

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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CITY COUNCIL  
John B. Partin, Jr., Mayor, Ward #3  
Jasmine E. Gore, Vice Mayor, Ward #4  
Rita Joyner, Councilor, Ward #1  
Michael B. Harris, Councilor, Ward #2  
Janice B. Denton, Councilor, Ward #5  
Brenda S. Pelham, Councilor, Ward #6  
Dominic R. Holloway, Sr., Councilor, Ward #7

Dr. Concetta Manker, City Manager  
Beverly Burton, Interim City Attorney  
Brittani Williams, City Clerk  
Bridetta Williams, Deputy Clerk

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June 11, 2024

REGULAR MEETING

Closed Meeting- 6:00 PM  
Work Session-7:00pm  
Regular Meeting- 7:30pm

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6:00 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section §2.2-3711 (A) (1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby

Roll Call

### RECONVENE OPEN MEETING

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

### WORK SESSION

**WS-1 – FY 25 Smart Scale Round 6 Applications – Michael Campbell, Public Works Director**

### REGULAR MEETING

7:30 p.m. Call to order, roll call, and welcome to visitors

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

**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:** 5-14-2024, 5-23-2024

C-2 **Pending List:** December 14, 2023

C-3 **Information for Council Review:** Police Report

C-4 **Personnel Change Report & Financial Report:** HR Report

C-5 **Public Hearing Announcements:**

C-6 **Routine Approval of Work Sessions:**

C-7 **Ordinances on Second & Final Reading:**

C-8 **Routine Grant Approval:**

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

### **INFORMATION/PRESENTATIONS**

1. **Report Out – Heather Ness, Robert Bobb Group**
2. **Play all day VA – Tabitha Martinez, Parks and Rec Director**

### **COMMUNICATIONS FROM CITIZENS**

*CITY CLERK: A Communication from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, **if** they reside in Hopewell, their ward number, and limit comments to three minutes. No one is permitted to speak on any item scheduled for consideration on regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the presiding officer. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council (See Rules 405 and 406)*

### **PUBLIC HEARING**

***CITY CLERK:** All persons addressing Council shall step to the microphone, give name and **If** they reside in Hopewell, their ward number, and limit comments to three minutes. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion. (See Rules 405 and 406)*

**PH-1 – Hopewell Marina Proposed Slip Fees– Charles Bennett, Economic Development Director**

## **REGULAR BUSINESS**

**R1 – Finance Committee Scheduled Meetings Discussion** – Dr. Manker, City Manager

**Reports of City Manager:**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Councilors Pending Request**

## **Presentations from Boards and Commission**

### **Other Council Communications**

## **BOARD/COMMISSION VACANCIES**

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

**Adjournment**



**CLOSED  
MEETING**

# RECONVENE OPEN MEETING

# WORK SESSION

WS-1

## SmartScale Round 6 Application Work Session

The City was granted a “Pipeline Study” by VDOT consisting of planning of safety and traffic congestion improvements for our Route 10 and Route 36 Corridors. The deliverable for Pipeline Studies is **conceptual level** plans for complete SmartScale Applications. These corridors are deemed regionally significant and are, therefore, good candidates for SmartScale funding.

SmartScale is a 100% funding mechanism. If the applications are approved, the projects will not require a match.

The Pipeline Study includes the following Applications:

- VA-36 (Winston Churchill) Phase 1

- VA-36 (Winston Churchill) Phase 2

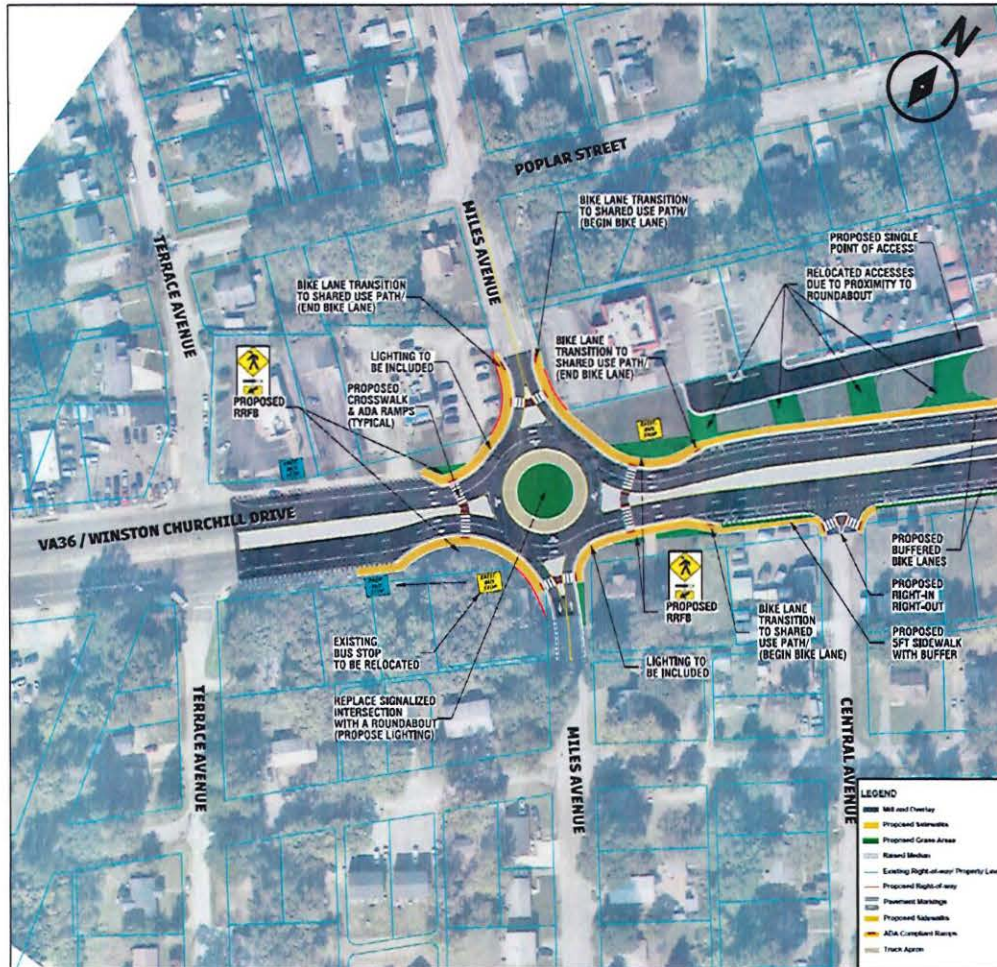
- VA-36 (Winston Churchill) Corridor Improvements (Tri-Cities MPO Application)  
E. Randolph Road (Downtown)

Separate City App (Continuation of Current Project in PE)

- Courthouse Road Pedestrian Improvements

Staff will ask for a Resolution of Support for the projects, as required by VDOT to move the applications forward in upcoming Council meetings.

## VA-36 (Winston Churchill Drive) Corridor - PH. 1

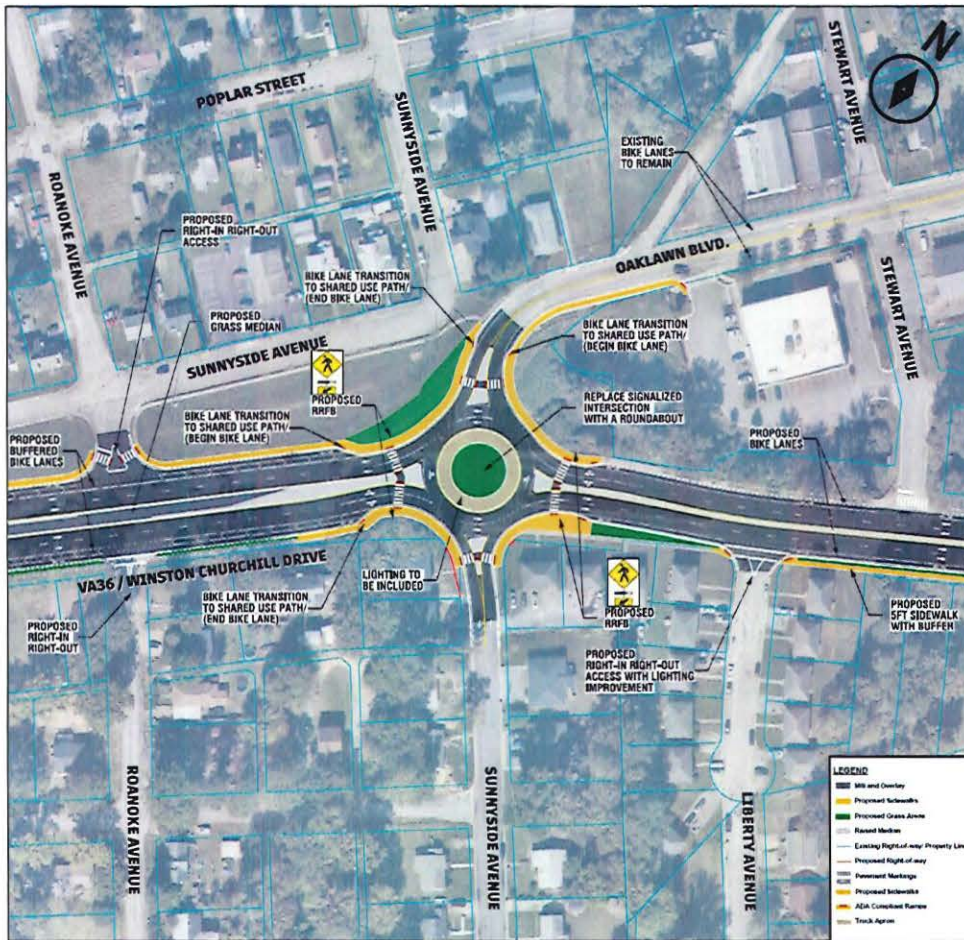


VA-36 (WINSTON CHURCHILL DRIVE) CORRIDOR  
SHEET 1 OF 3

- VDOT {SMART Scale (HB2)} pre-application ID: 11774-Pre
- Phase 1 will improve the operations and multi-modal safety along Rte. 36 Winston Churchill Dr. at High Ave to Stuart Avenue by removing the signalized intersections and adding a roundabout, shared use path, ADA Ramps, lighting upgrades, crosswalks and RRFB's.
- As part of the VDOT Pipeline Projects, deliverables such as schedule and other relevant studies to follow as the project moves forward.
- Project Estimate:
- PE - \$992,250.00
- R/W - \$229,734.00
- CN - \$8,652,631.00
- Total - \$9,874,615



## VA-36 (Winston Churchill Drive) Corridor - PH. 2

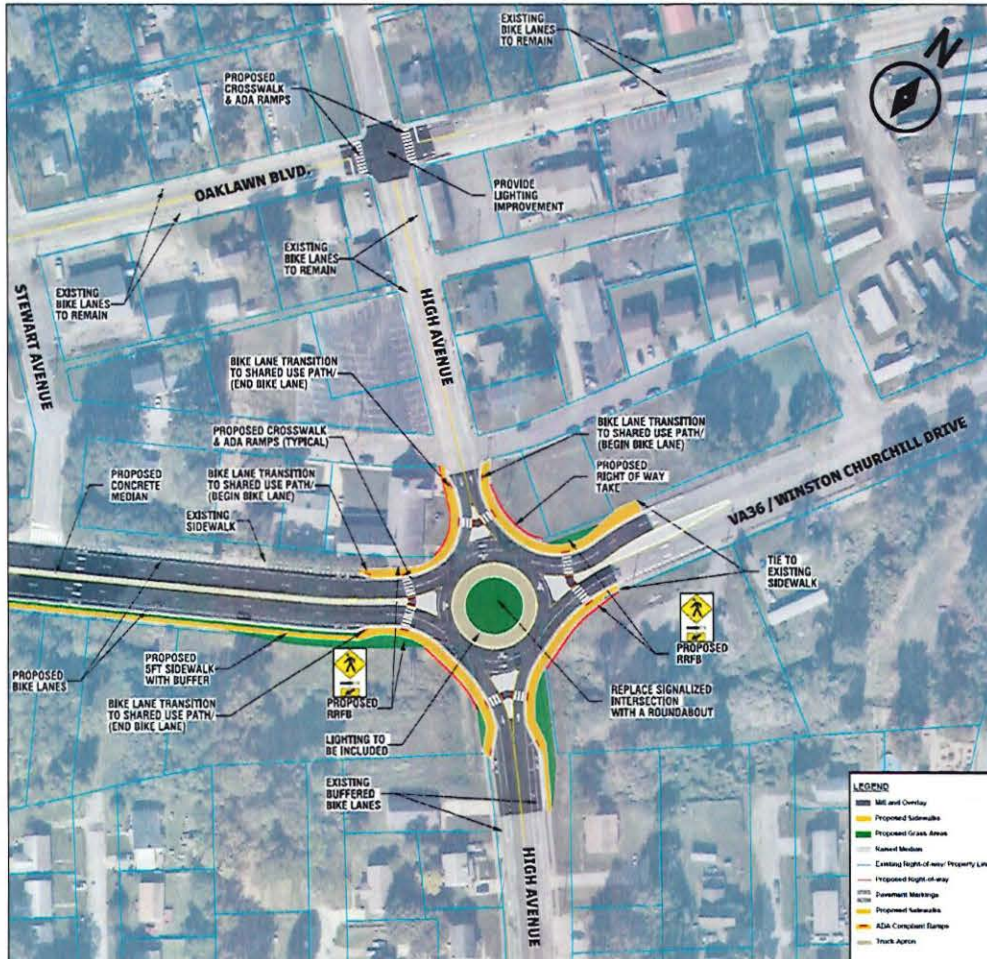


VA-36 (WINSTON CHURCHILL DRIVE) CORRIDOR  
SHEET 2 OF 3

- VDOT {SMART Scale (HB2)} pre-application ID: 11788-Pre
- Phase 2 will be an extension of Phase 1 for MOT reasons. It will improve the operations and multi-modal safety along Rte. 36 Winston Churchill Dr. from Terrace Ave to Stuart Avenue by adding 2 roundabouts, shared use path, ADA Ramps, lighting, crosswalks and RRFB's.
- Access to Sunnyside Ave. from Oaklawn will be limited to the proposed "Right-in Right-Out Access" locations.



## VA-36 (Winston Churchill Drive) Corridor - PH. 2 - Continued



VA-36 (WINSTON CHURCHILL DRIVE) CORRIDOR  
SHEET 3 OF 3

- Project shown here is a Roundabout at Winston Churchill and High Ave. This section will also include updating the intersection of High Ave. and Oaklawn Blvd, improving Pedestrian accommodations (ADA Crosswalks/Ramps and lighting).
- Project Estimate:
- PE - \$1,764,000.00
- R/W - \$408,416.00
- CN - \$15,382,457.00
- Total - \$17,554,873
- Tri-Cities MPO requests CoH support with their SMART Scale Apps in our Resolution:  
*App. ID 11605 - I-85/95 Interchange Improvements*  
*App. ID 11608 - Winston Churchill Drive Corridor Improvements (Ph. 1 & Ph. 2 together)*



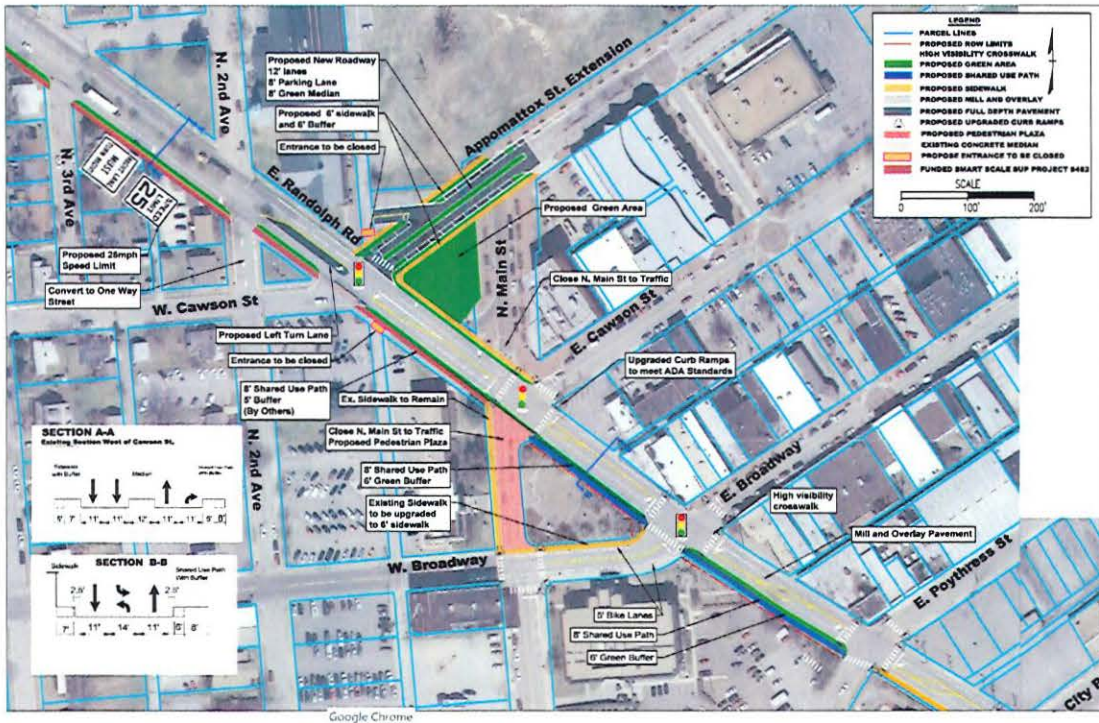
## VA-36 (Winston Churchill Drive) Full Corridor – Tri-Cities MPO Application



VA-36 (WINSTON CHURCHILL DRIVE) CORRIDOR

- Tri-Cities MPO requests City of Hopewell support with their SMART Scale Apps in our Resolution:  
[\*App. ID 11605 - I-85/95 Interchange Improvements\*](#)  
[\*App. ID 11608 - Winston Churchill Drive Corridor Improvements \(Ph. 1 & Ph. 2 together\)\*](#)  
[\*Estimate forthcoming\*](#)

# E. Randolph Rd. Safety Improvements



- VDOT {SMART Scale (HB2)} pre-application ID: 11717-Pre.
- Roadway diet and safety improvements for E Randolph Rd through extending Appomattox St., construction of a new turn lane, closing N. Main St. to vehicular traffic between Appomattox St to W. Broadway, greenspace construction, addition of a pedestrian plaza and construction of a SUP along E. Randolph Rd.
- Project Estimate:
- PE - \$2,871,750.00
- R/W - \$3,946,258.00
- CN - \$13,696,740.00
- Total - \$20,713,198



## E. Randolph Rd. Safety Improvements

- VDOT {SMART Scale (HB2)} pre-application ID: 11717-Pre.
- Roadway diet and safety improvements for E Randolph Rd through extending Appomattox St., construction of a new turn lane, closing N. Main St. to vehicular traffic between Appomattox St to W. Broadway, greenspace construction, addition of a pedestrian plaza and construction of a SUP along E. Randolph Rd from Appomattox St. to Rev. C W Harris St.

**Project Overview | RI-23-10**  
VA-10 (Randolph Road) Corridor, 0.4 Mile

**Study Corridor Includes:**  
• Randolph Road from W. Cawson Street to N. Terminal Street

**Phase 1 (Completed):**

- Collect Traffic Data
- Kick-off Meeting
- Framework Document
- Existing Conditions Diagnosis
- Initial Public Outreach
- Preliminary Alternatives
- Stakeholder Coordination

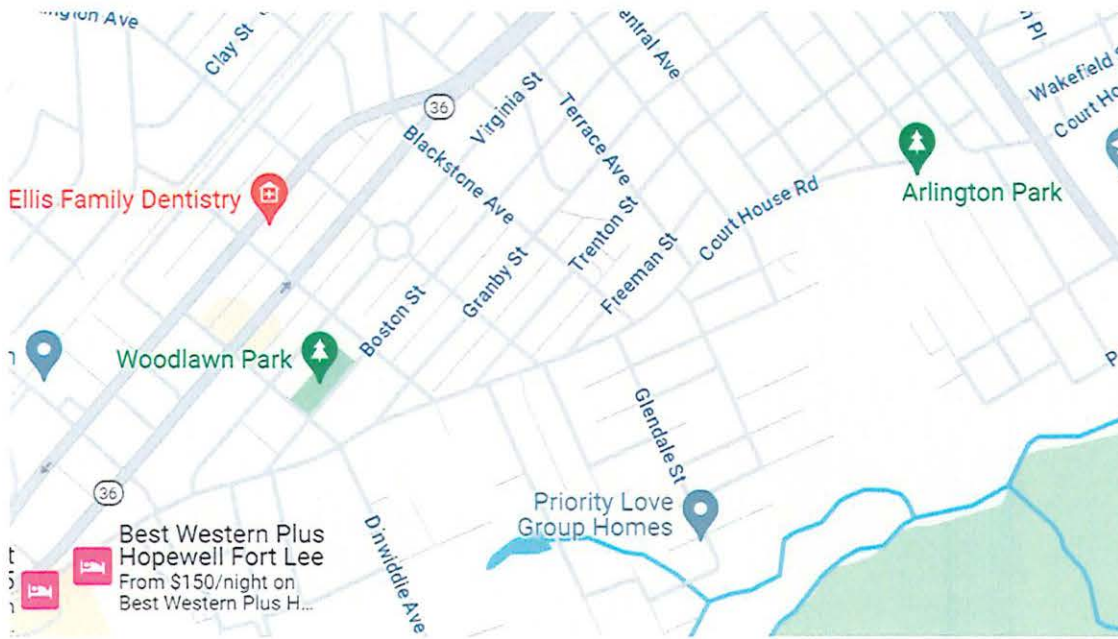
**Phase 2 Schedule:**

- Traffic Forecasting – Complete
- Stakeholder Coordination – In Progress
- Detailed Analysis of Alternatives – Complete
- Refined Concept Development – In Progress
- Phase 2 Public Outreach – March 2024
- Selection of Preferred Alternative – In Progress

**PROJECT PIPELINE** RI-23-10 | E RANDOLPH ROAD CORRIDOR – CITY OF HOPEWELL

**BRPF** **VDOT**

## Courthouse Road Pedestrian Improvements Ph. 2



- VDOT {SMARTScale (HB2)} pre-application ID: 11464-Pre.
- Add pedestrian accommodations and drainage improvements along Courthouse Road from High Ave to Glendale Street.
- This project is an extension of VDOT UPC 123291 which is currently in PE Phase.  
*This Project will improve the safety and non-vehicular users along Courthouse Rd. from Ashland St. to Berry Street continuing to Arlington Rd.*
- Project Estimate:
  - PE - \$1,078,134.00
  - R/W - \$1,379,935.00
  - CN - \$4,439,859.00
  - Total - \$6,897,928
- Part of VDOT STARS Study providing all deliverables needed for application.

# REGULAR MEETING

# CONSENT AGENDA

C-1

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

A REGULAR meeting of the Hopewell City Council was held on Tuesday May 14, 2024 at 6:00 p.m.

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

Councilor Denton makes a motion to allow Councilor Harris and Councilor Pelham in to closed session. Vice Mayor Gore seconds the motion.

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

**Motion Passes 4-0**

**CLOSED MEETING:**

Councilor Denton makes a motion to go into closed meeting pursuant to Va. Code



Section § 2.2-371 1 (A)(I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and Va. Code Section 2.2-3711 (A) (29) for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders and offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and to the extent such discussion will be aided thereby, Vice Mayor Gore seconds the motion.

**ROLL CALL**

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

**Motion Passes 6-0**

**Reconvene Open Meeting**

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

**ROLL CALL**

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

**Motion Passes 4-0**

**CERTIFICATION:**

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

**ROLL CALL**

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

**Motion Passes 7-0**

Vice Mayor Gore makes a motion to allow Councilor Holloway to participate remotely. Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 4-0**

Councilor Joyner makes a motion to appoint Mr. James Harlow to the Hopewell Water Renewal Commission. Councilor Denton seconds the motion.

**ROLL CALL**

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

**Motion Passes 7-0**

**REGULAR MEETING**

Mayor Partin calls the Regular Meeting to order

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

Prayer by Reverend Blow, followed by the Pledge of Allegiance led by Vice Mayor Gore.

Councilor Denton makes a motion to adopt the regular meeting agenda. Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 7-0**

Councilor Denton makes a motion to adopt the Consent Agenda and second by Mayor Partin.

**ROLL CALL**

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

**Motion Passes 7-0**

**INFORMATION/ PRESENTATIONS**

1. **Finance Report- Robert Bob Group.** Ms. Ness begins her presentation on recent progress. She states the reason why the external auditors progress has been slowed based on what's going on with the treasurer as well as the manual nature of it being the first year. Essentially, 2019 and 2020 have been done and submitted and they are working thru those. Ms. Ness states they had to redo 2019 to get 2020 clean and states they were on the hook for 2020, they did both, building from bank statements on up so we could get a clean opinion for 2020. Ms. Ness gives reasons to why they have started holding things based on two things, one, we are concerned until the research is done regarding the issues with the treasurer or redo some work based on what the external auditor says from the 2020 audit. We meet with the them every Thursday. This is to show where we are on the reconciliations. They have only got officially items through 2020. We have completed from the first original contract all real estate taxes through 2023, personal property taxes through 2023, accounts payable through 2023 and debt services for the Enterprise and schools through 2023. We are almost done with fixed assets through 2023. She adds a quick note to start adding 2024 to the next time I come and talk with you in the second week in June. We are also done with the bank reconciliations thru fiscal year 2021. Everything with the exception of fixed assets here is done through 2021, so 2021 is mostly ready to go over. We have completed a handful of 2022 bank reconciliations and we are scheduled for June to complete 2023. That's where everything is from our perspective ready to go over. Ms. Ness gives the update of the SOPs from draft to review. We have been really focused on the treasurer processes this week along with EMS, Commissioner of Revenue, real estate and asset forfeiture. They have been working on this week, have been drafted and we are now going thru the review process.

Ms. Ness states they are also contracted to work on the repository framework. We are working thru that structure right now; SOPs are done and we start working through development of training for those SOPs. She talks about how to know where everything is by the different stages of the SOP. As for the ERP consultant update, Ms. Ness stresses that participation from the City, is Necessary before we go live in July. There are five modules going Live in six weeks, including segregation of duties and security updates. She asks that council stay involved through mid-July and states the goal to get fully clean by 2024. You have given the manual reconciliations an opinion that is clean but you're going to have material weaknesses because you haven't cleaned the controlled environment which is why everything was done manually. Starting July 1 of 2024 through June

30 of 2025 would be your first opportunity to clear up the material weaknesses. In order for that to happen, all of the SOPs have to be live and all of the system changes have to be live for the greater part of the year, working and functioning correctly. Not only do they have to be in the system, but people have to be using them. Essentially, everything in the next six weeks, has to clean up and everyone needs to be marching to the same drumbeat or we will have problems for 2025.

Councilor Joyner asked questions of Ms. Ness stating she had some concerns about manually mailing real estate bills to residents for the current tax year. Ms. Ness explained the issue with the treasurer's office and the real estate bills. Vice Mayor Gore asked the treasurer, seeing her in the audience, if she would like to comment to the question regarding the bills and participation. Ms. Foskey, the city treasurer, came to the podium and answered the question, giving step by step explanation of mailing out tax bills manually. Councilor Joyner asks how many tax bills she mailed out and Ms. Foskey stated there were 5,029 of the individuals and 2,000 of the multiples, which Ms. Foskey explains that multiples are citizens having five or more parcels and we have always individually sent those out. Mayor Partin adds a request to Dr. Manker in preparation for this special meeting we need to probe the school system that they need to have some money in their budget for this implementation and he gives reason why. Ms. Ness continues with the update on industry reconciliations. The budget has been approved for the wastewater treatment plant facility. The last piece that we are working on right now is how we are going to build the industry partners for fiscal year 2025. Ms. Ness explains how this will happen. Ms. Ness states over the last couple of years, we have been several million dollars behind that hasn't been recouped because we've been using miscellaneous revenues so this is in an attempt to recoup those costs and offset those. Ms. Ness states there were 96 open issues and she thinks we've removed 4 of them and closed a bunch of them. She explains the process of closing things off of the larger open issues list. She informs that she has instituted weekly meetings with Dr. Manker and her team and the treasurer and her team to make sure that that progress is happening on those open issues. This week we have asked for all of those open issues that are not under our responsibility to be assigned out an update put in them so we know where they are. She states meetings will be continued under Dr. Manker and her team so they can take ownership of what needs to be done and closed. Here are some issues coming from three places: Things we identified in our initial narrative walkthroughs, things that were in the external Auditors report and things that came out of the Alvarez and Marcel report. Ms. Ness reads out the category of issues, there are now 31 that are open that have not been assigned and they hope to tackle on Friday. Ms. Ness reviews the items needing council attention.

Councilor Joyner states there was an additional report open city risks, stating it says the city is in a cash crisis with future head winds, she asks for Ms. Ness to speak to the reserves and the potential budget cuts. Ms. Ness states that is one of the reasons they changed the billing. She goes into further detail in reference to that question. She also states it will be in their upcoming status report.

### **PUBLIC HEARING**

**PH1- Conditional Use Permit for Maryland Ave- Chris Ward, Director of Development.** Conditional Use permit for the construction of a single-family dwelling on a non-conforming lot. This is for two houses on two adjoining non-conforming lots. The parcels are #024-0310 and #024-0305 located on Maryland Avenue. The applicant for the first conditional use permit is Mr. David Edwards. These particular houses on these particular lots were approved back in 2022. The average size is 1,123 sq. ft so these proposed houses are larger. Staff recommends approval of this particular request with some conditions. That is to construct the proposed dwellings as presented on the plans. Mr. ward goes thru a list of conditions on the plans. The planning commission recommended 40 at their public hearing on April 4<sup>th</sup> for the same conditions.

Councilor Denton makes a motion to approve the conditional use permit as presented. Councilor Joyner seconds the motion.

#### **ROLL CALL**

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

**Motion Passes 6-0**

**PH2- Conditional Use Permit for Crescent Ave- Chris Ward, Director of Development.** Conditional Use permit for the construction of a single-family dwelling on a non-conforming lot. This parcel is located on Crescent Avenue, parcel #028-0020. The applicant is James R Jones. This property is located in Ward 3 zoned R1 low density. Mr. Ward states this is on that was brought before you approximately a year ago and was denied. But it was a completely different applicant and a completely different house. The non conformity with this particular lot is that its smaller than the required 12,000 sq. ft and less than the required 80 ft. wide. Mr. Ward gives the size and details of the lot and that this house is 1,659 ft. Staff recommends approval of this CUP with conditions. Mr. Ward details the list of conditions. Planning Commission recommended approval with a vote of 4 to 0 at the public hearing held on April 4<sup>th</sup>. They continued with staffs recommended conditions and added a specification. Another condition was added by the Planning Commission. No public comment was received on this application. There was one comment received at the Planning Commission public Hearing and that was a comment of support.

Councilor Joyner makes a motion to approve the conditional use permit for Crescent Avenue as presented. Councilor Denton seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**



**PH3- Conditional Use Permit for Boston St- Chris Ward, Director of Development.** Mr. Ward presents the last Conditional Use permit for the evening. Again, single-family dwelling on a non-conforming lot, located on Boston Street parcel #033-0020. The applicant for this lot is MewCo LLC. The property is located in Ward 6 and zoned R2. The non-conformity with this lot particular lot is that it's less than the required width of 75 ft. He gives the details of the property and the dimensions of 1,240 sq. ft. Staff recommends approval of the CUP with the following conditions. Mr. Ward lists the conditions as presented. Planning Commission at their public hearing held on April 4<sup>th</sup> recommends approval with a vote of 4 to 0, with the same conditions that staff recommended. One citizen did send in a written comment opposing the construction, but no reason was given. Also, at the Planning Commission one citizen commented that she would like to see more windows on the sides of the house. Recommendations is to approve with the conditions as presented by staff and Planning Commission.

Councilor Denton makes a motion to approve the conditional use permit for Boston Street as presented. Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 7-0**

**PH4- Proposed Budget(1<sup>st</sup> reading)- Dr. Manker, City Manager.** Mr. Branson presents a brief presentation on where we are in the budget and the budget ordinance. He started with the budget process and the budget Ordinance from where the work began for the City of Hopewell. The budget work started back in December. Departments then provided their budget and did their budget entry in

January. Starting in March, we had council work sessions. We then talked about expenses and capital improvement program on the next week of March 21, 2024. Then, department requests and presentations happened the following week on March 28<sup>th</sup>. We then started having public hearings and the first was tax resolutions on April 16<sup>th</sup>. Various taxes were raised including the real estate tax, lodging tax, and a cigarette tax. Tonight, we are back with the first reading of the budget ordinance and we'll be back in two weeks for the second reading of the budget ordinance. Mr. Branson discusses what happens when we adopt a budget, we're setting appropriation limits; sometimes at the fund level sometimes at the department level sometimes at the program level. These are all the things that are detailed within your ordinance. Sometimes revenues come in higher sometimes they come in lower and then we deal with whatever those results are positive or negative. He explains what the appropriations limits means based on what we expect revenues to be and what we have talked about in the past. If there is a small budget amount, the budget ordinance does allow for the city manager to do some things on her own initiative. If there is unincumbered balances within a department or appropriation or fund, she can transfer some of those, within that budget. The city manager is allowed to transfer between budgets, up to \$25,000, as long as it doesn't exceed the appropriation. Other than that, you would have to come back to city council. Mr. Branson states this allows for small things that might happen during the year, a way to address them administratively. Mr. Russ continues his presentation. He states that's part of what you are approving when you do this ordinance. He names other things she may make fund and expense adjustments for. The ordinance does set these terms and conditions for how we change the budget as we move forward. Mr. Branson explains the process for all outstanding appropriations and what will carry over to fiscal year 2025. We will carry over things that need to be carried over but not carrying things over for the sake of carrying things over. That's the budget ordinance and the highlights of when you adopt the budget ordinance, what you are adopting. Mr. Branson gives a brief overview on where money is spent, since we are talking about appropriations. There is \$140.1 million of expenditures for the city. This is monies coming in spent on the city including the portion given to the schools. It does not include state and federal monies for the schools. He runs through the department percentages from his presentation. Mayor Partin mentions we are close to end of meeting and suggest someone make a motion to extend.

Councilor Denton makes a motion to extend the meeting until they finish the agenda. Councilor Joyner seconds the motion.

## **ROLL CALL**

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

### **Motion Passes 5-2**

We have added on \$130,000 to the schools based on what was discussed about trying to fund the longtime youth position. He explains the reason for adding the amount for the schools. He goes through the expenses by type to a total of 140.1 million. We are unable to increase the cigarette tax more than .40 cents because of a state law that passed after they got those to go that high. He further goes through his presentation going over project costs and the preserved dollars. In total he goes over general fund which is 2.1 million to the capital, storm water fees requesting higher fees that will return to council after their study. He goes over regional water treatment briefly by going over the slide provided to council. He then briefly goes over additional capital projects that were requested but not funded. He states he would consider them as options if money is found to be available at the end of the fiscal year.

Councilor Pelham asks about the capital expenditures from past resolutions, the capital projects approved were based on the fact they obligated matching money from the state of 1.6. She asks why are they recommending 2.1 more million. The answer was given that this is all the same projects and it actually went down. He goes into further detail the answer for Councilor Pelham.

### **R1- Resolution for 250 Committee- Charles Bennett, Economic Development Director.**

Dr. Manker gives the presentation in Mr. Bennett's absence. She states he is asking council to adopt the resolution to form a committee for the VA resolution 250 commission.

Vice Mayor Gore makes a motion to approve the resolution to form a committee in support of the Virginia American Revolution 250 as amended to remove historical Hopewell foundation and to appoint Charles Bennett and Christopher Ward as staff representatives, and to designate Mr. Bennett as the lead to represent on behalf of the city with Mr. Ward being the alternate. Councilor Joyner seconds the motion.

Vice Mayor Gore states if approved to have clerk's office amend TBR to add this as a list option for people to apply, and post on the newsletter and Facebook page for people to know they can apply for this committee.

**ROLL CALL**

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

**Motion Passes 6-1**

**R2- Approval of Solid Waste Rate- Michael Campbell, Public Works Director**

Mr. Campbell states he is there to speak on the agenda item monthly fee increase for solid waste collection as of July 1, 2024. Central Virginia Waste Management with the city of Hopewell begins service with vendor Waste Management to provide solid waste collection service. The recommendation is for city council approve an increase in the monthly service rate by 7.72 per customer and authorize the city manager to sign an amended agreement removing Petersburg from the service agreement for municipal solid waste collection and disposal services. The collection rates for city customers for solid waste collection shall be \$30.91 a month for residential services a month and \$34.32 a month for commercial service. This fee shall be affective July 1, 2024. The contracts are included in the approved budget for FY25. Mr. Campbell states we need the new rate in order not to dip into the general fund. Basically, to fund this program at no additional debit to the general fund and the city.

Councilor Joyner makes a motion to approve the monthly fee increase for the solid waste collection as presented. Councilor Denton seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-2**

**R-3- Requesting 2 Council liaisons for Hopewell Economic Development Strategic Plan- Charles Bennett, Economic Development Director**

Dr. Manker speaks on behalf of Mr. Bennet in his absence. She states Mr. Bennett is asking that city council appoint wo members to the economic development strategic plan. He needs this in order to develop the plan that council has requested he deliver by June 14<sup>th</sup>.

Vice Mayor Gore states she remembers she volunteered and councilor Joyner states she also volunteered, Vice Mayor Gore ensured no one else volunteered to do this.

Vice Mayor Gore makes a motion to appoint herself as well as Councilor Joyner to serve as the council representatives on the Economic Development Strategic Plan Committee, Councilor Joyner seconds the motion.

**ROLL CALL**

Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes

Mayor Partin-	Yes
Vice Mayor Gore-	Yes
Council Denton-	Yes
Councilor Pelham-	Yes

**Motion Passes 7-0**

**REPORTS OF THE CITY MANAGER**

Presentation regarding the impact of collective bargaining – Dr. Manker states she is not asking for any action; this is her requirement to report back within 120 days which was April 14<sup>th</sup>. She is reporting back that she was provided to council a memo in addition to this presentation stating Ms. Hudson and herself has had regular meetings with the previous attorney with a drafted ordinance. She states she also provided the resolution and read through what she was asked to do within that resolution. She goes over the presentation briefly with council and offered the opportunity for questions at the end of her presentation. She goes over the definitions about what collective bargaining is and identifying the employees in this ordinance who will not have the opportunity to collective bargaining. She then goes over what it takes to be eligible and goes over who cannot be a part of the collective bargaining. She states it's also recommended the managers and supervisors maintain a certain level of distance in salary between those who they manage. Dr. Manker discusses the geographic of the city and the population from 2022 to current population. She then goes through the numbers based on ages within the city. Dr. Manker then goes over briefly the staff and the income that would be required if adding collective bargaining to the City of Hopewell. She went over the additional staff that would need to be hired to maintain the collective bargaining. She goes over the cost individually for each individual that would need to be hired. The cost of admin, she states there is a 50/50 share once you reach mediation, if you cannot agree, it moves over to arbitration which could cost \$6500 to \$8000 dollars which is a 50/50 share between the city and the bargaining unit. She goes into further detail of the money that would need to be considered when hiring each person who would be included in the collective bargaining option. Dr. Manker gave recommendations that the city consider to adopt meet and confer process, which is like collective bargaining but it is internal. It takes out the middle man, council creates an ordinance where they

meet the staff, talk about the work place conditions, and commit on a yearly basis to help meet some of those challenges, complete the salary study, and revisits collective bargaining in 2027 contingent to doing the meet and confer until that time. She states it is not advisable to do collective bargaining while the city is in the financial fiscal stress it is currently in. Collective bargaining would require possible tax increase on citizens for yearly compounding admin cost, which is salary and other monetary cost, and then she states they have not achieved economic reserve of 6.9 percent of total annual budget, so collective bargaining is considered increasingly risky when you do not have a healthy savings account. She invited Mr. Sanderson to the podium to speak on how this could impact the credit rating. Mr. Sanderson approaches the podium and briefly goes over the memo he provided to council. He mentions this would not look like a credit positive for the city right now. He gives his explanation to this statement to council.

Councilor Harris asks about the impact of this, he asks can they explain how the introduction of collective bargaining will impact. Mr. Sanderson answers the question in brief detail. Councilor Pelham asks about the hours of the employees that would need to be hired. Dr. Manker stated they have 2000 hours annually to complete. She states she is not willing to raise taxes for anything else so she is not willing to approve collective bargaining at this time. Vice Mayor Gore asks about 926 million dollars for operating in another locality, Hopewell is 67 million. She states there is no comparison. She mentions she has raised these concerns before, and based on her research the localities who have adopted this, she asks is there any that are comparable in size and operating budget to Hopewell. Mr. Sanderson states not that he has seen. Vice Mayor Gore asks Dr. Manker about confidential employees, Dr. Manker states those are the employees who work with other employees that have access to personnel records. Vice Mayor Gore states she would question would that impact the appointee office. She states there is only one attorney which is the city attorney and by charter she is for the council and for the city manager only, they allow the attorney to support other departments. Councilor Joyner states they are clearly not in a position at this time to consider, stating a lot has changes in a few months. The 16.9 annual budget, that is a really important number and they are nowhere near that goal currently. Councilor Denton states she agrees with Councilor Joyner that a lot has changed and she feels to help get into this they need a salary in compensation report.

**CCR1- Amend purpose of the Keep Hopewell Beautiful Commission to include tracking environment violations, approved advocacy and legislative recommendation- Vice Mayor Gore**

Vice Mayor Gore states she is seeking to adjust the charge, to look at environmental factors, she would like for the group to look at environmental hazards like and DQ complaints and violations in the city and to help make recommendations if they are closing out the items, and look into ways to help. To look into parties in the cities and citations and how is it impacting residents. Director Ward stated he would prefer the department handle the ask and to report back and whatever system they prefer, and questions would they get the yield of information seeking from being with the board and commission. She sated she would share this information with council to see how they would like to proceed. Council as well as Vice Mayor gore have back in forth discussion in regard to this topic. Vice Mayor Gore asks Dr. Manker between the two departments who do they recommend to tackle this. Councilor Denton states this is important but she wants to ask could they wait until the Aug meeting after they met with the KHB Committee to see if they are in tune with this. Vice Mayor Gore stated it was suggested it does not go to the committee so development reached out to her. Vice Mayor Gore is everyone ok to check with city manager to check with development or emergency management to see who would like to work on this? No one has objected.

Vice Mayor Gore motions to adjourn,

Yes- 7

No- 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**



**MINUTES OF THE MAY 23, 2024 CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Thursday May 23, 2024 at 6:30 p.m.

**PRESENT:**

John B. Partin, Mayor  
Jasmine Gore, Vice Mayor (Late, 6:40)  
Rita Joyner, Councilor  
Michael Harris, Councilor (Virtual)  
Janice Denton, Councilor (Absent)  
Brenda Pelham, Councilor  
Dominic Holloway, Councilor

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

**ROLL CALL**

Councilor Joyner -	Yes
Mayor Partin -	Yes
Vice Mayor Gore -	Yes
Councilor Pelham -	Yes
Councilor Holloway -	Yes

**Motion Passes 4-0**

**CLOSED MEETING**

Councilor Denton moves to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A) (I) to discuss and consider personnel matters, including

board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby

**ROLL CALL**

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

**Motion Passes 6-0**

**RECONVENE OPEN MEETING**

Councilor Holloway makes a motion to come out of closed meeting. Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2 -3712 (D): Were only public business matters (l) lawfully exempted from open-meeting

requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

**ROLL CALL**

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

**Motion Passes 5-0**

Councilor Holloway makes a motion to adjourn, no discussion.

**ADJOURNMENT**

Councilor Joyner motions to adjourn,

Yes- 5

No- 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

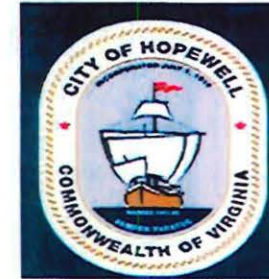
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**Brittani Williams, City Clerk**

C-2



CITY OF HOPEWELL  
COUNCILOR PENDING LIST



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

C-3

# Hopewell Police Department Crime Summary

June 3, 2024





HOPEWELL POLICE DEPARTMENT  
 CRIME SUMMARY  
 Reporting Date: June 3, 2024

Year-to-Date Comparison		Thru June 2nd				
	2023	2024	# Change	% Change	5 Year Average	% Change to Average
MURDER	4	1	-3	-75%	3	-69%
FORCIBLE RAPE	1	2	1	100%	2	0%
ROBBERY	3	2	-1	-33%	9	-79%
AGGRAVATED ASSAULT	28	27	-1	-4%	26	5%
<b>Violent Crime Total</b>	<b>36</b>	<b>32</b>	<b>-4</b>	<b>-11%</b>	<b>40</b>	<b>-21%</b>
ARSON	3	1	-2	-67%	1	-17%
BURGLARY	17	13	-4	-24%	27	-51%
LARCENY	107	117	10	9%	161	-28%
MOTOR VEHICLE THEFT	23	47	24	104%	29	62%
<b>Property Crime Total</b>	<b>150</b>	<b>178</b>	<b>28</b>	<b>19%</b>	<b>218</b>	<b>-18%</b>
<b>Total Major Crime</b>	<b>186</b>	<b>210</b>	<b>24</b>	<b>13%</b>	<b>259</b>	<b>-19%</b>

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

5 Year Average to 6/30



HOPEWELL POLICE DEPARTMENT  
Reporting Date: June 3, 2024

Suspected Opioid Overdoses 6/30							
	2019	2020	2021	2022	2023	2024	Grand Total
Fatal	7	6	11	5	12	6	47
Non-fatal	27	40	46	29	47	25	214
<b>Grand Total</b>	<b>34</b>	<b>46</b>	<b>57</b>	<b>34</b>	<b>59</b>	<b>31</b>	<b>261</b>

Subject to change as  
forensic results are returned

HOPEWELL POLICE DEPARTMENT  
Reporting Date: June 3, 2024

Verified Shots Fired Jan 1 2023-June 2 2023 Vs Jan 1 2024-June 2 2024		
2023	2024	2023 Yearly Total-60
27	25	



# Neighborhood Watch Meetings

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

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

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

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

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

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

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

# Hiring-Recruitment June 2024

- 16 - Sworn Vacancies, 1 - Emergency Communications Vacancy, 1 – Animal Custodian Vacancy
- 26 - Background Investigations being conducted.
- 20 – LE Background Investigations.
- 2 – LE applicants received a final employment offer. 1 Pre-certified Officer in final Command Staff Review for a final employment offer.
- LE Physical Agility Test was completed on May 30, 2024. Nine (9) applicants attended and passed the test with no issues.
- 1 – Emergency Communications in Background: one has been recommended for hire. The start date will be 5-29-24.
- A part-time retiree was hired for the Property and Evidence Unit. The start date is 5-29-2024.
- 3 – Animal Control Custodian Background Investigations remaining. Previous, 1 withdrew, and 1 was disqualified.



## Recruitment Banner

### HOPEWELL POLICE DEPARTMENT

# NOW HIRING

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



**HIRING  
BONUS  
AVAILABLE**

**APPLY TODAY**



**(804) 541-0055**

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

## Community Policing Officers by Ward

- Corry Young Ward -1- [cyoung@hopewellva.gov](mailto:cyoung@hopewellva.gov)
- Ryan Hayberg Ward-2 [rhayberg@hopewellva.gov](mailto:rhayberg@hopewellva.gov)
- Michael Redavid Ward-3&-6 [mredavid@hopewellva.gov](mailto:mredavid@hopewellva.gov)
- Thomas Jones Ward-4 &7 [tjones@hopewellva.gov](mailto:tjones@hopewellva.gov)
- Jonathon Bailey Ward-5 [jbailey@hopewellva.gov](mailto:jbailey@hopewellva.gov)



## Downtown Community Engagement Thursdays & Fridays Evenings

- Foot Patrols were completed.
- Business Checks were completed.
- Directed Patrols were completed.
- Citizens contact/Business Owner contacts were made.
- 68 hours of Special Assignment OT was completed for the month of April and May 2024.





# Community Engagement Scheduled Activities

## June 2024

- The Special Olympics Torch Run is scheduled for 06-07-24 @ 0730 Hrs. The run will start at Colonial Corners.
- Gun Safety Awareness Day is scheduled for 06-07-24 @Atwater Park from 1400-2000 hours.
- The BBQ Command Walk is scheduled for 06-12-24 @Farmingdale Apartments.
- Will be participating with Recreation and Parks with the Summer Camp on 6/26/24.
- On June 15, 2024, free steering wheel locks giveaways will be held from 9:00 a.m. to 1:00 p.m. in the parking lot of 300 North Main Street (Hopewell Municipal Building for Kia and Hyundai owners. The giveaways are for Hopewell residents.

C-4

**DATE:** June 05, 2024  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, Director of Human Resources  
**SUBJECT:** Personnel Change Report – May 2024

**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
WOODS, RUSSELL	PWS GARAGE	FLEET MANAGER	05/01/2024
CORTESE, GINO	PUBLIC WORKS	PW MAINT SPEC SENIOR	05/01/2024
LEWIS, ROGER	HOPEWELL WATER RENEWAL	ELEC & INST TECH IV	05/01/2024
STOKES, GARRETT	HOPEWELL WATER RENEWAL	SAMPLE TECH	05/01/2024
HOCK, DAWSYN	RECREATION	PT ATHLET SITE ASST	05/29/2024
PARHAM, CORY	RECREATION	PT SUM PROG ASSISTANT	05/29/2024
JEAN-BAPTISTE, KRISTINA	RECREATION	PT SUM PROG SPECIALIST	05/29/2024
GRANDISON, ASHLEE	POLICE	COMMUNICATIONS OPERATOR	05/29/2024
ALVARADO, ADAM	RECREATION	PT SEASONAL PARK LABORER	05/29/2024
EARLS, ALEX	RECREATION	PT SUM PROG SPECIALIST	05/29/2024
BAYLOR, CHANTZ	RECREATION	PT SUM PROG ASSISTANT	05/29/2024
BROWN, TEHYA	RECREATION	PT SUM PROG ASSISTANT	05/29/2024
KIBLER, ELIJAH	RECREATION	PT SUM PROG ASSISTANT	05/29/2024
SAUNDERS, TYSHEERA	RECREATION	PT SUM PROG ASSISTANT	05/29/2024

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
CARROLL, TIFFANY	TREASURER	DEPUTY TREAS I	05/06/2024
CARROLL, TIFFANY	TREASURER	DEPUTY TREAS I	05/06/2024
PRICE, HEATHER	FIRE	PT ALS / FIREFIGHTER	05/08/2024
BUCCIARELLI, DEBRA	SOCIAL SERVICES	BEN PROG SPC I	05/08/2024
VIERA, JOSEPH	SHERIFF	PT SHERIFF DEPUTY	05/08/2024

COTHRON, SHARON	SOCIAL SERVICES	FAMSERVSPEC I	05/10/2024
SMIGIEL, THOMAS	SOCIAL SERVICES	SELF SUF SPC I	05/10/2024
ST. JOHN, JESSICA	SOCIAL SERVICES	FAMSERVSPEC I	05/15/2024
VAUGHAN, ERICA	SOCIAL SERVICES	FAMSERVSPEC I	05/17/2024
LUFSEY, TERRY	HOPEWELL WATER RENEWAL	ELEC & INST TECH SENIOR	05/30/2024
DWYER, KELSEY	SOCIAL SERVICES	FAMSERVSPEC I	05/31/2024

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

**INFORMATION/  
PRESENTATIONS**

# City of Hopewell

Project Management Office and  
Accounting Remediation Services

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June 11, 2024





# Agenda

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## 1. Progress to Date & Recent Successes

- 2020 Audit Progress & Future Submission Status
  - Impact of Treasurer Actions
- Standard Operating Procedure (SOP) and Training Progress
- ERP Consultants
- Industry Reconciliation Progress
- Progress on Open Issues

## 2. Items Needing Council Action



# Progress To Date & Recent Successes

# Audit Progress & Future Submission Status

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- **2019/2020 Audit Progress**

- **Extended Review:** The audits for FY 2019 and FY 2020 have been extended to address the heightened risk. The external auditors are dedicating significant time to this and expect to have more definitive information soon. As of 6/4/2024, we are still awaiting a definitive date, pending Treasurer agreed upon review steps.

- **Submission Status Update for FY 2021 and FY 2022**

- Documentation for FY 2021 and FY 2022, including comprehensive reconciliations for cash, Accounts Receivable (AR), Accounts Payable (AP), and other balance sheet items, have been submitted to the external auditors.

- **Collaboration with Auditors**

- We continue to work closely with Robinson, Farmer, and Cox Associates (RFC) to manage risks and ensure efficient audit progress. Our team is always available to respond quickly to any requests or questions and is dedicated to advancing this process efficiently and diligently.

# Audit Reconciliation Progress

- **Bank Reconciliations for FY 2022:** All bank reconciliations for FY 2022 are complete.
- **Bank Reconciliations for FY 2023:** The bank reconciliations for FY 2023 are on track to be completed by mid-June.
- **Other Reconciliations:** Reconciliations covering Taxes Receivables, Accounts Payable, Debt Services for Enterprise and Schools are complete through FY 23.
- **Fixed Assets**
  - Reconciliations of major assets, such as buildings and equipment, are current for FY 2019 and FY 2020.
  - There has been a slight delay for FY 2021 through FY 2023 due to access issues with some ERP system reports. However, with assistance from the ERP consultants to run the necessary reports, these reconciliations are still on track to be completed by mid-June.

Fixed Assets	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Fund 32	X	X	June '24	June '24	June '24	TBD Fall
Fund 72	X	X	June '24	June '24	June '24	TBD Fall
Fund 49	X	X	June '24	June '24	June '24	TBD Fall
Fund 41	X	X	June '24	June '24	June '24	TBD Fall



# Audit Reconciliation Progress Cont.



Bank Reconciliations	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
City AP 8187	X	X	X	X	June '24	TBD Fall
City Industrial Safety Council 3675	X	X	X	X	June '24	TBD Fall
City Master 8233	X	X	X	June '24	June '24	TBD Fall
City Payroll 3144	X	X	X	X	June '24	TBD Fall
City Police SCU 2034	X	X	X	X	June '24	TBD Fall
City Police Trust and Agency 6177	X	X	X	X	June '24	TBD Fall
City Sheriff 1023	X	X	X	X	June '24	TBD Fall
Data Integrators 5986	X	X	X	X	June '24	TBD Fall
EMS Recovery 8426	X	X	X	X	June '24	TBD Fall
Rec Credit Card 4559	X	X	X	X	June '24	TBD Fall
SB Cafe Prepay 7329	X	X	X	X	June '24	TBD Fall
SB Payroll 8217	X	X	X	X	June '24	TBD Fall
SB Treasurers 8225	X	X	X	X	June '24	TBD Fall
Special Welfare 1317	X	X	X	X	June '24	TBD Fall
Corporate Billing Acct 4540	X	X	X	X	June '24	TBD Fall
Beacon Theatre 2012 LLC 1811	X	X	X	x	June '24	TBD Fall
Beacon Theatre 2012 LLC 7967	X	X	X	x	June '24	TBD Fall

# SOP Review Progress and Key Milestones

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The Business Process Team is focused on key milestones, including the final review of SOP documents, to ensure clarity, uniformity, and effective SOP maintenance across all departments.

- **Upcoming Key Milestones**

- **Beginning of June:** Initiate sharing of SOP Word documents for final review with departments.
- **Mid-June:** Commence final review of SOP Visio documents with departments.
- **Week of July 7th:** Scheduled onsite visit to address additional questions or reviews.



# SOP Repository and Training

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To support the effective implementation and maintenance of SOPs, the Business Process Team is developing a robust framework and comprehensive training strategy.

- **Framework and Training Strategy Initiation**
  - **Repository Framework**
    - Continuing development of a structured framework for the SOP repository.
    - Creating a comprehensive standards guide for Word and Visio SOPs to ensure clarity and uniformity.
  - **Training Strategy**
    - Refining training templates.
    - Drafting sections emphasizing the importance of accurately updating and utilizing SOPs.
    - Preparing for practical training sessions to equip city personnel with the necessary skills to maintain SOPs according to new standards.

# Standard Operating Procedures

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Accounts Payable	Finalized	Hopewell Post Review 1 – In Process	Hopewell Post Review 1 – In Process
Asset Forfeiture	Finalized	Hopewell Review 1 – In Process	Hopewell Review 1 – In Process
Bank Franchise Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Budget	Finalized	Hopewell Final Review	Hopewell Final Review
Business License Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Business Property Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Children Service Act	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Data Integrators	Finalized	Hopewell Review 2 – In Process	Hopewell Review 2 – In Process



# Standard Operating Procedures



Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Emergency Medical Services (EMS)	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Estimated Income Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Food & Beverage Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Grants Accounting	Finalized	Hopewell Post Review 1 – Updates	Hopewell Post Review 1 – Updates
Hopewell Water Renewal	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 1 – Updates
Machinery & Tools Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Parks & Recreation	Finalized	Hopewell Post Review 1 – Updates	Hopewell Post Review 1 – Updates
Payroll	Finalized	Hopewell Final Review	Hopewell Final Review

# Standard Operating Procedures

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Personal Property Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Procurement	Finalized	Hopewell Final Review	Hopewell Final Review
Public Service Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates
Real Estate Tax	Finalized	Hopewell Post Review 1 – Updates	Hopewell Post Review 1 – Updates
Special Welfare	Finalized	Updates – In Process	Updates – In Process
State Income Tax	Finalized	Hopewell Post Review 2 – Updates	Hopewell Post Review 2 – Updates



# ERP Consultant Updates

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## Pooled Cash Fund and Bank Reconciliation Manager Implementation

- **Goal:** Institute ERP cash management and bank reconciliation best practices.
- **Current Status**
  - Ongoing weekly meetings to monitor progress.
  - Full test scheduled for June 17th using a sample balance file in the test database.
  - This test is crucial for city staff to understand the new reconciliation process.
- **Next Actions**
  - Ensure accurate cash and bank balances in the Production database.
  - Interim Finance Director, Assistant Finance Director, Treasurer, and RBG Accounting team are estimating balances due to incomplete audits.
  - Adjustments may be needed after audits are complete to ensure accuracy.

# ERP Consultant Updates

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## Pooled Cash Fund and Bank Reconciliation Manager Implementation

- **Items Needing Attention**
  - Treasurer's Office Staffing
    - Staff shortages and scheduled absences from June 24-26, 2024, are a concern.
    - These dates are right after the June 15th tax deadline and before the July 1st Go Live.
    - **RBG recommends that the Treasurer's Office document and submit for approval a detailed plan to manage the workload during this critical period.**

# ERP Consultant Updates

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## Security/Workflow Optimization and Milestone Planning

- **Goal:** Improve internal control and separation of duties.
- **Current Status**
  - **Security Recommendations:** The IT Director has completed User Acceptance Testing and implemented short-term security recommendations in the Production database.
  - **ERP Add-on Modules:** The city is behind schedule for implementing all recommendations with a target start date of July 1st.
- **Next Actions**
  - **Go-Live Date: July 1st**
    - Ensure accurate cash and bank balances in the Production database.
    - Interim Finance Director, Assistant Finance Director, Treasurer, and RBG Accounting team estimating balances due to incomplete audits.
    - Adjustments may be needed post-audit for accuracy.
    - Long-Term Recommendations: ERP Consultants are working with the IT Director to implement long-term recommendations in the Train/Test database.



# ERP Consultant Updates

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## Add-on Module Implementations

### Bid Management / Contract Management

- **Current Status:** The implementation of these modules is progressing smoothly, with ongoing training sessions. ERP consultants meet weekly to receive updates and address any outstanding issues.
- **Target Timeline:** 7/1/2024

### Employee Expense Reimbursement

- **Current Status:** The city staff confirmed implementation training dates and held three sessions last week on June 3rd, 5th, and 7th. Upcoming sessions are scheduled for June 17th, 21st, and July 18th. Due to scheduling conflicts, the decision on two additional training sessions is still pending.
- **Next Actions:** A key issue requiring the Council's attention is the management of per diem. It is recommended to adopt the GSA (General Services Administration) per diem rates to standardize the process. Approval by the City Council is needed as soon as possible to implement the new procedures effectively.
- **Target Timeline:** 7/1/2024 (*delayed*) – Updated timeline to be determined.

# Industry Reconciliation Progress

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## ▪ Current Status

- **True-Up Process:** All miscellaneous revenue funds have been allocated to relevant capital projects, and true-ups for FY18-23 have been finalized, including preliminary FY 24 information.
- **Industry Partner Engagement:** The Interim Finance Director has completed several one-on-one meetings with industry partners to present the true-up process and reach a final agreement. Any necessary updates will be incorporated into the process. **The true-up process will be presented at the Commission meeting on Tuesday, June 18th**, aiming to clarify the utilization of funds from miscellaneous revenues and secure approval from industry partners.

## ▪ Next Steps

- **Long-Term Plan:** The true-up process will clarify the use of funds for both past operational overruns and future capital projects. Future capital expenses will be covered first by miscellaneous revenues, with any shortfall covered by contributions from the industry and the city. An amendment to the current agreement is being considered to formalize this approach and clarify the agreement, especially as it nears its expiration in 2025.



# Progress on Open Issues

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## Key Achievements in Issue Resolution

### ▪ Weekly Submissions and Review

- Directors and Issue Owners must submit weekly updates by noon each Thursday.
- City Manager reviews updates to ensure prompt attention.
- Bi-monthly reviews during Director Meetings for consistency and visibility.
- Direct guidance from City Manager and RBG for issue resolution.

### ▪ Recently Closed Issues

- Issue N48: Tyler Bids and Contracts Module live on July 1st.
- Issue N66: Inconsistent use of ERP's employee self-service feature; departments use separate systems.
- Issue N67: Lack of clear documentation linking timekeeping systems with ERP Payroll; .csv imports for payroll processing.
- Issue N75: SOC report for Time Force system obtained, annual updates.
- Issue N95: Machinery and Tools Tax rebate program extended through December 31, 2025.

# Progress on Open Issues

Status	Issues Past Week	Issues Current Week
Closed	29	28
In Progress	57	62
On Hold	4	3
Open	23	20
<b>Total</b>	<b>113</b>	<b>113</b>

# Items Needing Council Action

## Next Steps

---

- Items regarding the Treasurer Situation
  - Closely monitor the Treasurer's report at Finance Committee Meetings.
  - Monitor risk factors according to AICPA AU Section 316, Consideration of Fraud in a Financial Statement Audit; the Relevant Fraud Guidance from AICPA Statement on Auditing Standards No. 99, Considerations of Fraud; and the memo provided and needed actions.
  - Accept supplemental personal property tax receivable procedures proposed.
- Open Items for Council Discussion
  - *Per Diem for Employee Expense Reimbursement (EER Implementation).*
- Continue to push the City Leadership on actions required for:
  - ERP Implementation (City and Schools).
  - **Identify Lead Resource to ensure consistency and accountability post RBG's contract.**
  - Hiring qualified resources to fill vacant positions.
  - Closure of Issues.
  - Completion of SOPs.

**Thank you**





# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** 2024 Play All Day VA (PADVA) Activities

**ISSUE:** Hopewell Recreation and Parks is excited to participate in a statewide initiative, Play All Day VA, along with 42 other parks and recreation agencies across the state. We want to invite our community to come celebrate the longest day of the year (the summer solstice) on June 20!

We'll be offering the following FREE activities: Park Scavenger Hunt, Bubble Bonanza Playdate, Teen Pool Party, and Park Scavenger Hunt, please see flyer.

You're invited to come explore our parks or try out a new program as we aim to highlight the importance of play!

Hopewell Recreation and Parks takes pride in providing a variety of recreational opportunities for all ages and abilities, and we hope you'll discover at least one new thing by participating in our event!

**RECOMMENDATION:** Staff recommends everyone come out and enjoy Play All Day VA with us on June 20!

**TIMING:** None.

**SUMMARY:**

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

**BACKGROUND:** A statewide initiative to celebrate the longest day (the summer solstice) through PLAY! The mission is to provide FREE programs and services for the community from sunrise to sunset. The goal is for citizens to get involved in community programs that highlight what P&R represents!

**ENCLOSED DOCUMENTS:** 2024 PADVA Flyer.

**STAFF:** Tabitha Martinez, Recreation and Parks Director

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

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**SUMMARY:**

**Y N**

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

**Y N**

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



It's the longest day of the year,  
make time to **PLAY!**



**Park Scavenger Hunt - All Park Locations. 7 a.m.-7 p.m**

For all ages. Embark on an exciting outdoor adventure with our scavenger hunt. Visit our parks throughout the day and take a photo enjoying our playgrounds, pavilions, walking trails, or Riverwalk and submit your photo to our Facebook page Hopewellrecandparks to be entered into a raffle for a summer activity basket. Be sure to use #PADVA & #HRP24

**Bubble Bonanza Playdate - Woodlawn Park. 10-11 a.m.**

Ages 1-4. This bubble-themed activity is designed to promote socialization, creativity, and fun among preschoolers, creating a magical and enchanting experience centered around the joy of bubbles. Join us for a bubbly adventure that will spark laughter and delight in every child's heart!

**Teen Pool Party - Hopewell Community Center. 4-8 p.m.**

For ages 13-17. Join us for an epic teen pool party filled with splashes, games, and good vibes! Dive into the refreshing pool and enjoy water volleyball, pool basketball, and races. Dance to your favorite tunes by the poolside DJ.

**Twilight Glow Playground Adventure - Arlington Park. 7:30-9 p.m.**

For all ages. Get ready to explore the playground in a whole new light, create unforgettable memories, and make new friends as you participate in this magical summer night. Join us for an evening of adventure and laughter as we light up the night and beat the heat in style!



**06.20.24**

**[www.hopewellrecandparks.com](http://www.hopewellrecandparks.com)**



COMMUNICATIONS  
FROM CITIZENS

# PUBLIC HEARING



PH-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Public Hearing Marina Usages and Storage Fees**

**ISSUE:** On July 1<sup>st</sup> 2024, The City Of Hopewell will take over the management and operation of the City of Hopewell Marina located at 1051 Riverside Ave. For the past 10 years, the Marina was leased to Fish Tales II, which operated the marina. During this time, the usage and storage fees remained unchanged. The Marina has fallen into disrepair. The Office of the City Manager, Department of Economic Development and Tourism has completed an area survey of marinas, and is presenting recommendations for the usage and storage fees for the City of Hopewell Marina.

**RECOMMENDATION:** Conduct the public hearing; approve enclosed resolution to set the usage fees for The City of Hopewell Marina.

**TIMING:** Public Hearing scheduled for June 11<sup>th</sup> at 7:30pm.

**BACKGROUND:** Public Hearing is not required for this action but recommended due to the public interest in the City of Hopewell Marina, and the waterfront economic redevelopment.

**ENCLOSED DOCUMENTS:**

- **Presentation for Proposed Marina Usages and Storage Fees**
- **Draft Resolution to establish Marina Usages and Storage Fees**
- **Advertisement of Public Hearing**

**STAFF:** Charles Bennett, Director of Economic Development

Beverly Burton, Interim City Attorney

**SUMMARY:**

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

**FOR IN MEETING USE ONLY**

**MOTION:** Motion to approve the **RESOLUTION TO ESTABLISH THE USAGES AND STORAGE FEES AT THE CITY OF HOPEWELL MARINA.**

**Roll Call**

---

**SUMMARY:**

**Y N**

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

**Y N**

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



# City of Hopewell Marina Proposed Fee Schedule

Hopewell City Council Public  
Hearing June 11<sup>th</sup> 2024





# City of Hopewell Marina



Water Slips Available:

16 Slips in Dock A

14 Slips in Dock B (Transient)

14 Slips in Dock C

44 Slips Total (30 Long Term, 14 Transient)

Ramps for Boat Launch: 2

Kayak Launch: 1

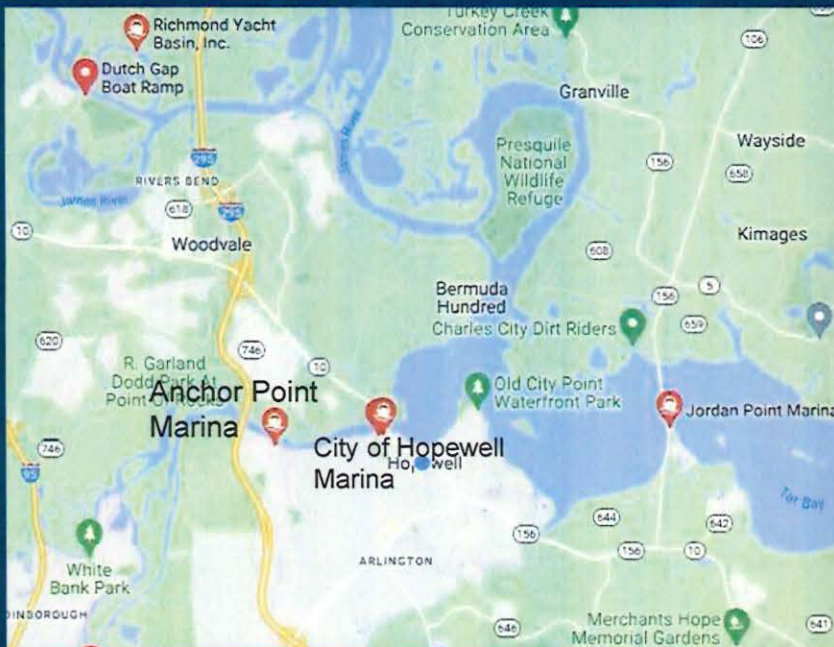
Automobile Parking: 36

Boat Trailer Parking: 72





# Local Area Marinas Fees



## Richmond Yacht Basin (Flat Rate)

Covered Slip \$300.00 (per month) **FULL**

Uncovered Slip \$200.00 (per month)

<https://richmondyachtbasin.com/>

## Anchor Point Marina (50' Boat)

Covered Slip --- Not available ---

Uncovered Slip \$290.00 (per month)

<https://www.anchorpointmarina.net/location-rates/>

## Jordan Point Marina (50' Boat)

Covered Slip --- Not available ---

Uncovered Slip \$325.00 (per month)

Transient 2.00 per foot per day, \$5.00 Electrical

<https://www.jordanpointmarina.com/about-us/>

## James City County Public Marina

Transient Slip Fee: \$15.00 per day

<https://jamescitycountyva.gov/2768/Park-Fees>





# Proposed Hopewell Marina Fees Effective July 1<sup>st</sup> 2024

## Hopewell Marina Proposed Fees

Covered Slip (per month): \$300.00 Resident / \$350.00 Non Resident  
(Currently \$157.00 Resident / \$210.00 Non Resident)

Transient Slip (daily): \$10.00 Resident / \$15.00 Non Resident  
(Currently \$4.03 per day Resident / \$5.40 Non Resident)

Boat Ramp Fee (daily): \$8.00 Resident / \$10.00 Non Resident  
(unchanged from current fees)

Overnight parking: \$10.00 Resident / \$15.00 Non Resident  
(currently \$5.00)

Fishing Tournament: No fee less than 20 boats / \$ 250.00 Special  
Event Fee for more than 20 boats.

Kayak / Canoe / Paddle Launch: Free Resident / Free Non Resident







# Proposed Hopewell Marina Fees Effective July 1<sup>st</sup> 2024

## Slip Holder Amenities:

Slip Holders receive the following benefits and amenities included with slip fees:

- Free parking in designated areas 24/7.
- Free use of boat ramp 24/7 (any vessel registered to lessee).
- Free access to secure restrooms and shower facilities 24/7.
- Free potable water to boat slip 24/7.
- Free sewer holding tank pump out. 24/7.
- 50 Amp Electrical Service (Included in daily transient slip leases, paid by slip holder in annual leases).







# Proposed Hopewell Marina Fees

## Hopewell Marina Lease Terms

- Lease term shall not exceed 24 months.
- 60-day notice of termination by either party for convenience.
- Two Months security deposit required.
- There are no automatic rent escalations.
- There are no automatic or other renewal options.
- Boat must be seaworthy and move in and out of the slip under its own power.
- Boat must be licensed, registered and insured at all times.
- Insurance coverage required at \$500,000.00 with the City of Hopewell named as certificate holder and listed as additionally insured.
- Personal property taxes required to be up to date.
- Lessee cannot live on boat in slip for more than 183 days (in the aggregate) per year.
- Domestic water is included.
- Electrical service is not included (except for transient slip agreements).
- Subleasing slip is prohibited.
- Assignment of lease is prohibited.
- Slips cannot be used for major repairs to boats. Minor repairs and maintenance allowed.
- Lessees will be selected via lottery system annually once marina is fully leased.
- The City of Hopewell staff has inspection right to board vessel at any time for the purposes of inspecting the boat sanitary, bilge, fuel, electrical systems.
- Standard assumption of risk and hold harmless clause allowable by law.
- Standard compliance with all applicable law clause will be included.



# City of Hopewell Marina

## Questions?

Hopewell City Council  
Public Hearing June 11<sup>th</sup> 2024

**RESOLUTION TO ESTABLISH THE USAGES AND STORAGE FEES AT THE CITY OF HOPEWELL MARINA**

**WHEREAS**, Chap. IV, §2 of the Hopewell City Charter and § 15.2-1100 and 1102 of the Code of Virginia vest all of the powers the City of Hopewell in, and to be exercised by, its City Council unless that power has otherwise been expressly delegated to another; and

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

**WHEREAS**, the Hopewell City Council has by Code section CHAPTER XXV. §3e delegated to the Dock Commission duties to: “ *To fix the rates of, to charge and collect reasonable wharfage fees, tolls or dues for the use of municipal terminals, warehouses or facilities.*”; and

**WHEREAS**, The Hopewell City Dock Commission does not have current members appointed to meet with a quorum and conduct business; and

**WHEREAS**, the Hopewell City Council is dedicated to the vibrant revitalization of the City of Hopewell Marina located at 1051 Riverside Ave, Hopewell, VA 23860; and

**WHEREAS**, on February 11, 2014 the City Of Hopewell approved a lease agreement between the City of Hopewell and Fish Tales Bait and Tackle Inc for the marina property and all improvements located on Tax Map Parcel #066-0003; and

**WHEREAS**, on June 30, 2024 the lease agreement between the City of Hopewell and Fish Tales Bait and Tackle Inc. will expire, and all control of property and operations will revert to the City of Hopewell.

**BE IT RESOLVED** this 11th day of June, 2024 that the Hopewell City Council hereby exercises their vested powers *to manage its property, fix the rates to charge and collect reasonable wharfage fees, tolls or dues for the use of the City of Hopewell Marina.* The Hopewell City Council resolves and approves the following:

**City of Hopewell Marina Lease/Rental & Usage Fees:**

1. Covered Boat Slip: **\$300.00/\$350.00** per month, Resident/Non-Resident.
2. Open Boat slip (transient): **\$10.00/\$15.00** per day, Resident/Non-Resident.
3. Boat Ramp (Daily): **\$8.00/10.00** per day, Resident/Non-Resident.
4. Paddle Craft Launch Area: **Free/Free**, Resident/Non-Resident.
5. Overnight Parking: **\$10.00/\$15.00** per night, Resident/Non-Resident.
6. Fishing Tournament: **\$250.00** (Special Event Permit required for **more than 20 boats**)



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

**“Key” Terms and Conditions of Boat Slip Lease/rental Agreements:**

1. Lease term shall not exceed 24 months.
2. 60-day notice of termination by either party for convenience.
3. Two Months security deposit required.
4. There are no automatic rent escalations.
5. There are no automatic or other renewal options.
6. Boat must be seaworthy and move in and out of the slip under its own power.
7. Boat must be licensed, registered and insured at all times.
  - a. Insurance coverage required at \$500,000.00 with the City of Hopewell named as certificate holder and listed as additionally insured.
8. Personal property taxes required to be up to date.
9. Lessee cannot live on boat in slip for more than 183 days (in the aggregate) per year.
10. Domestic water is included.
11. Electrical service is not included.
12. Subleasing slip is prohibited.
13. Assignment of lease is prohibited.
14. Slips cannot be used for major repairs to boats. Minor repairs and maintenance allowed.
15. Lessees will be selected via lottery system annually once marina is fully leased.
16. The City of Hopewell staff has inspection right to board vessel at anytime for the purposes of inspecting the boat sanitary, bilge, fuel, electrical systems.
17. Standard assumption of risk and hold harmless clause allowable by law.
18. Standard compliance with all applicable law clause will be included.

(The Office of the City Manager and the City Attorney will work together to prepare the final lease agreements in accordance with the “Key” terms and conditions outlined above)

**BE IT FUTHER RESOLVED** that Hopewell City Council expressly delegates to the Office of the City Manager, Department of Economic Development and Tourism the powers and duties outlined in Code of the City of Hopewell section CHAPTER XXV. §3 for the operation of the City of Hopewell Marina.

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

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



**NOTICE OF PUBLIC HEARING  
CITY OF HOPEWELL**

The City Council of the City of Hopewell will hold a public hearing on Tuesday, June 11, 2024 at 7:30 PM, in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia 23860 for the purpose of receiving comments on the proposed City of Hopewell Marina Storage and Usage Fees to be effective July 1st 2024:

**Rental & Usage Fees:**

Covered Boat Slip: \$300.00/\$350.00 per month, Resident/Non-Resident.

Open Boat slip (transient): \$10.00/\$15.00 per day, Resident/Non-Resident.

Boat Ramp (Daily): \$8.00/10.00 per day, Resident/Non-Resident.

Paddle Craft Launch Area: Free/Free

Overnight Parking: \$15.00/\$15.00 per night, Resident/Non-Resident.

Information regarding the above referenced matters may be examined at the Department of Economic Development, Municipal Building, 300 N. Main Street, Hopewell, Virginia during normal business hours from 8:30 a.m. to 4:30 p.m., Monday through Friday. Additionally, information can be obtained by telephone at (804) 541-2270.

The public can also send comments to [cbennett@hopewellva.gov](mailto:cbennett@hopewellva.gov) or 300 N. Main Street, c/o Department of Economic Development, Hopewell, VA 23860. All written comments must be received by Tuesday, Jun 11, 2024, at 4:00 p.m. to be considered during the public hearing.

All interested persons may appear and present their views at the above time and place. Anyone needing assistance or accommodations under the provisions of the Americans with Disabilities Act should contact the City Clerk at (804) 541-2408.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
EMPLOYER**

# REGULAR BUSINESS

R-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Finance Committee Meeting Discussion**

**ISSUE:** Council will hold public finance committee meeting at the beginning of the new fiscal year 2025 (FY25). This discussion will provide staff with direction for preparing for this meeting

**RECOMMENDATION:** Council is provided with a list of options to guide the discussion

**TIMING:** Take Appropriate action on June 11, 2024

**BACKGROUND:** In the past the finance committee consisted of city staff and two council members. A public meeting was not required with 2 or less council members. The Robert Bobb Group has recommended an additional council member and to expand the committee to include the Commissioner of Revenue and the Treasury. At the May 14, 2014 regular council meeting, council voted to have a public finance committee with the entire council to begin in the FY 25 fiscal year.

**ENCLOSED DOCUMENTS: Memorandum**

**STAFF: Dr. Concetta Manker, City Manager**

**SUMMARY:**

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



## Memorandum:

To: Hopewell City Council

From: Dr. Manker, City Manager

Date: 06/06/2024

Finance Committee Discussion



Dr. Concetta Manker  
City Manager

[cmanker@hopewellva.gov](mailto:cmanker@hopewellva.gov)

P: (804) 541-2243

F: (804) 541-2248

300 North Main Street,  
Suite 216  
Hopewell, VA 23860  
[www.hopewellva.gov](http://www.hopewellva.gov)

In the past the finance committee consisted of city staff and two council members. A public meeting was not required with 2 or less council members. The Robert Bobb Group has recommended an additional council member and to expand the committee to include the Commissioner of Revenue and the Treasurer. At the May 14, 2024 regular council meeting, council voted to have a public finance committee with the entire council to beginning FY 25.

The purpose of this discussion is to determine the best date and time for council to have monthly finance committee meeting. Below are options presented for review and to guide the discussion.

**Option 1:** Second meeting each month. This option will eliminate the work session.

Finance Committee Meeting: 5:00PM – 6:30PM

Closed Session: 6:30PM – 7:30 PM

Regular Meeting: 7:30PM

**Option 2:** Second meeting of each month. This option will eliminate closed session discussion.

Finance Committee Meeting: 6:00PM – 7:30PM

Closed Session: No Close Session

Regular Meeting: 7:30PM

**Option 3:** Second meeting of each month. This option shortens the finance committee meeting time and includes the closed session.

Finance Committee Meeting: 5:00PM - 6:00PM

Closed Session: 6:00PM - 7:00PM

Work Session: 7:00PM - 7:30PM

Regular Session: 7:30PM

**Option 4:** Separate Monthly Finance Committee Meeting.

Finance Committee Meeting Start time: 6:30PM – 8:00PM

# ADJOURNMENT