

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408
www.hopewellva.gov
info@hopewellva.gov
cityclerk@hopewellva.gov

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
Sade' Allen Deputy City Clerk

September 10, 2024

REGULAR MEETING

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

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 – Conditional Use Permit Application from JRM Contractor LLC to construct a single-family dwelling on a non-conforming lot, Parcel # 092-665 – Chris Ward, Director of Planning and Development

WS-2 – Request for change in developmental fees – Chris Ward, Director of Planning and Development

REGULAR MEETING

7:30 p.m.

Call to order, roll call, and welcome to visitors

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

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:** August 20, 2024, August 27, 2024, September 3, 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

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)*

UNFINISHED BUSINESS

UB -1 – CLG Contract – Chris Ward, Director of Planning and Development

UB -2 – Staffing Request – Tabitha Martinez, Parks and Recreation Director

UB -3 – Commonwealth Attorney Position Requests – Richard Newman, Commonwealth Attorney

REGULAR BUSINESS

R-1 – Legislative Agenda 2025 – Dr. Manker, City Manager

Reports of City Manager: City Strategic Plan (Draft)

Reports of City Attorney:

Reports of City Clerk:

Councilors Pending Request:

Presentations from Boards and Commission

Other Council Communications

BOARD/COMMISSION VACANCIES

Board of Building Code and Fire Prevention Code Appeals – 4 Vacancies

Keep Hopewell Beautiful – 1 Vacancy

Recreation and Parks – 2 Vacancies

Library Board – 1 Vacancies

Department of Social Services – 7 Vacancies

District 19 – 2 Vacancies

Dock Commission – 2 Vacancies

Board of Zoning Appeals – 2 Vacancies

Economic Development Authority – 1 Vacancy

Bright Point Community College Local Board – 3 Vacancies

Adjournment

CLOSED
MEETING

RECONVENE OPEN MEETING

WORK SESSION

WS-1

City of Hopewell, VA
Permits / Inspect... - 202407581CUP - 2024
025921-0001 debra mc... 06/27/2024 09:03AM
0 -
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CASH:



The City
of
Hopewell, Virginia

300 N. Main Street • Department of Development • (804) 541-2220 • Fax: (804) 541-2318

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20240758

APPLICANT: Jose Raymundo Mejia / jrm Contractor LLC

ADDRESS: Suls Allin rd Prince George, VA 23875

PHONE #: 804 690 6868 FAX #: _____

EMAIL ADDRESS: jrm5289794@gmail.com

INTEREST IN PROPERTY: _____ OWNER OR _____ AGENT
IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER
OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: Jose Raymundo Mejia

ADDRESS: Suls Allin Rd Prince George, VA 23875

PHONE #: 804 690 6868 FAX #: _____

PROPERTY ADDRESS / LOCATION:
3000 Davison Ave, Hopewell 23860

PARCEL #: 0920665 ACREAGE: _____ ZONING: R2

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, ***
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. X
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. X

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION _____ OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

Vacant

THE CONDITIONAL USE PERMIT WILL ALLOW:

Build back a 3 bedroom 2 bath house

Original house was 2 bedroom and 1 bath

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

The new build is up to code for the help and safety for new owners. It will increase the property value.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

The new build will bring new life to the area. Will increase home sales.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

In building comparable to the area.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.



APPLICANT SIGNATURE

06-24-2024

DATE

Jose Raymundo / Jrm Contractor LLC

APPLICANT PRINTED NAME

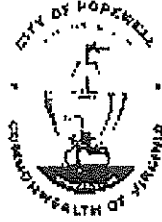
OFFICE USE ONLY

DATE RECEIVED 6-27-24

DATE OF ACTION _____

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:



City of Hopewell, VA
Dept. of Code Enforcement
300 N. Main Street
Hopewell, VA 23860
804-541-2220
Welcome

06/27/2024 09:03AM debra m.
025921-0001 000227736
Payment Effective Date 06/27/2024

PERMITS / INSPECTIONS

CONDITIONAL USE PERMIT

- REVIEW

2024 Item: 20240758|CUP \$300.00

Payment Id: 360606

\$300.00

Subtotal \$300.00

Total \$300.00

CASH \$300.00

Change due \$0.00



Thank you for your payment.

City of Hopewell, VA COPY
DUPLICATE RECEIPT

CONDITIONAL USE PERMIT REQUEST

Single-Family Dwelling on a Non-Conforming Lot

Parcel #092-0665 - 3000 Davison Ave.

CITY COUNCIL WORK SESSION

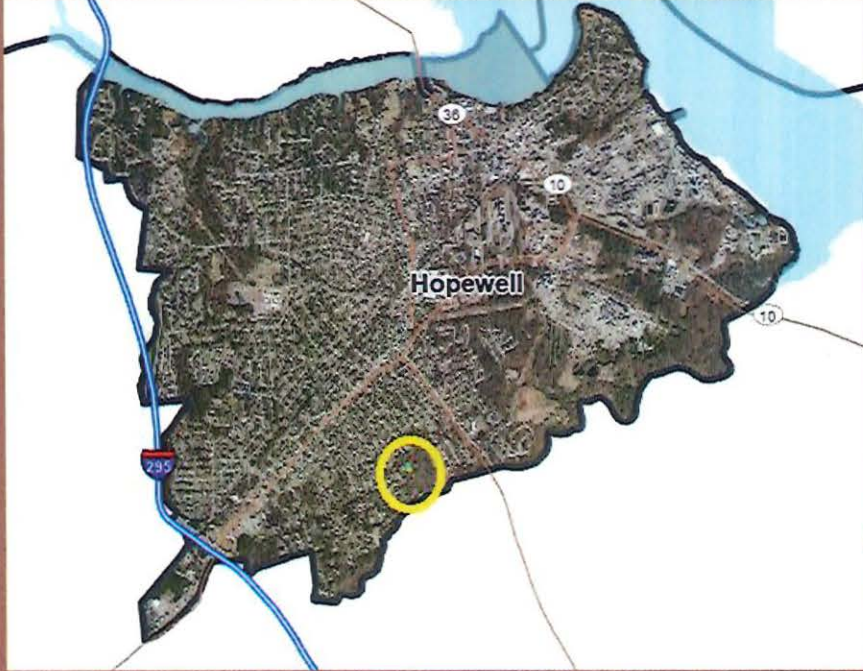
September 10, 2024

CUP REQUEST: SFD on Non-Conforming Parcel #092-0665

- APPLICANT: **JRM Contractor LLC**
- WARD: **6**
- CURRENT ZONING: **R-2 Residential Medium Density**
- PUBLIC NOTICE: **Ads in Progress-Index, letters to adjacent property owners, sign placed at property**



CUP REQUEST: SFD on Non-Conforming Parcel #092-0665



CUP REQUEST: SFD on Non-Conforming Parcel #092-0665

Minimum lot size in R-2 is 75 feet wide and 7,500sf.

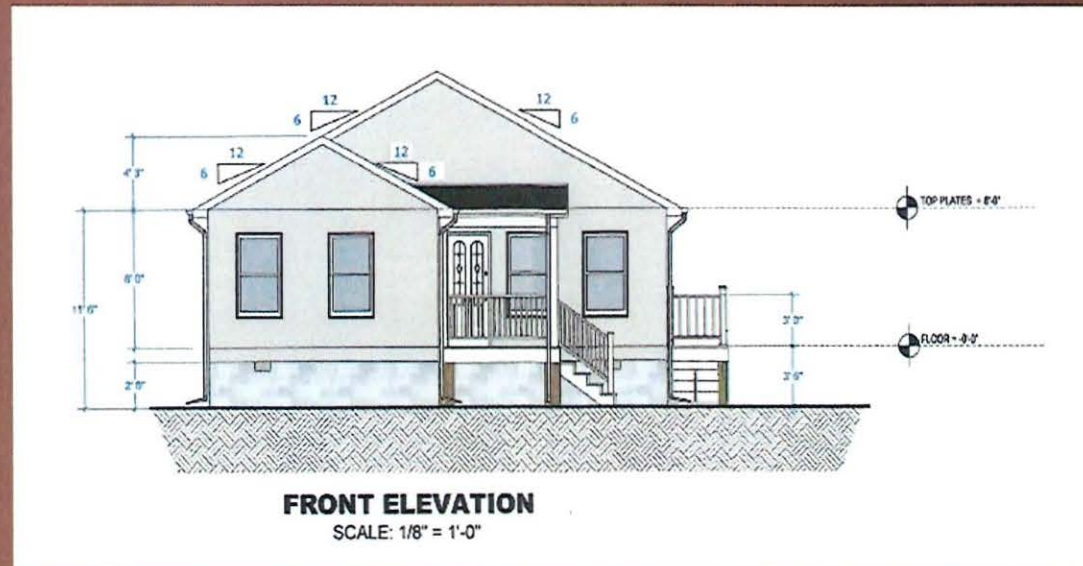
Parcel #092-0665 is 50ft wide and 5,000sf.

Non-Conformity – Total Lot Size less than 7,500sf. & lot width less than 75ft.



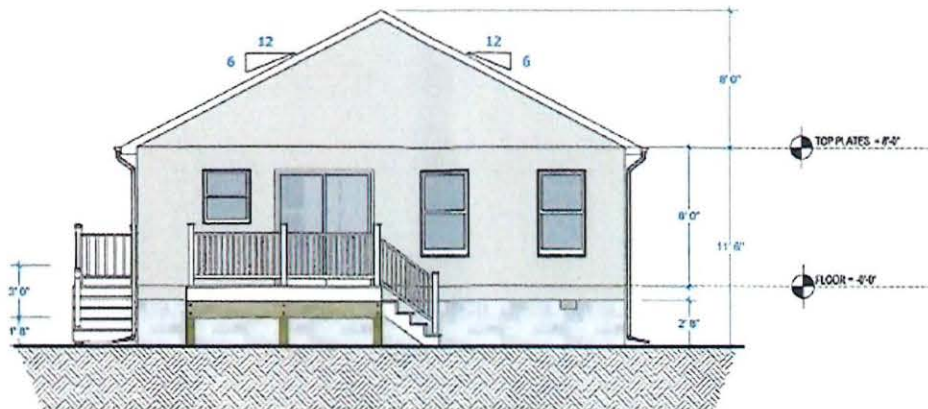
CUP REQUEST: SFD on Non-Conforming [Parcel #092-0665](#)

- 1-Story SF Dwelling
- 3 Bedroom; 2 Bath
- 1,605sf



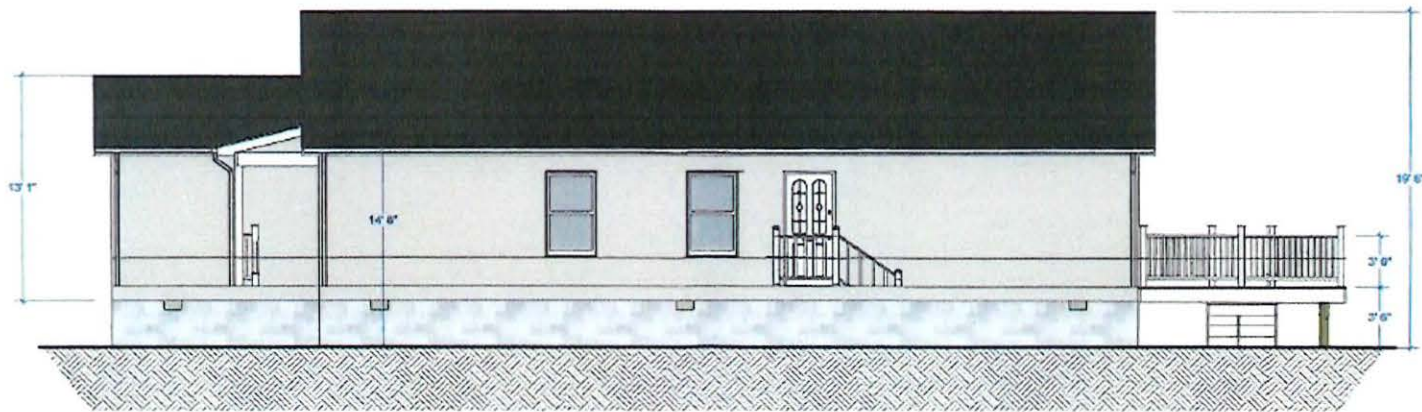
CUP REQUEST: SFD on Non-Conforming Parcel #092-0665

- 1-Story SF Dwelling
- 3 Bedroom; 2 Bath
- 1,605sf



REAR ELEVATION
SCALE: 1/8" = 1'-0"

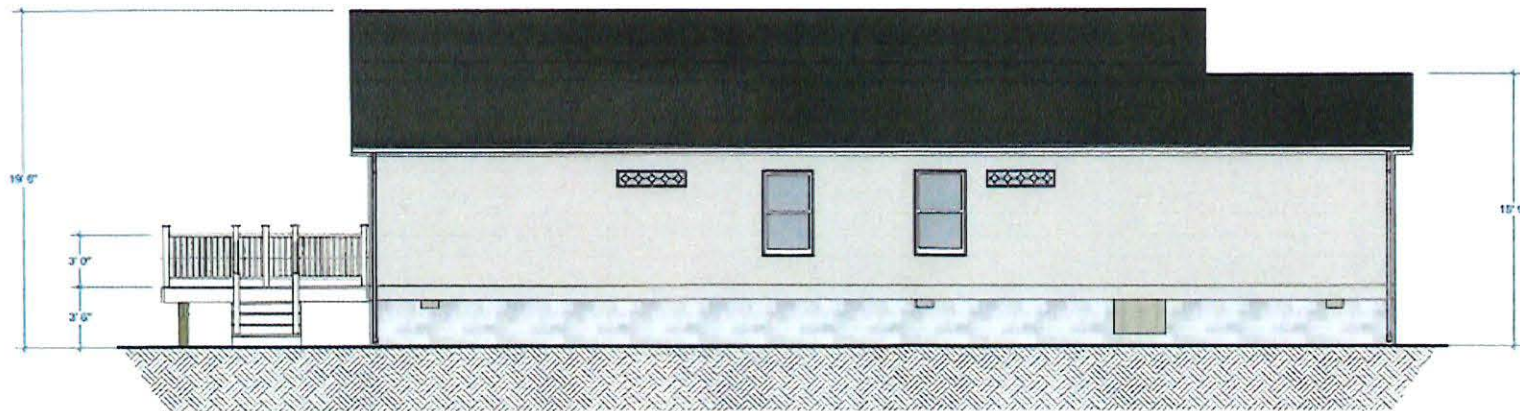
CUP REQUEST: SFD on Non-Conforming Parcel #092-0665



RIGHT ELEVATION

SCALE: 1/8" = 1'-0"

CUP REQUEST: SFD on Non-Conforming Parcel #092-0665



LEFT ELEVATION

SCALE: 1/8" = 1'-0"

Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓



- Proposed dwelling is a unique architectural style to the neighborhood.
- Average size of dwellings in the surrounding area is 1,193 sf.
- Proposed dwelling is 1,605sf, larger than the average and the house it's replacing.

Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. The new SFD will have roof eaves/overhang of 12” minimum.
2. The new SFD will include 4-inch wide trim around all windows on front of house.
3. The lot will have a minimum coverage of 20% tree canopy at full maturity.
4. A driveway of asphalt or concrete will be installed in accordance with the City’s driveway policy.
5. The new single-family dwelling will have brick foundation on all four sides.
6. The new SFD will have foundation plantings along front foundation.
7. The new SFD will be in substantial conformance with the house plans/designs submitted with the application and dated 6/24/2024.

Planning Commission Recommendation

Planning Commission recommended approval of the CUP with staff's recommended conditions a vote of 5-0 after the public hearing held on August 8, 2024.

CUP REQUEST: SFD on Non-Conforming Parcel #092-0665

Questions?

Applicant: Jose Mejia, JRM Contractor LLC

**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-
CONFORMING PARCEL #092-0665 IN THE R-2
DISTRICT, LOCATED AT 3000 DAVISON AVE.**



CITY COUNCIL

STAFF REPORT

Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.

I. EXECUTIVE SUMMARY

The applicant, JRM Contractor, LLC, requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #092-0665, also identified as 3000 Davison Avenue, in the R-2 District. Staff recommends approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	August 8, 2024	Public Hearing	Pending
City Council	Sept. 10, 2024	Work Session	No Action
City Council	TBD	1st Reading / PH	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	JRM Contractor LLC/Jose Raymundo Mejia
Existing Zoning	R-2 Residential Medium Density
Requested Zoning	N/A
Acreage	0.115 acres / 5,000 sf
Legal Description	LOTS 19-20 blk 17 SUBDIVISION: BELMONT
Election Ward	6
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #092-0665

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	7/25/2024	8/1/2024
	Letter to Adj. Properties	8/1/2024	
City Council	Progress-Index Ad	TBD	TBD
	Letter to Adj. Properties	TBD	TBD

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Within each zoning district some uses are permitted as a matter of right and others are only conditionally permitted. The theory behind the conditional use approach is that the particular use has a certain level of negative externality which, if properly managed, could allow the use to be established in the district. Absent proper management, conversely, the use is most likely unacceptable. The Conditional Use Permit process affords a case-by-case review. It is up to the local governing body to establish the conditions under which the Conditional Use Permit is to be approved; applicants/property owners are not required to agree to the conditions imposed for them to be valid and binding on the property. The question being considered is whether the proposed use in the proposed location can be conditioned in such a way as to prevent negative externalities from being imposed on adjacent and nearby properties. Possible negative externalities can comprise a long list that are often spelled out in the ordinance – smoke, dust, noise, trash, light, traffic, incompatible activity levels or hours of operation, likelihood of trespass on adjoining properties, stormwater/drainage runoff, inadequate public infrastructure, and many more.

Conditional Use Permits in Hopewell run with the land and not the owner.

VI. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article IV, Residential, Medium-Density District \(R-2\)](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #092-0665, is a non-conforming lot at the eastern end of Davison Avenue. The property dimensions are 50 feet wide by 100 feet deep for a total of 5,000 square feet. The R-2 District sets the minimum lot width at 75 feet and the minimum lot size for a single-family dwelling use at 7,500 square feet. The lot width and total area are less than the required minimums, making it non-conforming to the R-2 District. The applicant also owns the parcel adjoining this property at the rear property line and will consolidate the two parcels

together to create one parcel. When that resubdivision is complete, the property will meet the minimum lot size requirement but the width will remain non-conforming.

VIII. APPLICANT POSITION

The subject property previously contained a single-family dwelling (approximately 736sf) that was demolished earlier this year. The applicant proposes to construct a new, 1-story, 3-bedroom, 2 full bath, 1,605 square foot house to replace the former 2 bedroom, 1 bath house. The applicant claims he will be bringing new life and value to the neighborhood.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. Conditions may be mandated to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Such conditions may address architectural style, materials, landscaping, enhanced storm water management, or any other required condition that mitigates any potential negative impact with the goal of maintaining or enhancing the surrounding neighborhood.

The surrounding properties are typical 1-story homes with mostly vinyl siding and an average size of 1,193sf. The proposed house will be larger than the average home on this block.

The proposed new single-family dwelling will meet all district setbacks, as required by the ordinance.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

AGE OF HOUSING

Hopewell has seen lower levels of new development in recent decades when compared to other cities in the region and state, with a drastic slowdown beginning in the 1980s. For this reason, the city now has an aging stock of housing units, with nearly 80% of all units built in the 1970s or earlier (Hopewell Comprehensive Plan 2018, pg. 202).

THE FUTURE LAND USE PLAN

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to

distinguish between the two. Infill attempts to “seed” (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

Infill development and redevelopment projects can have substantial benefits for Hopewell. This will not occur without City guidance and planning initiatives. Communities that have pursued active infill and redevelopment programs have realized a strengthening of their real estate market by renewing housing stock and readapting sub-standard neighborhoods and sub-par commercial areas. (Hopewell Comprehensive Plan 2018, pg. 117).

XI. STAFF RECOMMENDATION

A survey of the properties on this block reveals a homogenous collection of 1-story homes ranging in size from 840sf to 1,200sf with mostly vinyl siding and a couple of larger 2-story homes. A large majority of the lots meet the minimum lot size and width requirements; however, the two closest lots to the subject lot are similar in size and non-conforming to the district, as well. The proposed house exceeds the average size of the existing homes and doubles the size of the house that was previously on this lot.

From Article XXI-Amendments, of the Hopewell Zoning Ordinance:

“As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.”

For these reasons, Staff supports the approval of this application with the following conditions:

1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The new single-family dwelling will include 4-inch wide trim around all windows on front of house.
3. The lot will have a minimum coverage of 20% tree canopy at full maturity.
4. A driveway of asphalt or concrete will be installed in accordance with the City's driveway policy.
5. The new single-family dwelling will have brick foundation on all four sides.
6. The new single-family dwelling will have foundation plantings along the front foundation.
7. The new single-family dwelling will be in substantial conformance with the house plans submitted with the application and dated 6/24/2024.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 5-0 after its public hearing held on August 8, 2024 to recommend approval of the CUP application with staff's recommended conditions.

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Blue box indicates Parcel #092-0665



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #092-0665

3000
Davison

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	3001 DAVISON	2	1964	50	100	5000	VINYL	1969	SF
2	3005 DAVISON	1	1079	50	100	5000	VINYL	1946	SF
3	3010 DAVISON	1	1080	75	100	7500	VINYL	1996	SF
4	3011 DAVISON	1	840	75	100	7500	BLOCK	1946	SF
5	3012 DAVISON	1	1080	75	100	7500	VINYL	1996	SF
6	3014 DAVISON	1	1092	75	100	7500	VINYL	1995	SF
7	3015 DAVISON	1	1040	66	100	6600	WOOD	1974	SF
8	3018 DAVISON	1	1200	75	100	7500	VINYL	1999	SF
9	3020 DAVISON	2	1540	125	100	12,500	WOOD	1928	SF
10	3023 DAVISON	1	1014	100	100	10,000	BRICK	1972	SF
	AVERAGE	1	1,193	76.6	100	7660	VINYL		
	#123-0055	1	1,605	50	100	5000	VINYL		SF

BLUE = Proposed house

WS-2

Proposal to Increase Development Fees **Revised**

City Council Work Session
September 10, 2024



Fee Schedule

The Development Department has two sets of fees:

- **Building Permit fees**
 - Residential
 - Commercial
- **Planning application fees**



Planning Applications

	HOPEWELL	PETERSBURG	COL. HEIGHTS	PRINCE GEORGE
REZONING	\$300	\$1,500	\$1,500	\$1,050 BASE +
VARIANCE	\$200	\$500	\$1,000	\$350
COND USE /SPEC EXCEPT/SPEC USE	\$300	\$500	\$1,500	\$700
SITE PLAN REVIEW	\$250	\$800 + \$50 ACRE	\$750 - \$1,100	\$350 + \$35 ACRE
ZONING ORDINANCE AMENDMENT	\$300	\$1,500		\$700



Planning Applications

Primary Applicants

REZONING

Developers

VARIANCE

Prop. Owners

COND USE /SPEC EXCEPT/SPEC USE

**Prop. Owners, RE
Investors**

SITE PLAN REVIEW

**Developers,
Business Owners**

ZONING ORDINANCE AMENDMENT

**Business Owners,
RE Investors**



Planning Application Costs

APPLICATION	APPLICATION FEE	MINIMUM ADVERTISING COST	NET
REZONING	\$300	\$622.44	- \$322.44
VARIANCE/SPEC EXCEPT/SPEC USE	\$200	\$311.72	- \$111.72
CONDITIONAL USE	\$300	\$622.72	- \$322.72
SITE PLAN REVIEW	\$250	\$0.00	\$0.00
ZONING ORDINANCE AMENDMENT	\$300	\$622.44	- \$322.44

*** All applications require numerous hours of staff time and coordination amongst several city departments.**



Summary

- **Planning fees are the lowest in the region.**
- **Most current Planning fees do not cover costs for required advertisements or staff review.**



Proposed

- **1ST Submittal**
SITE PLAN REVIEW (Base Fee) **\$ 550.00**
- **2nd Submittal** **No Charge**
- **3rd + subsequent submittals each** **\$ 250.00**



Proposed

- **Keep Residential Building Permit fees the same.**
- **Keep Commercial Building Permit fees the same.**
- **Raise Planning fees to cover costs and reflect region.**
 - **REZONING - \$1,500.00**
 - **VARIANCE/SPEC EXCEPT/SPEC USE - \$ 550.00**
 - **CONDITIONAL USE - \$ 650.00**
 - **ZONING ORDINANCE AMENDMENT - \$1,000.00**



Staff Recommendation

Amend Article XXII to increase the following fees:

REZONING -	\$1,500.00
VARIANCE/SPEC EXCEPT/SPEC USE -	\$ 500.00
CONDITIONAL USE -	\$ 650.00
ZONING ORDINANCE AMENDMENT -	\$1,000.00

SITE PLAN REVIEW

\$550 – base fee/first submittal

3rd and subsequent resubmittals - \$250 per submittal



Questions?



CONSENT
AGENDA

C-1

MINUTES OF THE AUGUST 20, 2024, 2024 CITY COUNCIL REGULAR MEETING

A SPECIAL meeting of the Hopewell City Council was held on Tuesday August 20, 2024 at 6:00 p.m.

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

Councilor Pelham makes a motion to allow Councilor Holloway to attend virtually.
Councilor Harris seconds the motion.

ROLL CALL

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

Motion Passes 6-0

REGULAR BUSINESS

R-1 Finance Committee Report - CFO – Stacy Jordan, Finance Director

Mrs. Jordan opened her presentation with the citywide FY24 preliminary revenue and expenses chart. Mrs. Jordan expressed the cities surplus, cost recovery, rebates, and donations. One of the key components of this section was highlighting the increase in machinery and tools due to billing. Also, the miscellaneous budget for \$24,000,000 but only received \$1,000,000 was mentioned. To that statement Councilor Pelham asked, “Why budget that much money for that amount if you’re not continuing?” A follow up question was asked by Vice Mayor Gore concerning past dues and grant monies. Vice Mayor Gore asked if that information “could be broken down further, then communicate that information to the board.” Mrs. Jordan then proceeded into the general fund preliminary for FY24 explaining a \$7,000,000 surplus. In addition to the five full time positions totaling \$542,000, Mrs. Jordan stated gave a brief breakdown of each item: Economic Development, Fire Department, Public Works, and the Draft Financial Policy. The city manager, Dr. Concetta Manker referred back to the \$7,000,000 surplus and how those funds are “earmarked towards the water department so, it is actually \$2,000,000.” On the topic of the full-time positions, Councilor Joyner inserted a statement outlining how the “city shouldn’t be allocating dollars to positions that can’t be supported next year.” Mayor Partin made comments concerning Rick Newman’s positions request. Dr. Manker also made comments concerning the positions request.

Stacy Jordan turned the floor over to Charles Bennett.

Mayor Partin asked Charles Bennett about a loan for the marina. If the general revenue side loans money to the enterprise for marina. It could assist the city over a certain timespan because it would pay dividends. Charles Bennett explained how the spaces in the marina are at a leasing capacity.

Charles Bennett turns floor back over to Stacy Jordan.

Vice Mayor Gore thought it to be wise for city to pay itself, first. Versus making any hasty decisions during mid-year budgeting. Secondly, Vice Mayor Gore spoke about the importances of a legal assistant in the attorney’s office, and the Winston Churchill project, and the issues with the schools. Adding, that the city should add to the savings fund before further decisions. Stacy Jordan moved forward with comments concerning the general fund’s draft financial policy with a reserve of

\$9,000,000. However, the citywide FY24 preliminary was reverted back to by Mrs. Jordan to explain to the council what funds were actually available. There have been some “overbudgeting” per Mrs. Jordan. Councilor Joyner asked Mrs. Jordan to “drill down” or alleviate some the line items that could cause that budget result. Stacy Jordan reminded the council of how the fiscal year was still in the midst of closing and that the EOY (end of year) funds showing \$7,189,506 is what is expected. Not currently obtained. Mrs. Jordan moved into the Enterprise fund where she showed the loss in revenues due to the poor collections and un-budgeted expenses. Dr. Manker reminded the council of a September 10th meeting where she would bring a proposal for a data integration “in-house.” However, logistically things must be worked out. The discussion proceeded into the school’s preliminary fund where Stacy went over the \$6.3 million increase in April via grant monies. The city manager needed clarification on what items should be placed onto the agenda for the next meeting (Aug. 27th). Revenue estimates were next per Debra Reason, Commissioner of Revenue for the city of Hopewell. Machinery and tools have increased from \$8 million to \$10 million.

Charles Bennett commented per the rebates stating, the rebates for 2023 and 2024 are in the enterprise zone which he manages and the rebates “burn off” yearly. Investments four years are beginning to subside.

Stacy Jordan went into food and beverage estimates for 2023 the numbers stood at \$2,787,406. While 2024 numbers are \$2,100,000. Transient occupancy in 2023 \$1,030,844 decreased to \$600,000. Business licenses increased from \$1,856,731 to \$1,880,000. She opened the floor for open discussion and questions.

R-2 Treasurer’s Delinquent Tax Report – Shannon Foskey, Treasurer

Shannon opened with information pertaining to last month’s session that discussed who’d be responsible for “shutting down any delinquent businesses.” Shannon Foskey explained and assured the council that persons involved in that process would be that of the collaboration of the Sheriff’s department and treasurer’s department. Shannon would like to have citizens be directed to the treasurer’s office when wanting to address concerns of the city. Pertaining to the presentation of where the city currently resides in delinquency, Shannon reiterated to the council that the \$3,842,655.82 has been managed by TACS (Taxing Authority Consulting Services) where a partnership was established in November 2023. TACS are currently conducting garnishments and liens on the personal property taxes. Shannon continued with explaining how TACS is “doing their part” bringing

in \$1,086,874.58. Concerning the delinquent amount with business licenses from 2019 into 2023, the city stood at \$504,368.56. Virginia Auction was mentioned by the treasurer's office stating, "they've been knocking on doors of delinquent businesses, thus collecting over \$5,000 since last month and \$3,148.38 since last week (w/e Aug. 16th). The real estate delinquency in 2022-23 totaled \$918,273.70. Delinquency notices have been issued totaling 800 advising the citizens to either pay by November to avoid future collections. Shannon Foskey stated that if those payments aren't made, they will be going to Jason Dunn (Real Estate collection official). Councilor Pelham asked "Who was Virginia Auction?" Shannon Foskey hasn't updated the report from Jason Dunn because the treasurer's office hasn't received the pertinent documents. But the treasurer's office will receive those documents Wednesday (Aug. 21st). Vice Mayor Gore asked, "We're those the monies collected since Dunn and Anderson began with the city of Hopewell?" Shannon Foskey said there is a meeting that will be conducted with the treasurer's office and the city attorney's office pertaining to the contract of Sands Anderson. Councilor Harris asked Shannon Foskey to expound on her comments pertaining to how to better streamline the communication process via the citizens issues. Councilor Joyner explained how the numbers per real estate properties discussed aren't included with the numbers given by the treasurer's office, and how they're "outside the scope." Councilor Denton made remarks per Councilor Harris' remarks and how she's gotten several calls from the trash department. Councilor Denton assured the audience and citizens that calls from citizens have been and should be taken seriously. Councilor Pelham wanted to know would those contracts from Sands Anderson and Jason Dunn renegotiated every five years. Finance Director Stacy Jordan communicated to the council the Sands Anderson typically deal with the bond council not, delinquencies. Vice Mayor Gore asked the treasurer's office for a "break down" meals and lodging. Also, Vice Mayor Gore is petitioning the bill by year and collected by year from the treasurer's office. Vice Mayor Gore wanted to know information on businesses created during Covid-19 that were not paying on licenses or registered businesses, and who is monitoring that?" Vice Mayor Gore continued with asking for the practices of the payment plan options. Shannon Foskey mediated to the council of the application process to which the treasurer's department can determine who is eligible for a payment plan. If a citizen states they need to have a stop removed, then to have a stop removed, a 20% down payment must take place for that stop to be removed. Next steps, Foskey continued, will be a 3-month payment option. If that payment is not made within that window, it will be sent to TACS. Councilor Joyner's remarks

referred back to the meals and lodging remarks made by Vice Mayor Gore concerning the delinquencies and how the she'd like to see a "break down" of those numbers.

The floor was turned over to Neika Hart

Neika Hart continued her presentation concerning the weekly cash flow report. Neika Hart conveyed how state federal funds deposited into various accounts. Councilor Joyner asked about the "\$21 million begin a "rainy day" fund or funds from the general fund?" Councilor Pelham asked Neika Hart to explain how the payroll is displayed. Asking "is it that payroll is less on these odd weeks because people get paid differently? Or is it everybody doesn't get paid at the same time? Also, Councilor Pelham asked the city manager "would any debt services dropping off anytime soon?" Vice Mayor Gore proceeded to ask about grant money being "broken out" as well?" Neika Hart conferred to the council that the miscellaneous accounts shouldn't rollover into a particular month and that the treasurer's office will class those funds out. We, the treasurer's office can't allow the funds to sit into Munis. She opened the floor for open discussion and questions.

Councilor Denton motions to adjourn, no discussion

Yes- 5

No- 0

ADJOURNMENT

Respectfully Submitted,

John Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE AUGUST 27, 2024 CITY COUNCIL REGULAR MEETING

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

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

Councilor Joyner makes a motion to allow Councilor Pelham to participate in the meeting remotely, Councilor Denton seconds the motion. No discussion.

ROLL CALL

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

Motion Passes 4-0

Councilor Joyner makes a motion to go into closed session 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, Councilor Denton seconds the motion.

ROLL CALL

Councilor Pelham-	Abstain
Councilor Holloway -	Absent

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

Motion Passes 4-0

Councilor Denton makes a motion to come out of closed session, Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 4-0

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.

ROLL CALL

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

Motion Passes 4-0

Councilor Joyner makes a motion to appoint Malaki Tunstall to the recreation commission as a youth member, Councilor Denton seconds the motion.

ROLL CALL

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

Motion Passes 4-0

WS-1- Zoning Ordinance Amendment Request for Group homes allowable use in B1 district - Chris Ward, Director of Development

Director Chris explains what this zoning amendment is referencing and he is not asking for any action tonight. The B1 covers portions of zone 1 and 2 and B1 does not allow group home. A public hearing was held at the planning commission and he goes over a map that shows the B1 district and reminds council that when adding a use to that district that use will be allowed anywhere through out that district. The city is in full compliance with city code as it relates with group homes and the map shows all areas in the city where group homes are allowable by right. When staff reviewed the request, they looked at guidance documents, and the downtown vision plan and comprehensive plan does not support a reduction in density. Group homes are already permitted by right in all residential zoning districts. Mr. Ward mentions that single family dwellings are not in alignment with the density requirements for the B1 therefore staff is recommending denial of the request to add group homes and assisted living to section A of article 9A which is the B1 downtown central business district. He mentions at the public hearing held on July 11th; the property owner expressed his opposition to the request to add group homes as an allowable use to the B1. The department has not received any other public comments. He opens the floor for any questions. Councilor Pelham asks how many group homes does Hopewell have in residential areas, Mr. Ward answers he does not know a total number. He lets Councilor Pelham know he can

provide that at the next meeting that number to her and he can provide a map that shows a general area and which ward they are located in. No further questions were asked.

WS-2- Legislative Agenda Discussion – Dr. Manker, City Manager

Dr. Manker begins explaining this work session is from last year and is really just to open the floor for discussion to see what items council is interested in adding to the agenda. Councilor Joyner sent out an email earlier asking for feedback and she received some responses but she opens the floor for discussion with council. Dr. Manker mentions this is more informational unless there is some discussion that council would like to have at this time. Vice Mayor Gore asks at this time is there anything that anyone would like to see removed that can be annotated for their discussion on Thursday. Councilor Pelham asks would the question be if the granted runs out will the city pick up the bill and is there any legislation to be put on the agenda about the youth? Dr. Manker responds saying she can reach out to the delicate but the project safe grant was rewarded to real life through the state so to her understanding those funds will carry them through and there has been no conversation about the city picking it up. There should be enough funding to go into the next year. Dr. Manker added in the last budget council approved legislative services to be outsourced this year which is tied to the communications job profile and that was removed and she mentions they did not put out the RFP for that and just so they could go into the legislative agenda this season with legislative services so in the meeting Friday they will be reviewing those RFPs with the committee to make a selection and bring it back to council for recommendation.

After work session, there was a brief recess until 7:30.

Vice Mayor Gore opens the meeting back to order. Roll call taken.

ROLL CALL

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

Chief of Police does the prayer for the opening of the meeting followed by the pledge of allegiance.

Councilor Joyner makes a motion to allow Councilor Pelham to participate remotely, Councilor Harris seconds the motion. No further discussion.

ROLL CALL

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

Motion Pass 4-0

Dr. Manker makes a recommendation to remove R6 from the agenda which is the adoption of the city financial policies and move it to the next agenda meeting. Councilor Joyner makes a motion to remove R6 and table it until the next regular agenda meeting, Councilor Denton seconds the motion.

ROLL CALL

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

Motion Pass 5-0

Councilor Denton makes a motion to approve the consent agenda, Councilor Joyner seconds the motion.

ROLL CALL

Councilor Pelham-	Abstain
Councilor Holloway -	Absent

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

Motion Pass 4-0

INFORMATION/PRESENTATIONS

Ginger Holland begins her presentation on the rivers and road festival by letting council know when the festival will take place. It will be September 6 through the 8th. She then turns the floor over to Heather Lyne with the Hopewell Downtown Patronship. Heather hands out her presentation to council for their review as she goes over it from the computer. They go over details of what is offered with the festival and some of the highlights that are included. She goes over many activities and performances that will take place during this festival as well. She goes through each day with council with everything that will be offered to all who attend. There were postcards mailed out to all residents and businesses to send a survey to complete if they attended the festival.

Mr. David Foley steps up to introduce himself as the partner in charge of the City's FY20 audit and he is here tonight to give an update on where they are in the process. He mentions they have been working closely with Jack and his team. He mentions the goal is to be able to issue an unmodified opinion on the city's financial statement. He speaks on their progress and mentions they are close to getting the audit testing completed. He mentions they are very close to concluding with the cash in the reconciliations. He tells council the cash and reconciliations were the big reasons why there was a disclaimer of opinion issued for 2018 and 2019. He mentions they had a few outstanding questions that they sent back to Hack and his team for further clarification. If they can get those two items addressed, they will be able to finish their work on cash and conclude on cash which is a huge step in getting towards the goal of an unmodified opinion. He believes they are a few weeks to tie up and finish the audit testing and then at that point they can move towards pulling together a draft and issuing a draft opinion for the city. The goal would be to have a draft and the opinions issued by the end of September. He lets council know once the draft is issued and management had a chance to review it and respond to any findings that they have then they can work towards issuing the final document for 2020 and once they get 2020 done, they will be able to jump right into FY 2021.

Councilor Joyner that he promised an opinion by August 15 and did not make the deadline, so she is concerned. She mentions being held hostage and they are trying to get their first time clean audit by December of 2025. She understands the obstacles but they have had the information since February, with regard to future audits, what sort of time frame should it take generally speaking an audit should take 90 days. Mr. Foley agrees that a clean audit should take 60 to 90 days to complete.

Councilor Pelham asks are the dates provided going to be changed in a few weeks or are these final deadlines. The answer was he thinks this are final deadlines and should not change. She asks is there someone in Hopewell dedicated within his company to finish this. The answer is yes there is someone who is dedicated to get this done, himself included.

Vice Mayor Gore asks when did they begin testing. The answer is they started initial test work in February and so on since they have been receiving information. She then says it appears that the information has been sitting, so she asks where the gap is because it appears they have been waiting but what would they say is causing the hold up. Mr. Foley stated they did not receive all information in February and throughout testing they worked on testing in some areas while pre audit work on other areas.

Councilor Pelham asks have they received FY 19 through 23 all the information you need from Rob Bob, treasurer and finance offices to do what you have to do. The answer is currently they have information for FY20 and that is it. She asks when would it all be given from all the years following 23. If Robert Bobb is finished where is that information. Is Robert Bobb done with 21, 22, and 23. He states he does not have the information for those years yet. Jack responds they will upload 21 if they would like them to but they have not completed 20 yet so that is why 21 has not been uploaded yet. She asks is 18 and 19 clean or not. The answer they are not engaged to go back to reaudit 18 and 19. In order for an unmodified opinion in 20 were all the balance sheets accounts that existed as of July 1st of 2019.

The Robert Bobb Group begins their presentation with Mr. Bobb speaking about the update he will be presenting. He speaks about Heather who will give a detail summary about their report. One of the areas of their report they were concerned with was the transition plan and he is happy to report the city manager has provided them with a very detailed transition plan that will be presented to the city

council for its review. It is in draft form now and they are working their way through it because there needs to be some way in which their work is transitioned into the city but they still have some significant issues that they want to cover tonight but he wanted to mention they were concerned early on about the pace of providing transition getting the city prepared for a transition report transitioning when they leave but they have a very comprehensive report and he has reviewed it and made his comments and it will be presented to the city council with his recommendation which is that they go through the transition report thoroughly to make sure that it meets the expectations that will continue to escalate and move the city forward. He mentions that September he hopes that they can have a much more detailed work session with city council as they transition their work and close out their work in October. He turns the floor over to Heather to begin her presentation. She started with what she has on the agenda. She mentions they want to start with the risks. She reminds council of two main goals which they are trying to get through which are to clean up the prior financial statements as the first one. Heather says the longer they delay the greater the risk, the longer the period of time that council does not have an automated control environment and she wanted to be clear because while they feel very bullish and strong on past financial statements that are being manually done, she does not feel bullish and strong on the future. Heather mentions they have committed to getting SOP's done and trained by the end of September. She mentions some departments are still not getting what they need to them in time to approve. They have gotten much stricter with putting policies in place.

Councilor Pelham makes a motion to extend the meeting until end of agenda is completed, motion fails for lack of a second.

There is discussion of what must be heard tonight with Dr. Manker before making a new extension meeting.

Councilor Pelham makes a motion to include Robert Bobb presentation and public hearings, R2, R3, and R7, Councilor Joyner seconds the motion.

ROLL CALL

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

Councilor Denton -

Yes

Motion Pass 5-0

Councilor Pelham asks what does it mean when you say Miss. Felton was doing admin work and working in treasury. Is she physically doing treasury responsibilities or is she doing MUNIS responsibilities just to the treasurer's office? Heather mentions Adriana is directly involved with that but says there are items that have to get done as part of the MUNICE implementation for bank reconciliations manager and other items that had previously signed out in the treasurer's office. Adriana chimes in and mentions with the security items with the rolling back of permissions that were rolled back budget had to be overwritten which is one of the biggest concerns. Vice Mayor Gore cautions not to get involved in personnel matters during this conversation. Councilor Pelham asks bank reconciliations, who made that decision about the security about it being done late. Heather mentions she will answer when she gets to that part of the presentation. Heather gives positive updates with the significant progress that has been made. They are about 50 percent done with the approvals. They are experiencing delays and feedback that have been inconsistent. Heather goes over next steps for SOPs and mentions they had hoped to get through their final review a couple days ago which she thinks is EMS so that they can clean that up for approval. She believes they have another session set out for the 27th for that. She mentions they will send that out for approval once documented. Once SOPs are done, they will go back to match the revise the process flows to match the SOP documents. Heather then goes over the tentative training schedule with council.

Councilor Joyner states that anyone who read the report from 8/16 it was a damning report. The report painted a picture that training had not been done, things were left undone, and a week later things had been addressed. She received great pause when she read that report because she is looking at a 2.4-million-dollar investment, and if they don't follow this to the T, they risk that investment. She states they just received this report and she goes over a concern on page 19 of the report. She questions how they go from one week everything not good and then a week later everything is going great. She mentions she is very concerned and she doesn't think that is a great report. She wants to know how is the city going to move forward when Robert Bobb Group is no longer holding their hands.

Vice Mayor Gore asks Dr. Manker if she has a plan to transition the transition plan to the assistant city manager? Dr. Manker mentions that she does and mentions the plan is in draft form. Mr. Bobb provided some comments in which she is working on but as she works on those edits, she is also walking him through who the people are, why it's the process, why it was decided. Vice Mayor Gore mentions prior to whoever does the roll back assuming it is the IT director, with the new SOPs in place who is the ultimate authority to roll back these types of things? Dr. Manker mentions she does not think there is a roll back person that is dedicated to be able to roll back. Vice Mayor Gore mentions there needs to be clarity as to what's going on and then also the plan to address it. She is not sure what the time frame regarding that would be but she believes that needs to be somewhat expeditiously worked on to have a response to council. She mentions a concern she raised is particular staff members and for clarity in the next presentation she wants to know which departments are responsible for hold ups.

Councilor Joyner clarifies she has ultimate confidence in RBG, her comments was lacking confidence in some of the city admin to move forward without the RBG help.

PUBLIC HEARING

Dr. Manker goes over the cigarette tax ordinance for the second reading of the ordinance that will take effect Jan 1 of 2025 at 40 cents. It will take 6 months of implementation. She mentions they need council to approve it at the second reading. Vice Mayor Gore opens the floor to the citizens for comments.

Councilor Denton makes a motion to approve the ordinance on second reading, motion is seconded by Councilor Harris.

ROLL CALL

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

Motion Pass 5-0

Director Ward begins his presentation for the conditional use permit for address 3421 Oaklawn Blvd. He mentions this was presented last month as a work session, this is the first reading that he is asking for action, because only 5 are present he will need all 5 to vote unanimously. The request is to allow this property to be used as a single-family dwelling. He shows council a map view of the property and discussed further about the comprehensive plan. He mentions staff identified that proper driveway does not exist at this location and the application and some aerial photographs were showing vehicles parked in the grass. Staff recommends approval of the CUP with the following conditions. First condition being the applicant will complete an admin resubdivision to combine lot 25, 26, and 27 into this one lot equating the parcel and the second condition would be that the applicant improve the existing overgrown gravel driveway that's located in the rear yard with a new top dressing of gravel. Mr. Ward mentions he will add to this that the applicant has already improved the driveway. Planning commission voted 3-2. He opens the floor for any questions.

Councilor Denton makes a motion to approve the recommendation by the department of planning for the conditional use permit with the conditions stipulated, Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Pass 5-0

Director Ward begins his next presentation for the conditional use permit request to construct a single-family dwelling on a non-conforming lot. The address for this CUP is for 3104 St. Charles. This property is located in Ward 5. He shows a map of the general location and then an aerial view of this property. He gives a detail of the dimensions of this property and provided images to council for the view. Staff recommends approval of the CUP request with conditions attached. Director Ward mentions all conditions. Planning Commission voted 5-0 recommending approval. He opens the floor for questions.

Councilor Denton asks will this be for rent or for sell, the answer is it will be for sell.

Councilor Joyner makes a motion to approve the CUP application with the conditions recommended by staff, Councilor Denton seconds the motion.

ROLL CALL

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

Motion Pass 5-0

Councilor Joyner makes a motion to amend the agenda to allow communications from citizens, Councilor Harris seconds the motion.

ROLL CALL

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

Motion Pass 5-0

COMMUNICATIONS FROM CITIZENS

Mr. Mark speaks and states he appreciated the upcoming festival and he is one of the members of one of the organizations that financially supported and backed the festival. He continues to mention that over a year ago he spoke to council about the roads in Hopewell are not safe for motorcycle riders as an avid motorcycle rider,

he tries to avoid Hopewell roads and he lives in Hopewell. He speaks about how the parking lot in city hall has been resealed and painted, meanwhile our roads out there still have potholes around manhole covers. He is not sure if it is council or VDOT, but he would like for someone to fix it. He then mentions he appreciates holding RBG accountable but not to forget these issues were created by city employees.

Rick Ralston in Ward one speaks to council about business in downtown Hopewell. They spoke about the unhoused individuals have become borderline untenable. He mentions one in particular was very belligerent and very intimidating. He would like to see the city do something to help these people.

REGULAR BUSINESS

R2 – Allocation of funds for Winston Churchill Road Repairs- Director Campbell speaks on Winston Churchill Dr and a critical failure of roadway and storm drain infrastructure. He mentions they have had the road closed every sense and hopefully they are going to have the project wrapped up in the next two weeks all the bills will be coming due. He is asking council to allocate funds per the finance committee recommendation enabling payment for services rendered in the amount of \$1.2 million. He opens the floor for any questions.

Councilor Denton makes a motion to approve the request for Winston Churchill Repairs using FY 24-year end savings.

ROLL CALL

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

Motion Pass 5-0

R3 – School Division Rollover or Purchase Order from FY24 to FY25 Dr. Manker states the finance director from the school is here to request to have those funds rolled over to complete the project and pay those invoices. The finance

director speaks in reference to this request. She is requesting to roll purchase order from 24 to 25 which would include reappropriation of \$155,900 from their fiscal year 24 budget to the FY 25 budget.

Councilor Joyner makes a motion to approve and reappropriate amount funds in the amount of \$155,900.00, Councilor Denton seconds the motion.

ROLL CALL

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

Motion Pass 5-0

R7 CSA budget adjustment for other purchase services – Director Jordan speaks in reference to the CSA budget adjustment for other purchase services. She is requesting to adjust the budget for FY24 from 4.3 million to 4.75 million. The additional funding of 108,000 will come from the preliminary FY 24 general fund balance.

Vice Mayor Gore asks is she doing this because this department has gone over ever year and never gone in front of council to adjust the budget. So, the intent it to correct the budget but where are the dollars coming from? The answer is they extra money is coming from the preliminary FY 24 numbers that were presented, and for next year they will develop the budget for the CSL and make sure to try to project it out as far as that revenue.

Councilor Pelham makes a motion to approve the increase in budget appropriations for Fiscal Year 24 for the CSA fund 015 from 4.3 million to 4 million 750, Councilor Pelham seconds the motion.

ROLL CALL

Councilor Pelham-	Yes
Councilor Holloway -	Absent
Councilor Joyner -	Yes

Councilor Harris -	Yes
Mayor Partin -	Absent
Vice Mayor Gore -	Yes
Councilor Denton -	Yes

Motion Pass 5-0

Meeting automatically is adjourned.

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

**MINUTES OF THE SEPTEMBER 3, 2024, 2024 CITY COUNCIL
REGULAR MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Tuesday September 3, 2024 at 6:30 p.m.

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

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

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

Motion Passes 5-0

Councilor Holloway makes a motion to go into closed session 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, Councilor Joyner seconds the

motion.

ROLL CALL

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

Motion Passes 6-0

Councilor Joyner makes a motion to reconvene, Councilor Denton seconds the motion.

Vice Mayor Gore provided Clerk with instruction for next steps out of closed session that includes Council Denton working with the clerk to get a work session meeting to go over council rules, code of conduct and the most recent ordinance passed in June. Councilor Denton will help schedule the date and submit a deadline idea to include in the rules of the code of conduct. Clerk to make a note once date is set for the meeting to set a deadline for ideas to be sent prior to the meeting.

ROLL CALL

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

Motion Passes 5-0

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

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

Motion Passes 5-0

Councilor Denton makes a motion to adjourn the meeting.

5 – Yes

0 – No

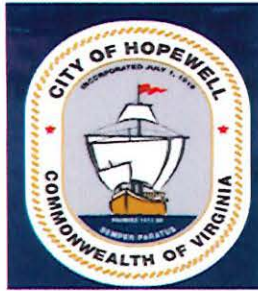
ADJOURNMENT

Respectfully Submitted,

John Partin, Mayor

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	HOLD
Business License Policy	Jasmine Gore	12/14/2023	HOLD
City Credit Card Policy	Brenda Pelham	12/14/2023	CCR
RFP For Financial Services	Councilor Joyner	12/14/2023	HOLD
Meeting with School Board	Vice Mayor Gore	6/11/2024	Pending

C-3

Hopewell Police Department Crime Summary

Sept 10, 2024



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

Year-to-Date Comparison		Thru Sept 1st				
	2023	2024	# Change	% Change	5 Year Average	% Change to Average
MURDER	5	4	-1	-20%	4	-5%
FORCIBLE RAPE	3	5	2	67%	3	47%
ROBBERY	7	3	-4	-57%	12	-75%
AGGRAVATED ASSAULT	43	51	8	19%	39	30%
Violent Crime Total	58	63	5	9%	59	8%
ARSON	5	3	-2	-40%	1	114%
BURGLARY	27	22	-5	-19%	39	-43%
LARCENY	192	203	11	6%	220	-8%
MOTOR VEHICLE THEFT	37	78	41	111%	38	106%
Property Crime Total	261	306	45	17%	298	3%
Total Major Crime	319	369	50	16%	356	4%

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

5 Year Average to 8/31

HOPEWELL POLICE DEPARTMENT
Reporting Date: Sept 3, 2024

Suspected Opioid Overdoses 8/31							
	2019	2020	2021	2022	2023	2024	Grand Total
Fatal	8	8	13	6	16	6	57
Non-fatal	34	61	61	53	61	43	313
Grand Total	42	69	74	59	77	49	370

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: Sept 3, 2024

Verified Shots Fired Jan 1 2023-Sept 2 2023 Vs Jan 1 2024-Sept 2 2024		
2023	2024	2023 Yearly Total-58
43	42	

Neighborhood Watch Meetings

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

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

Cobblestone – 3rd Wednesday every other month @ 1300 Hrs. @ Cobblestone Rec. Center.

Kippax Dr – 3rd 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 – 2nd Monday of every month 6:00pm @ Power's Memorial Church.

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

Hiring-Recruitment Sept 2024

- 11 - Sworn Vacancies, 1 - Emergency Communications Vacancy
- LE Panel Interviews are scheduled for Sept 25, 2024.
- 2 LEO and 1 Emergency Communications Operator are in background investigation.

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

Community Policing Officers by Ward

- Corry Young Ward -1- cyoung@hopewellva.gov
- Ryan Hayberg Ward-2 rhayberg@hopewellva.gov
- Michael Redavid Ward-3&-6 mredavid@hopewellva.gov
- Thomas Jones Ward-4 &7 tjones@hopewellva.gov
- Jonathon Bailey Ward-5 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.
- Officers will be working overtime at the Beacon Theater during scheduled concerts events.



Community Engagement Scheduled Activities Sept 3, 2024

- The Tow Advisory Board meeting was held on August 28, 2024 in the Police Multipurpose Room.
- On October 26, 2024, a Drug Take Back Event will be held at Police Headquarters from 10 am-2 pm.
- A meeting with downtown businesses and community leaders with a date to be determined to discuss options for addressing the homeless problems.

C-4

DATE: September 04, 2024
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – August 2024

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
JORDAN, STACEY	FINANCE	DIR FINANCE	08/05/2024
HART, SEAN	POLICE	ANIMAL CONTROL CUSTODIAN	08/07/2024
DANIEL, TANIEL	SOCIAL SERVICES	BEN PROG SPC I	08/07/2024
MCMULLEN, CASSIDY	SOCIAL SERVICES	FAMSERVSPEC III	08/07/2024
HAYDEN, LISA	TREASURER	DELIQ TAX COLL	08/07/2024
HAYDT, WILLIAM	CITY MANAGER	PART TIME TEMP	08/14/2024
HALEY, D'MARCO	FIRE	FIREFIGHTER II/MEDIC	08/21/2024
NAYLOR, ALEXANDER	FIRE	FIREFIGHTER II/MEDIC	08/21/2024
NETROE, TYLER	FIRE	MEDIC/FF 1	08/21/2024
SHIFLETT, PARKER	FIRE	FIREFIGHTER II/EMT	08/21/2024
SIMMONS, BRADEN	FIRE	FIREFIGHTER II/MEDIC	08/21/2024
WILSON, TYSON	FIRE	FIREFIGHTER II/MEDIC	08/21/2024
SKALSKY, AMANDA	SOCIAL SERVICES	FAMSERVSPEC I	08/21/2024
WYATT, NALA	SOCIAL SERVICES	FAMSERVSPEC I	08/21/2024
CHAPPELL, DUSTIN	SHERIFF	PT SHERIFF DEPUTY	08/23/2024

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
BOLLING, KAYDEN	RECREATION	PT LIFEGUARD	08/06/2024
WALKER, MICHAEL	SHERIFF	SHERIFF DEPUTY FT	08/18/2024
JATCZAK, MADELINE	CIRCUIT COURT LAW INTERN	LAW INTERN	08/31/2024

CC: Concetta Manker, City Manager
James Gaston III, Deputy City Manager
Jay Rezin, IT Director
Arlethia Dearing, Customer Service Mgr.
Kim Hunter, Payroll
Stacey Jordan, Finance Director

COMMUNICATIONS FROM CITIZENS

UNFINISHED
BUSINESS

UB-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Certified Local Government contract

ISSUE: Hopewell has met the requirements for CLG designation and the execution of a contract with DHR will make that designation official.

RECOMMENDATION: The City Administration recommends providing the authority to the City Manager to execute the CLG contract with DHR.

TIMING: City Council action is requested on September 10, 2024

BACKGROUND: The City has been seeking this designation for approximately 10 years.

ENCLOSED DOCUMENTS: CLG contract

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**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 | | | |

CERTIFIED LOCAL GOVERNMENT AGREEMENT

CERTIFIED LOCAL GOVERNMENT AGREEMENT BETWEEN THE CITY OF HOPEWELL AND THE VIRGINIA STATE HISTORIC PRESERVATION OFFICE

The City of Hopewell, in consideration of having been granted Certified Local Government status, agrees to carry out the following responsibilities as a Certified Local Government (CLG), in cooperation with the Virginia Department of Historic Resources, the State Historic Preservation Office (SHPO):

1. Enforce the local historic preservation ordinance for the designation and protection of local historic properties, as provided for in §15.2-2306 and in accordance with Section II A of the Virginia CLG Program guidelines;
2. Maintain an adequate and qualified local review board as established by the local ordinance, as provided for in §15.2-2306; and in accordance with Section II B of the Virginia CLG Program guidelines;
3. Initiate or continue a system for the survey and inventory of local historic properties (including archaeological sites if applicable) focusing on A Village name of area of survey) for 4 years (period of time for survey) that is coordinated and compatible with the statewide comprehensive planning process, and maintain a detailed inventory of districts, sites, and structures under the review board's jurisdiction, with technical assistance provided by the Department of Historic Resources in accordance with Section II C of the Virginia CLG Program guidelines;
4. Provide for adequate public participation in the local historic preservation program in accordance with Section II D of the Virginia CLG Program guidelines;
5. Review and comment upon nominations to the National Register of Historic Places for properties within its jurisdiction, and within 60 calendar days of receiving a complete nomination submit to the Department of Historic Resources the local review board's report and the chief elected official's recommendation as to whether or not the nominated property meets the criteria of the National Register in accordance with Section IV of the Virginia CLG Program guidelines;
6. Assist the Department of Historic Resources, if necessary, in providing mailing labels with the names and addresses of property owners within local historic districts being nominated to the National Register, and assist with making arrangements for local public hearings at mutually agreeable times and locations when such districts are nominated;
7. Coordinate local historic preservation, to the extent practicable, with the Department of Historic Resources (DHR), which shall provide the technical assistance, guidance, and information to the Certified Local Government as requested;
8. Submit an annual report of the local review board's activities for the past year to the Department of Historic Resources by October 30 of each year (or as requested by DHR) in accordance with the Virginia CLG Program guidelines and as further directed by the SHPO;
9. Carry out the general program procedures as outlined in the Virginia Certified Local Government program guidelines, as revised;

10. Demonstrate during the time period from September 2024 to September 2028 improvement in the following specified area(s):

___a. Develop historic district guidelines for the B-1 Downtown Historic District that meets the Secretary of Interior’s Standards and Guidelines for Historic Preservation.

___b. Ensure that members of the review board complete applicable training as approved by the Department of Historic Preservation.

___c. Update the City Point historic district guidelines to include guidelines for new construction and current Secretary of the Interior Standards for substitute materials.

Signatures

For the *Certified Local Government*:

_____, Chief Elected Local Official

Printed Name: _____

Title: _____

Date: _____

For the *Department of Historic Resources*

_____, State Historic Preservation Officer

Printed name: _____

Date _____

UB-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: Request to consolidate aquatic part-time positions into a full-time position.

ISSUE: The aquatic division has encountered ongoing challenges in securing qualified part-time lifeguards, attributed to the national shortage of lifeguards and the competitive pay offered to qualified applicants. The scarcity of American Red Cross Certified Lifeguards has intensified the competition in remuneration to attract and retain the limited staffing. The shortage of lifeguards has led to customer complaints regarding the aquatic hours and staffing insufficiency at our facility, which requires at least two certified guards to operate effectively.

In an attempt to tackle this issue, partnerships have been formed with HCPS and SwimRVA to conduct a lifeguard intercession program. However, only three students successfully completed the course, and of those, only one was hired, with the others either failing to apply or attend the interview. It has been identified that the wages offered by our facility are less competitive than those in the private sector, where lifeguards typically earn between \$15-20 per hour.

To enhance the attraction of qualified candidates and address the staffing shortfall, a proposal has been put forward to reallocate funding from part-time aquatic positions to create a single full-time position with benefits. This strategic move is anticipated to make the position more appealing to potential candidates and reduce the dependence on part-time staff with restricted availability. Ultimately, this adjustment aims to ensure the uninterrupted operation of the aquatic facility and provide the community with adequate staffing to uphold a safe and enjoyable environment for patrons.

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

RECOMMENDATION: Staff recommends approval to combine part-time positions to create a full-time lifeguard position by reallocate existing operating budget in the amount of \$48,153 to fund the position.

TIMING: Staff recommends approval action at the September 10, 2024 City Council meeting.

ENCLOSED DOCUMENTS: Position Funding Worksheet

STAFF: Tabitha Martinez, Recreation and Parks Director

FOR IN MEETING USE ONLY

MOTION: _____

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



Position Funding Worksheet

Full-time

Title: Full-Time Lifeguard

Salary \$ 31,200 \$ 31,200

Benefits:

FICA & Medicare	0.0765	2,387	
VRS	0.1473	4,596	
Insurance (single)	8796	8,796	
VRS Life	0.47	176	
Worker's Comp	0.0252	786	(Rate From Table)
STD	0.283	106	
LTD	0.283	106	
Total Benefits		<u>\$ 16,953</u>	
Salary and Benefits		<u><u>\$ 48,153</u></u>	

Part-time

Title:

Salary \$ -

Benefits:

FICA & Medicare	0.0765	-	
Worker's Comp	0.0009	-	(Rate From Table)
Total Benefits		<u>\$ -</u>	
Salary and Benefits		<u><u>\$ -</u></u>	

UB-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

ISSUE: *Employment of PARA legal to assist Attorneys*

RECOMMENDATION:**TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

•

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

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

Paralegal

Locality: Hopewell

Job Title: Paralegal

Salary/Salary Range: Salary based on experience up to \$75,000.00.

Start Date: January 1, 2025

Closing Date: When filled.

Description of Job:

Under supervision, performs professional legal work in the assistance of prosecuting criminal suspects on behalf of the Commonwealth of Virginia. Work involves performing legal research in the preparation of criminal trials; preparing discovery in criminal cases preparing Appellate court and other legal briefs, as necessary.

Other Responsibilities:

- Prepares and reviews warrants, indictments, information, and presentments.
- Prepare discovery in all courts.
- Listen to jail house phone calls.
- Watches police body cameras.
- Prepares responses to motions filed in all courts.
- Prepares jury instructions.

Special Requirements:

- Extensive background experience in a legal environment.
-

Contact: Richard K. Newman

Title: Commonwealth Attorney

Email: Resumes to rnewman@hopewellva.gov

Position Funding Worksheet

Full Time

Title: Paralegal

Salary: \$75,000.00

Benefits:

FICA 0.0765 5,737.50.50

VRS 0.146 10,9500.00

Insurance 17,640 17,640.00

VRS Life 0.52

Worker's Comp 0.0011 82.50

STD 18 18

LTD 0.315

Total Benefits

Salary and Benefits



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:

ISSUE: *Employment of cold case Attorney*

RECOMMENDATION:**TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

•

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

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

Deputy Commonwealth's Attorney Positions

Locality: Hopewell

Job Title: Senior Assistant Commonwealth's Attorney

Salary/Salary Range: Salary based on experience up to \$115,000.00.

Start Date: January 1, 2025

Closing Date: When filled.

Description of Job:

Under limited supervision, performs professional legal work prosecuting criminal suspects on behalf of the Commonwealth of Virginia. Work involves performing legal research in the preparation of criminal trials; prosecuting jury and non-jury trials in misdemeanor and felony criminal cases including trial of drug cases and/or negotiating settlements; preparing Appellate court and other legal briefs, as necessary. Employee is also responsible for providing legal advice and counsel to public officials, law enforcement officials, victims of crime and the general public. Employee must exercise considerable initiative and independent judgment in determining the proper course of action in a variety of legal cases and situations. Employee must also exercise tact, courtesy and discretion in frequent contact with crime victims, suspect, law enforcement and judicial officials, public officials, and the general public. Employee will supervise assistant commonwealth's attorneys.

Specific Responsibilities:

- Will handle all murder cases as well as cold cases.
- Will be responsible for developing specific programs for training of the police officers.

Other Responsibilities:

- Provides legal advice to all citizens, elected officials, city attorney, and the police department.
- Prepares and reviews warrants, indictments, information, presentments, and search warrants.
- Makes charging decisions (i.e., who to charge and what to charge).
- Interviews victims and witnesses in every case prior to trials and gives referrals to the Victim Witness Coordinator to learn about resources available to victims.
- Meets with police officers and detectives to go over all cases as well as to determine what charges need to be taken.

- Investigates and prepares cases for all trials for general district courts, juvenile and domestic relations district court, and circuit court.
- Prosecutes all felonies and most misdemeanors.
- Prepares responses to motions filed in all courts.
- Prepares jury instructions.
- Prepares all discovery materials.
- Negotiates plea agreements with opposing counsel and meets with opposing counsel to provide discovery.
- Reviews case law and other legal services.

Special Requirements:

- Member of the Virginia State Bar.
- Juris Doctorate Degree and no less than 10 years prosecutorial experience as well as extensive jury trial and murder trial experience.

Contact: Richard K. Newman

Title: Commonwealth Attorney

Email: Resumes to rnewman@hopewellva.gov

Position Funding Worksheet

Full Time

Title: Senior Assistant Commonwealth's Attorney

Salary: \$115,000.00

Benefits:

FICA 0.0765 8,797.50

VRS 0.146 16,790.00

Insurance 17,640 17,640.00

VRS Life 0.52

Worker's Comp 0.0011 126.50

STD 18 18

LTD 0.315

Total Benefits

Salary and Benefits

REGULAR BUSINESS

R-1

2025 CITY OF HOPEWELL STATE LEGISLATIVE
AGENDA VIRGINIA GENERAL ASSEMBLY



City of
HOPEWELL
VIRGINIA

2025 CITY OF HOPEWELL STATE LEGISLATIVE AGENDA

STATE ELECTED OFFICIALS

VIRGINIA HOUSE OF DELEGATES 2023

Delegate Carrie E. Coyner,

Republican, House 62nd District_

EMAIL: DelCCoyner@house.virginia.gov

PHONE: (804) 698-1062

LEGISLATIVE AIDE: Meg Graham

VIRGINIA STATE SENATE 2023

Lashrecse D. Aird

Democratic, District 13

EMAIL: laird@lashrecaird.com

PHONE: (757) 719-0287

CHIEF OF STAFF: Jameson Babb

2024 CITY OF HOPEWELL STATE LEGISLATIVE AGENDA

CITY OF HOPEWELL CITY COUNCIL MEMBERS

JOHNNY PARTIN, MAYOR, WARD 3

JASMINE GORE, VICE MAYOR, WARD 4 (LEGISLATIVE COMMITTEE)

BRENDA S. PELHAM, COUNCILOR, WARD 6

JANICE DENTON, COUNCILOR, WARD 5

MICHAEL B. HARRIS, COUNCILOR, WARD 2

RITA JOYNER, COUNCILOR, WARD 1 (LEGISLATIVE COMMITTEE)

DOMINIC R. HOLLOWAY, SR., COUNCILOR WARD 7

DR. CONCETTA MANKER (LEGISLATIVE COMMITTEE)

CITY MANAGER

THE MUNICIPAL BUILDING (CITY HALL)

300 N. MAIN STREET

HOPEWELL, VIRGINIA 23860

PHONE: (804) 541-2243

WEBSITE: www.hopewellva.gov

FACEBOOK: www.facebook.com/cityofhopewell

2025 CITY OF HOPEWELL STATE LEGISLATIVE AGENDA

1. Maintain local revenue sources such as BPOL, Machinery & Tools Taxes
2. Support funding for education, school construction and modernization
3. Support Community Violence Reduction Initiatives
4. Support funding for HB 599 Public Safety Funding
5. Public Transit Funding
6. Support Historic Rehabilitation and Tax Credits
7. Support funding for Water Quality Improvement Fund
8. Support Storm Water Local Assistance Fund
9. Support the Preservation of Local Taxing Authority and Fees
10. Support funding for Economic Development
11. Support the Virginia Enterprise Zone (VEZ) program
12. Support Children's Services Act (CSA)
13. Oppose Unfunded State Mandates
14. Fiscal Stress Statement
15. Support for Virginia First Cities
16. Support for the Virginia Municipal League
17. Support for Homelessness and Mental Health
18. Support for Residential Financial Wealth Building
19. DEQ Environmental Request
20. Support Virginia Disposable Plastic Bag Tax
21. Oxygen Plant Replacement
22. River Walk Expansion Phase III
23. Leachate Expansion
24. Incinerator Rehab and Upgraded Burner Management System
25. Domestic Bar Screen
26. Industrial Bar Screen
27. Gravity Thickener
28. MBBR Monitors & SCADA
29. Phosphorus Monitoring
30. Treasurers Duties Reassigned
31. Penny Tax

2024 CITY OF HOPEWELL STATE LEGISLATIVE AGENDA

- 1. Maintain local revenue sources such as Business Professional Occupational License Tax (BPOL) and Machinery and Tools (M & T) taxes.** These two taxes comprise a significant part of the City's General Fund budget and are extremely important for the City's revenue stream. **Recommendation:** The City opposes any attempt to eliminate or reduce these taxes unless they are included with an alternate funding method for localities to recover the funds generated by these taxes.
- 2. Support funding for education, school construction, and modernization.** The City of Hopewell supports total funding for K-12 education, school construction, and modernization. The state must meet its constitutional responsibility to adequately fund K-12 education, including total funding of all state mandates from the General Assembly and updates to the Standards of Quality (SOQ) to reflect actual education costs. **Recommendation:** The City of Hopewell supports total funding for K-12 education, construction, and modernization.
- 3. Support Community Violence Reduction Initiatives.** The City of Hopewell strongly supports legislation and budget initiatives that will stem the tide of community violence. Hopewell City Council and administration are committed to building a safer community where all residents, business owners, and visitors feel safe. Localities need help to accomplish this task and must rely on the significant resources of the Commonwealth. **Recommendation:** Identify and implement community violence intervention programs, invest in crisis intervention training programs, support local law enforcement, expand services and support for teenagers and young adults, and help formerly incarcerated individuals successfully re-enter their communities.
- 4. Support funding for HB 599 public safety funding.** The City of Hopewell supports total funding for State Aid to Local Police Departments to fight crime and criminal activity. Our community's safety is a significant priority for the city council. **Recommendation:** The City of Hopewell supports total funding for State Aid to Local Police Departments to assist with public safety and fighting criminal activity.
- 5. Public Transit Funding.** Public transit is a critical component of America's transportation network, serving Americans in every state. Access to public transportation in the City is necessary for hundreds who would otherwise have fewer options and, for some, the inability to travel at all. The City of Hopewell supports state and federal grant funding and or assistance to help offset the high cost of public transit. **Recommendation:** The City's

specific funding request this year and subsequent years is \$250,000.00 annually to support public transit.

6. **Support Historic Rehabilitation and Tax Credits.** The City of Hopewell supports Historic Rehabilitation Tax Credits. The state and federal historic preservation tax incentive and tax credit program encourage private sector investment in rehabilitating and re-using historic buildings. It creates jobs and is one of the nation's most successful and cost-effective programs. It has been instrumental in the rehabilitation of several historic buildings in Hopewell. Examples are The Beacon Theatre, Luck's Barber Shop, Saucy's BBQ, and City Point Ice Cream & Burgers, to name a few. **Recommendation:** The City of Hopewell supports continued funding of historic rehabilitation tax credits.
7. **Support funding for the Water Quality Improvement Fund.** The City of Hopewell supports the continuation of the Water Quality Improvement Fund to assist municipalities by reducing nutrient discharges into state waters. **Recommendation:** The City of Hopewell supports continued Water Quality Improvement Fund funding to assist municipalities by further reducing nutrient discharges into state waters.
8. **Support the Storm Water Local Assistance Fund.** The Storm Water Local Assistance Fund (SLAF) provides matching grants to local governments for the planning, designing, and implementing of stormwater best management practices (BMPs) that address cost efficiency and commitments relating to reducing water quality pollutant loads. Eligible capital project types can include new stormwater BMPs, retrofits of stormwater BMPs, stream restoration, low-impact development projects, buffer restoration, pond retrofits, and wetland restoration. The SLAF program can also fund the purchase of permanent, certified, non-point source nutrient credits. **Recommendation:** The City of Hopewell supports continued Storm Water Local Assistance Fund funding.
9. **Support the preservation of local taxing authority and fees.** Local governments are granted their taxing authority by the General Assembly, either through 1) general laws that apply to all localities or 2) municipal charters, which are unique legislative acts adopted by each City or town under the Uniformed Charter Powers Act (15.2-1100 et seq.). Currently, local governments have available to them 26 different taxes. **Recommendation:** The City of Hopewell supports local taxing authority. Authority to impose taxes without limitation, so long as not prohibited by law per code section 15.2-100 and 15.2-1104, and by 15.2-2404 and 15.2-2405.

- 10. Support funding for Economic Development.** The City of Hopewell asks that the General Assembly increase funding for existing economic development/redevelopment incentive funds. Recommendation: These incentives are pivotal in attracting, retaining, and expanding business. Programs that support redevelopment are vital for the City of Hopewell because the City is landlocked and almost 100% fully developed. Grant programs that assist with redevelopment and rehabilitation will continue to be essential as we work to repurpose and redevelop strategic properties in the City.
- 11. Support the Virginia Enterprise Zone (VEZ) program.** The Virginia Enterprise Zone Program was established by the General Assembly in 1982 as a partnership between state and local governments to stimulate job creation and private investment within designated areas throughout the state. Recommendation: The City of Hopewell supports the Virginia Enterprise Program and urges the General Assembly to provide the amount of funding needed to honor grant awards fully and maintain the effectiveness of this critical economic development tool.
- 12. Support Children's Services Act (CSA).** This law, Code of Virginia, 2.2- 5200, intends to create a collaborative system of services and funding that is child-centered, family-focused, and community-based when addressing the strengths and needs of troubled and at-risk youths and their families in the Commonwealth. 1) CSA will identify and intervene early with young children and their families who are at risk of developing emotional or behavioral problems, or both, due to environmental, physical, or psychological stress 2) increase inter-agency collaboration and family involvement in service delivery and management 3) encourage a public and private partnership in the delivery of services to troubled and at-risk youths and their families and 4) provide communities flexibility in the use of funds and to authorize communities to make decisions and be accountable for providing these services.
- 13. Oppose unfunded state mandates.** The City of Hopewell opposes any government unfunded mandates. Public expectations of services provided by local government continue to increase while local revenue streams, heavily dependent on property, sales, and other taxes, are limited. **Recommendation:** The City of Hopewell asks that the General Assembly: 1) refrain from creating unfunded mandates, 2) not adopt tax relief programs that sacrifice local revenue without a commitment to making communities whole, 3) fully meet the state's financial commitment to programs and services it deems essential and 4) not create administrative and procedural hurdles that negatively impact the fair and timely collection of local revenue.

14. Fiscal Stress. According to the State Commission on Local Government Report published in July 2023, the City of Hopewell ranks 11 out of 133 governments. The lower the rankings, the higher the fiscal stress index. Fiscal stress refers to the growing imbalance between revenues and expenditures over a period, or where the imbalance is short-term, usually confined to a fiscal year and reflecting a situation different from that used as a basis for the budget. The fiscal stress index also illustrates a locality's ability to generate additional local revenue from its current tax base relative to the rest of the Commonwealth. The primary users of the fiscal stress index are local governments in Virginia and state agencies, who use the index to assist in allocating state aid.

15. Support for Virginia First Cities Legislative Priorities

- A. Maintain funding for the current TANF (Temporary Assistance to Needy Families) for Employment Grant Programs.
- B. Protect HB 599 funding for Police departments.
- C. Support maximum funding for the Storm Water Local Assistance Fund (SLAF).
- D. K-12 education At-Risk Add-On and Master Teacher Residency Program.
- E. Protect Historic Rehabilitation Tax Credits and oppose any further decreases.
- F. Protect the Street Maintenance Program.
- G. Protect and increase Brownfields Redevelopment Assessment and Remediation.

16. Support for the Virginia Municipal League Legislative Priorities

- A. Protect HB 599 funding for local police departments.
- B. Education in Funding. VML opposes changes in methodology and the division of financial responsibility that result in a shift of funding commitment from the state to localities. VML opposes policies that lower state contributions but do nothing to address the cost of meeting the Standards of Accreditation and Standards of Learning requirements.
- C. Storm Water Local Assistance Fund. VML supports continued investment in the Stormwater Local Assistance Fund to assist localities with much-needed stormwater projects to meet federal and state clean-water requirements.

17. Support for the Homeless and Mental Health.

The City of Hopewell continues to work to make homelessness rare, brief, and non-recurring; however, the City's unsheltered population has increased by 51% since the COVID-19 safety protocols expired.

The stress of experiencing homelessness may exacerbate previous mental illness and encourage anxiety, fear, depression, sleeplessness, and substance use. The needs of people with mental illness who experience homelessness are similar to those without mental illnesses: physical safety, education, transportation, affordable housing, and affordable medical and dental treatment. When providing care to those experiencing homelessness, it is essential to create a non-threatening and supportive atmosphere, address basic needs (e.g., food and shelter), and provide accessible care.

Poor mental health can lead to homelessness, poverty, disaffiliation, and personal vulnerability. Because they cannot often sustain employment, they have little income. Delusional thinking may cause them to withdraw from friends, family, and others. This loss of support leaves them with fewer resources to cope with times of trouble. Mental illness can also impair a person's ability to be resilient and resourceful; it can cloud thinking and impair judgment. For all these reasons, people with mental illness are at greater risk of experiencing homelessness.

It is paramount that comprehensive homeless services are provided effectively and efficiently by best-practice models to maximize limited resources. **Recommendation:** The City's specific funding request this year and in subsequent years is \$500,000.00 annually to support the operation of a year-round shelter that will mental health care/support.

18. Support for Residential Financial Wealth Building Services: To facilitate equitable solutions to reduce the effects of poverty and enhance wealth development opportunities for The City of Hopewell's most impacted communities.

19. DEQ Environmental Request: The City of Hopewell requests that there be legislative consideration given to the City providing the authority to create environmental laws/ordinances for the City of Hopewell with the approval of the Department of Environmental Quality (DEQ). The City also requests that the Environmental Protection Agency provides City officials with continued reporting notifications of plant violations until the event is resolved.

20. Support Virginia Disposable Plastic Bag Tax: The City of Hopewell supports legislation enacted during the Regular Session of the 2020 General Assembly (House Bill 534

(2020 Acts of Assembly, Chapter 1022) and Senate Bill 11 (2020 Acts of Assembly, Chapter 1023)) that authorizes any county or City to adopt by ordinance the Virginia Disposable Plastic Bag Tax on disposable plastic bags provided to customers in grocery stores, convenience stores, and drugstores in the locality. The Virginia Department of Taxation ("the Department") will administer the tax. A locality must provide a certified copy of the ordinance to the Tax Commissioner at least three months before the tax becomes effective.

21. Oxygen Plant: Replace the existing, aging cryogenic facility, which is the original facility, with a Vacuum Pressure Swing Adsorption System (VPSA). To improve performance and reliability and reduce energy consumption. **Recommendation:** This year, the City's funding request to complete this project is \$16.5M.

- A. Substantially reduce the financial burden on industry, and the City to rebuild the plant.
- B. Enormous savings in liquid oxygen and maintenance cost (\$2-3million/year).
- C. Reduce energy usage and air emissions (better air quality).

22. River Walk Expansion Phase III: This project aims to connect the existing river walk to the Hopewell City Marina, covering a remaining distance of 556 linear feet with a plaza at the Marina entrance. The project will focus on ensuring accessibility for all individuals. The primary purpose of this project is to enhance connectivity and provide a seamless pathway for pedestrians to access the marina from the Riverwalk. Completing this connection will improve the user experience and encourage more people to utilize the river walk and marina facilities. This project will significantly benefit the community by promoting outdoor activities like walking and jogging while supporting local businesses near the marina. It will create a safe and convenient route for residents and visitors to enjoy the waterfront and engage in recreational activities. Additionally, this project will repair the Weston Manor staircase, walkway, and pier along the Appomattox River, resulting in increased historic and eco-tourism. **Recommendation:** The City's funding request to complete this project this year is \$1.5M.

23. Leachate Expansion: The City of Hopewell wants to expand leachate operations and storage capacity to accept additional leachate from surrounding landfills and increase the outside revenue source for capital improvement. **Recommendation:** The City's funding request this year to complete this project is \$3M.

- A. Reduce the financial burden on industry and the City
- B. Minimize (possibly prevent) industrial, commercial, and residential sewer rate increases for capital improvements.

24. Incinerator Rehab and Upgraded Burner Management System: Rehab the existing incinerator and upgrade the burner management system. The incinerator is over 40 years old. The incinerator is critical to our solids removal process and in maintaining environmental compliance for both the VPDES discharge permit and the Title V Air permit.

- A. Reduce energy costs by making the incinerator for efficient
- B. Less air emissions (better air quality)

25. Domestic Bar Screen: The bar screens and associated equipment are a critical part of inorganic material removal that is unusable and untreatable in the facility. Effectively removing this material increases treatment performance.

- A. Enhanced primary screening results in less debris in the treatment process resulting in maintenance and operation cost savings
- B. Improved solids removal results in less phosphorous entering the James River (phosphorous attaches to particulate matter)

26. Industrial Bar Screen: The bar screens and associated equipment are a critical part of inorganic material removal that is unusable and untreatable in the facility. Effectively removing this material increases treatment performance.

- A. Enhanced primary screening results in less debris in the treatment process resulting in maintenance and operation cost savings
- B. Improved solids removal results in less phosphorous entering the James River (phosphorous attaches to particulate matter)

27. Gravity Thickener: A recent project has been approved to repair an existing, failed gravity thickening unit and the one that is currently in service will need rehab and repair as well. The gravity thickener is a critical process in the conditioning of solids removed from the process before dewatering and ultimate disposal.

- A. Improving the solids handling will improve the MBBR process.
- B. Additionally, improved solids handling will result in less phosphorous entering the James River (major water quality improvement).
- C. With improved solids handling we decrease operating and energy costs (oxygen demand and chemical use) to treat recycled solids, also resulting in improved water quality and less air emissions.

28. MBBR Monitors & SCADA: The fairly new MBBR system (2017) only has instrumentation on a third of the process. Additional instrumentation needs to be installed for process

optimization and real time data into the SCADA system for efficient operation to meet the stringent ammonia reduction requirements.

- A. Add resiliency and redundancy into the treatment process for monitoring solids. The less solids that we recycle in the MBBR system – the less inhabitation on the nitrification process (decreases total nitrogen, improves the water quality in the James River)
- B. Additionally, the less nitrogen we discharge the more nitrogen credits we can sell, resulting in more funds for capital and less rate impact on industry, small businesses, and residents.

29. Phosphorus Monitoring: The facility is looking into additional phosphorous monitoring and control to control the feed of phosphoric acid, which is needed at this facility because of the phosphorous deficiency in the industrial waste stream. Currently, the feed is a manual operation and we are looking to optimize this process to reduce chemical costs from overfeeding.

- A. Reduce the amount of phosphorous discharged into the James River, resulting in improved water quality.
- B. Reduce the amount of purchased Phosphorous credits needed to maintain compliance with DEQ
- C. Reduce the amount of money spent of chemicals for over treating phosphorous.

30. Treasurer duties reassigned. Hopewell City Council is seeking legislation that would reassign some of the duties from the Office of the Treasurer to the City Manager. The City Manager would designate the Finance Department to be the custodian of all moneys and the Treasurer would be responsible for collecting state and federal disbursements to the city and maintaining local collections. City council is also seeking legislation that would establish educational requirement for all Constitutional Officers.

31. Penny Tax. Public safety faces a lot of challenges today. A number of these challenges are exacerbated by the lack of local funding to tackle them. These challenges include recruitment and retention, aging infrastructure, and the soaring costs of equipment to name a few. A 1% sales tax option to fund public safety equipment needs for law enforcement, fire rescue and EMS, as well as transportation capital and road rehabilitation projects for the county and municipalities. Examples include Northern Virginia, Hampton Roads, and the Richmond Planning District, which all implemented a tax for transportation. The City of Williamsburg, and the Counties of James City and York (the Historic Triangle) implemented a 1% "Historic Triangle" local option tax, and most recently, some individual localities implemented similar 1% local option taxes in Halifax County in 2020, and Pittsylvania County in 2023 following successful state legislative action and local ordinance and referendums.

2024 CITY OF HOPEWELL PROGRAMS OF SUPPORT

Support Local Authority to Enforce Virginia Residential Landlord Tenant Act- The Virginia Residential Landlord and Tenant Act (VRLTA), Sections 55.1-1200 through 55.1-1262 of the Code of Virginia, establishes the rights and obligations of residential landlords and tenants in the Commonwealth. However, only the courts can enforce those rights and obligations. This act applies to apartment complexes, single-family houses if the landlord rents out more than two of them, and hotels, motels, or boarding houses if the tenant has been renting for more than 90 days.

Support Virginia Jobs Investment Program- The Virginia Jobs Investment Program (VJIP) is an incentive program offering customized recruiting and training assistance to companies creating new jobs or experiencing technological change. The program is designed to reduce human resource development costs by providing direct funding to qualifying new and expanding companies.

Support Virginia Investment Performance Grant. Subject to the appropriation by the General Assembly of sufficient money to the Investment Performance Grant sub-fund, any eligible manufacturer or research and development service that is not eligible for a significant eligible employer grant under § [2.2-5102](#) shall be eligible for an investment performance grant as provided in this section.

A. The Partnership shall establish an application process by which eligible manufacturers and research and development services may apply for a grant under this section. An application for a grant under this section shall be approved once the Partnership has verified that the capital investment is complete.

B. The amount of the investment performance grant that an eligible manufacturer or research and development service shall be eligible to receive under this section shall be determined by the Secretary, based on the recommendation of the Partnership, and contingent upon approval by the Governor. The determination of the appropriate amount of an investment performance grant shall be based on the application of guidelines that establish criteria for correlating the amount of a grant to the relative value to the Commonwealth of the eligible investment.

Support the Virginia Main Street Program. The Virginia Main Street Program is a preservation-based economic and community development program that follows the Main Street Four-Point Approach developed by the National Trust Main Street Center. Virginia Main Street offers a range of services and assistance to communities interested in revitalizing their historic commercial districts.

Support Homeless Solutions Program (VHSP). The Virginia Homeless Solutions Program (VHSP) is a Homeless and Special Needs Housing (HSNH) funding source that supports the development and implementation of localized emergency crisis response systems with housing-focused, coordinated community-based activities. These activities are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless and the overall rate of formerly homeless households returning to homelessness.

Veterans Health Coalition. The Community Veterans Engagement Board (CVEB) model enables Veterans, Servicemembers, Military Families, Veteran advocates, community service providers, and stakeholders to have a collective voice in identifying their community goals and work to resolve gaps in service at the local level to improve service delivery for Veterans, Military Families, Caregivers, and Survivors. VA leaders are committed to actively engage in community-based efforts that maximize the collective impact of local services, stakeholders, and federal/state/municipal agencies working collectively to improve Veteran outcomes where they live, work, and raise their families. CVEBs play a key role by looking generically at veterans and what their holistic needs may be, as well as who provides support to veterans and how veterans are connected to those services.

ArmyPaYS. The Community Veterans Engagement Board (CVEB). The Partnership for Your Success (PaYS) Program is a strategic partnership between the U.S. Army and a cross section of corporations, companies, and public sector agencies. The Program provides America's Soldiers with an opportunity to serve their country while they prepare for their future. PaYS Partners guarantee Soldiers an interview and possible employment after the Army. This unique Program is part of the Army's effort to partner with America's business community and reconnect America with Army.

REPORTS OF
THE CITY
MANAGER

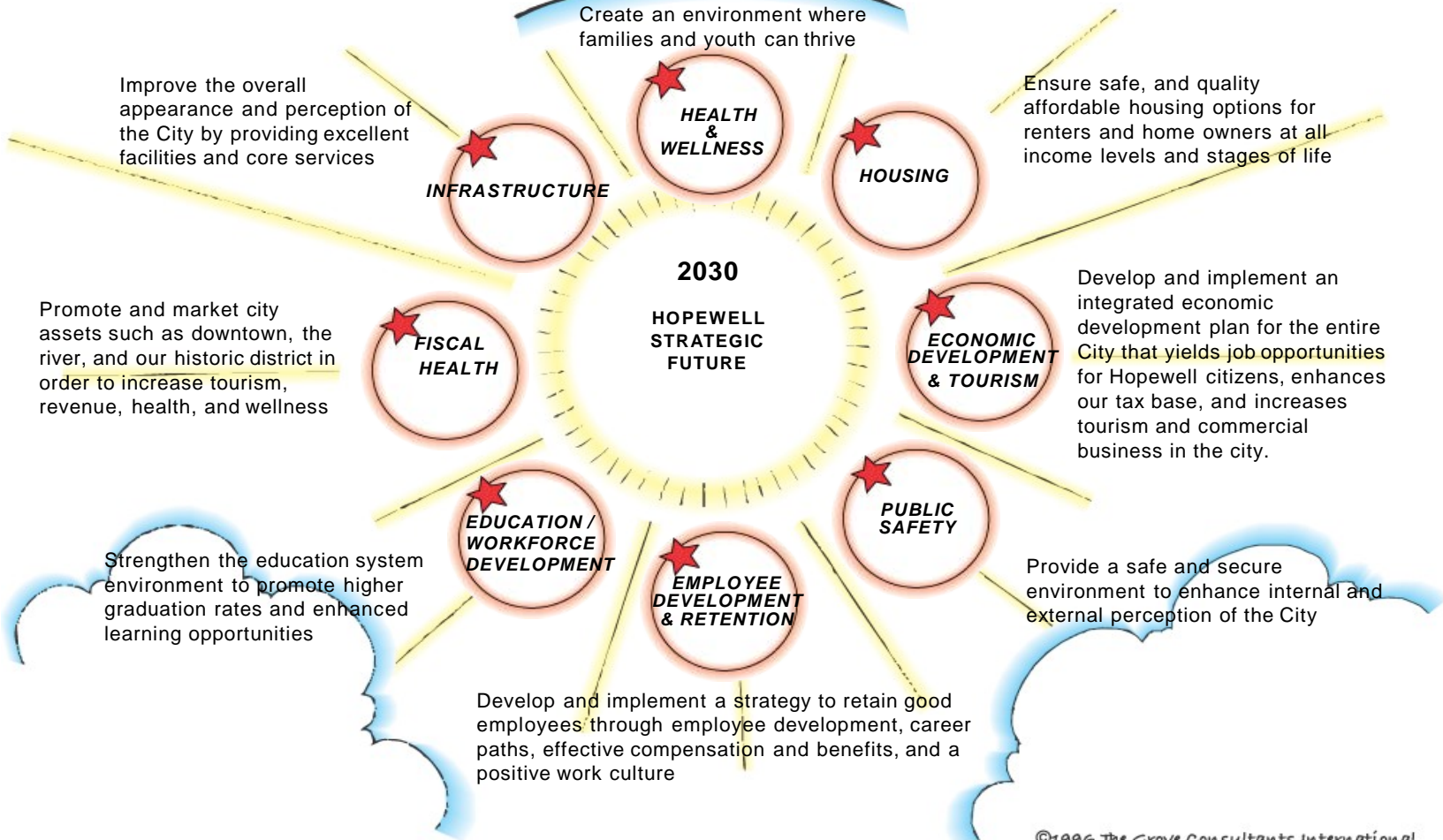


City of Hopewell Overview of Strategic Plan (DRAFT)

July 19, 2024

Hopewell City Council
AUGUST 01, 2024

STRATEGIC FUTURE THEMES



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2024: HOPEWELL CITY COUNCIL STRATEGIC GOALS

Economic Development and Tourism

Fully implement an integrated economic development plan for the entire City that yields job opportunities for Hopewell citizens, enhances our tax base, and increases tourism and commercial business in the City.

Education and Workforce Development

Strengthen the education system environment to promote higher graduation rates and enhanced learning opportunities, and provide workforce development opportunities.

Employee Development and Retention

Develop and implement a strategy to retain good employees through employee development, career paths, effective compensation and benefits, and a positive work culture.

Fiscal Health

Promote fiscal transparency grounded in comprehensive approaches that adhere to the Government Finance Officers Association (GFOA) best practices.

Family Services

Create an environment where families and youth can thrive.

Housing

Ensure safe, high-quality affordable housing option for renters and homeowner at all income levels and stages of life.

Infrastructure

Improve the overall appearance, functionality and perception of the City by providing quality facilities and core services and neighborhood investments.

Public Safety

Provide a safe and secure environment to strengthen the community as well as internal and external perceptions of the city by improving cross-collaboration with strategic partners and enhancing community relationships

HOPEWELL CITY COUNCIL OBJECTIVES

Economic Development and Tourism

Goal: Fully implement an integrated economic development plan for the entire City that yields job opportunities for Hopewell citizens, enhances our tax base, and increases tourism and commercial business in the City.

- 1 Promote and market City assets such as downtown, the river and our historic district or to increase tourism.
- 2 Develop and implement a comprehensive economic development plan, with emphasis on all of the commercial corridors.
- 3 Develop and market available parcels, to include site categorizations and placement on VEDP website
- 4 Develop and implement a business/industry retention program and staff to ensure that we keep businesses in Hopewell.
- 5 Develop and implement a strategy to enhance knowledge of tax incentives to promote improvement of housing stock and retail/commercial property
- 6 Promote and market City assets such as downtown, the river and our historic district or to increase tourism, revenue, health and wellness.

HOPEWELL CITY COUNCIL OBJECTIVES

Education / Workforce Development

Goal: Strengthen the education system environment to promote higher graduation rates and enhanced learning opportunities, and provide workforce development opportunities

- 1 Provide sufficient funding for community and system goals according to the priorities established by the School Board.
- 2 Conduct City sponsored activities that enhance learning and career opportunities for youth.
- 3 Support partnerships and programs with local community colleges for Career and technical education programs (CTE).

HOPEWELL CITY COUNCIL OBJECTIVES

Employee Development and Retention

Goal: Develop and implement a strategy to retain employees through employee development, career paths, effective compensation and benefits, and a positive work culture.

- 1 Develop and implement a defined, uniform compensation plan that assures that our salaries are competitive with surrounding localities.
- 2 Develop and implement a career development plan.
- 3 Develop and implement a succession plan.
- 4 Develop and implement a plan to market the City as an employer of choice, both internally and externally.

HOPEWELL CITY COUNCIL OBJECTIVES

Fiscal Health

Goal: Promote fiscal transparency grounded in comprehensive approaches that adhere to the Generally Accepted Accounting Principles (GAAP), Government Finance Officers Association (GFOA) best practices and APA compliance.

- 1 Promote fiscal transparency, accountability and operational effectiveness
- 2 Evaluate and strengthen existing laws and processes around local fiscal distress monitoring and intervention.
- 3 Regularly monitor local fiscal conditions.
- 4 Develop and implement a strategy to effectively communicate fiscal conditions to city council and citizens.

HOPEWELL CITY COUNCIL OBJECTIVES

Health & Wellness

Goal: Create an environment where families and youth can thrive

1. Improve healthy food accessibility.
2. Improve public awareness of healthy eating and active living (HEAL).
3. Continue to provide accessibility and quality recreational opportunities for all Hopewell citizens.
4. Improved access to behavioral health resources.

HOPEWELL CITY COUNCIL PRIORITIES

Housing

Goal: Ensure safe, and quality affordable housing options for renters and home owners at all income levels and stages of life.

- 1 Update and implement comprehensive housing blueprint.
- 2 Expand Rental Inspection Program.
- 3 Develop programmatic strategies that realign resources that commit to reducing the unsheltered population and providing stable housing for all citizens.
- 4 Explore Homestead Program for City and Schools Employees.
- 5 Develop a Pathway to Homeownership.

HOPEWELL CITY COUNCIL PRIORITIES

Infrastructure

Goal: Improve the overall appearance and perception of the City by providing excellent facilities and core services.

- 1** Develop and implement a street improvement program that identifies long term needs, phased improvements, and increased dedicated annual funding, to include curb and gutter and pedestrian friendly improvements.
- 2** Evaluate drainage needs as they relate to stormwater regulations and implement improvements as Required.
- 3** Expand, repair, or replace Stormwater and sanitary sewer infrastructure.
- 4** Ensure reliability and sustainability of both facility and sewer infrastructure.
- 5** Expand, repair, or replace Sanitary Sewer infrastructure to continue to comply with environmental regulations and protect public health and safety.
- 6** Ensure continued reliability and sustainability of HWR treatment facility to continue to comply with environmental permitting and regulations and protect public health and safety.
- 7** Develop and implement a Capital Improvements Plan to prioritize needs and determine funding.

HOPEWELL CITY COUNCIL OBJECTIVES

Public Safety - Police

Goal: Provide a safe and secure environment to enhance internal and external perception of the City

- 1 Continue community engagement by forging meaningful and purposeful partnership with stakeholders to enable all vested parties to participate in developing a collective vision of service for the city.
- 2 Enhance crime prevention initiatives by implementing strategies that protect life, property, and preserve order by responding to emergencies, conducting thorough investigation, and providing education.
- 3 Enhance traffic safety initiatives by promoting, encouraging and maintaining staffing movement of people and vehicles throughout the city through education and enforcement efforts.
- 4 Recruit, retain and develop highly skilled workforce.
- 5 Provide funding for manpower and equipment to ensure we can maintain national accreditation status and continue proactive public safety strategies.

HOPEWELL CITY COUNCIL OBJECTIVES

Public Safety – Fire & EMS

Goal: Provide a safe and secure environment to enhance internal and external perception of the City

- 1 Recruit, retain and develop highly skilled and motivated workforce to provide critical competencies in Fire and EMS service delivery.
- 2 Develop and implement a replacement strategy for Fire & EMS facilities, apparatus, and equipment to maintain and improve response capabilities.
- 3 Improve the safety and resilience of the community through continued development of risk reduction and emergency management initiatives, along with the adoption of professional standards.
- 4 Enhance Communications and Technology.

HOPEWELL DRAFT ACTION PLAN



The City Manager and staff members developed the following Action Plan to address the City Council's Strategic Goals and OBJECTIVES.

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Economic Development and Tourism

Fully implement an integrated economic development plan for the entire city that yield job opportunities for Hopewell citizens, enhance our tax base, and increase tourism and commercial business in the City.

Objective 1: Promote and market City assets such as downtown, the river and our historic district or to increase tourism.

Champion: Economic Development

Supporting Staff: Planning and Development

Key Tasks/Activities	Target Dates
1. Commission a marketing campaign with both digital media and billboard	06/2025
2. Prepare a tourism campaign for the American 250 Celebration to promote tourism at historical sites at City Point	12/2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Economic Development and Tourism

Fully implement an integrated economic development plan for the entire city that yield job opportunities for Hopewell citizens, enhance our tax base, and increase tourism and commercial business in the City.

Objective 2: Develop and implement a comprehensive economic development plan, with focus on commercial corridors.

Champion: Economic Development

Supporting Staff: Planning and Development, EDA

Key Tasks/Activities	Target Dates
1. Update zoning ordinances to enable positive growth of business in the corridors	07/2026
2. Expand historic district to more commercial corridors to allow for HTCs to be used by developers to rehab historic properties.	07/2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Economic Development and Tourism

Fully implement an integrated economic development plan for the entire city that yield job opportunities for Hopewell citizens, enhance our tax base, and increase tourism and commercial business in the City

Objective 3: Develop and market available parcels, to include site categorizations and placement on Virginia Economic Development Partnership (VEDP) website.

Champion: Director of Economic Development

Supporting Staff: HDP, EDA

Key Tasks/Activities	Target Dates
1. Maintain local and state Enterprise Development Zone Programs	07/2025
2. Review incentive package to ensure that Hopewell is attractive to prospective businesses; identify gaps, if any, and make revisions as required (i.e., identify leakage issues and consider targeted industries)	ongoing
3. Promote current incentives for existing and future businesses	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Economic Development and Tourism

Fully implement an integrated economic development plan for the entire city that yield job opportunities for Hopewell citizens, enhance our tax base, and increase tourism and commercial business in the City.

Objective 4: Develop and implement a business/ industry retention plan to ensure that we keep businesses in Hopewell.

Champion: Economic Development

Supporting Staff: HDP, EDA, Planning & Development

Key Tasks/Activities	Target Dates
1. Create position for business retention specialist.	10/2024
2. Hire a Business Retention Specialist.	10/2025
3. Host a business summit working with the Hopewell-Prince George Chamber of commerce (HPC) and the Rotary Club of Hopewell.	03/2025
4. Plan for City Leadership to meet with Owners/Presidents and CEOs of Manufacturers in Hopewell.	01/2025

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Economic Development and Tourism

Fully implement an integrated economic development plan for the entire city that yield job opportunities for Hopewell citizens, enhance our tax base, and increase tourism ad commercial business in the City.

Objective 5: Develop and implement a strategy to enhance knowledge of tax incentives to promote improvement of housing stock and retail/commercial property

Champion: Director of Economic Development

Supporting Staff: COR, City Assessor, CM/ACM, Director of Planning & Development

Key Tasks/Activities	Target Dates
1. Work with Crater Planning District on grant for housing study and strategies to support improved housing program.	01/2026
2. Using information obtained in housing study, design a City workforce housing tax incentive pilot program to match any private incentives for home buying, including evaluation of budget impact. (i.e. police, fire, teachers, social workers, librarians.	06/2026
3. Present to City Council for approval	07/2026
4. Implement the City workforce housing tax incentive <u>pilot</u> program to match any private incentives for home buying	01/2027
5. Review and evaluate the tax abatement program, to include seniors and veterans, to ensure that we sustain the quality of our housing stock and retail/commercial properties and institute strategies as necessary (consider including inspection as part of the process)	06/2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Economic Development and Tourism

Improve overall appearance of the City in order to increase community pride and attract business, tourists, and residents.

Objective 6: Promote and market City assets such as downtown, the river and our historic district or to increase tourism, revenue, health and wellness.

Champion: PIO

Supporting Staff: ECON and Planning Development Staff

Key Tasks/Activities	Target Dates
1. Develop a Citywide brand	12/2024
2. Engage a branding or marketing consultant	12/2024
3. Develop a public relations and marketing plan	06/2025
4. Implement the branding strategy	12/2025
5. Develop a signage and wayfinding program	06/2025

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Education / Workforce Development

Strengthen the education system environment to promote higher graduation rates and enhanced learning opportunities, and workforce development opportunities

Objective 1: Provide sufficient funding for community and system goals according to the priorities established by the School Board

Champion: CM and Superintendent

Supporting Staff: CFO

Key Tasks/Activities	Target Dates
1. Establish quarterly meeting with schools to discuss budget for programming	active
2. Prioritize funding and grant seeking opportunities.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Education / Workforce Development

Strengthen the education system environment to promote higher graduation rates and enhanced learning opportunities, and workforce development opportunities.

Objective 2: Conduct City sponsored activities that enhance learning and career opportunities for youth.

Champion: CM and ACM

Supporting Staff: Hopewell Public School Staff

Key Tasks/Activities	Target Dates
1. Increase participation in school sponsored youth development programs (i.e. SOAR, job shadowing, J.O.B.S., apprenticeships, career day, etc.)	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Education / Workforce Development

Strengthen the education system environment to promote higher graduation rates and enhanced learning opportunities, and workforce development opportunities.

Objective 3: Support partnerships and programs with local community colleges for Career and technical education programs (CTE).

Champion: CM and Superintendent

Supporting Staff: ACM and Hopewell Public School Staff

Key Tasks/Activities	Target Dates
1. Meet with Career Development Teacher at Hopewell Public Schools to discuss partnership opportunities	12/2024

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Employee Development and Retention

Develop and implement a strategy to retain good employees through employee development, career paths, effective compensation and benefits, and a positive work culture

Objective 1: Develop and implement a defined, uniform compensation plan that assures that our salaries are competitive with surrounding localities.

Champion: Yaosca Smith

Supporting Staff: CM, ACM, CFO

Key Tasks/Activities	Target Dates
1. Approve funding for classification and compensation (C&C) market study	5-2024
2. Procure consultant and conduct market study	6-2024
3. Develop C&C document and related materials, including updated position descriptions	12-2024
4. Determine financial impact of study	1-2025
5. Seek Council approval and determine implementation strategy	2-2025
6. Conduct staff meetings regarding results and develop implementation strategy and schedule	2-2024

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Employee Development and Retention

Develop and implement a strategy to retain good employees through employee development, career paths, effective compensation and benefits, and a positive work culture

Objective 2: Develop and implement a career development plan

Champion: HR

Supporting Staff: CM, Directors

Key Tasks/Activities	Target Dates
1. Develop foundational plan/document for Career Development Program(CDP).	06-2025
3. Identify positions that are eligible for the CDP.	12-2025
4. Develop individual career ladders within Departments including the identification of required/needed competencies.	05-2026
5. Determine funding needed for each department.	09-2026
6. Seek Council approval for any required funding for the CDP.	12-2026
7. Implement CDP within departments.	06-2027

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Employee Development and Retention

Develop and implement a strategy to retain good employees through employee development, career paths, effective compensation and benefits, and a positive work culture

Objective 3: Develop and implement a succession plan

Champion: HR Director

Supporting Staff: Executive Management Staff

Key Tasks/Activities	Target Dates
1. Train/educate senior management on succession planning.	07-2027
2. Analyze strategic requirements and develop a roadmap with senior managers.	01-2027
3. Identify model process for the City's succession plan.	01-2026
4. Identify succession targets in City departments with input from senior management.	07-2026
5. Analyze talent pool and address competency gaps in mission critical positions with senior management.	01-2026
6. Develop Succession Management Plan that includes strategies.	12-2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Employee Development and Retention

Develop and implement a strategy to retain good employees through employee development, career

paths, effective compensation and benefits, and a positive work culture

Objective 3: Develop and implement a succession plan (cont.)

Champion: HR Director

Supporting Staff: Directors

	Key Tasks/Activities	Target Dates
7.	Develop implementation plan	3-2026
8.	Develop an evaluation/accountability plan (identify the metrics that the City will use to measure the effectiveness of the succession program and its approach for making continuous improvements)	07-2025
9.	Implement communication and change management strategies (communicate initiatives, programs, and activities at all levels of leadership to obtain buy-in)	01-2026
10.	Implement succession strategies to identify, recruit, and select new and prospective leaders (high performing employees) to achieve stated targets	01-2026
11.	Analyze/evaluate plan and results	07-2026
12.	Recommend improvements	12/2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Employee Development and Retention

Develop and implement a strategy to retain good employees through employee development, career paths, effective compensation and benefits, and a positive work culture.

Objective 4: Develop and implement a plan to market the City as an employer of choice, both internally and externally.

Champion: HR Director and ACM

Supporting Staff: PIO and Department Heads

Key Tasks/Activities	Target Dates
1. Promote/enhance employee career development and professional training within the City	12-2025
2. Promote the comprehensive benefits package to potential recruits (i.e. short term disability, long term disability, flexible schedules, PTO, etc.) and create a handout	7-2025
3. Revise employee orientation process including input from HR departmental liaisons	1-2025
4. Assign department “champions” to serve as mentors during each new employee’s first year	7-2025
5. Promote/enhance the internal employee recognition programs and events (to potential employees and current employees) to increase morale and quality of worklife)	7-2025
6. Promote/enhance employee wellness program	7-2025

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Fiscal Health

Promote fiscal transparency grounded in comprehensive approaches that adhere to Government Finance Officers Association (GFOA) best practices.

Objective 1: Promote fiscal transparency, accountability and operational effectiveness

Champion: CFO

Supporting Staff: CM and ACM

Key Tasks/Activities	Target Dates
1. Standardized Procedures: Develop, and development standardized procedures for AP and payroll to ensure consistency and accuracy across the department	active
2. Implement Quarterly Reviews: Implement quarterly reviews comparing budgeted amounts to actual expenditures with departments to ensure budget adherence and identify variances.	active
3. Contract Management Module: Fully utilize module to promote transparency in departmental contracts	01/2025

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Fiscal Health

Promote fiscal transparency grounded in comprehensive approaches that adhere to the Generally Accepted Accounting Principles (GAAP), Government Finance Officers Association (GFOA) best practices and APA compliance.

Objective 2: Evaluate and strengthen existing processes, monitoring and intervention

Champion: CFO

Supporting Staff: CM and ACM

Key Tasks/Activities	Target Dates
1. Account reconciliations: Establish a schedule for regular reconciliations of all accounts to maintain accurate financial records.	ongoing
2. Reviewing Expenditures: Regularly review expenditures for accuracy and compliance with budgetary guidelines.	ongoing
3. Enhancing Financial Oversight: Strengthen internal controls to prevent fraud and ensure compliance with financial regulations.	ongoing
4. Implement Quarterly Reviews: Implement quarterly reviews comparing budgeted amounts to actual expenditures with departments to ensure budget adherence and identify variances.	07-2024

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Fiscal Health

Promote fiscal transparency grounded in comprehensive approaches that adhere to the Generally Accepted Accounting Principles (GAAP), Government Finance Officers Association (GFOA) best practices and APA compliance.

Objective 3: Provide technical assistance and training to staff to address fiscal concerns

Champion: CFO

Supporting Staff: CM and ACM

Key Tasks/Activities	Target Dates
1. Training: Provide training for staff on new systems and procedures to ensure smooth implementation and adoption.	ongoing
2. Staffing Levels: Continuously assess and address staffing levels to ensure adequate resources for accounting functions.	ongoing
3. Small Purchase Charge Cards: Implement new processes and procedures to reduce risk and encourage financial stewardship.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Fiscal Health

Promote fiscal transparency grounded in comprehensive approaches that adhere to the Generally Accepted Accounting Principles (GAAP), Government Finance Officers Association (GFOA) best practices and APA compliance.

Objective 4: Develop and implement a strategy to effectively communicate fiscal conditions to city council and citizens

Champion: CFO

Supporting Staff: CM and ACM

Key Tasks/Activities	Target Dates
1. Monthly Financial Reports: Provide monthly financial reports to the Finance Committee and city officials	07/2024
2. Open Budgeting: Continue the open budgeting process where budget plans and financial reports are accessible to the public	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Health and Wellness

Create an environment where families and youth can thrive

Objective 1: Improve healthy food accessibility

Champion: ACM

Supporting Staff: Downtown Partnership, Healthy Families, and DSS

Key Tasks/Activities	Target Dates
1. Continue to support the farmer market	ongoing
2. Continue to support the Hopewell Food Pantry	ongoing
3. Research mobile food markets	ongoing
4. Seek alternative options for targeted healthy food availability	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Health and Wellness

Create an environment where families and youth can thrive

Objective 2: Improve public awareness of health eating and active living (HEAL)

Champion: Director of Recreation and Parks

Supporting Staff: PIO, Heathy Families, Social Services

Key Tasks/Activities	Target Dates
1. Establish vision, goals and structure of initiative	06/2025
2. Develop marketing / branding plan	06/2025
3. Identify additional resources and partnerships	06/2025
4. Develop a health and wellness program division featuring healthy eating habits, education, fitness programming, and community outreach activities	TBD

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Health and Wellness

Create an environment where families and youth can thrive

Objective 3: Provide accessibility and quality recreation opportunities for all citizens.

Champion: Director of Recreation and Parks

Supporting Staff: PIO, Heathy Families, Social Services

Key Tasks/Activities	Target Dates
1. Identify areas of improvement for accessibility to recreational opportunities.	06/2025
2. Initiate discussions with the Resource Conservation District Council and the Virginia Environment Endowment to inquire about available resources.	12/2024
3. Develop and expand the citywide Trail Plan	06/2026
4. Diversity outdoor fitness opportunities throughout the City	06/2027
5. Extend Riverwalk to Marina	ongoing
6. Create Parks Master Plan	06/2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Health and Wellness

Create an environment where families and youth can thrive

Objective 4: Improved access to behavioral health resources.

Champion: Social Services, Healthy Families

Supporting Staff: Hopewell Health Department

Key Tasks/Activities	Target Dates
1. Develop partnerships for behavioral health services.	ongoing
2. Increase community awareness of Medicaid expansion.	ongoing
3. Build partnership with JRMC to increase community engagement.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Housing

Create an environment where families and youth can thrive.

Objective 1: Update and implement comprehensive housing blueprint.

Champion: Director of Planning and Development

Supporting Staff: Planning Staff and HRHA Director

Key Tasks/Activities	Target Dates
1. Develop new strategic housing plan.	06/2027
2. Support ongoing housing education campaign.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Housing

Create an environment where families and youth can thrive.

Objective 2: Expand Rental Inspection Program

Champion: Director of Planning and Development

Supporting Staff: Planning Staff

Key Tasks/Activities	Target Dates
1. Assess efficacy of Rental Inspection Program (RIP)	06/2025
2. Designate new area for Rental Inspection Program (RIP)	12/2025
3. Add new Rental Inspection position	06/2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Housing

Create an environment where families and youth can thrive

Objective 3: Develop programmatic strategies that realign resources that commit to reducing the unsheltered population and providing stable housing for all citizens.

Champion: CM, ACM

Supporting Staff: ECON Dev, Planning & Development, DSS, Healthy Families

Key Tasks/Activities	Target Dates
1. Create a more effective homeless response system	active
2. Increase investments in rapid rehousing	ongoing
3. Implement a homelessness prevention and diversion program that provides resources and wrap-around services.	ongoing
4. Support and promote policies that prevent and end homelessness in Hopewell	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Housing

Create an environment where families and youth can thrive

Objective 4: Explore a Homestead Program for City and School Employees

Champion: CM, ACM

Supporting Staff: ECON Dev, Planning

Key Tasks/Activities	Target Dates
1. Review existing homestead program	7-2025
2. Develop program and incentives	12-2025
3. Secure funding for program	06-2026
4. Present draft program to city council	08-2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal: Housing

Create an environment where families and youth can thrive

Objective 5: Develop a Pathway to Homeownership

Champion: CM, ACM

Supporting Staff: ECON Dev, Planning,

Key Tasks/Activities	Target Dates
1. Review and revamp existing program	07-2025
2. Establish partnerships	07-2025
3. Research funding opportunities	07-2025
4. Present draft program to city council	10-2025

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Infrastructure

Improve the overall appearance functionality and perception of the City by providing quality facilities and core services.

Objective 1: Continue to develop and implement a street improvement program that identifies long term needs, phased improvements, and increased dedicated annual funding, to include curb and gutter and pedestrian friendly improvements

Champion: Public Work Director

Supporting Staff: Public Works Staff

Key Tasks/Activities	Target Dates
1. Continue to identify needs and priorities to add to our existing Pavement Preservation Program list.	ongoing
2. Procure an asphalt condition survey to be conducted City-wide (as approved in future budget) to assign a CCI (Critical Condition Index) to City streets for prioritization. Should be conducted every other year.	06-2026
3. Based on above information, create a 10-15 year paving schedule for streets inventory.	06-2026
4. Inventory and assess needs of sidewalk and curb improvements in a manner consistent with out Pavement Preservation Program list.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Infrastructure

Improve the overall appearance functionality and perception of the City by providing quality facilities and core services.

Objective 2: Evaluate drainage needs as they relate to stormwater regulations and implement improvements as required

Champion: Public Work Director

Supporting Staff: Public Works Staff

Key Tasks/Activities	Target Dates
1. Provide Stormwater reviews of Plans of Development to ensure capacity and compliance.	ongoing
2. Draft an Inspection Schedule for City maintained Stormwater Facilities, i.e., Storm Basins.	06-2026
3. Inventory Stormwater complaints and observed insufficient systems for in-house maintenance/repair and CIP.	ongoing
4. Work with DEQ to ensure continued compliance with State and Federal regulations.	ongoing
5. Present Stormwater Fee Study to Council. Propose recommended adjustments per study findings and City Stormwater Infrastructure needs.	06-2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Infrastructure

Improve the overall appearance functionality and perception of the City by providing quality facilities and core services.

Objective 3: Expand, repair, or replace Stormwater infrastructure.

Champion: Public Work Director

Supporting Staff: Public Works Staff

Key Tasks/Activities	Target Dates
1. Continue to seek grants to fund needed Stormwater upgrades and new construction.	ongoing
2. Incorporate Stormwater improvements into Road and Pedestrian Improvement projects wherever possible (cost savings/grant eligibility)	ongoing
3. Implement adjusted Stormwater Fee to assist in funding required upgrades.	06/2026

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Infrastructure

Improve the overall appearance functionality and perception of the City by providing quality facilities and core services.

Objective 4: Ensure reliability and sustainability of both facility and sewer infrastructure.

Champion: Public Works Director

Supporting Staff: Public Works Staff

Key Tasks/Activities	Target Dates
1. Complete City Road and Bridge Design Specification Manual. Proper construction and repair methods will increase lifespan and functionality of systems, reducing overall environmental impacts and maintenance costs, while increasing life-cycle.	06/2025
2. Identify energy saving measures to be implemented in individual Facility Management requests and CIP projects.	ongoing
3. Work with Water renewal to identify any possible remaining combined sewer systems. Add reconstruction to CIP.	ongoing
4. Include landscape and water quality planning beyond minimum standard wherever practical in future rehabilitation/reconstruction/new construction projects.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Infrastructure

Improve the overall appearance functionality and perception of the City by providing quality facilities and core services.

Objective 5: Expand, repair, or replace Sanitary Sewer infrastructure to continue to comply with environmental regulations and protect public health and safety.

Champion: Alan Harrison

Supporting Staff: Water Renewal Staff

Key Tasks/Activities	Target Dates
1. Follow the recommendations from the 2024 Treatment Facility Comprehensive Master Plan, to identify, repair, and maintain treatment plant facilities, mechanisms, and controls.	ongoing
2. Conduct a sewer rate study to establish sustainable sewer rates to ensure sufficient revenue to meet the City's share of the treatment facility needs.	active
3. Identify staffing needs per the recommendation of the 2023 Staffing Study conducted for Water Renewal.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Infrastructure

Improve the overall appearance functionality and perception of the City by providing quality facilities and core services.

Objective 6: Ensure continued reliability and sustainability of HWR treatment facility to continue to comply with environmental permitting and regulations and protect public health and safety.

Champion: Alan Harrison

Supporting Staff: Water Renewal Staff

Key Tasks/Activities	Target Dates
1. Follow the recommendations from the 2024 Treatment Facility Comprehensive Master Plan, to identify, repair, and maintain treatment plant facilities, mechanisms, and controls.	ongoing
2. Conduct a sewer rate study to establish sustainable sewer rates to ensure sufficient revenue to meet the City's share of the treatment facility needs.	active
3. Identify staffing needs per the recommendation of the 2023 Staffing Study conducted for Water Renewal.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Infrastructure

Improve the overall appearance and perception of the City by providing excellent facilities and core services

Objective 7: Develop and implement a Capital Improvements Plan to prioritize needs and determine funding

Champion: CM

Supporting Staff: Department Heads

Key Tasks/Activities	Target Dates
1. CFO establish timeline for Departments to submit capital requests that identify project, cost, and need dates	yearly process
2. Department Heads submit capital project requests	yearly process
3. Finance Director evaluates requests and makes recommendation to City Manager	yearly process
4. City Manager and CFO review requests with Department Heads	yearly process
5. City Manager presents CIP to Council during budget process	Yearly process

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Public Safety - Police

Provide a safe and secure environment to strengthen the community as well as internal and external perception of the city by improving cross-collaboration with strategic partners and enhancing community relationships.

Objective 1: Continue community engagement by forging meaningful and purposeful partnership with stakeholders to enable all vested parties in developing a collective vision of service for the city.

Champion: Police Chief

Supporting Staff: Police Staff

	Key Tasks/Activities	Target Dates
1.	Increase the number, variety, and quality of crime prevention programs and initiative	ongoing
2.	Increase department participation where information and statistics is shared.	ongoing
3.	Expand Community Policing Officers to address business downtown and on the west side of city.	active

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Public Safety – Police

Provide a safe and secure environment to strengthen the community as well as internal and external perception of the city by improving cross-collaboration with strategic partners and enhancing community relationships.

Objective 2: Enhance crime prevention initiatives by implementing strategies that protect life, property, and preserve order by responding to emergencies, conducting thorough investigations, and providing education.

Champion: Police Chief

Supporting Staff: Police Staff

Key Tasks/Activities	Target Dates
1. Explore and implement technologies that will assist in crime prevention.	ongoing
2. Focus Enforcement and Resources in high crime areas.	ongoing
3. Seek grant opportunities to support prevention initiatives.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Public Safety - Police

Provide a safe and secure environment to strengthen the community as well as internal and external perception of the city by improving cross-collaboration with strategic partners and enhancing community relationships.

Objective 3: Enhance traffic safety initiatives by promoting, encouraging and maintaining staffing movement of people and vehicles throughout the city through education and enforcement efforts.

Champion: Chief of Police

Supporting Staff: Police Staff

Key Tasks/Activities	Target Dates
1. Create a traffic and accident team within the agency.	01-2026
2. Establish enforcement technology in school zone	active
3. Deploy resources and conduct target enforcement in high incident locations.	ongoing
4. Produce PSA's for release to social media and local news.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Public Safety - Police

Provide a safe and secure environment to strengthen the community as well as internal and external perception of the city by improving cross-collaboration with strategic partners and enhancing community relationships.

Objective 4: Recruit, retain and develop highly skilled workforce.

Champion: Chief of Police

Supporting Staff: Police Staff

Key Tasks/Activities	Target Dates
1. Continuously assess and modify current recruitment process and adopt best practices.	ongoing
2. Establish and maintain and engaged recruitment team.	01-2025
3. Develop and maintain career development for sworn and civilian staff	active
4. Create bonus opportunities to recruit highly skilled workforce.	active

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Public Safety - Police

Provide a safe and secure environment to strengthen the community as well as internal and external perception of the city by improving cross-collaboration with strategic partners and enhancing community relationships.

Objective 4: Provide funding for manpower and equipment to ensure we maintain national accreditation status and continue proactive public safety strategies.

Champion: Chief of Police

Supporting Staff: Police Staff

Key Tasks/Activities	Target Dates
1. Research and evaluate eligibility for funding opportunities through sources such as government grants, foundations, and community organizations	ongoing
2. Engage with stakeholders, building support and gathering input.	ongoing
3. Monitor the status of any applications submitted, and follow up as need to provide additional requirements if requested.	ongoing

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Public Safety - Fire & EMS

Provide a safe and secure environment to strengthen the community as well as internal and external perception of the city by improving cross-collaboration with strategic partners and enhancing community relationships.

Objective 1: Recruit, retain and develop highly skilled and motivated workforce to provide critical competencies in Fire and EMS service delivery.

Champion: Fire Chief and CM

Supporting Staff: Department Heads

Key Tasks/Activities	Target Dates
1. Pursue compliance with national standard on minimum personnel deployment to structure fires (NFPA 1710).	06/2029
2. Improve Fire/ EMS recruitment / retention through competitive pay and a career development plan.	ongoing
3. Develop and implement a robust Fire & EMS health and wellness strategy to improve retention.	06/2027

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Public Safety – Fire & EMS

Provide a safe and secure environment to strengthen the community as well as internal and external perception of the city by improving cross-collaboration with strategic partners and enhancing community relationships.

Objective 2: Develop and implement a replace strategy for Fire & EMS facilities, apparatus, and equipment to maintain and improve response capabilities.

Champion: Fire Chief

Supporting Staff: Fire and EMS Staff

Key Tasks/Activities	Target Dates
1. Develop and implement a fleet management program that includes timely maintenance and replacement of department apparatus.	06-2027
2. Pursue a facilities replacement strategy, that supports the goal of meeting national standards on response times to the whole City.	06-2027
3. Adopt an equipment replacement plan in line with national standards, industry best practices, and manufacturer recommendations.	06-2027

HOPEWELL DRAFT ACTION PLAN

Strategic Goal Title: Public Safety – Fire and EMS

Provide a safe and secure environment to enhance internal and external perception of the City

Objective 3: Improve the safety and resilience of the community through continue development of risk reduction and emergency management initiatives, along with the adoption of professional standards

Champion: Fire Chief and CM

Supporting Staff: CFO

Key Tasks/Activities	Target Dates
1. Bolster the staffing in the Fire Marshal’s Office to allow for more robust inspection and public education programs.	06-2029
2. Enhance the Capabilities of the Emergency Management office to foster more robust community disaster response capabilities.	ongoing
3. Facilitate the adoption of profession and industry standards to include department accreditation.	ongoing

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