school personnel to reduce student involvement with the juvenile justice system and divert students from the courts when appropriate.
 - **Law-related educator**
SROs should strive to offer presentations for school personnel on law-related topics such as law enforcement practices, relevant laws, crime trends, crime prevention, school safety, and crisis response procedures. SROs may also provide law-related education to students using approved lessons or curricula. In all cases, responding to incidents or conducting investigations will take precedence over educational presentations.
 - **Informal mentor and role model**
Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for

student behavior. Students who may need additional assistance should be encouraged to seek the help of available school or community resources.

8. **School Resource Officer Position Type:** Certified law enforcement officers would be expected to perform their duty as law enforcement officers and follow their law enforcement agency's general orders or standard operating procedures. Under this grant program, a School Resource Officer is full-time if they are employed as a certified law enforcement officer year-round and are dedicated to the school during all school hours. For scheduled school breaks, to include summer, the law enforcement agency has flexibility to assign the SRO as needed in other areas of the agency. Any variations to this schedule would be considered part-time for grant purposes.
9. **In the event of an unscheduled school closure or alternative scheduling during the grant year,** such as with COVID-19, SROs are required to spend at least 75% of their time performing school-related activities or activities that directly support their students. In this case, the applicant should notify their grant monitor and provide assurances that the SRO will meet these conditions. If the applicant is unable to meet the above requirements, it could result in a reduction or rejection of funding.

XI. Application Forms and Instructions

Each application for SRO funding **must be submitted using the DCJS On-line Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed in order to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

General Information: The OGMS Application Creation Wizard will assist you in completing the application's General Information form.

- *Step 1:* The Wizard requires an application title and a primary contact. The application title should include the locality's name and fiscal year (e.g. Town of ABC-FY23 or DEF City-FY23).

The primary contact is the person who has the day-to-day responsibility for managing the grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded.

Once the information has been entered, click "Save Form" to enter Step 2.

- *Step 2:* Under this step, an Application ID will be assigned and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for whom you will be submitting this application. Click "Save Form Information" to start Step 3.
- *Step 3:* Under "Additional Applicants," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

After General Information has been finished, you have the ability to complete the application in any order or save to return at another time.

DCJS Fiscal Year 2023 School Resource Officer Grant Program and Fund

Face Sheet: Required

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to this grant program.
- *Jurisdiction(s) Served:* Select all jurisdiction (s) served.
- *Program Title:* The program title must include the assigned school's name.
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Type of Application:* Choose "New" or "Continuation of Grant." Please note, continuation funding is only available for grantees whose full grant ended in FY22. Grantees whose funding ended prior to FY22 can apply for a "New" 4-year cycle but must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO.
- *Grant Number:* If this is a **continuation** of a 4-year cycle that ended in FY22, provide the grant number.
- *Performance Statement:* For **continuation** grants, provide a brief description of the accomplishments for the FY22 grant year.
- *Community Setting:* Check the box(s) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the project including the name of the assigned school(s).
- *Project Director:* List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator:* List the person who has authority to formally commit the locality to complying with all the terms of the grant applications. **This must be the local unit of government's chief elected official or the County Administrator, City Manager, Town Manager or Mayor (not the Sheriff, Chief of Police or School Superintendent).**
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Budget: Required

- *Budget:* Click "Edit Grid" and enter your requested state amount under the "**Special**" column. Local match is not required for FY23 but will be required in subsequent continuation years.
- *Match Percentage:* Match is not required for FY23. The percentage should equal zero (0).

Priority for New Applications: All questions in this section are **required**.

- *SRO Program Information:* Provide the following information on the current SRO program in your agency.

DCJS Fiscal Year 2023 School Resource Officer Grant Program and Fund

- How many SROs are in the agency's program?
- How many of the SROs in your program are currently funded by DCJS grants?
- Is this application for the continuation of a grant funded SRO?
 - If yes, provide a brief description of attempts to seek other funding for the position and how those attempts were unsuccessful.
- *DCJS Funded SRO(s)*: List any of the SROs in your program funded by DCJS and provide the grant number(s).
- *School Information*: List the schools that have an assigned SRO and provide the type, grade levels, and the number of SROs assigned to the school.
- *Sustainment Plan*: By checking the box, you acknowledge that continuation years will have a match requirement. In FY24 the maximum amount allowed by the grant will include state funds and the required local match, which will potentially lower the state funding portion of the award. For example, if the FY23 award is \$80,000 in state funds and in FY24 the local match is 20% then the FY24 award would be \$64,000 in state funds and \$16,000 local match.

Project Targets: This section is **required** under this grant program. Enter project targets (goals) for the upcoming grant year under each section. The targets should be realistic and include all SRO positions requested in the application. Activities should only be grant funded and performed in the role as an SRO.

- *Law Enforcement Activities*: Enter the number of times, over the course of the grant year; the SRO(s) anticipates performing the activities in this section.
- *Law Related Educator*: Enter the number of presentations, for the grant year, that the SRO(s) plans to facilitate for each audience type.
- *Informal Mentor*: Enter the number of times, over the course of the grant year; the SRO(s) anticipates performing the activities in this section.

Personnel and Employee Fringe Benefits: A new row is required for each SRO under the grant. You should answer, "Yes" when asked, "Is Personnel being requested?" Reminder: grant funds **cannot be used** to pay for general security during school sponsored events or overtime. Funds also **cannot be used** for extracurricular and coaching activities where a monetary supplement is paid to the SRO or would be paid to school employees.

Personnel: To request funding for staff click "Add Row."

- *Employee Name*: Enter the name of the SRO. If the position is not currently filled, or it is a new position, enter "To Be Determined" or "TBD." If there are more than one TBD then distinguish the names by adding a number. (E.g. TBD-1 and TBD-2). If applying for multiple positions add a number that designates priority.
- *Position Title*: Indicate the official title/rank for the employee (E.g. Deputy, Captain, Lieutenant, Sergeant, or Officer).
- *Date of DCJS certification in the category of Law Enforcement*: Enter the SRO's date of DCJS certification in the category of Law Enforcement. If the position is not currently filled, enter zero (0). A date of certification must be submitted to your grant monitor when the SRO is hired.

DCJS Fiscal Year 2023 School Resource Officer Grant Program and Fund

- *Assigned School Name:* Enter the name of the school where the SRO serves. Each SRO must be assigned to one designated school but is allowed to provide assistance to other schools.
- *Type of School:* Indicate the classification of the assigned school as an elementary, middle, elementary/middle, high, or alternative school.
- *Position:* Indicate whether the position is full-time or part-time. Under this grant program, a full time School Resource Officer is a certified law enforcement officer, employed 12 months of the year, and dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency is given flexibility to assign the SRO as needed. Any variations to this schedule would be considered part-time for grant purposes.
- *Total Hours Per Week:* Include the number of hours the SRO will be dedicated to the school per week.
- *Total Hours Per Year:* Enter the total number of hours the SRO works per year. **Do not include overtime or general security hours or other unallowable activities (See VIII. Restrictions above).**
- *Total Annual Salary:* Enter the **total annual salary** for the SRO to include grant-funded and other funding sources. This figure **should not** include fringe benefits.
- *Total Salary Amount Requested from Grant:* Enter the total annual salary you are requesting the grant to cover. **Do not** include fringe benefits.
- *Percent being requested:* This figure will auto calculate after you save the row and is based on information you entered in "Total Annual Salary" and "Total Salary Amount Requested from Grant."
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in "Total Hours Per Year" and "Total Salary Amount Requested from Grant."
- *New Position:* If this is a continuation grant, the response should be "No." For new grant applications, the response should be "Yes."
- *Personnel Funding:* Enter the "Total Salary Amount Requested from Grant" into **Special Funds**. The "Personnel Total" will auto calculate when you save the row.

Employee Fringe Benefits: To request fringe benefits click "Add Row."

- *Employee Name:* Choose the name of the employee from the drop down box.
- *Enter the amounts of each benefit requested:* If you enter "Other," you will need to describe and breakdown the costs of the benefits in the text box labeled, "If Other, Please Describe."
- *Requested Employee Fringe Benefits Total:* This figure will auto calculate after you save the row.
- *Fringe Benefits Funding:* Enter the "Requested Employee Fringe Benefits Total" into Special Funds. The "Employee Fringe Benefits Total" will auto calculate when you save the row.

Position and Justification: This section is required and you click "Add Row."

- *Employee Name:* Choose the name of the employee from the drop down box.

- *Description of Position:* The position description should briefly describe grant-related duties performed by the SRO.
- *Justification for Position:* The justification should explain how the position is essential and how the requested salaries are consistent with the locality's human resource policies. Grantees whose funding ended prior to FY22 and are applying for a new 4-year cycle must demonstrate how these grant funds would not supplant or replace state or local funds that are allocated by a local unit of government to fund the SRO.

Attachments: This section is **required** under this grant program.

1. *SRO Memorandum of Understanding:* Applicants requesting funds for one or more SRO positions must submit a Memorandum of Understanding (MOU) pursuant to § 22.1-280.2:3 of the *Code of Virginia*, between the school division and the law enforcement agency to be reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the most current version of the DCJS Model MOU. **This requirement must be met within 30 days of the award date of the grant. Grant funds will not be distributed until this requirement is met.**

The MOU should at a minimum include the following and be consistent with the Model MOU:

- Description of the chain of command for the SRO(s);
 - Definitions of the roles and responsibilities of school officials and of law enforcement officers;
 - Communication between the SRO(s) and the school and the school and the law enforcement agency;
 - Language about the role of the SRO that is consistent with DCJS's Model MOU and section IX of these grant guidelines;
 - Dates for reviewing and renewing the MOU and date the MOU is effective; and,
 - Signatures of authorized officials representing all parties to the agreement.
2. *SRO Departmental General Order:* Applicants must submit a law enforcement agency departmental general order that outlines the operation of their SRO program. **This requirement must be met within 30 days of the award date of the grant. Grant funds will not be distributed until this requirement is met.**
 3. *SRO Training Certification Form:* Indicate the dates the designated SRO attended a DCJS-approved SRO Basic Training or dates the designated SRO will attend training within the first 120 days of the grant cycle. Encumbrances may be entered to ensure training and certification requirements are met. Additional information can be found on the DCJS SRO Basic Training website.

Non-Supplantation: The section is **required** under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purposes.

Authority Certification: The section is **required** under this grant program. If the person completing the application is not the Project Administrator, as defined above, information regarding the signing authority, or the delegation of such authority, should be submitted under *Attachments*.

XII. Reporting Requirements

Grant recipients must submit quarterly financial and progress reports through OGMS. Both quarterly reports are due within 15 days after the end of each calendar quarter. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant.

XIII. Submitting the Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, July 15, 2022. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Plan time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIV. Technical Assistance

Please contact the following DCJS staff for questions regarding your SRO/SSO grant application:

- Michelle Miles: email michelle.miles@dcjs.virginia.gov or telephone (804) 225-1846

For specific questions regarding SRO/SSO training, certification, and/or their roles and responsibilities, please contact the following DCJS staff:

- Kim Simon: email kim.simon@dcjs.virginia.gov or telephone (804) 997-1717

For assistance with the OGMS system, email ogmssupport@dcjs.virginia.gov and include the grant program in the subject line. This should be used for general system questions and not grant application-specific inquiries.

A copy of this solicitation is available on OGMS and the DCJS website.

For additional resources, refer to the Attachments and Website Links under the Funding Opportunity.

XV. Grant Application Review Process

DCJS staff will utilize an application review form to review all grant applications. Grant applications will be reviewed as part of a competitive review process. The competitive review process may include DCJS staff who will rate each application based on the information provided, adherence to the funding opportunity, and the listed funding priorities (see V. Priorities for New Applications). Reviewers may consider geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, number of current SROs in the agency, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

Funding decisions will be made by DCJS staff by August 1, 2022 and presented to the Criminal Justice Services Board (CJSB) for final approval. Funding decisions made are final and may not be appealed.

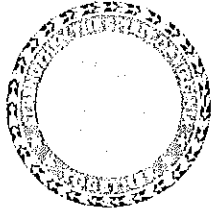
XVI. Grant Submission Advisory

Please read all grant guidance carefully. Because funding is limited, the following technical errors in grant preparation and/or submission will likely result in your grant application not being considered for funding.

- Failure to provide all requested grant components.

DCJS Fiscal Year 2023 School Resource Officer Grant Program and Fund

- Failure to designate the correct official as the Program Administrator.
- Exceeding the budget limits established for the SRO (\$125,000) positions.
- Requesting state funding for items other than personnel and benefits.
- Failure to submit your grant application in OGMS and by the deadline (5:00 pm on July 15, 2022).



OFFICE OF THE GOVERNOR OF THE COMMONWEALTH OF VIRGINIA

1000 COMMONWEALTH CENTER DRIVE, SUITE 200, ALEXANDRIA, VA 22304

TEL: 703/696-7000 FAX: 703/696-7001

WWW.GOVERNOR.VIRGINIA.GOV



For Immediate Release: June 17, 2022

Contacts: Office of the Governor: Macaulay Porter,
Macaulay.Porter@governor.virginia.gov

Governor Glenn Youngkin Announces More Than \$37.5M in Criminal Justice Grant Funding

*~Grant Includes Nearly \$7M for School Resource Officers and School
Security Officers~*

RICHMOND, VA - Governor Glenn Youngkin today announced grants totaling \$37.5M to support local criminal justice programs in Virginia were awarded today by the Criminal Justice Services Board. This includes \$6.8 million for local school resource officers (SRO) and school security officers (SSO). Additional grant awards include funds to support local victim witness programs, gun violence prevention programs, juvenile delinquency prevention

programming and hospital-based violence prevention programming among others. These grants will fund a wide range of local criminal justice programs and services in Virginia communities. The SRO/SSO funding will support 86 SRO positions and 15 SSO positions for FY23 in school divisions throughout the Commonwealth.

Governor Youngkin has proposed an additional \$22.5M in both FY 23 and 24 to fund additional SRO and SSO positions in Virginia's schools. Included in the Governor's proposed increase is language which waives the matching cash requirements for grant recipients in the first year of the four year grant, further alleviating the burden on the localities to find matching funds for these grants which require a local match.

"The grants awarded today will provide funding for localities that fund positions and programs that help to make our schools and communities safe as well as ensuring our youth and crime victims receive the support and services they need," **said Governor Glenn Youngkin.** "These awards also reflect my commitment to make school safety my number one priority and I look forward to making available the additional funding I have proposed in the upcoming budget."

"As a former Sheriff, I understand how essential these grant funds are to support criminal justice programming in Virginia's communities. School resource officers and school security officers are critical to a safe school environment that supports learning and supports our teachers and staff," **said Secretary of Public Safety and Homeland Security Robert Mosier.**

"The grants awarded today reflect Virginia's commitment to support local programs Virginia is proud to boast one of the most robust School Resource Officer Programs in the nation and DCJS has been supporting these programs since the 1990s," **said Director Jackson Miller.** "These grants and the additional available funding propel Virginia as the leader in school safety efforts and our dedication to have the safest schools in the country."

The criminal justice programs that were awarded funding by the Criminal Justice Services Board include; School Resource Officer Program, School Security Officer Program, Victim Witness Program, Residential Substance Abuse Treatment Program, Peer Supported Critical Incident Stress management Program, Juvenile Justice and Delinquency Prevention Program, Gun Violence Grant Program, Project Safe Neighborhoods program, Child Advocacy Centers program, Hospital-Based Violence Intervention program, and Hate Crimes program.

The Criminal Justice Services Board is the policy Board of the Virginia Department of Criminal Justice Services (DCJS). DCJS supports Virginia's criminal justice system through funding, development of standards, training, research, and regulation.

###

[Return to top](#)



Translations ▼

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 1st Reading
- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Request to add a Part-time Detective to the Hopewell Police Department

ISSUE: Hopewell Police Department has submitted a request to increase the number of part-time positions in the department by one (1) position – a detective to work cold cases to bring resolution.

RECOMMENDATION: Staff requests City Council to approve the request to add one (1) additional part-time detective to the Police Departments authorized number of employees and fund the position from the unassigned fund balance.

TIMING: Action is request at the July 12, 2022 City Council meeting

BACKGROUND: The Hopewell Police Department's (HPD) Criminal Investigations Unit (CIU) currently has an operational staff of five (5) full-time detectives. The Hopewell Police Department currently has fourteen unsolved homicides. HPD is requesting approval of one (1) part-time position to establish a task force in partnership with the Commonwealth Attorney's Office and the members of the Hopewell community to review each of those cases with the goal of helping families achieve closure while strengthening community relationships. Hiring one (1) retired part-time detective will support this goal, supplement full-time police positions, and provide the expertise of an experienced investigator to our agency. Additionally, this hire will serve as an asset to the full-time detectives, sharing their knowledge and abilities to assist with active cases as needed.

ENCLOSED DOCUMENTS:

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

- Memo to the City Manager from the Chief of Police

STAFF:

John M. Altman, Jr., City Manager
AJ Strake, Chief of Police

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

Professionalism – Integrity - Justice



CITY OF HOPEWELL

INTRACITY CORRESPONDENCE



July 7, 2022

FROM: Antonio J. Starke, Chief of Police

TO: March Altman, City Manager

SUBJECT: Request to hire one Part-Time Detective

Our Criminal Investigations Unit (CIU) currently has an operational staff of five full-time detectives. Cases assigned to CIU include rapes, robberies, and assaults along with other crimes that occur within the City of Hopewell.

The Hopewell Police Department currently has fourteen unsolved homicides. We are requesting approval of one (1) part-time position to establish a task force in partnership with our Commonwealth Attorney's Office and the members of the Hopewell community to review each of those cases. Our goal is to help families achieve closure while strengthening community relationships.

Hiring one retired part-time detective will support our goal, supplement full-time police positions, and provide the expertise of an experienced investigator to our agency. Additionally, this hire will serve as an asset to the full-time detectives, sharing their knowledge and abilities to assist with active cases as needed.

The salary of a part-time detective position is far less than the salary of a full time detective position. Total cost associated with this position is \$37,124. Part time positions incur no VRS benefits/costs. In contrast, a full-time detective would require more than \$98,000 annually to cover salary and benefits.

Minimum Qualifications

Minimum qualifications for this position include: must be a former police officer with no more than two year's separation from previous employment; must be a US citizen; must have a high school diploma or GED; must possess or be eligible for a Virginia driver's license; must binocular vision of 20/25 corrected; must have no felony convictions and/or habitual misdemeanors; must pass an extensive background investigation, psychological and medical screening; must complete pre-employment drug testing and education/degree verification is required. This position is subject to working in high security areas governed by the US Department of Justice's "Criminal Justice Information Services (CJIS) Security Policy" and therefore requires successfully passing a more stringent criminal background check.

Professionalism – Integrity - Justice

Duties

Staff specialized assignment (investigations) currently occupied by police detectives. The assignment will supplement various day-to-day operations, investigation of criminal cases in collaboration with current staff and Commonwealth Attorney's Office. Position will not require a sworn police officer status.

Salary

\$32 per hour for 1040 hours for a year	\$33,280
FICA & Medicare - .0765	2,546
Worker's Comp - .039	1,298
Total Benefits	3,844
Salary and Benefits	\$37,124

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
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Action:

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

COUNCIL AGENDA ITEM TITLE:

SOLID WASTE FEE INCREASE DEMAND BY MERIDIAN WASTE

ISSUE: Meridian Waste (the City's solid waste collection and disposal service provider) is demanding that the City pay an additional \$3.22 per household to continue providing services in the City of Hopewell past July 31, 2022.

RECOMMENDATION: Authorize Central Virginia Waste Management Authority to renegotiate the existing Contract with Meridian Waste to include a new month collection fee of \$11.32 per household per month.

TIMING: This authorization needs to be made now. The Contractor's deadline is July 31, 2022.

BACKGROUND: Meridian Waste has submitted a petition to the Central Virginia Waste Management Authority (CVWMA) demanding a rate increase citing rising inflation, labor and fuel cost increases, and the increase in the volume of waste collected under the current Contract. The original rate increase requested by the Contractor was 56% higher than the current Contract rate. This increase would have raised the City's per household rate from \$8.10/household to \$12.61/household. No provisions for inflationary increases were provided in the current Contract with Meridian Waste, which expires June 30, 2024. CVWMA has completed the RFP process for the award of a new, solid waste service contract on behalf of the Cities of Colonial Heights, Hopewell, Petersburg and the Town of Ashland. The selected company was Waste Management.

The new contract is not scheduled to go into effect until July 1, 2024. With the threat of Meridian discontinuing services with minimal notice, CVWMA has asked Waste Management if they could begin the new contract sooner than July 1, 2024. Waste Management has indicated

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

that an expedited start date as soon as January 2023 is possible. The final terms of this contract modification needs to be negotiated and presented to Council for consideration in establishing the new City solid waste collection rate for its Citizens.

ENCLOSED DOCUMENTS:

- Altman email to Council dated July 5, 2022
- Webb to Altman letter dated June 28, 2022
- Peterson to CVWMA petition dated July 29, 2021
-

STAFF:

Monique Robertson, Administrative Support Manager
Edward Watson, Director of Public Works
March Altman, 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



333-B Industrial Drive
Petersburg, VA 23803
p: (804) 748-8324

June 28, 2022

Ms. Kimberly Hynes
Central Virginia Waste Management Authority
2100 West Laburnum Avenue, Suite 105
Richmond, Virginia 23227

RE: CVWMA/Hopewell – Petition for Extraordinary Rate Increase

Dear Ms. Hynes,

As you are aware since signing the Hopewell addendum on October 2018 which took effect on July 1, 2019, we have not received any rate increases of any type. At the same time in the past year alone, we have experienced unheard of increases or delays in the following areas alone: \

- Fuel - 78%
- Labor – 26%
- Inflation 8.5%
- Supply Chain Challenges

Therefore, under Section 5 Part D of the contract with CVWMA it states:

"The contractor may petition the CVWMA at any time for adjustments or additions to associated fees on the basis of new or revised laws, ordinances or regulations or increases in the price of fuel or other commodities required in the performance of the Contract."

Therefore, it has become necessary to request an increase of \$ 3.22 per households serviced in the City of Hopewell. This increase is requested effective July 1, 2022.

Once you had an opportunity to review, please let me know if you have any questions or need anything further.

Regards,

A handwritten signature in black ink, appearing to read "Tim Webb". The signature is fluid and cursive, with the first name "Tim" being more prominent than the last name "Webb".

Tim Webb
Area President
Meridian Waste Virginia





MEMORANDUM

To: The Honorable City Council
cc: Ed Watson, Director of Public Works
Monique Robertson, Support Services Manager
From: John M. Altman, Jr., City Manager *JMA*
Date: July 8, 2022
Re: **Meridian Waste Contract Amendment Request**

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City Manager

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I wanted to give City Council an update on the status of the RFP issued by the Central Virginia Waste Management Authority (CVWMA) on behalf of the Cities of Colonial Heights, Hopewell, and Petersburg and the Town of Ashland. Per my August 3, 2021 email (see attached), Meridian Waste had submitted a petition to CVWMA in July 2021 for a rate increase citing rising inflation, labor and fuel cost increases, and the increase in the volume of waste collected under the current contract. The requested increase for the City of Hopewell was a 56% in the contract rate, which would increase the per household rate from \$8.10/household to \$12.66/household. The current contract with Meridian Waste expires June 30, 2024.

As Council is aware, CVWMA issued an RFP for Municipal Solid Waste Collection and Disposal Services on July 15, 2021 with proposals due to CVWMA on August 31, 2021. The RFP include language that the initial term of the contract for Hopewell, Petersburg and Ashland "will begin on or before July 1, 2024" with the initial term of the contract for five (5) years. After CVWMA's review of the proposals, they awarded the contract to Waste Management (WM). I have forwarded the contract to Ms. Hudson for review and comment. Meridian Waste submitted a protest of the award of the contract to Waste Management by CVWMA. CVWMA and their legal counsel have responded to Meridian Waste's claim.

Meridian Waste then proceeded to find CVWMA in default of contract based on house count issues. Meridian Waste conducted house counts in each of the four jurisdictions, and determined that the number of homes being served in each was more than what the count was in the contract. CVWMA and City staff conducted a review of our house contract and determined that the house count was lower than the actual number of houses served in the City (new construction at Parkview Park, Cameron's Landing, Anchor Point). An adjustment has been made to the City's house count to resolve that issue.

Meridian Waste has stated that they are operating at a monthly loss under the terms of the current contract and has submitted a new request for an increase to the monthly rate of \$3.22 per unit (see attached). Meridian Waste's monthly cost per the current contract is \$8.20 per unit. The requested rate increase would result in a monthly rate of \$11.42 per unit, which would be an increase of

approximately \$28,000/month. Meridian Waste has cited increases in fuel (78%), Labor (26%), Inflation (8.5%), and supply chain challenges as the reason for the requested rate increase. Meridian Waste has indicated that they will terminate trash pickup in the City at the end of July if the rate increase is not approved.

The City of Hopewell's current contract with Meridian Waste is not set to expire until June 30, 2024. On the City's behalf, CVWMA has approached WM to see if they would be able to begin the City's contract early. WM has indicated that the earliest that they could start the contract and provide the appropriate level of service to Hopewell would be January 1, 2023. Under the terms of the contract with WM, the per household rate would be \$14.11 for FY23. While this is an approximate \$6 increase from the current monthly per unit cost (\$8.20 per unit), through several conversations with citizens over the past two (2) years I believe the majority of our citizens are willing to pay more for better service and at the end of their rope with Meridian Waste.

If City Council is interested in an early exit from the current contract with Meridian Waste, please let me know. The request from Meridian Waste will be on the July 12th City Council agenda for consideration. We will start preparing a briefing for Council on the issues and potential costs of exiting early and moving up the contract date with WM, and making potential arrangements if the increase is not approved and the contract is terminated at the end of July.

If you have any questions, please do not hesitate to contact me.

ADJOURNMENT