

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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

Dr. Concetta Manker, City Manager
Danielle Smith, City Attorney
Brittani Williams, City Clerk
Bridetta Williams, Deputy Clerk

May 14, 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 VA. Code section §2.2-3711 (a)(29) for discussion of the award of public contract involving the expenditure of public funds, including interviews of bidders, offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and to the extent such discussion will be aided thereby

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?

REGULAR MEETING

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

Prayer by Reverend Blow, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice Mayor Gore.

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:** 4-9-24, 4-23-2024

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

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

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

C-5 **Public Hearing Announcements:**

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

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

C-8 **Routine Grant Approval:**

SUGGESTED MOTION: To amend/adopt consent agenda

INFORMATION/PRESENTATIONS

1. Finance Report – Robert Bob Group

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)*

PH1 Conditional Use Permit for Maryland Ave – Chris Ward, Director of Development

PH2- Conditional Use Permit for Crescent Ave – Chris Ward, Director of Development

PH3 - Conditional Use Permit for Boston St – Chris Ward, Director of Development

PH4 - Proposed FY 25 Budget (1st reading) – Dr. Manker, City Manager

REGULAR BUSINESS

- R1 - Resolution for 250 Committee – Charles Bennett Economic Development Director**
- R2 - Approval of Solid Waste Rate – Michael Campbell – Public Works Director**
- R3 - Requesting 2 Council liaisons for Hopewell Economic Development Strategic Plan - Charles Bennett Economic Development Director**

Reports of City Manager: Collective Bargaining Fiscal Impact Presentation

Reports of City Attorney:

Reports of City Clerk:

Councilors Pending Request

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

Presentations from Boards and Commission

Other Council Communications

BOARD/COMMISSION VACANCIES

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

Adjournment

**CLOSED
MEETING**

RECONVENE OPEN MEETING

REGULAR MEETING

CONSENT AGENDA

C-1

MINUTES OF THE April 9, 2024 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday April 9, 2024 at 6:00 p.m.

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

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

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

Motion Passes 6-0

CLOSED MEETING:

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

ROLL CALL

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

Motion Passes 7-0

Reconvene Open Meeting

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

ROLL CALL

Councilor Harris	Yes
Mayor Partin-	Yes

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

Motion Passes 7-0

CERTIFICATION:

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

ROLL CALL

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

Motion Passes 7-0

Councilor Holloway makes a motion to appoint Mary French Elder, Susan Benton and Phillip Hughes to the ARB effective July 1, 2024. Councilor Pelham seconds the motion

ROLL CALL

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

Motion Passes 7-0

REGULAR MEETING

Regular Meeting:

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

Prayer by Evangelist Angela Wright, followed by the Pledge of Allegiance to the flag led by Councilor Denton

Councilor Holloway makes a motion to adopt the Regular meeting Agenda.
Councilor Denton seconds the motion.

ROLL CALL

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

Motion passes 7-0

Councilor Denton asks for item C7 in the Consent Agenda to be removed.

Councilor Holloway makes a point of information. Difficulty hearing his statement due to audio.

Mayor Partin asks Attorney Smith if a member of council have an item removed from the consent agenda or does it have to become a motion. Attorney Smith states that in its proper form it needs to be a motion because it is printed on the agenda. Her request is that she remove C7. That request needs to be in the form of a motion. Councilors are asking where she wants to move Item C7. Mayor Partin then asks the Councilors to let Councilor Denton read her information on the description of her action. Councilor Denton reads her statement.

A point of information was made by Vice Mayor Gore. She states she just wants clarity if Councilor Denton is asking to remove it entirely or to pull it out for a separate vote? Councilor Denton states she wants to vote on it separately.

Councilor Pelham asks what are the references she (Councilor Denton) is reading from. Is it a state regulation or your opinion? Councilor Denton gives Councilor Pelham a list of references to Councilor Pelham. Councilor Pelham gives the order/ process in which this is action is normally done. Councilor Pelham asks Attorney Smith a question pertaining to the rules. Attorney Smith answers it is her understanding this is common practice for the city council for Hopewell.

Councilor Denton makes a motion to remove C7 and to make it an R2 item. Mayor Partin Seconds the motion.

ROLL CALL

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

Motion Passes 6-1

INFORMATION/ PRESENTATIONS

1. **Finance Report- Robert Bobb Group**. Heather Ness gives a report on the progress to date and recent successes. She goes thru a few areas to update council: 2020 Audit Progress & 2021 Audit Package Submission, SOP and training progress, ERP Consultants, Industry Reconciliations and Dewberry Report, Progress on open issues and the Treasurer memorandum of Agreement Progress. Lastly, Items Needing Council Action.

COMMUNICATIONS FROM CITIZENS

Councilor Denton makes a motion to waive the rules to allow Ms. Randolph to speak on an item that's on the agenda. Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 5-2

1. **Debbie Randolph-** Ms. Randolph stated her concern on the particular topic of the Protection of Legitimate Political Activities of Employees and Restrictions and that the vote taken was not legal. She states other actions she encouraged council to do, to understand whether or not it was a legal vote. Ms. Randolph gives her opinion on the item and how she would take the action on voting.
2. **Ed Howser-** He asks that the rules be waived for him to speak on an item on the agenda. Mayor Partin confirms its already been waived he can speak. He states this is about the ordinance that keeps popping up. He gives his ideas about the how and why the ordinance is existing.
3. **Sharah Fuller-** She talks about a program run by Nathaniel Garrett called Guys with Ties and gives some background on the program. Ms. Fuller talks about upcoming events being hosted at Harry E James and asks for the council support these young students. She states wanting to put together some family fun events in her ward and other wards. Ms. Fuller asks to get social media to post the city of Hopewell curfew information.

PUBLIC HEARING

PH1-CDBG Substantial Amendment- Chris Ward, Director of Development.

This is a proposed substantial amendment to the 2023- 2024 CDBG program year. Mr. Ward gives a quick background. In the Consolidated plan that we are required to have by HUD, Mr. Ward lists the following goals, Rehabilitation of Housing, adult and preschool literacy, household services including those for the elderly and disabled infrastructure improvements, recreation and homelessness prevention. Mr. Ward states every year we are up against a timeliness constraint. HUD requires that the city spend 80 % of its annual funding by May 2 of each year. For the program year, we received \$236,121.00. Eighty (80) percent expenditure means we need to spend 188,897.00 by May 2. Staff has come up with a proposal that was taken to the CDBG Committee two weeks ago. In order to meet our timeliness requirement, set by HUD, we are proposing the following: to defund Rebuilding Together of their 2023 funding which is in the amount of \$66,897.00. He states taking the money and reprogram it put it towards Westwood Park improvements. He also proposes reprogramming a portion of some unspent money from previous years of \$38,676.00 to also go towards the Westwood Park improvement project and then proposing to refund Rebuilding Together to continue emergency home repair. Mr. Ward continues to state they will either fund them out of next years program money or unspent funds. Rebuilding Together will be funded and their contract will be honored, it will come from a different funding source. CDBG voted 4 to 0 to go with staff's recommendation and Mr. Ward provided the total amounts so you know exactly what you're working with. In summary, it would be to defund Rebuilding Together of FY23-24 funds in the amount of \$66,897.00 and fund the Westwood Park improvement project with the same amount of \$66,897 and \$38,676 in unspent funds for a total of \$105,573.00 Westwood Park improvements. Mr. Ward concludes if you are able to approve the request from staff as well as the request from the CDBG committee this evening, we will be able to meet our timeliness requirement by May 2.

Rick Ballou- states the issue that Mr. Ward raised about the competency of the grantee, they didn't have trained people, they didn't have a plan, they couldn't execute money. How is that going and what have you done to remedy that? How do we know that this money, that you're going to reprogram and give to them is actually going to be used in a worthwhile way.

Chris Ward addresses the question by stating Rebuilding Together has been a subrecipient of the cities before, they know what they're doing overall as an agency. They have submitted at our request what we calling a remediation plan and that is how they are going to get back on track. We received that plan earlier this week. We are working thru them or working with them to get through this plan. Tonight, I'm only asking for the reprogramming of the funds for the park. We can come back later and make a decision. The CDBG has not decided exactly were refunding will come from, whether its next years money or unspent funds. We are not refunding Rebuilding Together this evening. All we are doing is re programming their money. Mr. Ward clarifies the information for Councilor Pelham.

Councilor Denton makes a motion to approve FY2023-FY2024 CDBG budget amendment request to defund the Rebuilding Together of \$66,897.00, re-allocate \$66,897.00 plus the \$38,676.00 in unspent funds from previous years to the Westwood Park improvement project. Councilor Pelham seconds the motion.

ROLL CALL

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

Motion Passes 7-0

REGULAR BUSINESS

R-1-Establish an AD-Hoc City Council Subcommittee to review and provide recommendations for the city of Hopewell Resource Manual-Dr. Manker

Dr. Manker brings before council, the HR subcommittee, recommended by Councilor Pelham as a way to review the HR manual. Tonight, you have a

resolution in hand that appoints two members from the council to create an Ad-Hoc committee so we can begin reviewing sections of the manual and then reporting that manual to the city council, for any changes or costs that will come to the council for those changes.

Councilor Joyner makes a motion to approve the motion before us. Councilor Holloway seconds the motion.

A friendly amendment was made by Vice Mayor Gore to divide it up and bring it back to council. Friendly amendment was accepted by Councilor Joyner and Councilor Holloway.

ROLL CALL

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

Motion Passes 7-0

R-2- Protection of Legitimate Political Activities of Employees and Restrictions- Councilor Pelham.

Councilor Joyner motions to allow for the ordinance to be approved with the amendment that it will not take effect until January 1, 2025. Further discussion took place in reference to this ordinance amongst council.

Vice Mayor Gore states some information on the ordinance, why it is not currently in place and reference to Conflict of Interest and serving on City Council. Vice Mayor Gore then calls for the Vote.

Vice Mayor Gore withdraws the call to the vote, to allow Councilor Holloway to give a statement.

Councilor Holloway makes a motion to extend the meeting to complete CCR1. Vice Mayor Gore seconds the motion.

ROLL CALL

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

Motion Passes 7-0

Vice Mayor Gore states she understands why some council would not want this ordinance to pass. She gives her opinion about this ordinance and why this ordinance is important to be passed. She briefly explains grievance process and conflict of interests that would take place if this ordinance is not in place.

Councilor Holloway gives details on things that were said when he was running for office and clears up a misunderstanding of a statement made from a citizen. He then states he wants to call for the vote and then asks for the repeat of the motion. Mayor Partin repeats the motion on the floor.

Councilor Pelham makes a substitute motion to approve the ordinance with an immediate effective date. Vice Mayor Gore seconds the motion.

ROLL CALL

Councilor Harris-	No
Mayor Partin-	No
Vice Mayor Gore-	Yes
Councilor Denton-	No

Councilor Pelham-	Yes
Council Holloway-	No
Councilor Joyner-	No

Motion Fails 2-5

Councilor Joyner makes a motion to approve the ordinance with an effective date of January 1, 2025. No one seconds the motion. Mayor Partin calls for roll call.

ROLL CALL

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

Motion Passes 6-1

REPORTS OF THE CITY MANAGER

- FY25 Proposed Budget-Russell Branson, Interim Finance Director.** The discussion tonight is more of an information discussion and not for you to approve anything or to take any action. Branson provides City Council with an overview and highlights of the proposed FY25 Operating and Capital Budget and discusses next steps. He states that we've done a Revenue workshop expense Revenue Workshop that totals \$217 million dollars. That includes about \$29 million dollars that's moving around. There's \$618,000 that's been identified from the general fund available for Capital. We need approx. 3.9 million in that range to fund all the priority projects, and right now we have \$618,000.00. There's a proposed general fund operations of 66.7 million, that's an increase of about \$4.3 million over last year. Various increases throughout the department add up to that additional \$4 million dollars. Mr. Branson states we are looking for consideration of adjustments to the tax rates and that's what will be talking about on Thursday. He points to a

list of all the funds where the cost is equal to a total of \$217 million. He talks about some topics that will be discussed at Thursday's budget meeting. He explains you don't have to do all of these increases to balance the budget. He lists out the current taxes for discussion and lists out the City Managers Revenue Committee. Mr. Branson talks about the proposed budget expenditures and all funds, which shows the revenues are equal to the expenditures. The 4.5 million is a lot of little things. He goes over the items that were already approved by council. He states we need reductions over 6.2 million to fund all CIP projects. Mr. Branson states there's about 4 million that we really want to fund and will talk on Thursday of a path forward in that. How do we get to those things that are milestones for things that are important. He walks thru next steps: April 11 2024 as a work session on Budget and Tax Rate discussions, April 16 2024 the Hearing to adopt Tax Rate Ordinance May 14 2024 Approval on first reading of City and School Budgets, May 28 2024 Approval on second reading of City and School Budgets (if needed).

CCR1- Expansion of the City Council Finance Committee- Mayor Partin

Mayor Partin states that Mr. Bobb and his team has made a recommendation for a couple of months and I think it's a good idea to move forward with the recommendation to expand the finance committee from its current structure to include all members of city council and to include the Treasurer and Commissioner of Revenue.

Councilor Denton makes a motion to expand the finance committee to include all members of city council, the treasurer and the commissioner of revenue effective July 1, 2024. Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 7-0

ADJOURNMENT:

Mayor Partin announces the meeting has been adjourned.

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE APRIL 23, 2024 CITY COUNCIL SPECIAL MEETING

A SPECIAL meeting of the Hopewell City Council was held on Tuesday April 16, 2024 at 7:30 p.m.

PRESENT:

John B. Partin, Mayor
Jasmine Gore, Vice Mayor (Late, 6:03pm)
Rita Joyner, Councilor
Michael Harris, Councilor (Virtual)
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor (Arrived Late 6:20pm)

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

ROLL CALL

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

Motion Passes 4-0

Councilor Harris joined into the meeting by zoom. Councilor Joyner makes a motion to allow Councilor Harris to participate remotely. Councilor Denton seconds the motion.

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

Motion Passes 4-0

Councilor Denton makes a motion to come out of closed session, Mayor Partin seconds the motion. No further discussion was had. Roll call takes place.

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

Motion Passes 7-0

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

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

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

Motion Passes 7-0

Prayer takes place by Evangelist Wright and pledge of allegiance by Mayor Partin.

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

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

Motion Passes 7-0

Councilor Denton makes a motion to adopt the consent agenda, Mayor Partin seconds the motion.

ROLL CALL	Councilor Denton-	Yes
	Councilor Pelham-	Yes

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

Motion Passes 7-0

Information/Presentations

Mr. Ward begins the presentation by introducing Kathy Osterman from Woda Cooper Companies, she comes up to provide a status of freedman point. She gives an update of the improvements in the building and mentions they will be removing carpet and adding hard surface flooring. She states they will be doing painting throughout the building, and have done some new initiatives with residents and with police department. She introduced the team who appeared with her tonight and gave a brief description of each of them. She opened the floor for any questions. Councilor Joyner mentions freedman point is in her ward and she noticed more frequent calls over the last year and she appreciates how engaged they are with maintaining the property. Councilor Holloway thanks Ms. Osterman for her attention to this property and thanks her for replacing the carpet. Councilor Denton asks will all reservations be done by end of July, Ms. Osterman stated she is hoping it will be done. She then asks would a tour be able to take place, Ms. Osterman says absolutely and offers the community room for small events. Councilor Pelham asks is there a need for extra security, the answer was she does not feel that is necessary and the crime statistics are not too bad, most calls or noise but not really crime.

There were no communications from citizens or public hearings tonight.

R-1 – Conditional Use Permit for Maryland Ave – Mr. Ward begins his presentation with his powerpoint giving a brief description of the address. He mentions tonight is the first reading of his three presentations. This address is two applications together, the parcels are #024-0310 and #024-0305. He stated the applicant did not construct the homes within the 1-year timeframe period the CUP requires, so he is back seeking another approval. These are zoned R 2

in ward 2. Both lots are non-conforming and he goes over the maps showing the general location. Mr. Ward goes over the dimensions of each lot to council and states why they are non-conforming. He goes over the 7 approval criteria and ensure it is in compliance. He states that these houses do meet the 7 approval criteria. He opens the floor for any questions. No council had any questions.

R-2 – Conditional Use Permit for Crescent Ave – Mr. Ward goes over this address stating this is a new applicant with a new proposed house. This property Parcel #0280-020 is in Ward 3 zoned R1. He goes over the map showing general and specific location. Mr. Ward goes over the dimensions of this location and mentions it is too small in overall square footage. He states staff is recommending approval with a level of approved conditions that he reads to council. All conditions are listed in his powerpoint presentation. Planning commission agreed with all conditions and added no additions except for coordinate with stormwater to create proper storm drainage. He opens the floor for any questions. Councilor Pelham asks when did they establish the pavement policy, Mr. Ward states it is not a requirement but staff recommends it in every CUP application. Councilor Joyner states to planning commission they did a great job with the design and it will compliment what is already there.

R-3 – Conditional Use Permit for Boston St – Mr. Ward begins this presentation with the parcel #033-0020 on Boston St. He mentions this is a very nice house and the property is located in Ward 6 in zone R2. He goes over the maps showing general and specific location. He goes over the dimensions of this home and states the non-conformity with this lot is the width. Staff recommends the approval with conditions he mentions to council that is included in his powerpoint. Planning commission went along with the same conditions. He opens the floor for any questions. Councilor Pelham asks who follows up to ensure the builders are building to the picture provided, Mr. Ward stated they do inspections. Mayor Partin makes a comment stating it is real encouraging seeing them work with the applicants and add value into the established neighborhoods. He enjoys seeing quality homes coming into the city.

R-4 – School's Appropriation – Russell Branson begins his presentation stating no one from the school is here so he can only give minimum details. He

points out on the summary of proposed budget they adjusted downward and explained why. Councilor Pelham asks how are they doing on their Munis conversion, Mr. Branson states they plan to implement it in July of 2025. She then asks will it affect the upcoming budget, Mr. Branson states no it will not affect it. She asks if the 6.8 million in grants, have they been spending all year. Mr. Branson stated he does not know too much about these grants. Councilor Pelham asks will there be a surplus at the end of the year, Mr. Branson stated it may carry over into the future but they are tracking to be sure appropriate dollars get set to the side. He mentions this would need to be a public hearing which will be on the next council meeting on May 14th. Vice Mayor Gore asks for clarification the document in the packet is this the resolution that is being asked to vote on tonight, Mr. Branson stated he was unsure, Dr. Manker chimes in to say this was just for information purposes, the public hearing will take place on May 14th. Councilor Joyner states they are meeting with the school on the 30th, can the schools provide information regarding this on that meeting, Mr. Branson stated yes that is a good idea.

R-5 – Virginia Department of Conversation and Recreation Trails

Program Grant – Ms. Tabitha Martinez apologizes as her CAF provided is incorrect because of a late development. She is requesting authorization for \$56,000 dollars that was not included in her previous budget request for a DCR to allow the city to complete the design and engineering state of the Riverwalk Phase III project. She states she understands there are many priorities and tonight she is only asking to be able to apply for the grant and for the \$56,000 to be the city match for this particular grant, and this would be a 20 percent match of the \$280,000 to actually develop the plans to 100 percent. The application is due May 7th. She opens the floor for any questions. Councilor Holloway asks did she already speak with the city manager and finance to see where these funds would be coming from. She responds they identified it would be coming from salary savings. Vice Mayor Gore asks is this just to design and get to the engineering state, but they will still have to find a way to pay for the Riverwalk. Ms. Martinez states that is correct. Vice Mayor asks when did she learn about the grant opportunity, she answers early April she found out, they were anticipating having matching funds with a partner but the opportunity fell through, so now she is here before council tonight requesting to apply for the grant.

Vice Mayor Gore makes the motion to approve the department of recreation and parks to apply for the Virginia Recreational trails program for phase III of

the Riverwalk project, and if selected, may use salary savings to pay for the matching portion of the city's obligation for up to \$56,000.00. Councilor Holloway seconds the motion. Councilor Pelham asks will she accept a friendly amendment to only use salary savings, Vice Mayor and Councilor Holloway both accept the friendly amendment. Councilor Holloway asks about the salary savings, Dr. Manker states she was seeking a grant, but Friday she did not get the grant, so late Friday and Monday the CFO and her identified savings she would be returning back to the overall budget that could be used for this purpose. Vice Mayor Gore asks about the Marquee, she asks where is that at, she stated she would prefer that be fixed before this grant, so she asks is this being funded out of this as well. Dr. Manker stated there is not enough savings to do both. Vice Mayor Gore withdraws her motion because she prefers the salary savings goes towards the marquee instead. Mayor Partin states there needs to be more context, he states why they did not get the grant. They wanted to fund capital construction and they scored really high and maxed out the value of what they give away. They need this first step in order to get more money. He states he is not against fixing it, he tells Dr. Manker find the money in the budget so they can get both done. Further discussion takes place with the finance director to ask is there enough funds to be able to do both in the salary savings. Vice Mayor Gore states to think what takes priority overall.

Vice Mayor Gore makes a motion to allow her to apply for the Virginia Recreational Trails Program Grant and to proceed using only salary savings to purchase the Marquee for operational purposes. Councilor Holloway seconds this motion. Councilor Denton asks the city manager they can do both, Dr. Manker states she can be given permission to apply for the grant because she may or may not get the grant. Once she receives the grant, they will return to determine where the funds will come from. Councilor Denton states she does not want to jeopardize the phase of the Riverwalk. Councilor Pelham asks Mr. Branson about all the salary savings from all the departments, she asks when is she going to see that. Mr. Branson stated he will not know anything until the end of the year. Dr. Manker stated after April 30 they will have a better answer. Further conversation takes place with council and Finance. Councilor Holloway asks Dr. Manker about the salary savings that is going to Robert Bobb. Dr. Manker gave Councilor Holloway further clarity of the money and how it is being spent. She states they have been paying him with frozen positions salary savings. He states the thing that concerns him is they are making a decision and it is kind of scary to him if paying the Robert Bobb

Group funds are coming from salary savings, they need an account of salary savings before approving this without an account of savings from all departments. Vice Mayor Gore says she understands this is not a priority but fixing the marquee is. She thinks it is a basic necessity she should have. Further discussion takes place in reference to the current motion on the floor. Councilor Pelham makes a substitute motion to approve her applying for the grant only and deal with marquee and everything else at a later date. Motion dies for lack of a second.

Councilor Joyner asks for clarity of what the motion on the floor currently is. Councilor Holloway now says he no longer agrees with the motion and withdraws his second to the motion. He believes both could be approved tonight financially, and he agrees with the Mayor that the Riverwalk is more important and needs to be finished. Councilor Holloway states he does not see why both cannot be approved because Mr. Branson is very clear this is pennies compared to everything else. He mentions because we are about to change council again he does not want it to be approved for process but then next year it will not be funded. He believes both should be funded tonight.

Councilor Holloway makes a substitute motion to allow the city to apply for the grant and approve \$56,000 for the design for Riverwalk phase III and \$36,000 for the marquee. Motion is seconded by Councilor Joyner.

ROLL CALL

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

Motion Passes 6-1

Councilor Joyner makes a motion to extend the meeting to the completion of CCR1. Motion dies for lack of a second.

Councilor Holloway motions to adjourn,

Yes- 5

No- 2 Councilor Denton, Councilor Joyner

ADJOURNMENT:

Respectfully Submitted,

Johnny 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

C-3

Hopewell Police Department Crime Summary

May 14, 2024



HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: May 6 ,2024

Year-to-Date Comparison		Thru May 5th				
	2023	2024	# Change	% Change	5 Year Average	% Change to Average
MURDER	4	0	-4	-100%	2	-100%
FORCIBLE RAPE	0	2	2	#DIV/0!	1	43%
ROBBERY	3	2	-1	-33%	8	-74%
AGGRAVATED ASSAULT	25	23	-2	-8%	22	6%
Violent Crime Total	32	27	-5	-16%	33	-18%
ARSON	2	1	-1	-50%	1	0%
BURGLARY	13	10	-3	-23%	23	-57%
LARCENY	86	94	8	9%	131	-28%
MOTOR VEHICLE THEFT	19	40	21	111%	25	61%
Property Crime Total	120	145	25	21%	180	-19%
Total Major Crime	152	172	20	13%	213	-19%

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

5 Year Average to 5/31

HOPEWELL POLICE DEPARTMENT
Reporting Date: May 6, 2024

Suspected Opioid Overdoses 5/31							
	2019	2020	2021	2022	2023	2024	Grand Total
Fatal	6	3	10	4	10	5	38
Non-fatal	15	24	33	26	40	21	159
Grand Total	21	27	43	30	50	20	197

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: May 6, 2024

Verified Shots Fired Jan 1 2023-May 6 2023 Vs Jan 1 2024-May 6 2024		
2023	2024	2023 Yearly Total-60
27	20	

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 – Usually every quarter, nothing has been planned yet.

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

Hiring-Recruitment May 2024

- 21 Police applicants are in backgrounds checks.
- 1 testing date, as well as 2 interviews were completed for May 2024.
- 5 Animal Services Kennel Attendant applicants are in background.
- 2 Dispatcher applicants are in background.
- 16 Police Officers positions are currently open.

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.
- 32 hours of Special Assignments was completed for the month of April 2024.



Community Engagement Scheduled Activities

May 2024

- May 11, 2024-7:00am-3:00pm Special Olympics Fishing Tournament @ Hopewell Marina.
- May 15, 2024 @ 5:00pm- Command Walk/BBQ-Canterbury Townhouses-Kippax NWG
- May 29, 2024 @ 5:00pm-Command Walk/BBQ- Autumn Terrace NWG

C-4

DATE: May 07, 2024
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – April 2024

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
JONES, JYWANNAH	SOCIAL SERVICES	FAM SERV SUP	04/03/2024
LEEPER, JORDYN	HOPEWELL WATER RENEWAL	LAB TECH TRAINEE	04/03/2024
BOYCE, KYLE	HOPEWELL WATER RENEWAL	ELEC & INST TECH III	04/03/2024
TAYLOR, JESSICA	RECREATION	REC PROGRAM MANAGER	04/03/2024
CONWAY, GABRIEL	INFORMATION TECHNOLOGY	IT SYSTEMS ADMINISTRATOR	04/03/2024
HASKINS, ARQUESIA	FINANCE	PROCUREMENT AGENT	04/15/2024
PELTON, JAMES	PUBLIC WORKS	PW MAINT SPEC SENIOR	04/17/2024
NIETO, LENA	POLICE	ANIM CONTROL OFF	04/17/2024
MAYTON, CRYSTAL	SOCIAL SERVICES	FAMSERVSPEC III	04/17/2024
PHILLIPS, DAVID	FIRE	FIREFIGHTER II/EMT	04/17/2024

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
COOK, DEIRDRE	SOCIAL SERVICES	BEN PRG SP IV	04/01/2024
LEBRUN, AMY	TREASURER	GEN CLK	04/10/2024
CERNY, MACLAY	RECREATION	PT LIFEGUARD	04/15/2024
GEORGE, JEROME	SHERIFF	PT SHERIFF DEPUTY	04/15/2024
SMITH, DANIELLE	CITY ATTORNEY	CITY ATTY	04/18/2024
YOUNG, BRUCE	FIRE	PT AUTO MECHANIC	04/22/2024
SEWARD, LYNN	FIRE	PT ALS / FIREFIGHTER	04/22/2024
WOOTEN, JAMES	PUBLIC WORKS	PW MAINT SPEC SENIOR	04/24/2024

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

INFORMATION/
PRESENTATIONS

City of Hopewell

Project Management Office and
Accounting Remediation Services

May 14, 2024



Agenda

1. Progress to Date & Recent Successes

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

2. Items Needing Council Action

Progress To Date & Recent Successes

Audit Progress & Future Submission Status

- **2019/2020 Progress:** The extended duration of the FY2019 and FY2020 audit stems from the necessity for a comprehensive examination to adequately tackle the increased risk position presented by recently identified concerns.
- **Submission Status Update:** The submission of the FY 2021 and FY 2022 financial statements, initially scheduled for April 2024, is on hold pending a thorough review of discovery and findings, as well as the pending opinion from the External Auditor. This pause considers the results and discussions from the special Council meeting held on May 7th.
- **Collaboration with Auditors:** Regular weekly communication and strategic meetings with Robinson, Farmer, Cox and Associates continue to navigate heightened risks and maintain audit continuity and effectiveness.

SOP and Training Progress

The Business Process Team is focused on finalizing the SOPs, with activities centered around expert reviews, onsite departmental sessions the week of May 13th, and the advancement of the SOP repository and training strategy.

- **SOP Review / Finalization:** Drafts of all initially identified SOPs are done, with over 90% currently in a 1st and 2nd review status by city subject matter experts.
- **Framework and Training Strategy Initiation:**
 - **Repository Framework:** Development of a structured framework for the SOP repository continues, detailing document creation, review, approval, and revision processes.
 - **Training Strategy:** Drafting a comprehensive SOP training strategy to equip departments with the skills necessary for effective SOP implementation. Training will commence once all SOP documents are finalized and approved.

Standard Operating Procedures

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

Standard Operating Procedures

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

Standard Operating Procedures

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

ERP Consultant Updates

Pooled Cash Fund and Bank Reconciliation Manager Implementation

- **Goal:** Institute ERP cash management and bank reconciliation best practices.
- **Current Status:** The ERP Consultants have rectified missing BAI codes and are currently coordinating additional tests to ensure data accuracy. Bi-weekly meetings have been established to closely monitor the ongoing implementation tasks for the Pooled Cash and Bank Reconciliation Manager, which is essential for the successful launch of the system. City finance leaders are actively collaborating with the Treasurer to verify bank and cash balances against audit numbers and bank statements, ensuring financial accuracy once the system go live.

Security/Workflow Optimization and Milestone Planning

- **Goal:** Improve internal control and separation of duties.
- **Current Status:** The ERP team has completed the design of Role-Based Access Control (RBAC) for each ERP module and has refined workflow business rules. Short-term recommendations have been implemented in the Train database and are pending formal approval before transitioning to the Production database. The team is now preparing to initiate work on the long-term recommendations.
- **Action Needed:** Formal approval is needed to apply the updates to the Production database.

ERP Consultant Updates

Add-on Module Implementations

Bid Management / Contract Management

- **Current Status:**
 - Completed foundational training for both Bid Management (Set Up #1 and #2) and Contract Management (Set Up #1 and #2)
 - Bid Management End User Training #1 completed on April 10th
 - Contract Management End User Training #1 completed on May 1st
 - Target timeline = 7/1/2024

Employee Expense Reimbursement

- **Current Status:** On May 1st, a meeting with Tyler's Installed Accounts Team Project Manager set training sessions for the EER module from May 20th to July 5th, pending final approvals from city staff. Management of the EER module has been transitioned from Accounts Payable to Payroll. Concerns about Payroll staff capacity were raised, prompting city staff to provide detailed operations to aid in creating a clear implementation roadmap.
- **Target timeline = 7/1/2024 (delayed) – Updated timeline to be determined**

Industry Reconciliation Progress

Reconciliation Status

- **Wastewater Commission Collaboration:** The recent approval of the HWR facility budget by the industry partners marks a significant step. This collaboration and proposed revised billing structure aligns financial expectations and fosters a strong partnership, crucial for the city's financial and operational planning.
- **Industry Partner Engagement:** The team has completed several one-on-one meetings with industry partners to review and finalize the draft reconciliations. These meetings are crucial for resolving any outstanding financial matters from the past six years, enhancing transparency and accuracy.

Next Steps

- **Implementation:** Following the approval of the FY 2025 budget for the Wastewater Treatment Plant, efforts will now focus on effectively implementing the agreed-upon operational costs and capital expenditures, as well as finalizing partner reconciliations and implementing the revised billing process, if approved by the Commission.

Progress on Open Issues

Key Achievements in Issue Resolution:

- **Weekly Resolution Meetings Initiated:** The RBG team, along with the City Manager, kicked off weekly issue resolution meetings on April 22nd. These meetings have successfully engaged heads from critical departments such as Finance, Public Schools, Human Resources, and Hopewell Water Renewal.
- **Progressive Categorization and Management:** Issues have been detailed and categorized to enhance clarity and focus on resolution efforts. This more granular categorization increased the issues from 98 to 111 and have reduced to 92, helping target specific areas effectively, leading to quicker and more efficient resolutions.
- **Positive Impact and Next Steps:** The clear assignment of ownership and the detailed breakdown of issues ensure responsible departments are directly engaged in problem-solving, leading to heightened accountability and efficiency.

Progress on Open Issues

Categories	Closed	In Progress	On Hold	Open	Grand Total
Budget Management		1			1
City Administration		2			2
ERP Implementation	1	1			2
ERP Security		4			4
ERP Training		5			5
Internal Controls		1		1	2
Internal Training		1	1	1	3
Policies		14	1	14	29
Policies / Procedures				1	1
Reconciliations		2		3	5
SOPs		26		2	28
Staffing		1		3	4
Timekeeping				6	6
Grand Total	1	58	2	31	92

Items Needing Council Action

Next Steps

- Schedule a 2–3-hour independent session the week of July 8 to review:
 - Treasurer Discovery, Audit Progress, Impactful Findings / Issues Progress
 - ERP Implementation Update, Education, and Considerations
- Recommend future discussion on Citywide communications, both internal and external to residents.

Thank you



City of
HOPEWELL
VIRGINIA

THE
ROBERT BOBB
GROUP



STATUS REPORT

**PROJECT MANAGEMENT OFFICE AND
ACCOUNTING REMEDIATION SERVICES**

05-03-2024

PROJECT MANAGER
Heather Ness

INTRODUCTION

This status report summarizes progress to date and outlines upcoming actions and challenges for the Project Management Office (PMO) and Accounting Remediation Services. It presents completed milestones, immediate next steps, and potential challenges, reaffirming our dedication to the city's financial recovery and revitalization.

The 'Completed to Date' section details our team's achievements in the critical initial phase of this undertaking, showcasing our resolve to lay a solid foundation for the city's financial revival.

Additionally, the "Next Period Actions" section outlines our forward-looking strategies and immediate priorities, emphasizing our dedication to achieving our goals. Through collaboration, proactive planning, and targeted actions, we are poised to steer the City toward financial stability.

We invite you to explore the detailed sections of this report to gain a deeper understanding of our achievements, ongoing initiatives, and the roadmap that will guide us in the coming period as we work towards financial recovery and transformation.

EXECUTIVE SUMMARY

This update provides a succinct overview of the recent activities and noteworthy progress within the Project Management Office (PMO) and the Accounting Remediation Services project, highlighting key developments and strides in enhancing the project's scope and impact.

This week, the Business Process Team made significant strides in refining Standard Operating Procedures (SOPs) to enhance operational efficiency. The SOP for the Children Service Act was adjusted to align with state requirements, improving both compliance and clarity. The SOPs for State Estimated Tax and State Income Tax also saw extensive refinement and are close to finalization. In preparation for upcoming review sessions, the team updated documents for the Emergency Medical Services (EMS), Data Integrators, and Real Estate Tax SOPs, ensuring they are ready for thorough evaluation. Additionally, crucial review sessions with key departments have been scheduled for the week of May 13th, setting the stage for completing key reviews.

The ERP Consultants also made significant progress in enhancing the ERP system's utilization. They conducted a status meeting to address the Pooled Cash and Bank Reconciliation Manager implementation, which is crucial for evaluating progress and addressing challenges before the system's go-live date. Additionally, they successfully implemented short-term Security and Workflow Recommendations in the Train database, pending approval for deployment to the Production environment. A training session for the Contract Management module End Users was also conducted, continuing efforts to optimize system functionality.

The cash reconciliation efforts for FY 2021 and FY 2022 have seen substantial completion. The ongoing Master Cash Reconciliation for FY 2021 incorporates an updated methodology to accommodate changes in recording practices. These efforts are aligned with the team's commitment to ensuring accuracy and alignment with audit findings, which are vital for the integrity of future financial reports.

The Industry Assessment Team secured approval for the Hopewell Water Renewal (HWR) facility budget, fostering collaboration, and aligning financial expectations with Industry Partners.

The sections that follow will detail all activities performed, achievements realized, and obstacles encountered over the past week, providing stakeholders with a clear view of the project's current status and future directions.

1. ISSUES PREVENTING PROGRESS

- **Security/Workflow Updates:** The session, initially rescheduled to April 30th, was further postponed to May 2nd. All Short-Term recommendations have been implemented in the Train database for review. However, progress is contingent upon obtaining approval from the IT Director to update the Production database. Long-term recommendations need to be worked on.

Update: All the shorter-term recommendations have been completed, but the team is awaiting confirmation to move the configurations into the Production database.

- **Scheduling challenges for Employee Expense Reimbursement (EER):** Although Tyler Technologies issued the original price quote for the EER module on Wednesday, December 6, 2023, the city returned the signed quote on Wednesday, March 27, 2024. Following this, ERP Consultants reached out to Tyler Technologies for an update, including project management assignments and scheduling. The estimated processing and planning phase could last up to 90 days from the quote's approval, potentially pushing the start of implementation to Tuesday, June 25, 2024. This timeline suggests that full implementation and training might extend past the projected go-live date of July 1, 2024, as outlined in the ERP Add-on Modules work plan. Additionally, Employee Expense reporting for July 2024 will be a hybrid of Accounts Payable and Employee Expense Reimbursement.

Update: A meeting was conducted on Wednesday, May 1st, with a Project Manager from Tyler's Installed Accounts Team. During this session, the consultant outlined that the city's contract includes four days of support, typically utilized in half-day increments. The city was encouraged to schedule eight half-day sessions, with proposed dates ranging from May 20th to July 5th, awaiting confirmation from the

Interim Finance Director and Assistant Finance Director. Additionally, a decision was made to transition the management of the Employee Expense Reimbursement (EER) module from the Accounts Payable (AP) to the Payroll (PR) department. Concerns were raised about whether the designated Payroll staff member would have sufficient time to manage this implementation effectively. The consultant also presented a current state/future state analysis document, urging city staff to detail the current state to better inform the Implementation Consultant and aid in developing a clear roadmap for successful implementation.

- **Improper Cash Receipts Transaction Categorization:** Significant improvements are needed in the City's Cash Receipts processes, emphasizing the importance of promptly and accurately organizing incoming funds. Currently, when the City receives payments without a designated purpose, there is a lack of clarity on where these funds should be allocated, *which should be resolved within 24 hours of receipt.* The current practice of labeling undetermined daily cash inflows as 'miscellaneous' without further examination complicates the reconciliation process and could lead to concerns during financial audits. Moreover, it is critical for the City to meticulously track federal funds and grants. Failure to do so could jeopardize future funding and could raise questions about the City's financial stewardship. Instituting the use of "charge codes" for ALL Cash Receipts is crucial so that the **City Council** can receive timely and reliable data for effective oversight of the City's financial management. This transparency is not only essential for the City Council but also allows the public, relevant state entities and other interested parties to clearly understand the inflow and outflow of funds, affirming the City's commitment to fiscal transparency. For the City to maintain its financial health and ensure adherence to the budget, accurate tracking of every fund, especially federal and grant monies, is indispensable. This will enable the City Manager and Finance Director to identify and address spending issues proactively.

Update: A follow-up meeting focused on addressing the misallocation of state and local funds was conducted. During this session, it was discovered that the existing charge codes were not correctly linked to the appropriate general ledger accounts.

Consequently, city personnel have been assigned the task of thoroughly reviewing all charge codes and their associated general ledger accounts. Internally, we are also making strides to identify and rectify incorrectly posted transactions by meticulously examining journal entries. To facilitate accurate reconciliation, the city plans to utilize Cardinal reports to match the funds received from the state with those recorded in our system. Once all necessary corrections have been implemented and validated within the Train database, we will undertake a comprehensive review to ensure everything is correct. Following this review and subsequent approval, these corrections will be replicated in the Production database. This step is crucial to ensuring financial accuracy and enhancing the city's financial oversight capabilities. Over the past week, updates journal entries needing updated were identified and in the following week, the team will make the necessary adjustments.

The goal for next week is to complete the review of Charge codes for the year 2024. Once the review is finalized, a copy will be created in the Train database for further examination. Subsequently, in the following week, the finalized codes will be copied into the Production database.

2. COMPLETED THIS PERIOD

2.1. STANDARD OPERATING PROCEDURES (SOPs) STATUS

During the project's initial phase, the team worked closely with key city departments and offices to develop operational narratives. These narratives, now confirmed, comprehensively reflect the city's current operational state and have been transformed into detailed Standard Operating Procedures (SOPs) and role-based visual flowcharts.

The Business Process Team finalized the drafts of the Standard Operating Procedures (SOPs) several months ago, marking a significant milestone in the project. These foundational documents have passed through an initial review phase conducted by the Business Process Team, ERP Consultants, and subject matter experts to ensure procedural accuracy and relevance. Currently, reviews on-site are in progress, with staff from relevant city departments meticulously evaluating the SOPs. This in-depth review process is designed to

ensure that the SOPs accurately reflect the city's operational practices and provide practical guidance for future enhancements. Once approved, these SOPs will serve as essential guides, clearly defining roles and responsibilities for each city process, enhancing accountability, and facilitating the efficient implementation of city policies and procedures. This section outlines the activities conducted this week to advance the SOPs towards finalization:

- **Standard Operating Procedures (SOPs) Review Progress:** This week, the Business Process Team made significant progress in refining Standard Operating Procedures (SOPs) to enhance operational efficiency across various city departments. The SOP for the Children Service Act was meticulously adjusted to align more closely with state requirements, thereby improving compliance and clarity. Extensive refinements were also applied to the SOPs for State Estimated Tax and State Income Tax, which are now nearing finalization and prepared for their impending final reviews. In anticipation of our return to the city the week of May 13th, the team has updated documents for Emergency Medical Services (EMS), Data Integrators, and Real Estate Tax SOPs, ensuring they are thoroughly prepared for detailed evaluation. Meetings have been convened to finalize these documents, with crucial review sessions with key departments scheduled for the upcoming week, which are vital for further advancing the project's objectives.
- **Standard Operating Procedures (SOPs) Planning for On-site Reviews:** The team has successfully scheduled upcoming review sessions with key departments including the Fire and Police Departments, Hopewell Water Renewal, Commissioner of Revenue, Real Estate Assessor, and CSA Coordinator. These meetings are crucial for our ongoing evaluation of departmental SOPs, ensuring they align with current operational practices. Additionally, invitations for review sessions with the Treasurer's Office are being finalized, further underscoring the importance of ensuring that these SOPs are comprehensive and fully reflective of the City's financial management practices.
- **Standard Operating Procedures (SOPs) Repository Development Initiative:** Progress on developing the structured framework and methodology for the SOP repository is ongoing. Efforts this week focused on fine-tuning the guidelines for

document creation, review, approval, and revision cycles. These enhancements aim to ensure the SOPs are consistently accurate and relevant, aligning with evolving departmental needs and regulatory requirements.

- **Standard Operating Procedures (SOPs) Training:** Planning for the comprehensive training strategy on SOPs is progressing, with a focus on outlining the future training framework. This includes outlining instructional materials and planning how training sessions will be coordinated. Actual training will start only after all SOP documents are finalized and approved. These preparatory steps are essential to ensure that the training is effective and equips city personnel with the necessary skills to implement these SOPs efficiently.

The SOP’s creation progress is meticulously tracked and summarized by review phase in Table 1, ensuring a clear overview of their progress and current status. Given the collaborative nature of the SOP reviews across multiple city departments, we have implemented a numbered nomenclature for the review categories. This numbering system clarifies the various stages of the review process, enabling organized and efficient tracking of each document's progression.

Table 1 - SOP Documents and Flowcharts Status

Phase	SOP Word Document	SOP Visio Flowchart
Draft - In Process	-	1
Draft - Complete	-	1
RBG Review -In Process	-	1
RBG Review -Complete	-	1
Future State Review - In Process	-	1
Future State Review - Complete	3	1
Hopewell Review 1 -In Process	3	1
Hopewell Post Review 1 - Updates	3	2
Hopewell Review 2 -In Process	5	5
Hopewell Post Review 2 - Updates	4	4
Hopewell Final Review	4	4
Not Started	-	-
Grand Total	22	22

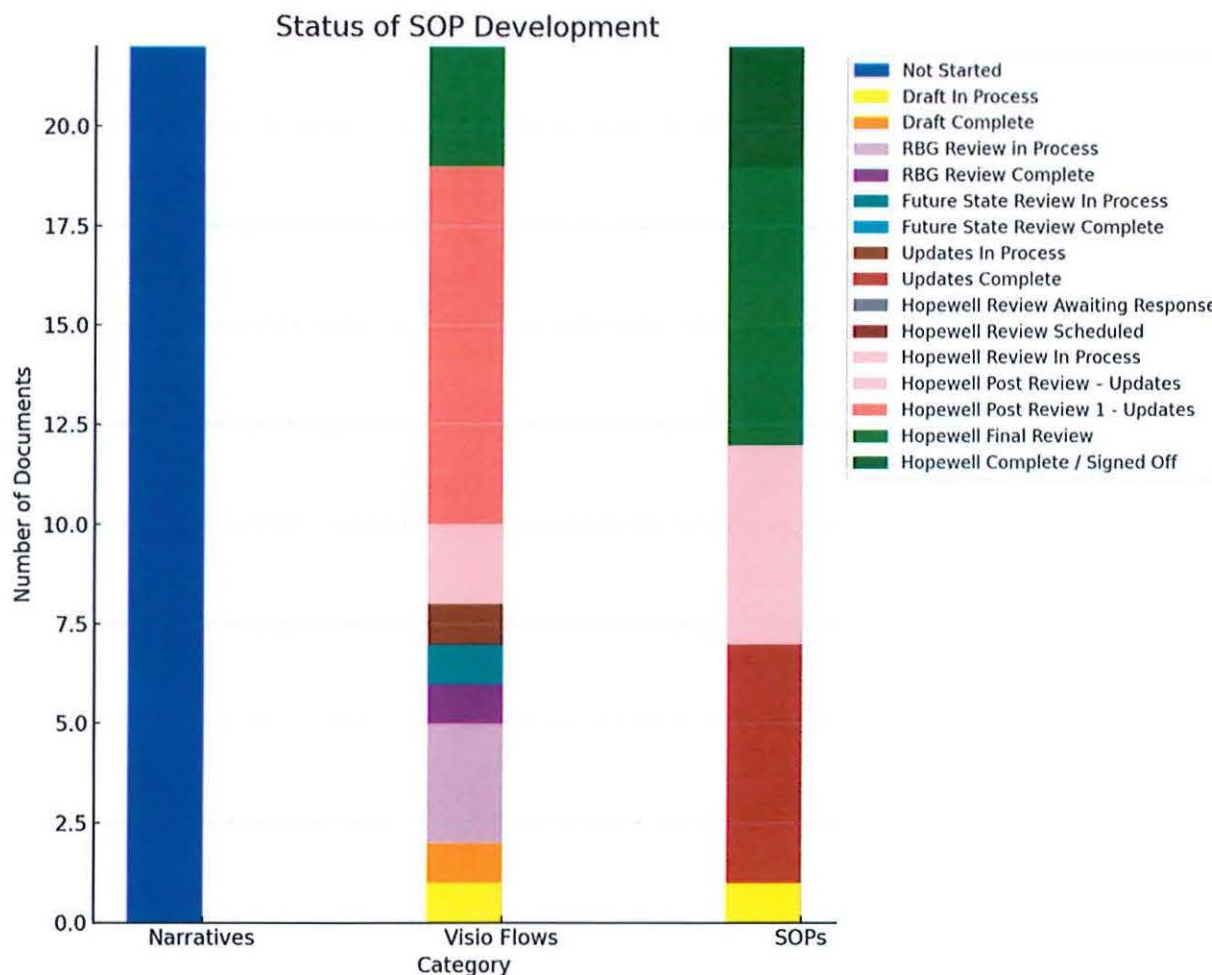
Table 2 and Figure 1 below present a comprehensive summary of the ongoing progress in the development and finalization of the Standard Operating Procedures (SOPs) documentation. Updated weekly, this tracker offers stakeholders a real-time view of the SOP advancements. It is important to note that currently all Word Document SOPs are either in the creation process or undergoing review. Currently, all SOP Visio Flowcharts have been initiated, corresponding directly to the respective Word Documents.

Table 2 - Narrative and SOP Tracker

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Asset Forfeiture	Finalized	Future State Review - Complete	Future State Review - Complete
Hopewell Water Renewal (HRW)	Finalized	Future State Review - Complete	RBG Review - In Process
Special Welfare	Finalized	Future State Review - Complete	Draft - Complete
Accounts Payable	Finalized	Hopewell Review 1 - In Process	Hopewell Review 1 - In Process
Emergency Medical Services (EMS)	Finalized	Hopewell Review 1 - In Process	Future State Review - In Process
Data Integrators	Finalized	Hopewell Review 1 - In Process	Draft - In Process
Bank Franchise Tax	Finalized	Hopewell Post Review 1- Updates	RBG Review - Complete
Parks and Recreation	Finalized	Hopewell Post Review 1- Updates	Hopewell Post Review 1- Updates
Real Estate Tax	Finalized	Hopewell Post Review 1- Updates	Hopewell Post Review 1- Updates
Public Service Tax	Finalized	Hopewell Review 2- In Process	Hopewell Review 2- In Process
Business Property Tax	Finalized	Hopewell Review 2- In Process	Hopewell Review 2- In Process
Machinery and Tools Tax	Finalized	Hopewell Review 2- In Process	Hopewell Review 2- In Process
Children Service Act	Finalized	Hopewell Review 2- Updates	Hopewell Post Review 2 - Updates
Personal Property Tax	Finalized	Hopewell Review 2- Updates	Hopewell Review 2- In Process
State Income Tax	Finalized	Hopewell Post Review 2 - Updates	Hopewell Review 2- In Process
Business License Tax	Finalized	Hopewell Post Review 2 - Updates	Hopewell Post Review 2 - Updates
Business Property Tax	Finalized	Hopewell Review 2- In Process	Hopewell Post Review 1- Updates

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Machinery and Tools Tax	Finalized	Hopewell Review 2- In Process	Hopewell Post Review 1- Updates
Personal Property Tax	Finalized	Hopewell Review 2- In Process	Hopewell Post Review 1- Updates
Budget	Finalized	Hopewell Final Review	Hopewell Final Review
Procurement	Finalized	Hopewell Final Review	Hopewell Final Review
Payroll	Finalized	Hopewell Final Review	Hopewell Final Review

Figure 1 - Status of SOP Development



2.2. ENTERPRISE RESOURCE PLANNING (ERP) CONSULTANTS STATUS

This week, as part of initiatives to enhance the ERP system utilization, the ERP Consultants accomplished the following:

- **Pooled Cash/ Bank Reconciliation Manager Status Meeting:** The ERP Consultants led a crucial meeting to review the progress on the implementation of the pooled cash and bank reconciliation manager, vital for the upcoming system go-live. Discussions included:
 - **ZBA Testing:** The Accountant requires additional details, indicating additional testing conducted by the ERP administrator. Several BAI codes were found to be missing, highlighting the need for BAI maintenance.
 - **Transaction Matching:** Currently in progress, additional testing will be conducted planned once the missing BAI codes have been updated. Tyler support is currently assisting with this process.
 - **Bank Codes Review:** The Truist bank code is not currently in the system. The ERP Administrator contacted Tyler for updates on April 24th.
 - **Bank Balances:** The Interim Finance Director and Assistant Finance Director are collaborating with the Treasurer to determine accurate balances. These will be cross verified against audit numbers. Bank account balances are also being reviewed against bank statements, with the Senior Finance Analyst conducting tests on Journal Entries imports.
 - **Bank Reconciliation Manager Module:** The Accountant is set to complete bank reconciliations using the Bank Manager Module, while the Treasurer's Office manages the BAI file and matching processes.
- **Security and Workflow Recommendations:** The implementation of short-term security and workflow enhancements in the Train database is awaiting formal approval. Once approved, these updates will be applied to the Production environment.
- **Contract End User Training:** A training session for the Contract Management module was conducted, focusing on End Users. This session is part of ongoing efforts

to enhance the functionality of the city's ERP system through effective module implementation training.

2.3. RECONCILIATION STATUS

- **Audit Review and Response to Treasurer Situation:** This week, the RBG Teams addressed recent findings concerning the Treasurer of Hopewell and their impact on ongoing audit processes. We have formulated a detailed action plan:
 - **Thorough Transaction Review:** Conducting a thorough review of all transactions involving treasurer personnel until July 1, 2019. We will utilize reports from the ERP system to assess their nature and identify any irregularities.
 - **Analysis of Payment Arrangements:** Additionally, we will analyze payment arrangements made before and after the treasurer's tenure, categorizing transactions into pre and post periods for detailed examination.
 - **External Auditor Support:** To ensure audit continuity and address heightened risks following the treasurer situation, we will provide external auditors with detailed reports. This measure is crucial for maintaining audit pace and adherence to stringent materiality thresholds.

This proactive approach is essential in mitigating risks and ensuring the integrity of our audit processes, particularly in light of the challenges posed by the Treasurer situation. A Council meeting has been scheduled for May 7th to discuss this approach and any additional actions.

- **Audit FY 2019 / FY 2020:** The audit process for fiscal years 2019 and 2020 is currently underway, involving meticulous scrutiny of financial records amidst heightened audit risks. Our team maintains ongoing collaboration with Robinson, Farmer, and Cox Associates (RFC), ensuring timely submission of all necessary documentation. Given the complexity of the examination and the increased risks

involved, this process necessitates an extended duration to ensure thoroughness and effective risk management.

- **Reconciliation FY 2021 / FY 2022:** Progress on cash reconciliations for FY 2021 and FY 2022 is positive, with substantial completion achieved. Currently, the Master Cash Reconciliation for FY 2021 is underway, incorporating an updated methodology to accommodate changes in year-over-year recording practices. The submission of these financial statements to the external auditor hinges on the timely receipt of audit results from FY 2019 and FY 2020, as well as the outcomes of the Special Meeting scheduled for May 7th to discuss the Treasurer's impacts. These developments are crucial as they establish a verified foundation for finalizing and updating the financial statements for FY 2021 and FY 2022. Ensuring the accuracy and alignment of these financials with previous audit findings is imperative for mitigating risks and guaranteeing the integrity of future financial reports.

2.4. INDUSTRY ASSESSMENT STATUS

- **Hopewell Water Renewal (HWR) Budget:** The budget for the Hopewell Water Renewal facility has received approval from the industry partners. The partners have consented to a reimbursement model for capital expenditures, which enables the city to efficiently recoup costs associated with infrastructure upgrades and expansions. Additionally, for operational costs, the city bills industry partners using rates that accurately reflect the approved and budgeted operational expenses. These expenses are then reconciled at the end of each fiscal year. For more specifics, these details are memorialized in the Commission meeting notes. This financial approach ensures transparency and equity in financial obligations, strengthening the collaborative relationship between the city and its industry partners. This agreement aligns all parties on financial and operational expectations, facilitating smooth and effective management of the facility.

3. INTERIM FINANCIAL DIRECTOR INSIGHTS

- **Initiated Implementation of Cigarette Tax:** Initiated the process of implementing a cigarette tax.
- **Adjusted Budget for Cigarette Tax Revenue Changes:** Adjusted the budget to accommodate changes in revenue projections resulting from the implementation of the cigarette tax.
- **City Council/School District Meeting:** Participated in a joint meeting between the City Council and the School District.

4. OBSERVATIONS AND INSIGHTS

- **Weekly Issue Log Resolution Meeting:** This week's meeting continued to build on our collaborative efforts to address the city's open issues effectively. A key achievement from the session was confirming that all participants now have full access and can actively update the live issue tracker. The meeting emphasized the real-time nature of the updates, ensuring that every department could immediately reflect changes and progress. Participants were encouraged to actively engage with the tracker by confirming ownership, identifying potential solutions, and flagging any help needed from other departments or the central team. For next week's meeting, departments have been asked to come prepared with specific questions, concerns, and updates. Each team is also expected to review the issues relevant to their areas of responsibility and propose potential owners for each issue, ensuring that accountability is clearly defined and that we are moving towards timely resolutions.
- **Weekly Update on the Issue Log Resolution:** This week, the Treasurer assigned clear ownership for some of the issues impacting their department. During the next weekly issue log resolution meeting, we will further discuss actions based on the points highlighted by the Treasurer. Additionally, the RBG teams are scheduled to hold a detailed session with Hopewell Public Schools to discuss their specific issues more comprehensively. Updates were also made concerning the Real Estate Assessor vacancy; the position was posted on

April 1, 2024, with an interim Assessor onboarding on April 15, 2024. Recruitment efforts continue to ensure a permanent appointment is made promptly.

Table 3 outlines the updated count and status of issues, showing an increase from 98 to 111. This increase is not due to new issues arising but rather reflects a more refined categorization of existing issues. By subdividing these issues into more specific categories, we aim to facilitate their resolution through targeted solutions. This detailed classification enhances the tracking and management of each issue. The weekly issue resolution meetings are expected to accelerate the closure of these issues. **Active participation and diligent efforts from the City Manager and relevant city departments are vital in addressing and resolving the assigned issues. It is imperative that those assigned take proactive steps to engage and resolve these issues timely.**

Table 3 - Summary of Findings

Status	Issues
Closed	19
In Progress	60
On Hold	2
Open	30
Total	111

5. NEXT PERIOD ACTIONS

The teams will continue their collaborative efforts to address immediate needs and advance project goals. Specific activities for each team are outlined below:

- **Business Process Team:** The Business Process Team is currently finalizing scheduling and updating documents for intensive review sessions scheduled for their upcoming visit during the week of May 13th. Simultaneously, they are actively enhancing the SOP Repository by establishing document management guidelines to ensure the ongoing relevance and efficiency of Standard Operating Procedures (SOPs).

- **ERP Consultants:** To maintain the initiatives aimed at optimizing the functionality of the city's ERP system, the plan for next week with ERP Consultants includes ensuring ongoing progress in tasks related to the implementation of Pooled Cash and Bank Reconciliation Manager. Additionally, efforts will persist in addressing Security and Workflow recommendations.
- **Reconciliation Team:** We are currently awaiting the outcomes of the FY 2019/2020 audits and actively collaborating with RFC to furnish any required detailed documentation. Additionally, we are in the process of finalizing the master cash reconciliation for FY 2021. Simultaneously, the team will conduct a thorough review of treasurer transactions, categorizing payments, and providing the results to support the external auditors in proceeding after notification of the potential Treasurer misconduct.
- **Industry Assessment:** The RBG teams, alongside the Interim Finance Director, will collaborate closely with industry partners to review existing agreements and bring closure to any outstanding financial matters from the past six years. This collaboration is crucial for resolving potential discrepancies or obligations. By conducting true ups for this period, we aim to ensure the accuracy and completeness of our financial records, thereby enhancing transparency and accountability throughout our operations.
- **Interim Finance Director:**
 - **Concluding Budget Work Session with City Council:** Review and finalize any changes made to the draft budget since its presentation on April 23rd.
 - **Monthly Meeting with Schools:** Discuss ongoing collaborative efforts and exchange updates with the school administration.
- **Detailed Meetings:** The scheduled meetings for the upcoming week are detailed below.
 - **05/06/2024**
 - Status Meeting
 - Issue and Review Meeting

- **05/07/2024**
 - City Council Special Session
 - Security and Workflow Review Meeting

- **05/08/2024**
 - ERP Status Review Meeting

6. OPEN CITY RISKS

*These are **red flag** risks that fall outside of our scope of work. Despite this, the team has pushed to address them, in the absence of appropriate leadership and internal controls:*

1. **The city is in a cash crisis, with Future Headwinds -The extraordinary maintenance required by the Wastewater Treatment Plant has exhausted any excess cash reserves that the city had accumulated.** If any other emergency occurs, there are no additional reserves left to fund those extraordinary expenditures, and the City is looking at potential budget cuts to do so.

2. **Cash / Treasury / Budget Process:** The absence of a documented process for managing current spending against cash balances poses a significant risk to the City's financial stability. This fiscal management gap results in the City being unaware of current cash balances by fund, leading to expenditures exceeding FY 2024's revenues. Notably, the HRW operations are underfunded, relying on Leachate funds without a clear understanding of spending patterns and costs. Specific examples include:
 - **Regional Wastewater:** Insufficient billing to fund operations and haphazardly allocating funds from Leachate without a comprehensive understanding of spending patterns and true costs.
 - **General Fund:** The City lacks detailed knowledge of available General Fund resources compounded by missing regular budget reviews and forecasts. This gap hinders effective spending management and decision-making.

3. **Cash and Bank Balances:** To ensure readiness for the Pooled Cash Go Live on July 1st, it is essential to import accurate cash and bank balances into the Production database. The Interim Finance Director, Assistant Finance Director, the Treasurer, and the RBG Accounting team are working closely to determine these balances, which will be based on informed estimates. The accuracy of these estimates relies heavily on the timely completion

of the FY 19 and FY 20 audits. Adjustments to these balances may be necessary once the audits are fully completed to reflect accurate financial data. Further delays to the FY 19/20 audit package jeopardize accurate cash balances at the time of Pooled Cash go-live.

4. Absence of Treasurer’s Office Staff Amidst Critical Financial Deadlines and System

Transition: The Treasurer's Office has scheduled absences for 4 of the 6 team members from Monday, June 24, 2024, to Wednesday, June 26, 2024, a critical period immediately following the deadline for tax payments of Saturday, June 15, 2024, and just days before the city's transition to the pooled cash system on Monday, July 1, 2024. This timing presents a significant risk to the city's financial operations, potentially impacting the processing of tax collections and the oversight of the pooled cash system transition.

1. Risk Factors

1. **Processing Backlog:** Historical data from December shows a backlog of tax collections taking 3-4 weeks to process. With significant tax payments due on June 15, the scheduled absences could exacerbate the backlog, affecting the city's liquidity and financial reporting.
2. **Critical Transition Period:** The transition to the pooled cash system requires meticulous management to ensure a smooth implementation. The absence of key staff during this period may hinder effective oversight and problem resolution.

2. Potential Impact

1. **Delayed Revenue Processing:** Delays in processing incoming tax payments could strain the city's cash flow, impacting its ability to meet operational and project funding requirements.
2. **Transition Disruption:** Lack of adequate oversight during the pooled cash system transition may result in implementation challenges, affecting the city's financial management and reporting capabilities.

3. Mitigation Needed

1. **Contingency Planning:** The Treasurer’s Office must develop a detailed contingency plan to manage the workload during the absence of key staff. This plan should prioritize the processing of incoming tax payments and

ensure that critical tasks related to the pooled cash system transition are addressed.

2. **Critical Issue Escalation Process:** Establish an escalation process for any critical issues that arise during the staff absences. This process should include clear communication lines and predefined action steps for team members present.
3. **Reporting and Communication:** Ensure that the contingency plan and the status of tax collection processing and pooled cash system transition tasks are regularly reported to the City Manager and City Council. This will facilitate transparency and allow for timely executive decisions and support if needed.

Update on Treasurer's Absence Impact on the Pooled Cash ERP System Transition: The ERP Consultant has confirmed that the anticipated absences in the Treasurer's Office will not affect the transition to the pooled cash system scheduled for Monday, July 1, 2024. This smooth transition is contingent upon the Treasurer's Office completing all pending updates, testing, and other transition-related tasks prior to that date. It is imperative that the Treasurer's Office finalizes all necessary activities and addresses any unresolved issues in the days leading up to their absence (June 24-26, 2024).

Additional note: During SOP review sessions during the week of April 15th, with the Treasurer's Office, the Business Process Team highlighted concerns regarding potential staff shortages during critical periods and their impact on the Treasurer's daily operations. The RBG Teams have stressed the importance of the Treasurer's Office making thorough preparations to effectively manage the upcoming tax payment deadline and the transition to the pooled cash function. These steps are crucial to ensure uninterrupted operation and financial stability during this period of change. Since the Treasurer's office is confident this will not delay progress, this issue has been moved from items delaying progress to a noted risk.

7. ACTIVITIES TO MITIGATE CITY RISKS

- **Financial Forecasting:** The Interim Financial Director is diligently drafting comprehensive cash flows to improve the City's financial forecasting accuracy. This crucial effort is enabling more effective financial planning and management. The goal is to have a concrete plan in place by the end of FY 2024.
- **Standard Operating Procedures (SOPs):** Recognizing the crucial importance of clear and effective policies, the team is currently engaged in a thorough review of Standard Operating Procedures (SOPs). This initiative is centered on developing comprehensive and user-friendly documentation to guide city staff. The SOPs are customized to offer precise guidance, empowering staff to make informed financial decisions and efficiently tackle identified issues in policies and procedures.
- **Staff Capability Enhancement:** The team is proactively assessing staff capabilities and organizing Tyler ERP system training sessions to enhance skills within the city.
- **Hopewell Water Renewal (HWR) Reconciliation Review:** The RBG Teams, in cooperation with city staff, are thoroughly reviewing and addressing any inconsistencies in the reconciliations from past and current years within HWR. This comprehensive effort aims to accurately pinpoint the allocation of funds, enabling informed decision-making for future projects and initiatives.
- **Recommendations for the City Council Finance Committee:** Finance Committee should be restructured to include appropriate oversight participation. Additionally, policy and procedure documents should be developed to drive Committee oversight. The formal agenda should include the following three presenters:

1. Director of Finance, including City Manager report on budget to date
2. City Treasurer
3. Commissioner or Revenue

These meetings, open to the public, should have summaries presented at the City Council meeting monthly, with minutes prepared by the City Clerk and be made public. The Finance Committee meetings are set to start on July 1st.

- **Optimization of Charge Codes:** A critical step towards improving financial accuracy and accountability involves optimizing the use of Charge Codes within the Tyler ERP system. This includes documenting all processes related to their use and incorporating these processes into the SOPs being developed for the city.
- **Refinement of Journal Entry Processes:** Future sessions are scheduled to refine journal entry processes to ensure all transactions, including those outside of the Tyler ERP system, are accurately recorded. This will help correct past oversights and prevent future inaccuracies.
- **Tax Collection Analysis:** An ongoing analysis, conducted by the Interim Finance Director and the RBG team, aims to compare actual tax collections against budgeted projections. This analysis is crucial for identifying necessary adjustments in city spending to align with actual revenue.
- **Security/Workflow Recommendations:** ERP Consultants completed an in-depth review of the City's current setup and utilization of the Role-based Access Control (RBAC) security methodology and permissions management, as well as the electronic workflow approval processes (i.e., Business Rules) within the ERP system. As an opportunity to implement stronger internal control, best practices, and separation of duties within the ERP, and as a result of discovery, testing, evaluation efforts, and based on industry best practice, ERP Consultants proposed short- and long-term recommendations for changes to the City's current security and workflow setup. The city has begun implementing short-term recommendations to strengthen its security and workflow setup.

8. CLOSED CITY RISKS

1. **Declining Year-over-Year Available Cash:** For the past three years, the City has experienced a continuous decline in its year-over-year available cash, significantly impacting on its financial stability and its ability to fund essential services and projects. Addressing this challenge requires a collaborative effort involving the Treasurer, Commissioner of Revenue, Finance Director, and other key personnel involved in the City's financial management. This strategy should aim to uncover any potential

misclassifications or financial discrepancies and implement effective financial management strategies. Transparency in communicating these efforts and their outcomes to all stakeholders is critical to ensuring that there is a comprehensive understanding of the actions being undertaken to protect and enhance the City's financial health.

Update: The risk associated with declining year-over-year available cash has been successfully mitigated. The city has adopted measures that have increased cash availability.

- 2. Dewberry Report:** The city's collaboration with Dewberry has encountered certain challenges that require attention and resolution. The initial scope of the Dewberry Study aimed to create a Capital Maintenance Improvement Plan (CMIP), encompassing operational, maintenance, and capacity recommendations. These recommendations were intended to inform the budgeting process and ensure the financial sustainability of the Hopewell Regional Wastewater Treatment Facility (HRWTF) over a 30-year planning period. To date, Dewberry has delivered a detailed condition assessment and provided recommendations categorized as high, medium, and low priority. However, a sizable portion of the high-priority recommendations involve pending studies that are crucial for evaluating and estimating the cost of improvements. Given these circumstances, it is paramount for the city to make informed decisions regarding the course of action concerning the provided recommendations. The city must determine which recommendations, if any, should be included in the budgeting process.

Update: The team is currently utilizing a consolidated document that integrates the Dewberry Report with the Capital Improvement Plan and the Maintenance Plan. This approach ensures a cohesive strategy for managing the city's infrastructure and maintenance needs. The improvements to this facility are to be incorporated into the city's short- and longer-term Capital Budget Planning. This risk is considered close.

- 3. Dewberry Study Leadership and Alignment with Industry:** There is a lack of alignment between what the HRW Commission has approved, what is being recommended, and what the study suggests should be completed. The Dewberry Report should be the driver for future Capital Projects, please see the below recommendations:

Update: This risk has been mitigated. All parties are aligned on the next steps.

4. **Urgent Review and Enhancement of HRWTF Procurement Process:** The abrupt resignation of the HRW purchasing agent, effective immediately, has necessitated immediate actions to mitigate potential disruptions in procurement operations. With procurement oversight transitioning to full finance control, urgent steps are required to ensure the smooth continuation of HRWTF plant operations. Key actions include prioritizing emergency procurements, assessing contract extensions, expanding standby POs, and reviewing cooperative agreements. Additionally, staff training and a thorough review of the procurement policy are imperative to enhance operational efficiency and compliance.

Update: In a strategic move to strengthen the HRWTF's operational capabilities, the Finance Team has recently onboarded a new team member, a seasoned procurement professional with experience and a Virginia license.

5. **Internal Control Risk - Active System Access for Terminated Employees:** During a recent security review conducted by the ERP Consultants, a significant internal control risk was identified at the City of Hopewell. The review found that **there are users who, despite being listed as terminated in the employee records as of February 2024, still have active within the system's user attributes program.** This discrepancy poses a substantial risk as it potentially allows former employees unauthorized access to sensitive city data and internal systems, threatening data integrity and privacy.

Update: Immediate measures were taken to deactivate all system access for employees previously deactivated in the Active Directory. Furthermore, an assessment was performed in the TRAIN environment to determine if the history associated with a role would remain in the User Attribute historical records after deletion. It was confirmed that deleting roles does not affect their historical records. Consequently, roles no longer required can be removed from each user to enhance security cleanliness while preserving their corresponding records.

Recommendation: It is recommended that the HR department implement an additional business rule within the ERP Personal Action workflow for Terminated Employees to notify IT. This will ensure IT receives timely communication and that deactivations are executed promptly.

COMMUNICATIONS
FROM CITIZENS

PUBLIC HEARING

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing on Conditional Use Permit requests to construct two single-family dwellings on two non-conforming lots – Parcels #024-0305 and #024-0310.

ISSUE: David Edwards Custom Builder, Inc. requests two CUP permits to construct two 1,300sf, one-story single-family dwellings on two adjoining non-conforming lots identified as Parcel #024-0305 and #024-0310 located on Maryland Ave.

RECOMMENDATION: City Administration recommends approval of the CUP request with conditions outlined in the staff report.

TIMING: City Council action is requested on May 14, 2024.

BACKGROUND: Planning Commission held a public hearing on April 4, 2024 and recommends approval. Staff presented this application at the April 23, 2024 City Council meeting.

FISCAL IMPACT: None.

ENCLOSED DOCUMENTS: CUP application, staff report, presentation

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

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 | | | |

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

CONDITIONAL USE PERMIT REQUEST

Single-Family Dwellings on Non-Conforming Lots
Parcels #024-0310 & #024-0305 - Maryland Ave.

CITY COUNCIL PUBLIC HEARING

May 14, 2024

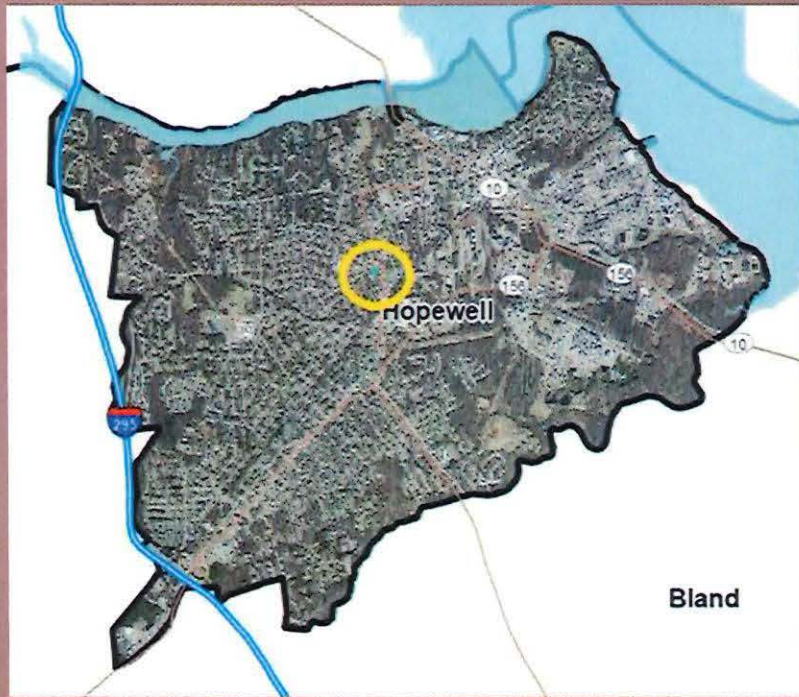
CUP REQUEST: SFDs on Non-Conforming Parcels #024-0310 & #024-0305

- APPLICANT: David Edwards
- WARD: 2
- CURRENT ZONING: R-2 Res. Medium Density
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners, sign placed at property

NOTE: CUPs were originally approved on March 22, 2022.



CUP REQUEST: SFDs on Non-Conforming Parcels #024-0310 & #024-0305



CUP REQUEST: SFDs on Non-Conforming Parcels #024-0310 & #024-0305

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

Parcels #024-0310 & #024-0305 are 60 feet wide each and under 7,500sf.

Non-Conformity – Total lot size less than 12,000sf and lot width less than 70ft.

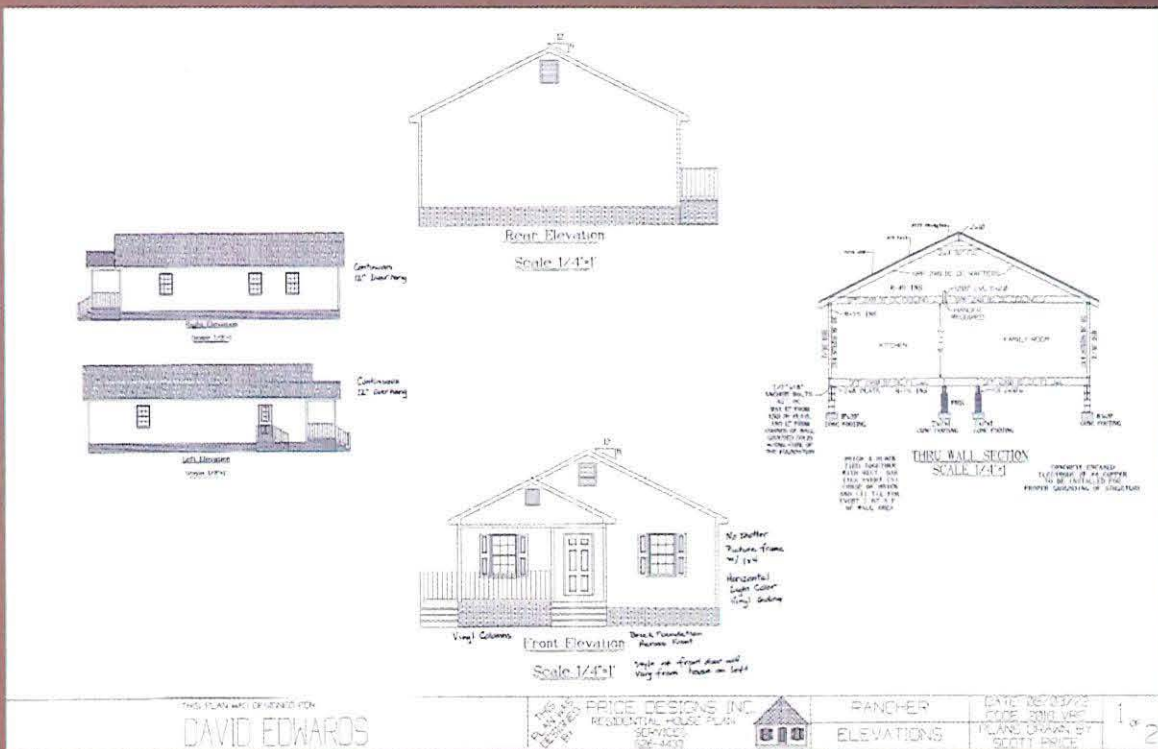


CUP REQUEST: SFDs on Non-Conforming Parcels #024-0310 & #024-0305

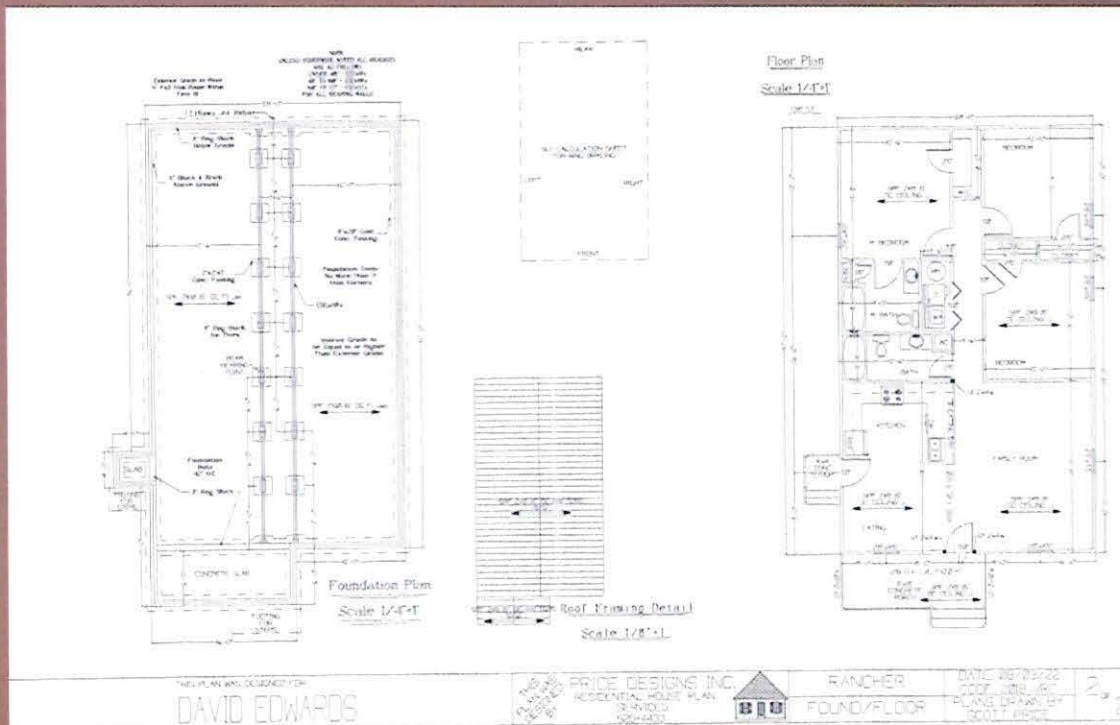
- 1-Story SF Dwellings
- 3 Bedroom; 2 Bath
- 1,300sf



CUP REQUEST: SFDs on Non-Conforming Parcels #024-0310 & #024-0305



CUP REQUEST: SFDs on Non-Conforming Parcels #024-0310 & #024-0305



Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓

- Proposed dwellings are compatible and complimentary with surrounding properties in size, scale, design, and materials.
- Average size of dwellings in the surrounding area is 1,123 sf.
- Proposed dwelling is 1,300sf.
- Proposed dwellings will vary in materials and color to avoid having the exact same house side-by-side.

Staff Recommendation

Staff recommends approval of the CUP requests with the following conditions:

1. Construct proposed dwellings as presented on house plans submitted 8/3/2022 including handwritten notations.
2. Install brick or stone veneer on all four sides of foundation.
3. Construct dwellings with roof overhang/eaves on all sides.
4. Install driveway of concrete or asphalt according to City's policy.
5. Install front foundation shrub plantings.
6. Ensure tree canopy of 20%.

Planning Commission Recommendation

Public
Hearing
April 4,
2024

Planning Commission recommends approval (4-0) of the CUP requests with the following conditions:

1. Construct proposed dwellings as presented on house plans submitted 8/3/2022 including handwritten notations.
2. Install brick or stone veneer on all four sides of foundation.
3. Construct dwellings with roof overhang/eaves on all sides.
4. Install driveway of concrete or asphalt according to City's policy.
5. Install front foundation shrub plantings.
6. Ensure tree canopy coverage of at least 20%.

Recommendation for City Council

Staff and Planning Commission recommend approval of the two CUP requests with the following conditions:

1. Construct proposed dwellings as presented on house plans submitted 8/3/2022 including handwritten notations.
2. Install brick or stone veneer on all four sides of foundation.
3. Construct dwellings with roof overhang/eaves on all sides.
4. Install driveway of concrete or asphalt according to City's policy.
5. Install front foundation shrub plantings.
6. Ensure tree canopy coverage of at least 20%.

CUP REQUEST: SFDs on Non-Conforming Parcels #024-0310 & #024-0305

Questions?



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 #

APPLICANT: DAVID EDWARDS CUSTOM BUILDER INC
ADDRESS: P.O. Box 669
Prince George, VA 23875
PHONE #: 804-691-6092 FAX #: _____
EMAIL ADDRESS: debbie.edwards@jamescrest.net

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: Christopher & Kelly Gill
ADDRESS: P.O. Box 669
Prince George, Va 23875
PHONE #: 804-691-6092 FAX #: _____

PROPERTY ADDRESS / LOCATION:

MARYLAND AVE Lots 12 & 13 Block 4 Buren S/O

PARCEL #: 0240310 ACREAGE: _____ ZONING: R-2

*** 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. _____
2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

App# 20240393

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

PRESENT USE OF PROPERTY:

Open Land - cleared lot

THE CONDITIONAL USE PERMIT WILL ALLOW:

Construction of a 3 bedroom home 1316 sq ft

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.

Proposed construction will improve the neighborhood & eliminate unsightly empty lot where others congregate without permission of owners

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

Proposed construction will not create adverse parking or additional traffic.

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.

Proposed construction is within the appropriate zoning of R-2

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.

Deborah H. Edwards, VP
APPLICANT SIGNATURE

3-5-24

DATE

DEBORAH H. EDWARDS VP
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____ DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:



Department of Development
City of Hopewell, Virginia
Residential Lot Plans

Official Use Only
Application Number: _____
Permit Number: _____

Affidavit of Responsibility

Application for the following:

Property Address/Parcel: 0240310

Lot: 12 & 13 Block: 4 Subdivision: Bureau

I, DEBORAH H. EDWARDS, VP, by filing this

affidavit certify that I am the owner or authorized agent of David Edwards Custom Builders, Inc; and further, certify that I have enclosed the Residential Lot Plan to be included as part of the Building Permit.

Furthermore, I certify that the lot grading of the aforementioned parcel will be consistent with the submitted plan. If within 12 months after a CO has been issued the City of Hopewell determines that the drainage configuration does not function properly, I will assume full responsibility to make corrections in order that the drainage will function as intended and approved by the City of Hopewell.

APPLICANT NAME (PRINT):

DEBORAH H. EDWARDS, VP

SIGNATURE: Deborah H Edwards VP

DATE: 3-6-24

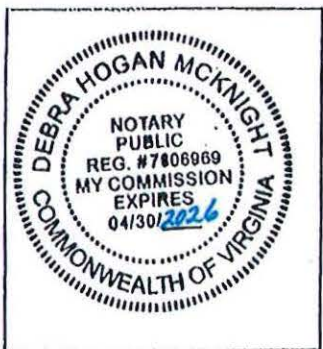
CITY/COUNTY OF Hopewell
COMMONWEALTH OF VIRGINIA

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME
THIS 6th DAY OF March, 2020 BY

NOTARY PUBLIC: [Signature]

NOTARY PUBLIC REGISTRATION NUMBER: 7806969

MY COMMISSION EXPIRES: 30 April, 2026



Proposed Dwelling for C.V.D. apps.





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 #

APPLICANT: DAVID Edwards Custom Builder, Inc.
ADDRESS: P.O. Box 669
Prince George, VA 23875
PHONE #: 804-691-6092 FAX #: _____
EMAIL ADDRESS: debbie.edwards@jamescrest.net

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: DAVID Edwards Custom Builder, Inc.
ADDRESS: P.O. Box 669
Prince George, Va 23875
PHONE #: 804-691-6092 FAX #: _____

PROPERTY ADDRESS / LOCATION:

Maryland Ave Lots 10 & 11 Block 4 Buren S/D
PARCEL #: 0240305 ACREAGE: _____ ZONING: R-2

*** 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. _____
2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

App# 20240392

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

PRESENT USE OF PROPERTY:

open land - cleared lot

THE CONDITIONAL USE PERMIT WILL ALLOW:

Construction of a 3 bedroom house

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.

Proposed dwelling will improve the neighborhood & eliminate unsightly open land where others congregate without permission of owner

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

Proposed dwelling will not create adverse parking or additional traffic

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.

Proposed dwelling is within the appropriate zoning of R-2

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.

Deborah H. Edwards VP
APPLICANT SIGNATURE

3-5-24

DATE

DEBORAH H. EDWARDS
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



Department of Development
City of Hopewell, Virginia
Residential Lot Plans

Official Use Only	
Application Number:	_____
Permit Number:	_____

Affidavit of Responsibility

Application for the following:

Property Address/Parcel: 0240305

Lot: 10 & 11 Block: 4 Subdivision: Buren

I, DEBORAH H. EDWARDS, VP, by filing this affidavit certify that I am the owner or authorized agent of David Edwards Custom Builders, INC; and further, certify that I have enclosed the Residential Lot Plan to be included as part of the Building Permit.

Furthermore, I certify that the lot grading of the aforementioned parcel will be consistent with the submitted plan. If within 12 months after a CO has been issued the City of Hopewell determines that the drainage configuration does not function properly, I will assume full responsibility to make corrections in order that the drainage will function as intended and approved by the City of Hopewell.

APPLICANT NAME (PRINT):

DEBORAH H. EDWARDS VP

SIGNATURE: Deborah H. Edwards, VP

DATE: 3-8-23



CITY/COUNTY OF Hopewell

COMMONWEALTH OF VIRGINIA

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME

THIS 6th DAY OF March, 2020 BY

NOTARY PUBLIC: [Signature]

NOTARY PUBLIC REGISTRATION NUMBER: 7806969

MY COMMISSION EXPIRES: 30 April, 2026

Proposed Dwelling for C.V.P. apps.





**REQUEST FOR CONDITIONAL USE PERMITS
TO CONSTRUCT TWO SINGLE-FAMILY DWELLINGS
ON TWO NON-CONFORMING LOTS, PARCEL #
024-0305 AND PARCEL #024-0310 ON
MARYLAND 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. APPLICANT: David Edwards Custom Builder, Inc.

II. EXECUTIVE SUMMARY

The applicant, David Edwards Custom Builder, Inc., requests Conditional Use Permits to construct two single-family dwellings on two non-conforming lots, Parcels #024-0305 and Parcel #024-0310, located on Maryland Ave. in the Buren neighborhood. Conditional Use Permits for these parcels were previously approved on March 22, 2022 but the applicant did not complete construction within one year, as required by the Hopewell Zoning Ordinance. Staff recommends re-approval with conditions.

III. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	April 4, 2024	Public Hearing	Rec. Appr. w/ Cond.
City Council	April 23, 2024	1 st Reading	No Action
City Council	May 14, 2024	2 nd Reading / PH	Pending

IV. IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning	R-2 – Residential Medium Density
Requested Zoning	N/A
Acreage: 024-0305 & 024-0310	0.172 ac/7,492sf & 0.167 ac/7,275sf
Legal Description	LOTS 10-11 and LOTS 12-13 BLK 4 SUBDIVISION: BUREN
Election Ward	2
Future Land Use	Urban Residential
Strategic Plan Goal	Housing

Approval Method	City Council Resolution
Can Conditions be set?	Yes
Map Location	Parcel #024-0305 & #024-0310

V. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	3/27/2024	4/3/2024
	Letter to Adj. Properties	3/28/2024	
City Council	Progress-Index Ad	N/A	N/A
	Letter to Adj. Properties	N/A	
City Council	Progress-Index Ad	4/30/24	5/8/24
	Letter to Adj. Properties	5/3/24	

VI. 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.

VII. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article XXI, Amendments, Section D, Conditional and Special Use Permits](#)

VIII. SUBJECT PROPERTY

The subject properties, Parcel #024-0305 and #024-0310, are adjoining interior lots approximately in the center of the block on Maryland Ave. The property dimensions are 60 feet wide along Maryland. by approximately 120 feet deep for a total of approximately 3,600-3,700 square feet. The parcels are not perfect rectangles. The R-2 Residential Medium Density District sets the minimum lot width at 75 feet and the minimum lot size for a single-family dwelling at 7,500 square feet. The total square footage and the minimum width of these lots are less than the required minimum, making these parcel non-conforming to the R-2 District.

IX. APPLICANT POSITION

The applicant proposes to construct two 1,300sf, one-story, single-family dwellings – one on each of the adjoining properties. The proposed dwellings will be Rancher-style homes with a mixture of vinyl siding and masonry veneer (brick, stone). The proposed dwellings will be of the same architecture and design but will utilize differing and unique materials to differentiate the two homes.

X. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance (see attachment). The Planning Commission may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be at variance with either the exterior architectural appeal and/or the functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

The required setbacks in the R-2 District are as follows:

- 25ft. – front yard.
- 10ft. – interior side yard; 15ft. – corner side yard.
- 25ft. – rear yard.

The parcel has a buildable area that is approximately 40ft x 70ft (2,800sf) after applying the required setbacks.

Several lots in the neighborhood are of similar size and contain single-family dwellings.

XI. 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).

XII. STAFF RECOMMENDATION

Conditional Use Permits were previously approved for these parcels with the same proposed dwellings. Staff at that time supported the applications and continues to support the applications for the following reasons:

1. The proposed houses are larger than the average house size in the neighborhood.
2. Although of the same general architectural style, the applicant has proposed to differentiate the two homes by using different façade materials.
3. The proposed architectural style is compatible with the rest of the neighborhood.

Staff cites Article XXI, Section D, Item d(4), Approval Criteria, which states:

“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.”

Staff supports the approval of this application with the following conditions:

- a. The proposed dwellings are to be constructed as presented (handwritten notations included) in the house plans submitted with the application dated 8/3/2022
- b. The foundation will have brick or stone veneer on all sides.
- c. The house will be constructed with roof overhang/eaves on all sides.
- d. A driveway of concrete or asphalt will be installed in accordance with the City’s driveway policy.
- e. The applicant will install front foundation shrub plantings.
- f. The applicant will ensure a tree canopy of at least 20% lot coverage.

XIII. PUBLIC COMMENT

No public comment was given at the Planning Commission public hearing held on April 4, 2024 and the Department has not received any written comment.

XIV. PLANNING COMMISSION RECOMMENDATION

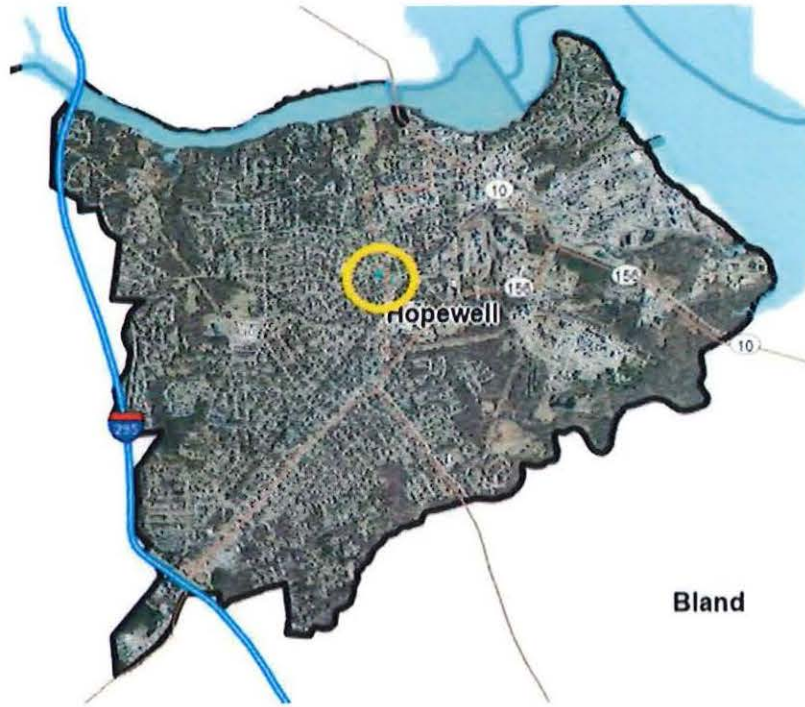
The Hopewell Planning Commission voted 4-0 at the April 4, 2024 meeting to recommend approval of the CUP request with the following conditions:

- a. The proposed dwellings are to be constructed as presented (handwritten notations included) in the house plans submitted with the application dated 8/3/2022
- b. The foundation will have brick or stone veneer on all sides.
- c. The house will be constructed with roof overhang/eaves on all sides.

- d. A driveway of concrete or asphalt will be installed in accordance with the City's driveway policy.
- e. The applicant will install front foundation shrub plantings.
- f. The applicant will ensure a tree canopy of at least 20% lot coverage.

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Red & blue boxes indicate subject parcels



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #028-0020

MARYLAND

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	310 MARYLAND	1	936	30	75	2,100	ASBSTS	1920	SF
2	314 MARYLAND	1	1,032	60	88	5,280	MASNITE	1920	SF
3	318 MARYLAND	1	984	30	102	3,060	VINYL	1920	SF
4	328 MARYLAND	1.5	1,704	30	79	2,370	BRICK	1954	SF
5	330 MARYLAND	1	864	30	55	1,650	BRICK	1920	SF
6	1505 LYNCHBURG	1	1,296	60	85	5,100	BRICK	1963	SF
7	1507 LYNCHBURG	1	1,288	30	102	3,060	VINYL	2007	SF
8	1511 LYNCHBURG	1	1,248	63	113	7,119	VINYL	2005	SF
9	335 S 17 TH	1	1,191	65	85	5,525	VINYL	2004	SF
10	319 S 17 TH	1	943	30	109	3,270	MASNITE	1920	SF
11	315 S 17 TH	1	736	30	90	2,700	VINYL	1920	SF
12	311 S 17 TH	1	748	76	77	5,852	ASBSTS	1955	SF
13	309 S 17 TH	1	1,278	50	110	5,500	VINYL	2003	SF
14	307 S 17 TH	1.5	1,473			7,841	VINYL	2003	SF
	AVERAGE	1	1,123	45	90	4,316			

#024-0305									
#024-0310	1	1,300	60	120	7,200+	VINYL/STONE			SF

PH-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: Public Hearing on Conditional Use Permit request to construct a single-family dwelling on a non-conforming lot – Parcel #028-0020.

ISSUE: James R. Jones Builder requests a CUP permit to construct a 1,659sf, one-story Cottage-style home on a non-conforming lot identified as Parcel #028-0020 located on Crescent Ave.

RECOMMENDATION: City Administration recommends approval of the CUP request with conditions outlined in the staff report.

TIMING: City Council action is requested on May 14, 2024.

BACKGROUND: Planning Commission held a public hearing on April 4, 2024 and recommends approval. Staff presented this application at the April 23, 2024 City Council meeting.

FISCAL IMPACT: None.

ENCLOSED DOCUMENTS: CUP application, staff report, presentation

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

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

CONDITIONAL USE PERMIT REQUEST

Single-Family Dwelling on a Non-Conforming Lot

Parcel #028-0020 - Crescent Ave.

CITY COUNCIL PUBLIC HEARING

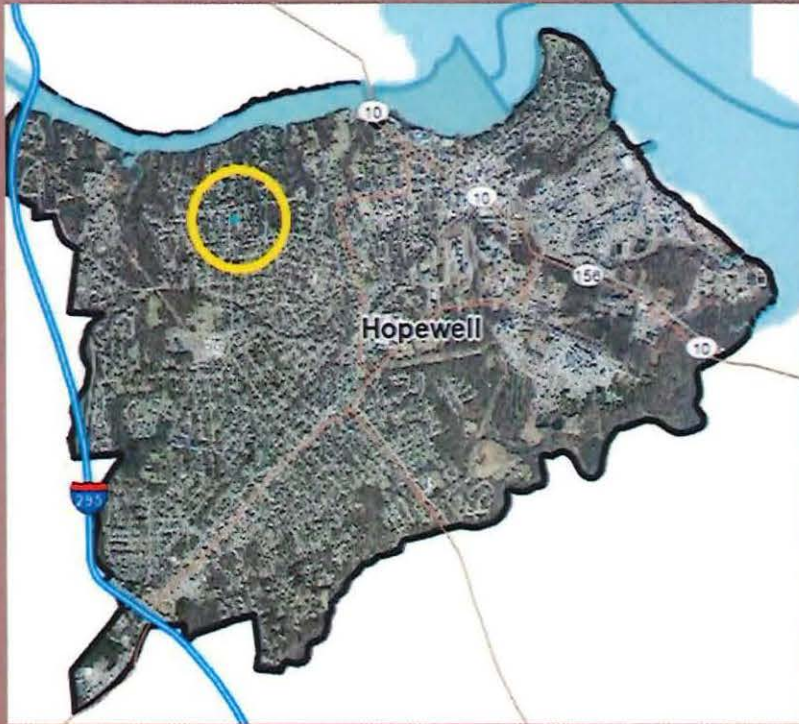
May 14, 2024

CUP REQUEST: SFD on Non-Conforming Parcel #028-0020

- APPLICANT: James R. Jones
- WARD: 3
- CURRENT ZONING: R-1 Residential Low Density
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners, sign placed at property



CUP REQUEST: SFD on Non-Conforming Parcel #028-0020



CUP REQUEST: SFD on Non-Conforming Parcel #028-0020

Minimum lot size in R-1 is 80 feet wide and 12,000sf.

Crescent Ave – Parcel #028-0020 is 75 feet wide and 8,850sf.

Non-Conformity – Total Lot Size less than 12,000sf. & lot width less than 80ft.



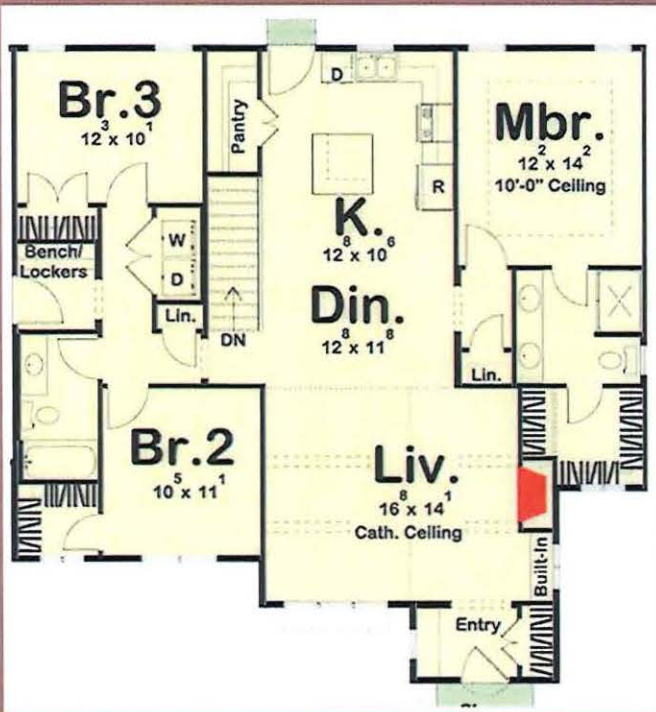
CUP REQUEST: SFD on Non-Conforming Parcel #028-0020

- 1-Story SF Dwelling
- 3 Bedroom; 2 Bath
- 1,659sf

Garage will **not** be constructed



CUP REQUEST: SFD on Non-Conforming Parcel #028-0020



Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓

- Proposed dwelling is of a unique architectural style (Cottage) that complements varied architecture in the neighborhood.
- Average size of dwellings in the surrounding area is **1,695 sf.**
- Proposed dwelling is **1,659sf.**
- Smaller lot size + steep slopes in rear limit options.

Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. Construct proposed dwelling as presented (minus garage) including stone veneer covering full façade of front door project including sides and vinyl shake siding on all other front facades.
2. Install horizontal vinyl siding on all other building facades.
3. Include minimum of 4" wide trim around all front façade doors and windows.
4. Install 3-paned front window with 3-paned transom as shown.
5. Construct driveway of asphalt or concrete in accordance with City's driveway policy.
6. Include roof overhang/eaves on all roof sides.
7. Ensure 20% tree canopy lot coverage.
8. Include all other proffered features noted in application Addendum dated March 11, 2024.

Planning Commission Recommendation

Public
Hearing
April 4,
2024

Planning Commission recommends approval (4-0) of the CUP with the following conditions:

1. Construct proposed dwelling as presented (minus garage) including stone veneer covering full façade of front door projection including sides and vinyl shake siding on all other front facades.
2. Install horizontal vinyl siding on all other building facades.
3. Include minimum of 4" wide trim around all front façade doors and windows.
4. Install 3-paned front window with 3-paned transom as shown.
5. Construct driveway of asphalt or concrete in accordance with City's driveway policy.
6. Include roof overhang/eaves of 12" on all roof sides.
7. Ensure 20% tree canopy lot coverage.
8. Include all other proffered features noted in application Addendum dated March 11, 2024.

Planning Commission Recommendation (Cont'd)

Public
Hearing
April 4,
2024

9. Install brick veneer on all foundation sides.
10. Include all other proffered features cited in the Application Addendum submitted by the applicant on March 11, 2024.
11. Coordinate with the City's Stormwater Division on the armoring of the ravine and proper storm drainage.

Public Comment

Written Comment:

- **None**

Public Comment (Planning Commission Public Hearing April 4, 2024):

- **One citizen commented that the applicant is a quality builder and is confident that the applicant will construct a quality home.**

Recommendation for City Council

Staff and Planning Commission recommend approval with the following conditions:

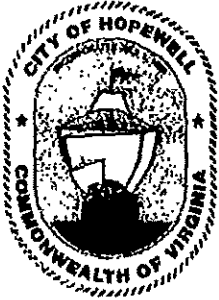
1. Construct proposed dwelling as presented (minus garage) including stone veneer covering full façade of front door projection including sides and vinyl shake siding on all other front facades.
2. Install horizontal vinyl siding on all other building facades.
3. Include minimum of 4" wide trim around all front façade doors and windows.
4. Install 3-paned front window with 3-paned transom as shown.
5. Construct driveway of asphalt or concrete in accordance with City's driveway policy.
6. Include roof overhang/eaves of 12" on all roof sides.
7. Ensure 20% tree canopy lot coverage.
8. Include all other proffered features noted in application Addendum dated March 11, 2024.

Recommendation for City Council (cont'd)

9. Install brick veneer on all foundation sides.
10. Include all other proffered features cited in the Application Addendum submitted by the applicant on March 11, 2024.
11. Coordinate with the City's Stormwater Division on the armoring of the ravine and proper storm drainage.

CUP REQUEST: SFD on Non-Conforming Parcel #028-0020

Questions?



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 #

APPLICANT: James R. Jones
ADDRESS: P.O. Box 1402
Hopewell, VA 23860
PHONE #: 804.541.8000 FAX #: 804.541.8775
EMAIL ADDRESS: tara@jrjbuilder.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: _____
ADDRESS: _____
PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:

lots 13, 14, & 15, Block 1, Crescent Hill

PARCEL #: 0280020 ACREAGE: .204 ZONING: R1

*** 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. 1700+ sq. ft.
2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. plat.

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

PRESENT USE OF PROPERTY:

VACANT LOTS

THE CONDITIONAL USE PERMIT WILL ALLOW:

the lots to become one buildable lot.

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.

This proposal will not affect the surrounding homes adversely. Rather it will increase their home values.

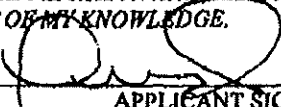
PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

This proposal will not be detrimental to the public and will increase home sales to the surrounding houses.

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.

We would like to build a home comparable to the area - similar to a Sears home.

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

2.21.2024

DATE

Tara M. Jones

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

____ APPROVED _____ DENIED

____ APPROVED WITH THE FOLLOWING CONDITIONS:

Addendum to the request for Conditional Use Permit for PID # 0280020 on Crescent Avenue

1. Present use of property: vacant lots (14 to 16) with poor drainage to a slopping ravine.
2. The conditional use permit will allow: the lots to become one 75 foot frontage, buildable single-family parcel. The proposed house plan is within the average square footage of the surrounding properties at 1659 sq. ft.
3. 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 proposal will not affect the surrounding homes negatively in regards to structure, style, quality and/ or environmental standards. It will promote home ownership in the area, increase neighboring home values and provide additional revenue to the City.
4. Please demonstrate that the proposal will not be detrimental to public welfare or injurious to the property or improvements in the neighborhood: This proposal will not be detrimental to the public welfare or injurious to the property. We plan to keep as many mature trees as possible onsite without the need for replanting. In addition to, we plan to properly evaluate the drainage issue and repair/ replace any areas of concern with suitable erosion control measures to eliminate the existing matter.
5. 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: We plan to construct a Tudor-style home equivalent to the surrounding area. The livable square footage is 1659 sq. ft. The exterior of the home would complement the modern style Tudor homes with an arched doorway, grouped windows with wide case trim, and a mixture of vinyl shake and stone veneer on the front exterior. The remaining exterior of the home would be vinyl siding with a brick foundation. Due to the limited buildable footprint, the square footage cannot exceed the current proposed house plan without altering the design of a Tudor style home.

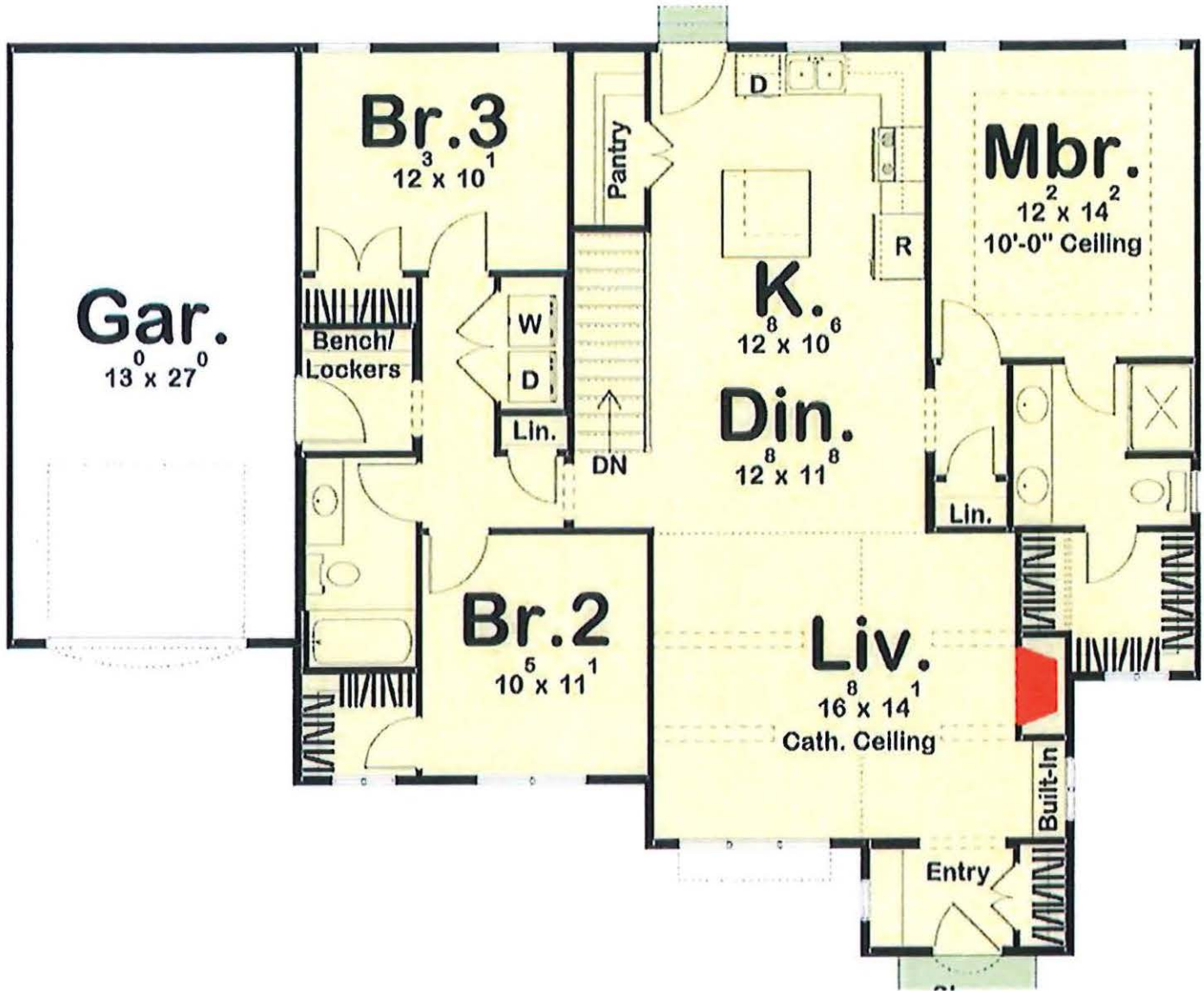


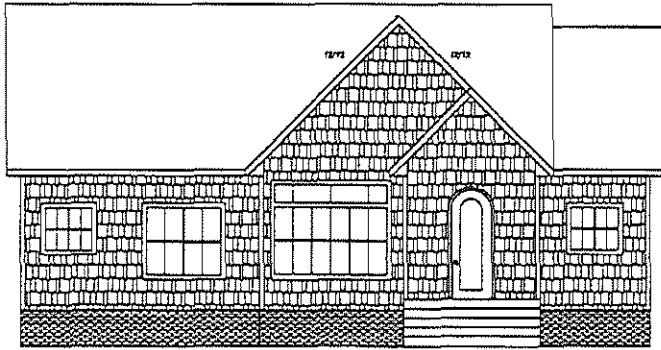




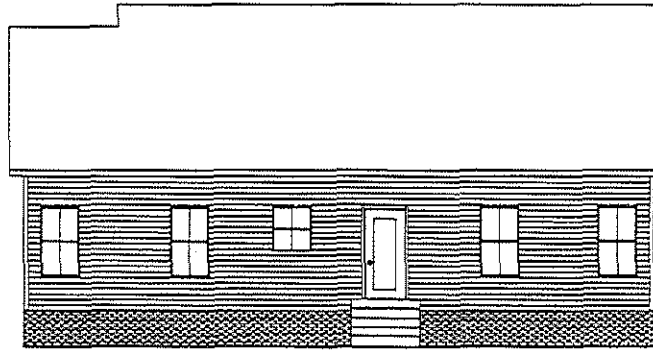








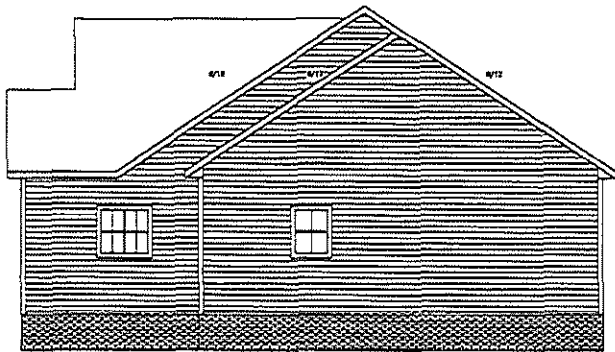
FRONT ELEVATION



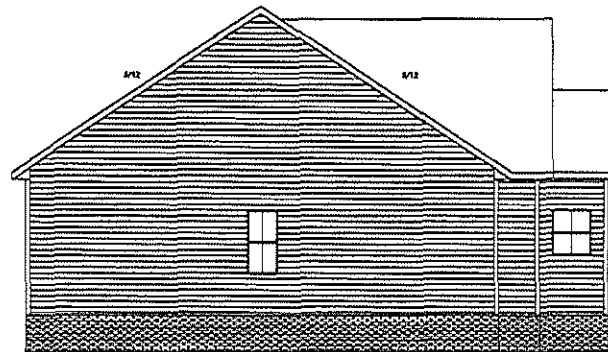
REAR ELEVATION

CODE: IRC/IBC 2018
 LOADING
 FLOOR:
 LIVE LOAD 40PSF
 DEAD LOAD 10PSF
 ROOF:
 LIVE LOAD 20PSF
 DEAD LOAD 10PSF

DATE: 2-2-24
 DESIGNED: CAS
 SCALE: 1/8" = 1'
 DRAWN:



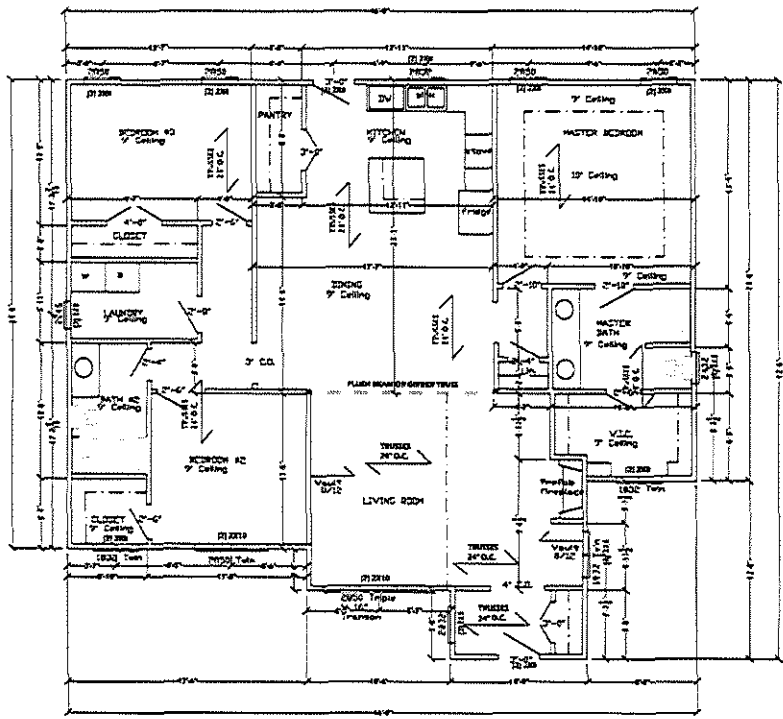
RIGHT ELEVATION



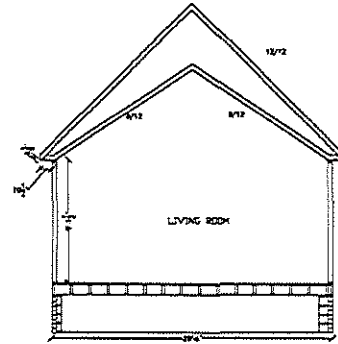
LEFT ELEVATION

CRESENT AVE
 DRAWN BY:
 Chris Smiley
 21565 Black Creek Road
 Franklin, Va. 23851

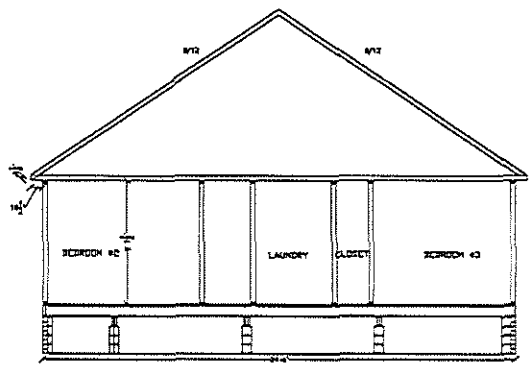
A-1



FIRST FLOOR PLAN
FIRST FLOOR SQ. FT = 1659



CUT THRU



CUT THRU

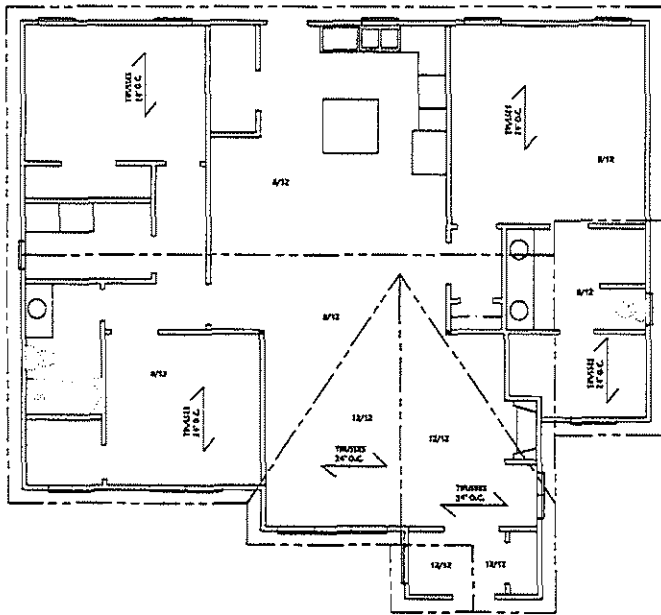
DATE: 2.2.24	DESIGNER: CAS	SCALE: 1/4" = 1'
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CRESENT AVE

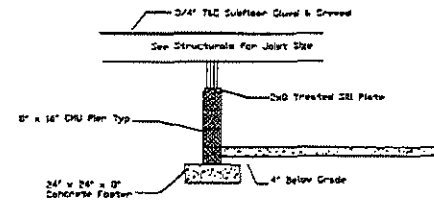
DRAWN BY:
 Chris Smiley
 21565 Black Creek Road
 Franklin, Va. 23851

A-2

- Roof Ventilation Section VRC R806 1 sq ft per 150

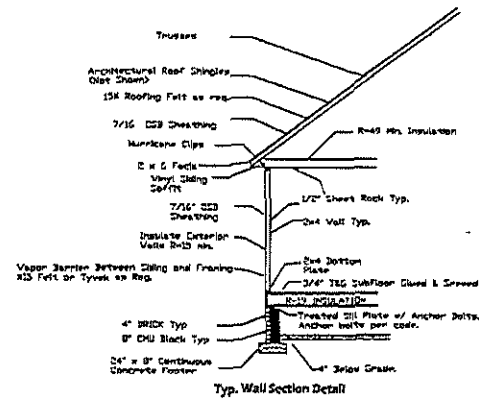


ROOF PLAN



Typ. Pier & Girder Detail

DETAILS



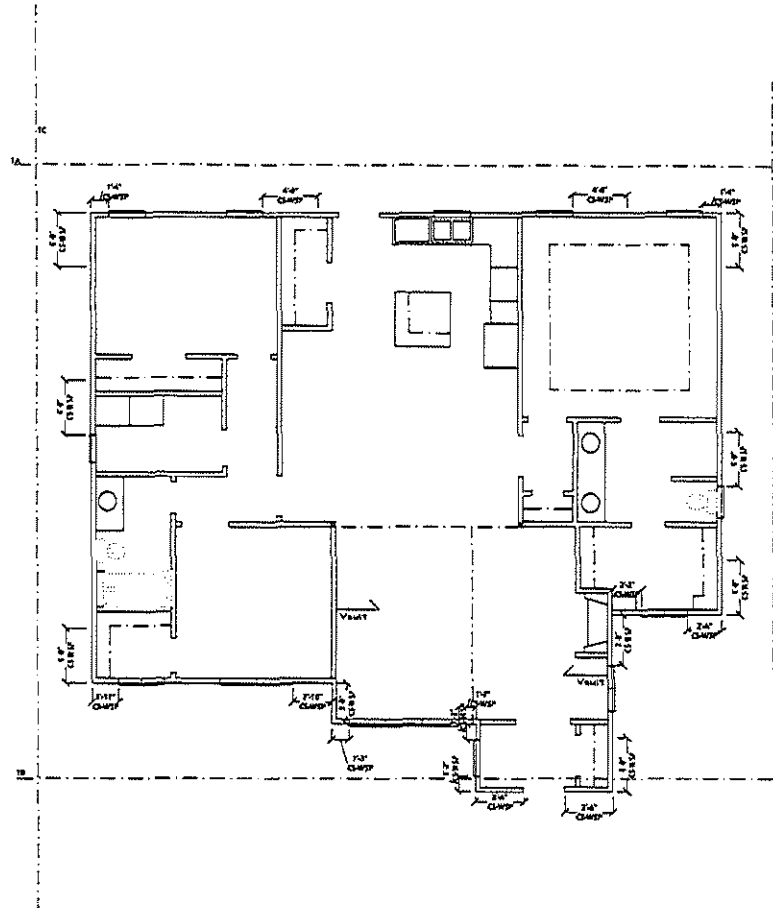
Typ. Wall Section Detail

DATE: 2.2.24	DESIGNER: CAJ	SCALE: 1/8" = 1'
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CRESCENT AVE

DRAWN BY:
Chris Smiley
21565 Black Creek Road
Franklin, Va. 23851

A-4

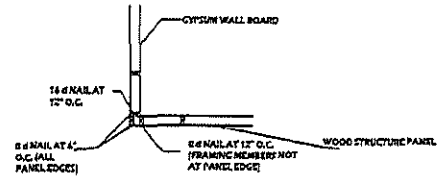
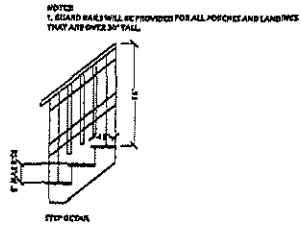


FIRST FLOOR WALL BRACING

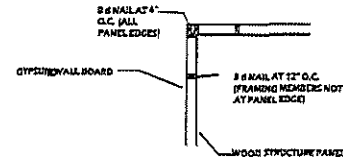


- 1. MAX 4" SPACING BETWEEN PICKETS
- 2. 24" TALL RAILS

RAIL DETAIL FOR PORCHES AND LANDINGS OVER 2' TALL



OUTSIDE CORNER DETAIL



INSIDE CORNER DETAIL

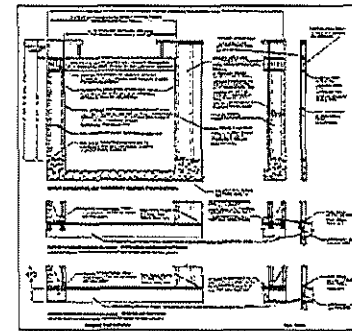


FIGURE R602.10.6.4 METHOD CS-PF - CONTINUOUSLY SHEATHED PORTAL FRAME PANEL CONSTRUCTION

DATE: 2-21-26	SCALE: 1/8" = 1'
DESIGNER: CAS	

CRESENT AVE	DRAWN BY: Chris Sniley
	21565 Black Creek Road Franklin, Va. 23851

A-5



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON
NON-CONFORMING LOT, PARCEL # 028-0020 ON
CRESCENT 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. APPLICANT: James R. Jones, PO Box 1402, Hopewell, VA 23860

II. EXECUTIVE SUMMARY

The applicant, James R. Jones, requests a Conditional Use Permit to construct a single-family dwelling on the non-conforming Parcel #028-0020 located on Crescent Ave. in the Crescent Hills Neighborhood. Staff recommends approval with conditions.

III. TENTATIVE SCHEDULE OF MEETINGS

BODY	EST. DATE	TYPE	RESULT
Planning Commission	April 4, 2024	Public Hearing	Rec. Appr. w/ Cond.
City Council	April 23, 2024	1 st Reading	No Action
City Council	May 14, 2024	2 nd Reading / PH	Pending

IV. IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning	R-1 – Residential Low Density
Requested Zoning	N/A
Acreage	0.203 acres / 8,850 sf
Legal Description	LOTS 14 TO 16 BLK 1 SUBDIVISION: CRESCENT HILLS
Election Ward	3
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be set?	Yes
Map Location	Parcel #028-0020

V. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	3/27/2024	4/3/2024
	Letter to Adj. Properties	3/28/2024	
City Council 1 st Read	Progress-Index Ad	N/A	N/A
	Letter to Adj. Properties	N/A	
City Council PH	Progress-Index Ad	4/30/24	5/7/24
	Letter to Adj. Properties	5/3/24	

VI. 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.

VII. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article XXI, Amendments, Section D, Conditional and Special Use Permits](#)

VIII. SUBJECT PROPERTY

The subject property, Parcel #028-0020, is an interior lot approximately in the center of the block on Crescent Ave. The property dimensions are 75 feet wide along Crescent Ave. by 118 feet deep for a total of 8,850 square feet. The R-1 Residential Low Density District sets the minimum lot width at 80 feet and the minimum lot size for a single-family dwelling at 12,000

square feet. The total square footage and the minimum width of this lot are less than the required minimum, making this parcel non-conforming to the R-1 District. The parcel also contains a steep ravine along the north western and western edges of the parcel.

IX. APPLICANT POSITION

The applicant proposes to construct a 1,659 square foot, one-story, single-family dwelling on the property. The proposed dwelling will be a Cottage-style home with a mixture of vinyl shake and stone veneer. The front door will be arched and the foundation will be brick. The applicant understands the storm water issues with the rear of the property and commits to correcting the issue with appropriate storm water management improvements. Please see the applicant's ADDENDUM to the CUP application for more information.

X. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance (see attachment). The Planning Commission may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be at variance with either the exterior architectural appeal and/or the functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

The required setbacks in the R-1 District are as follows:

- 25ft. – front yard.
- 10ft. – interior side yard; 20ft. – corner side yard.
- 25ft. – rear yard.

The parcel has a buildable area that is 55ft x 68ft (3,740sf) after applying the required setbacks. The steep ravine at the rear of the property further limits the buildable area.

Several lots in the neighborhood are of similar size and contain single-family dwellings.

XI. 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).

XII. STAFF RECOMMENDATION

The parcel in question was the subject of a previous CUP request from a different applicant in 2022. City Councilors made the following comments relating to the 2022 CUP application:

1. The proposed single-family dwelling was not architecturally compatible with the surrounding dwellings or larger neighborhood.
2. The proposed single-family dwelling of 1,290 sf should be larger – at least 1,500sf.

Staff cites Article XXI, Section D, Item d(4), Approval Criteria, which states:

“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.”

The applicant was made aware of the issues with the previous CUP application for this property and has attempted to satisfactorily address those concerns. The proposed house is a Cottage-style dwelling with an appropriate mix of shake siding, stone veneer, and brick foundation. The size of the proposed dwelling is 1,659sf, larger than the average size of the neighborhood. For these reasons, Staff supports the approval of this application with the following conditions:

- a. The proposed dwelling as presented is to be constructed with stone veneer covering the full façade of the front door projection including the sides of the projection. The proposed vinyl shake shall cover all other front facades including all projection sides. Horizontal vinyl siding shall be installed on other building sides.
- b. Minimum 4” wide trim around all front façade windows and doors.
- c. A 3-paned window with 3-paned transom to the left of the front door as shown in the elevation submitted with the application.
- d. A driveway of concrete or asphalt will be installed in accordance with the City’s driveway policy.
- e. The dwelling will have a roof overhang/eaves on all sides.
- f. The applicant will install front foundation shrub plantings.
- g. The applicant will ensure a tree canopy of at least 20% lot coverage.
- h. The foundation will have a brick veneer on all sides.
- i. All other proffered features cited in the Addendum to the CUP Application submitted by the applicant and received by the City on March 11, 2024.

XIII. PUBLIC COMMENT

No public comment was given at the Planning Commission public hearing held on April 2, 2024 and the Department has not received any written comment.

XIV. PLANNING COMMISSION RECOMMENDATION

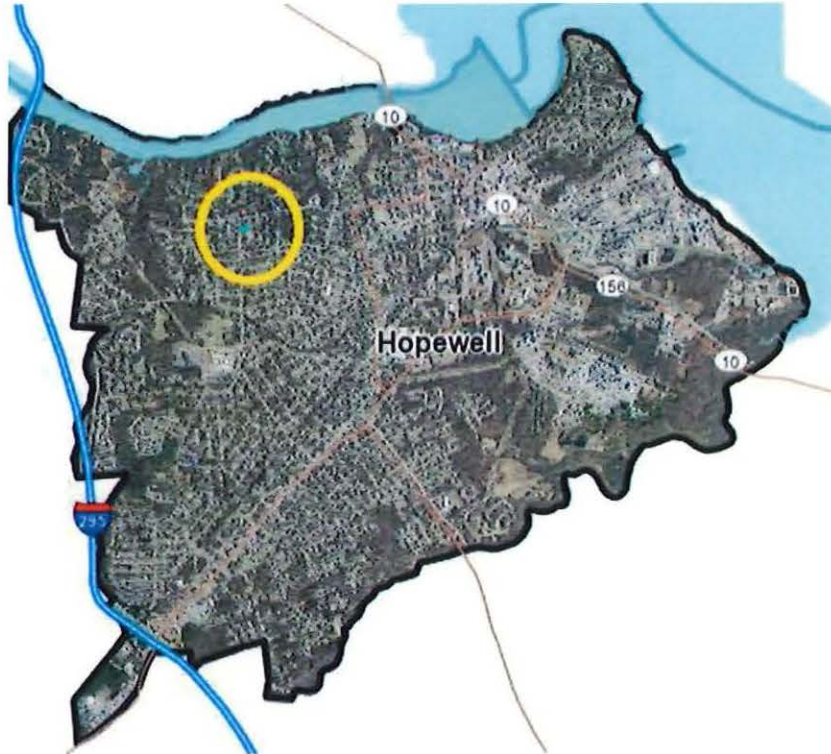
The Hopewell Planning Commission voted 4-0 at the April 4, 2024 meeting to recommend approval of the CUP request with the following conditions:

- a. The proposed dwelling as presented is to be constructed with stone veneer covering the full façade of the front door projection including the sides of the projection. The proposed vinyl shake shall cover all other front facades including all projection sides. Horizontal vinyl siding shall be installed on other building sides.

- b. Minimum 4" wide trim around all front façade windows and doors.
- c. A 3-paned window with 3-paned transom to the left of the front door as shown in the elevation submitted with the application.
- d. A driveway of concrete or asphalt will be installed in accordance with the City's driveway policy.
- e. The dwelling will have a minimum roof overhang of 12" on all sides.
- f. The applicant will install front foundation shrub plantings.
- g. The applicant will ensure a tree canopy of at least 20% lot coverage.
- h. The foundation will have a brick veneer on all sides.
- i. All other proffered features cited in the Addendum to the CUP Application submitted by the applicant and received by the City on March 11, 2024.
- j. The applicant will coordinate with the City's Stormwater Division on the armoring of the ravine and proper storm drainage.

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Red box indicates Parcel #028-0020



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #028-0020

MOHAWK

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	3008 W BROADWAY	1	1,280	75	119	8,925	BRICK	1951	SF
2	3100 W BROADWAY	1	1,888	100	120	12,000	BRICK	1945	SF
3	200 MOHAWK	1	1,203	125	75	9,375	ALMNM	1952	SF
4	202 MOHAWK	1.5	1,362	75	125	9,375	VINYL	1954	SF
5	205 MOHAWK	1.5	2,033	100	125	12,500	BRICK	1951	SF
6	206 MOHAWK	1	1,991	100	125	12,500	BRICK	1953	SF
7	207 MOHAWK	1	1,496	86	123	10,578	ALMNM	1945	SF
8	MOHAWK	1	1,928	100	125	12,500	WOOD	1952	SF
9	3007 DAY	1	1,704	125	125	15,625	VINYL	1951	SF
	AVERAGE	1	1,654	69	118	7,823			

#028-0020	1	1,659	75	118	9,430	VINYL/STONE	SF
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SURROUNDING PROPERTIES - PARCEL #028-0020

MESA

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	200 N MESA	1.5	1,628	100	128	12,800+	VINYL	2013	SF
2	201 N MESA	1.5	1,764	112	118	13,216	MSNITE	1985	SF
3	205 N MESA	1	1,664	150	118	17,700	BRICK	1958	SF
4	206 N MESA	1	1,248	75	130	9,750	BRICK	1956	SF
5	207 N MESA	1	1,208	75	118	8,850	VINYL	1994	SF
6	208 N MESA	1	1,596	100	133	13,300	BRICK	1951	SF
7	2912 W BROADWAY	2	1,672	114	146	16,644	BRICK	1945	SF
8	3000 W BROADWAY	1.5	2,156	116	118	13,688	BRICK	1947	SF
	AVERAGE		1,617	105	126	13,243			

#028-0020	1	1,659	75	118	9,430	VINYL/STONE	SF
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SURROUNDING PROPERTIES - PARCEL #028-0020

CRESCENT

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	100 CRESCENT	2	1,502	108	118	12,744	BRICK	1941	SF
2	101 CRESCENT	1.5	2,038	120	118	14,160	WOOD	1941	SF
3	102 CRESCENT	1.5	2,268	75	118	8,850	BRICK	1951	SF
4	104 CRESCENT	1.5	1,661	90	118	10,620	BRICK	1920	SF
5	105 CRESCENT	2	1,441	162	118	19,116	BRICK	1929	SF
6	106 CRESCENT	2	2,290	97	118	11,446	ALMNM	1937	SF
7	107 CRESCENT	2	1,600	110	118	12,980	BRICK	1939	SF
8	108 CRESCENT	1.5	1,776	87	118	10,266	BRICK	1940	SF
9	109 CRESCENT	1.5	1,757	74	118	8,732	BRICK	1960	SF
	AVERAGE		1,815	103	118	12,102			

#028-0020	1	1,659	75	118	9,430	VINYL/STONE	SF
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PH-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: Public Hearing on Conditional Use Permit request to construct a single-family dwelling on a non-conforming lot – Parcel #033-0020.

ISSUE: MewCo LLC request a CUP permit to construct a 1,240sf, two-story Chalet-style home on a non-conforming lot identified as Parcel #033-0020 located on Boston Street.

RECOMMENDATION: City Administration recommends approval of the CUP request with conditions outlined in the staff report.

TIMING: City Council action is requested on May 14, 2024.

BACKGROUND: Planning Commission held a public hearing on April 4, 2024 and recommends approval. Staff presented this application at the April 23, 2024 City Council meeting.

FISCAL IMPACT: None.

ENCLOSED DOCUMENTS: CUP application, staff report, presentation

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

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

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

CONDITIONAL USE PERMIT REQUEST

Single-Family Dwelling on a Non-Conforming Lot

Parcel #033-0020 - Boston St.

CITY COUNCIL PUBLIC HEARING

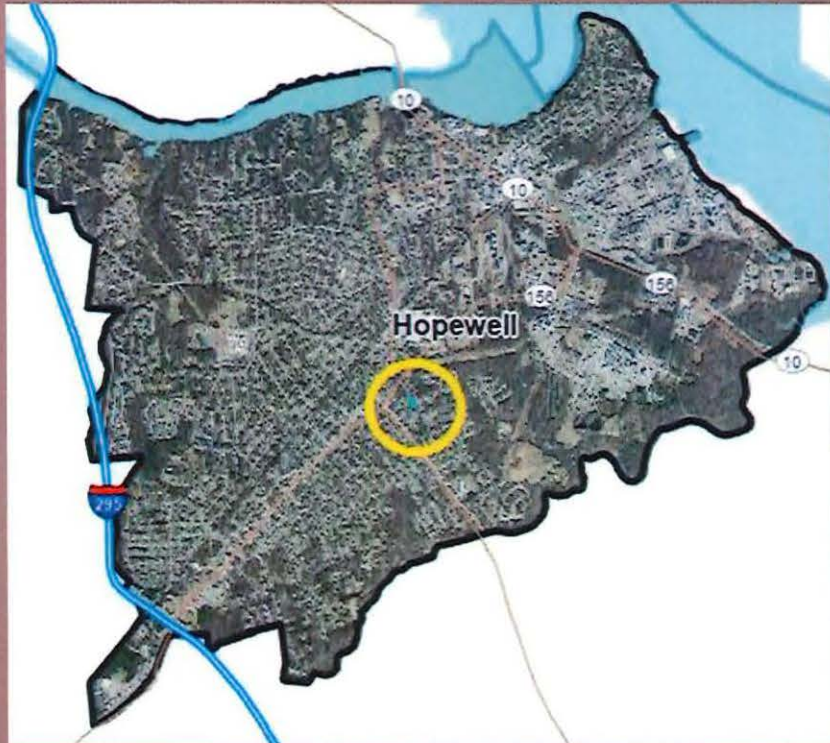
May 14, 2024

CUP REQUEST: SFD on Non-Conforming Parcel #033-0020

- APPLICANT: MewCo LLC
- WARD: 6
- CURRENT ZONING: R-2, Residential Medium Density
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners



CUP REQUEST: SFD on Non-Conforming Parcel #033-0020



CUP REQUEST: SFD on Non-Conforming Parcel #033-0020

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

Boston St.— Parcel #033-0020 is 50 feet wide and ~9,000sf.

Non-Conformity – Lot Width is less than 75ft.

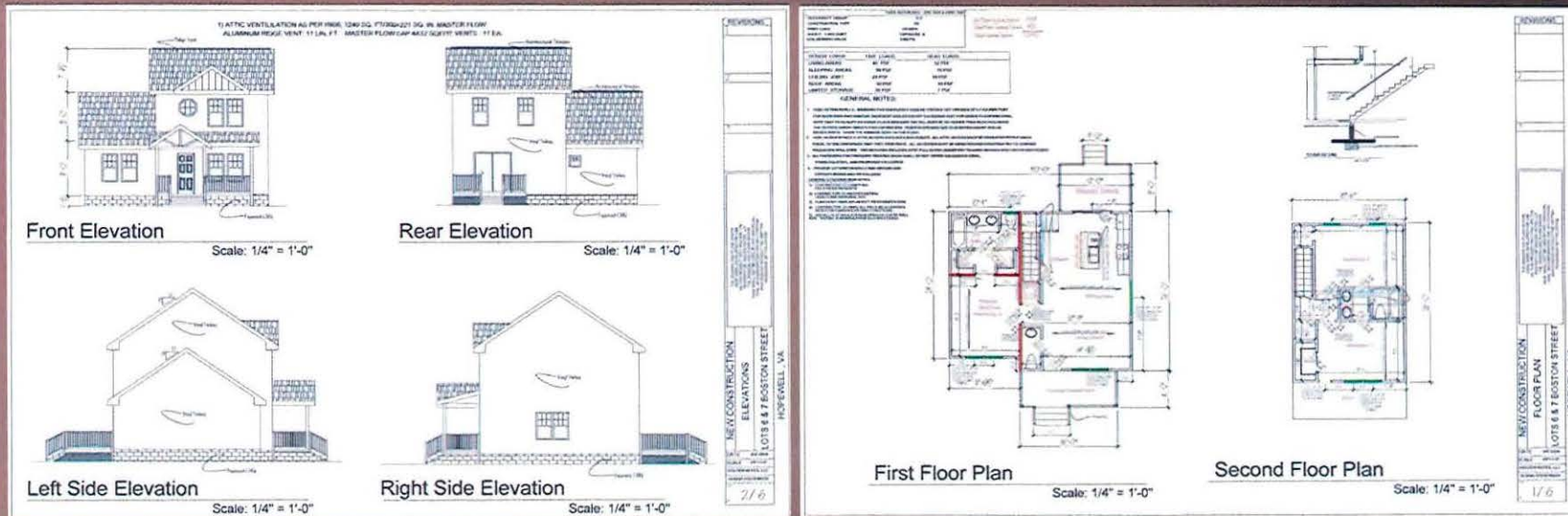


CUP REQUEST: SFD on Non-Conforming Parcel #033-0020



- 2-story SF Dwelling
- 3 Bedroom; 2.5 Bath
- 1,240sf

CUP REQUEST: SFD on Non-Conforming Parcel #033-0020



- Rear deck instead of patio

Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓



- Architectural style of proposed dwelling will enhance neighborhood of primarily vernacular design.
- Average size of dwellings in the surrounding area is **1,139sf.**
- Proposed dwelling is **1,240sf.**

Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. Construction of the proposed dwelling as presented using cement fiber board siding in the patterns illustrated in the house elevation submitted with the application.
2. Installation of concrete or asphalt driveway in accordance with the City's driveway policy.
3. Inclusion of roof overhang/eaves on all roof sides.
4. Ensure 20% lot coverage with tree canopy.

Planning Commission Recommendation

Public
Hearing
April 4,
2024

Planning Commission recommends approval (4-0) of the CUP with the following conditions:

1. Construction of the proposed dwelling as presented using cement fiber board siding in the patterns illustrated in the house elevation submitted with the application.
2. Installation of concrete or asphalt driveway in accordance with the City's driveway policy.
3. Inclusion of roof overhang/eaves on all roof sides.
4. Ensure 20% lot coverage with tree canopy.

Public Comment

Written Comment:

- One citizen sent written comment opposing the construction. No reason given.

Public Comment (Planning Commission Public Hearing April 4, 2024):

- One citizen commented that she would like to see more windows on the sides of the house.

Recommendation for City Council

Staff and Planning Commission recommend approval with the following conditions:

1. Construction of the proposed dwelling as presented using cement fiber board siding in the patterns illustrated in the house elevation submitted with the application.
2. Installation of concrete or asphalt driveway in accordance with the City's driveway policy.
3. Inclusion of roof overhang/eaves on all roof sides.
4. Ensure 20% lot coverage with tree canopy.

CUP REQUEST: SFD on Non-Conforming Parcel #033-0020

Questions?



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 # 20240417

APPLICANT: MewCo, LLC
ADDRESS: 4606 Chippoke Rd.
Chester, VA 23831
PHONE #: (804)519-0937 or (804)519-4531 FAX #: (804)739-7212
EMAIL ADDRESS: mewco1llc@gmail.com

INTEREST IN PROPERTY: X 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: MewCo, LLC
ADDRESS: 4606 Chippoke Rd.
Chester, VA 23831
PHONE #: (804)519-0937 or (804)519-4531 FAX #: (804)739-7212

PROPERTY ADDRESS / LOCATION:
Boston St., Hopewell, VA 23860

PARCEL #: 03S-0020 ACREAGE: .208 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. _____
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

w.c.

CHECK: 1007

Transaction Amount: 300.00

Payment Amount: 300.00

CONDITIONAL USE PERMIT - REVIEW

0 -

024787-0002 debora me... 02/15/2024 11:42AM

Permits / Inspect... - 20240417CUP - 2024

City of Hopewell, VA

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

PRESENT USE OF PROPERTY:
Currently, this is a vacant lot.

THE CONDITIONAL USE PERMIT WILL ALLOW:
The conditional use permit will allow us to build a quality affordable starter home that will add to the stock of Hopewell for the family and the county's benefit for decades to come.

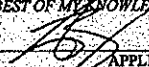
PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

This proposal will not affect the safety of persons already residing in the neighborhood as we will strive to only hire the most competent Class A contractor to ensure that the vendors hired will adhere to all safety precautions and safe work practices.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.
We would conduct several thorough analysis and surveys. One being a topographical survey that would show proper elevation for the foundation of the home to sit and show proper storm water runoff. Also, we would review and implement health and safety plans to assess any potential risk to the public health.

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. According to the comprehensive plan, Hopewell resident population is projected to grow from 22,500 to 23,625 through the year 2025. We believe with that projection, building a single-family home on the available vacated lots, coincides with the comprehensive plan, by adding to the stock of Hopewell. Placing a high-quality modern starter single-family home enhances the neighborhood's appeal and pride which would continue to serve well for future generations to come.

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

17MAR 2021

DATE

Archie R. Mew, Jr.

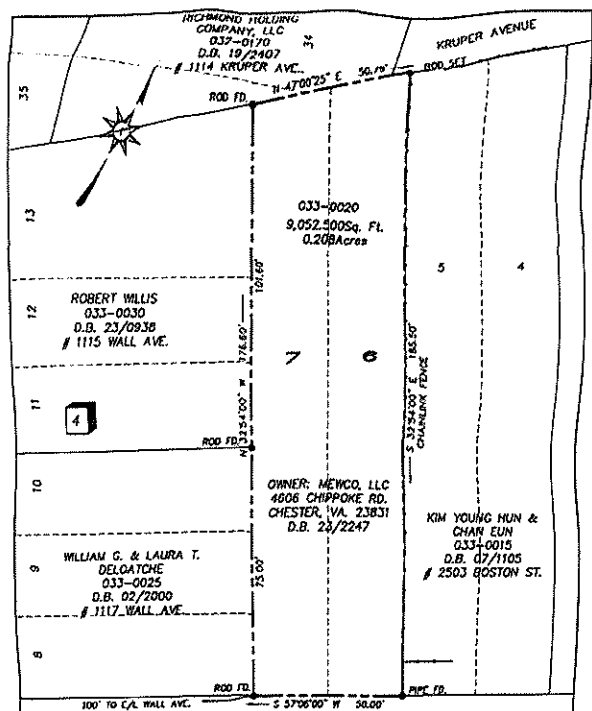
APPLICANT PRINTED NAME

OFFICE USE ONLY

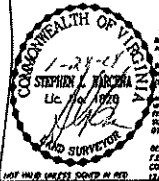
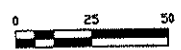
DATE RECEIVED _____ DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



PLAT SHOWING
 LOTS 6 & 7 ~ BLOCK 4 ~ SECTION 2
 DUPONT ANNEX
 HOPEWELL, VIRGINIA
 SURVEYED FOR
 MEWCO, LLC



WE SURVEY AND PREPARE WITHOUT THE
 ASSISTANCE OF A STATE ENGINEER AND IN
 ACCORDANCE WITH THE PROVISIONS OF
 THE SURVEYING ACT OF 1954 TO THE
 BEST OF OUR PROFESSIONAL KNOWLEDGE AND
 BELIEF A MAP OF ACCURATE FIELD SURVEY OF
 THE PREMISES HEREIN SHOWN.
 THAT ALL APPROVED RIGHTS OF WAY AND
 EASEMENTS ARE SHOWN, THAT THERE ARE NO
 UNRECORDED ENCUMBRANCES OR INTERESTS
 OTHER THAN THOSE INDICATED ON THIS
 SUBJECT PREMISES UNLESS OTHERWISE
 STATED THEREON AS SHOWN HEREON.
 THIS PROPERTY IS IN ZONE "C" OF THE MAP
 OTHER FLUID MEASUREMENTS AS SHOWN ON
 F.E.B.A. FLUID MEASUREMENT DATA MAPS
 COMMUNITY PANEL # 510000016, DATED
 12/12/2019.



**BASILINE
 LAND SURVEYING**
 328 GROVE AVENUE
 PETERSBURG, VIRGINIA 23803
 833.360.0000 / 833.360.0000
 PH: 804.330.6180 / FX: 804.778.9317

DATE: JANUARY 24, 2024 SCALE: 1" = 25'
 DRAWN BY: SLD
 CHECKED BY: CALC. CHK: SLD
 JOB NO.: 23904 F.B. 211/74

NOT VALID UNLESS SIGNED BY ME
 PREVIOUS JOB NO.

REV:



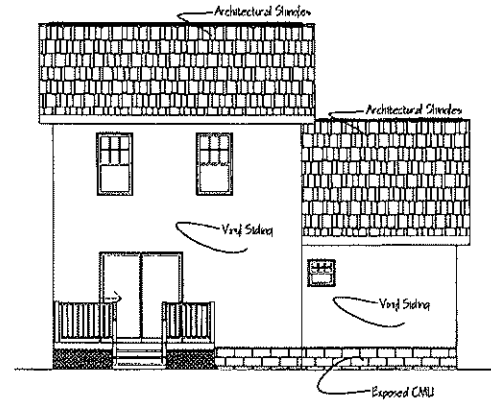


1) ATTIC VENTILATION AS PER R806; 1240 SQ. FT./300=221 SQ. IN. MASTER FLOW
 ALUMINUM RIDGE VENT: 11 LIN. FT. MASTER FLOW EAP 4X12 SOFFIT VENTS : 11 EA.



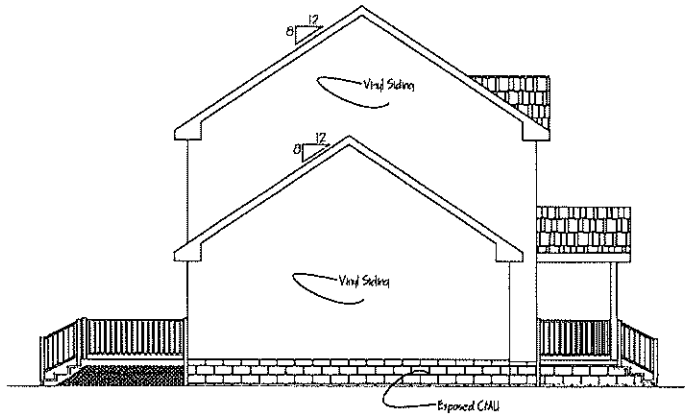
Front Elevation

Scale: 1/4" = 1'-0"



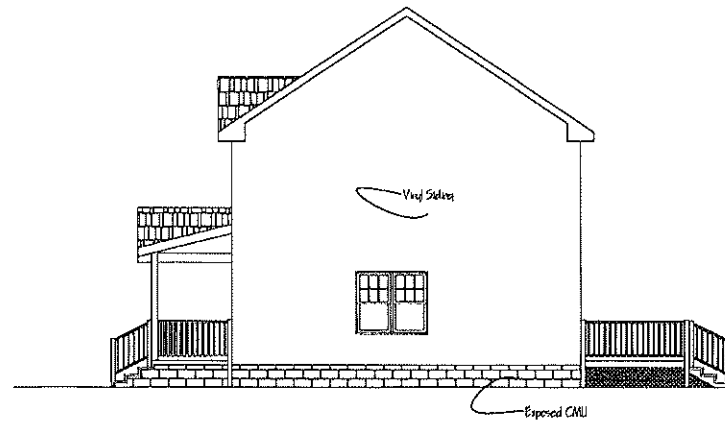
Rear Elevation

Scale: 1/4" = 1'-0"



Left Side Elevation

Scale: 1/4" = 1'-0"



Right Side Elevation

Scale: 1/4" = 1'-0"

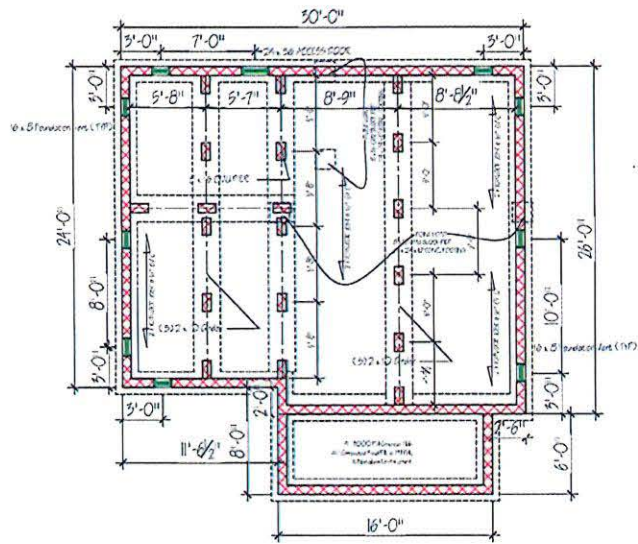
REVISIONS

2
3

THE DESIGN AND PLANS SHOWN
 HEREIN WERE DEVELOPED FOR THE
 PROPERTY OF GOLDEN KEYER, LLC
 AND ARE THE PROPERTY OF GOLDEN KEYER, LLC.
 THESE PLANS SHALL BE USED ONLY FOR THE
 PROJECT AND SITE SPECIFICALLY IDENTIFIED
 HEREON. NO REUSE, REPRODUCTION, OR
 MODIFICATION OF ANY PART OF THE
 INFORMATION OF THIS OFFICE
 IS PERMITTED WITHOUT THE WRITTEN
 PERMISSION OF THIS OFFICE.

NEW CONSTRUCTION
 ELEVATIONS
 LOTS 6 & 7 BOSTON STREET
 HOPEWELL, VA

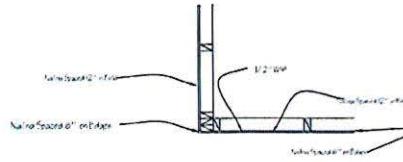
DATE 3/4/2024
 SCALE 1/4"=1'-0"
 GOLDEN KEYER, LLC
 ALISHA STEVENSON
 2/6



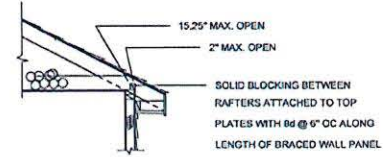
Foundation Plan

Scale: 1/4" = 1'-0"

8" x 16" FOUNDATION VENT CALCULATIONS
 L210 created by E2S, Inc. 11/2013



Approved: *[Signature]*
 E2S, Inc.



Approved: *[Signature]*
 E2S, Inc.

Classic Wall Bracing Worksheet

per 2021 Virginia Residential Code Section R602.10

Ultimate Wind Speed (mph)		120		130		140		150		160		170		180				
B/WL Designation		1		2		A		B		1		2		A				
No. of Floors above B/WL		1		1		0		1		0		C		0				
B/WP Method		CS-WSP		CS-WSP		CS-WSP		CS-WSP		CS-WSP		CS-WSP		CS-WSP				
Average B/WL Spacing (ft)		22		22		18		18		10		10		18				
Tabular Requirement (ft)		7.50		7.50		3.20		3.20		2.00		2.00		3.20				
Exposure	B	1.00	B	1.00	B	1.00	B	1.00	B	1.00	B	1.00	B	1.00	B	1.00		
	Cover-to-Ridge Ht. (ft)	7.50	0.91	7.00	0.91	7.00	0.82	7.00	0.91	7.00	0.82	7.00	0.82	7.00	0.82	7.00	0.82	
	Max. Wall Ht. (ft)	8.00	0.90	8.00	0.90	8.00	0.90	8.00	0.90	8.00	0.90	8.00	0.90	8.00	0.90	8.00	0.90	
	No. of B/WLs	2	1.00	2	1.00	2	1.00	2	1.00	2	1.00	2	1.00	2	1.00	2	1.00	
	Dist. Interior Finish?	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	
	Added Hold-downs?	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	
	Joints Blocked?	No	2.00	No	2.00	No	2.00	No	2.00	No	2.00	No	2.00	No	2.00	No	2.00	
	Fasteners @ 4' on c?	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	No	1.00	
	Required B/WP Length (ft)		12.20		12.20		4.72		10.32		2.95		2.95		4.72		4.72	
	Actual B/WP	B/WP Method	Length	Method	Length	Method	Length	Method	Length	Method	Length	Method	Length	Method	Length	Method	Length	
1		CS-WSP	4.00	CS-WSP	4.00	CS-WSP	4.00	CS-WSP	4.00	CS-WSP	4.00	CS-WSP	4.00	CS-WSP	4.00	CS-WSP	4.00	
2		CS-WSP	4.00	CS-WSP	3.00	CS-WSP	4.00	CS-WSP	4.00	CS-WSP	3.00	CS-WSP	4.00	CS-WSP	4.00	CS-WSP	4.00	
3		CS-WSP	3.00	CS-WSP	3.00	CS-WSP	4.00	CS-WSP	4.00									
4		CS-WSP	3.00	CS-WSP	3.00													
5																		
6																		
Actual B/WP Length (ft)		14.00		13.00		12.60		12.00		7.00		3.00		12.00		12.00		
Actual vs Required?		PASS		PASS		PASS		PASS		PASS		PASS		PASS		PASS		
B/WPs ≤ 20' Apart?		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		
≥ 2 Panels in B/WL?		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		
B/WP 1/2" from End?		Yes		Yes		Yes		Yes		Yes		Yes		Yes		Yes		
Continuous Sheathing End Cond. Stoc.		End 1	End 2	End 1	End 2	End 1	End 2	End 1	End 2	End 1	End 2	End 1	End 2	End 1	End 2	End 1	End 2	
B/WL Compliance		PASS		PASS		PASS		PASS		PASS		PASS		PASS		PASS		

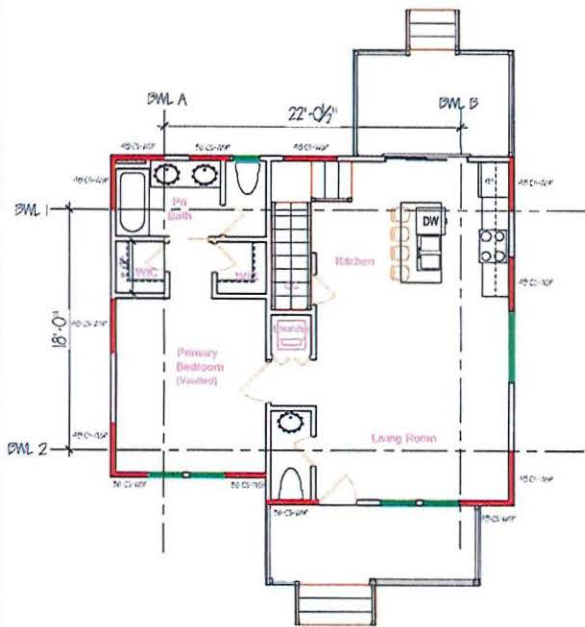
REVISIONS

No.	Description
2	
3	

THE PERSONS AND PLANS SHOWN
 HERE WERE DEVELOPED FOR THE
 PROPERTY OF GOLDEN EYES, LLC
 THESE PLANS SHALL NOT BE USED IN ANY OTHER
 PROJECT OR FOR ANY PURPOSE
 WITHOUT THE WRITTEN
 PERMISSION OF THIS OFFICE.

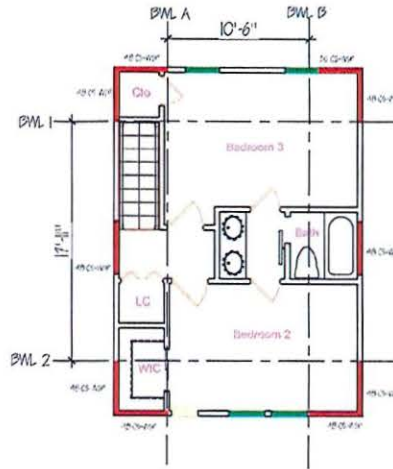
NEW CONSTRUCTION
 FOUNDATION PLAN
 LOTS 6 & 7 BOSTON STREET
 HOPEWELL, VA

DATE: 3/4/2024
 SCALE: 1/4"=1'-0"
 GOLDEN EYES, LLC
 ALISHA STEVENSON



First Floor Brace Wall Plan

Scale: 1/4" = 1'-0"



Second Floor Brace Wall Plan

Scale: 1/4" = 1'-0"

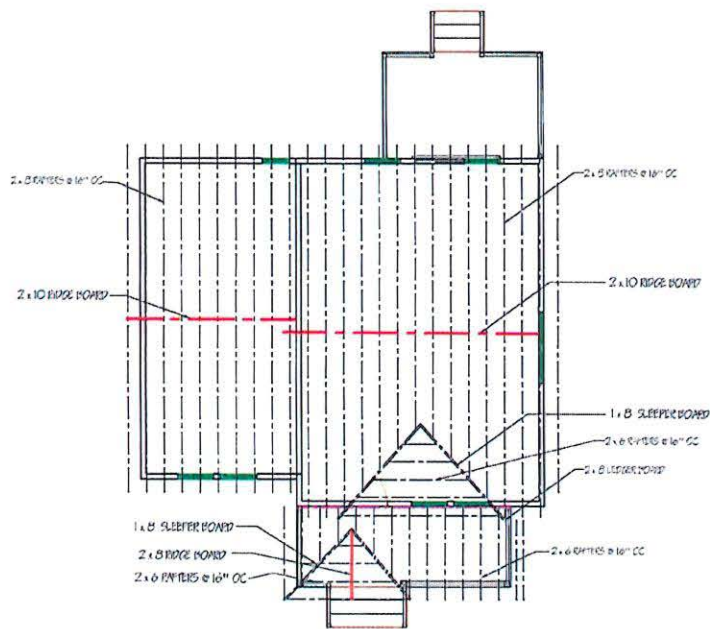
REVISIONS

1	
2	
3	

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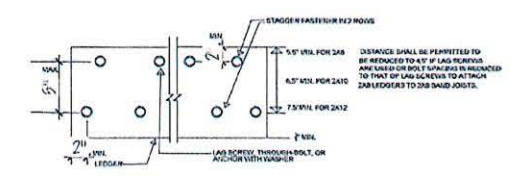
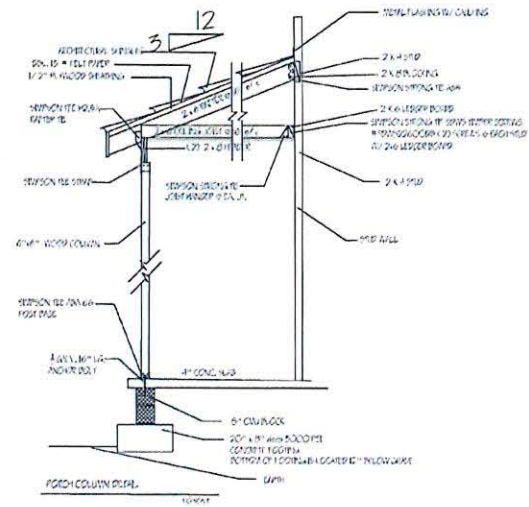
NEW CONSTRUCTION
 FLOOR PLAN
 LOTS 6 & 7 BOSTON STREET
 HOPEWELL, VA

DATE	3/4/2024
SCALE	1/4"=1'-0"
GOLDEN KEYS, LLC	
ALISHA STEVENSON	
4/6	



Roof Framing Plan

Scale: 1/4" = 1'-0"



PLACEMENT OF LAG SCREWS AND BOLTS IN LEDGERS

REVISIONS	
1	
2	
3	

NEW CONSTRUCTION	FLOOR PLAN
	LOTS 6 & 7 BOSTON STREET
HOPEWELL, VA	
DATE	3/4/2024
SCALE	1/4" = 1'-0"
GOLDEN KEYS, LLC	
ALISHA STEVENSON	
6/6	

CODE REFERENCE: VRC 2021 & USDC 2021	
OCCUPANCY GROUP	R-5
CONSTRUCTION TYPE	SB
WIND LOAD	120 MPH
ASCE-7, 3 SEC GUST	EXPOSURE B
SOIL BEARING VALUE	1500 PSI

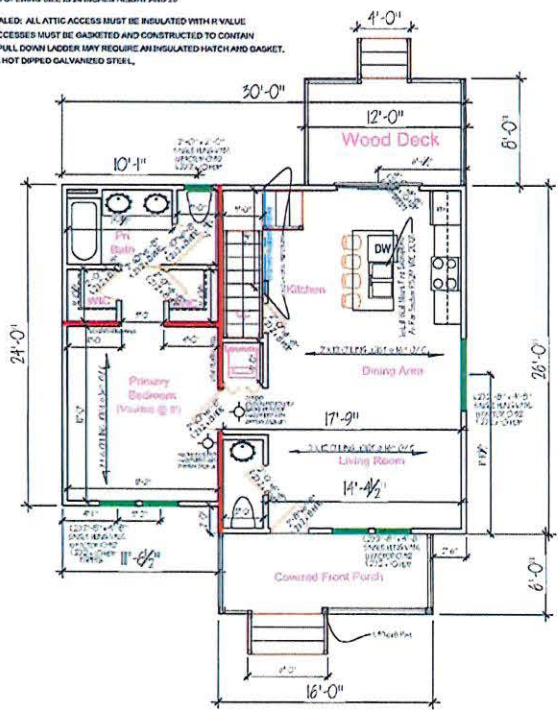
1st Floor Living Space 767
 2nd Floor Living Space 481
 Total Living Space 1248

DESIGN LOADS	LIVE LOADS	DEAD LOADS
LIVING AREAS	40 PSF	10 PSF
SLEEPING AREAS	30 PSF	10 PSF
CEILING JOIST	20 PSF	10 PSF
ROOF AREAS	30 PSF	10 PSF
LIMITED STORAGE	30 PSF	7 PSF

GENERAL NOTES:

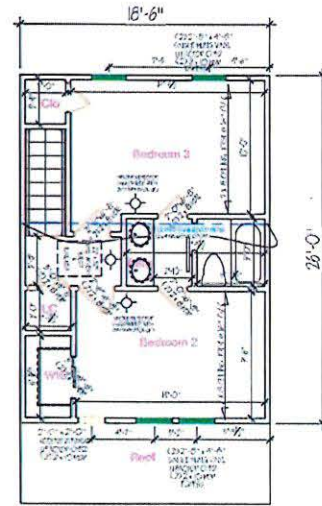
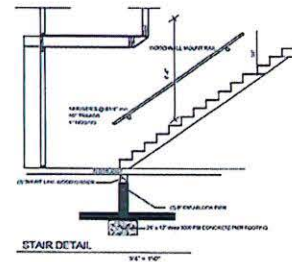
- USDC SECTION R318.1.1 - WINDOWS FOR EMERGENCY EGRESS: PROVIDE NET OPENING OF 5.7 SQUARE FEET FOR BEDROOMS AND HABITABLE BASEMENT SPACES EXCEPT 5.0 SQUARE FEET FOR GROUND FLOOR WINDOWS. NOTE THAT TO QUALIFY AS GROUND FLOOR WINDOWS THE SILL MUST BE NO HIGHER THAN 44 INCHES ABOVE THE OUTSIDE GRADE DIRECTLY BELOW WINDOW. MINIMUM OPENING SIZE IS 24 INCHES HEIGHT AND 20 INCHES WIDTH. SHOW THE WINDOW SIZES ON THE PLANS.
- USDC SECTION R102.2.2 - ATTIC ACCESS IS INSULATED AND SEALED. ALL ATTIC ACCESS MUST BE INSULATED WITH R VALUE EQUAL TO THE DIAPHRAGM THAT THEY PENETRATE. ALL ACCESSES MUST BE GASKETED AND CONSTRUCTED TO CONTAIN INSULATION SPILL OVER. THIS INCLUDES INCLUDES ATTIC PULL DOWN LADDER MAY REQUIRE AN INSULATED HATCH AND GASKET.
- ALL FASTENERS FOR PRESSURE TREATED WOOD SHALL BE HOT DIPPED GALVANIZED STEEL.
- STAINLESS STEEL, SINGON BRONZE OR COPPER
- PROVIDE 1/2" GYPS ON WALLS AND AROUND ANY EXPOSED BEAMS AND OR COLUMNS.

- GENERAL CONSTRUCTION NOTES**
- CONTRACTOR TO VERIFY ALL FIELD MEASUREMENTS
 - CONTRACTOR TO MATCH EXISTING LEVELS AND MATERIAL SIZE
 - PLAN DON'T HAVE ARCHITECT OR ENGINEER SEAL
 - CONTRACTOR TO MAKE ALL FIELD ADJUSTMENTS BASED ON USE IN EXISTING CONDITIONS
 - INSTALL R-15 INSULATION IN OPEN EXTERIOR WALL AND INSTALL R-49 INSULATION IN OPEN CEILING



First Floor Plan

Scale: 1/4" = 1'-0"



Second Floor Plan

Scale: 1/4" = 1'-0"

REVISIONS	
1	
2	
3	

THE DESIGN AND PLANS SHOWN HEREIN WERE DEVELOPED FOR THE PROJECT OF GOLDEN KEYES, LLC. THE DESIGN AND PLANS SHOWN HEREIN ARE FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT SPECIFICALLY INTENDED BY THE DESIGNER.

NEW CONSTRUCTION
FLOOR PLAN
LOTS 6 & 7 BOSTON STREET
HOPEWELL, VA

DATE: 3/8/2024
 SCALE: 1/4" = 1'-0"
 GOLDEN KEYES, LLC
 ALISHA STEVENSON
 1/6



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON
NON-CONFORMING LOT, PARCEL # 033-0020
LOCATED ON BOSTON STREET**



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. APPLICANT: MewCo LLC, 4606 Chippoke Rd., Chester, VA 23831

II. EXECUTIVE SUMMARY

The applicant, MewCo, LLC, requests a Conditional Use Permit to construct a single-family dwelling on the non-conforming Parcel #033-0020 located on Boston Street in the Dupont Annex Neighborhood. Staff recommends approval with conditions.

III. TENTATIVE SCHEDULE OF MEETINGS

BODY	EST. DATE	TYPE	RESULT
Planning Commission	April 4, 2024	Public Hearing	Rec. Appr. w/ Cond.
City Council	April 23, 2024	1 st Reading	No Action
City Council	May 14, 2024	2 nd Reading / PH	Pending

IV. IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning	R-2 – Residential Medium Density
Requested Zoning	N/A
Acreage	0.206 acres / 9,000 sf
Legal Description	LOTS 6-7 BLK 4 SUBDIVISION: DUPONT ANNEX SEC 2
Election Ward	1
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #033-0020

V. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	3/27/24	4/3/2024
	Letter to Adj. Properties	3/25/2024	
City Council – 1 st Read	Progress-Index Ad	N/A	N/A
	Letter to Adj. Properties	N/A	
City Council PH	Progress-Index Ad	4/30/24	5/7/24
	Letter to Adj. Properties	5/3/24	

VI. 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.

VII. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article XXI, Amendments, Section D, Conditional and Special Use Permits](#)

VIII. SUBJECT PROPERTY

The subject property, Parcel #033-0020, is a non-conforming lot on Boston Street near the intersection with Arlington Road. The property dimensions are 50 feet wide by 180 feet deep for a total of 9,000 square feet. The R-2 Residential Medium Density District sets the minimum

lot width at 75 feet and the minimum lot size for a single-family dwelling at 7,500 square feet. The lot width is less than the required minimum, making it non-conforming to the R-2 District.

IX. APPLICANT POSITION

The applicant proposes to construct a 1,240 square foot, two-story, single-family dwelling on the property. The proposed dwelling will have a mix of horizontal and vertical (board and batten) fiber cement board siding with an asphalt shingle roof. An accent foundation wall of stone is also proposed. The applicant argues that the proposed dwelling conforms to the neighborhood and is consistent with the Comprehensive Plan by adding new market rate housing to Hopewell's housing stock. In addition, the applicant argues that adding a high-quality modern starter single-family home to this vacant lot will enhance the neighborhood's appeal and pride.

NOTE: The garage shown on the elevation will not be an element of the proposed dwelling. The area shown as the garage will be the primary bedroom (see floor plan).

X. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance (see attachment). 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 Hopewell Zoning Ordinance requires that approved structures on non-conforming lots must adhere to the district's setbacks. The required setbacks in the R-2 District are as follows:

- 25ft. – front yard.
- 10ft. – interior side yard; 15ft. – corner side yard.
- 25ft. – rear yard.

The parcel has a buildable area that is 30ft x 130ft (3,900sf) after applying the required setbacks.

The lot is 25 feet narrower than the minimum lot width of 75 feet in the R-2 district. The neighborhood at large consists of lots ranging from 40-100 feet wide.

XI. 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).

XII. STAFF RECOMMENDATION

A survey of the properties in the surrounding neighborhood reveals a homogeneous stock of one-story homes with vinyl siding. The houses along Wall Avenue are mostly of this one-story size but also include a 1.5-story and two-story dwelling. The average size of the neighborhood dwellings is 1,139sf. The proposed house will be larger than the average size at 1,240sf. Considering all these factors, Staff cites Article XXI, Section D, Item d(4), Approval Criteria, which states:

“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:

- a. The proposed dwelling as presented is to be constructed using cement fiber board siding in the patterns illustrated in the house elevation submitted with the application.
- b. A driveway of concrete or asphalt will be installed in accordance with the City’s driveway policy.
- c. The dwelling will have a roof overhang/eaves on all sides.
- d. The applicant will ensure a tree canopy of at least 20% lot coverage.

XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 4-0 at the April 4, 2024 meeting to recommend approval of the CUP request with the following conditions:

- a. The proposed dwelling as presented is to be constructed using cement fiber board siding in the patterns illustrated in the house elevation submitted with the application.
- b. A driveway of concrete or asphalt will be installed in accordance with the City’s driveway policy.
- c. The dwelling will have a roof overhang/eaves on all sides.
- d. The applicant will ensure a tree canopy of at least 20% lot coverage.

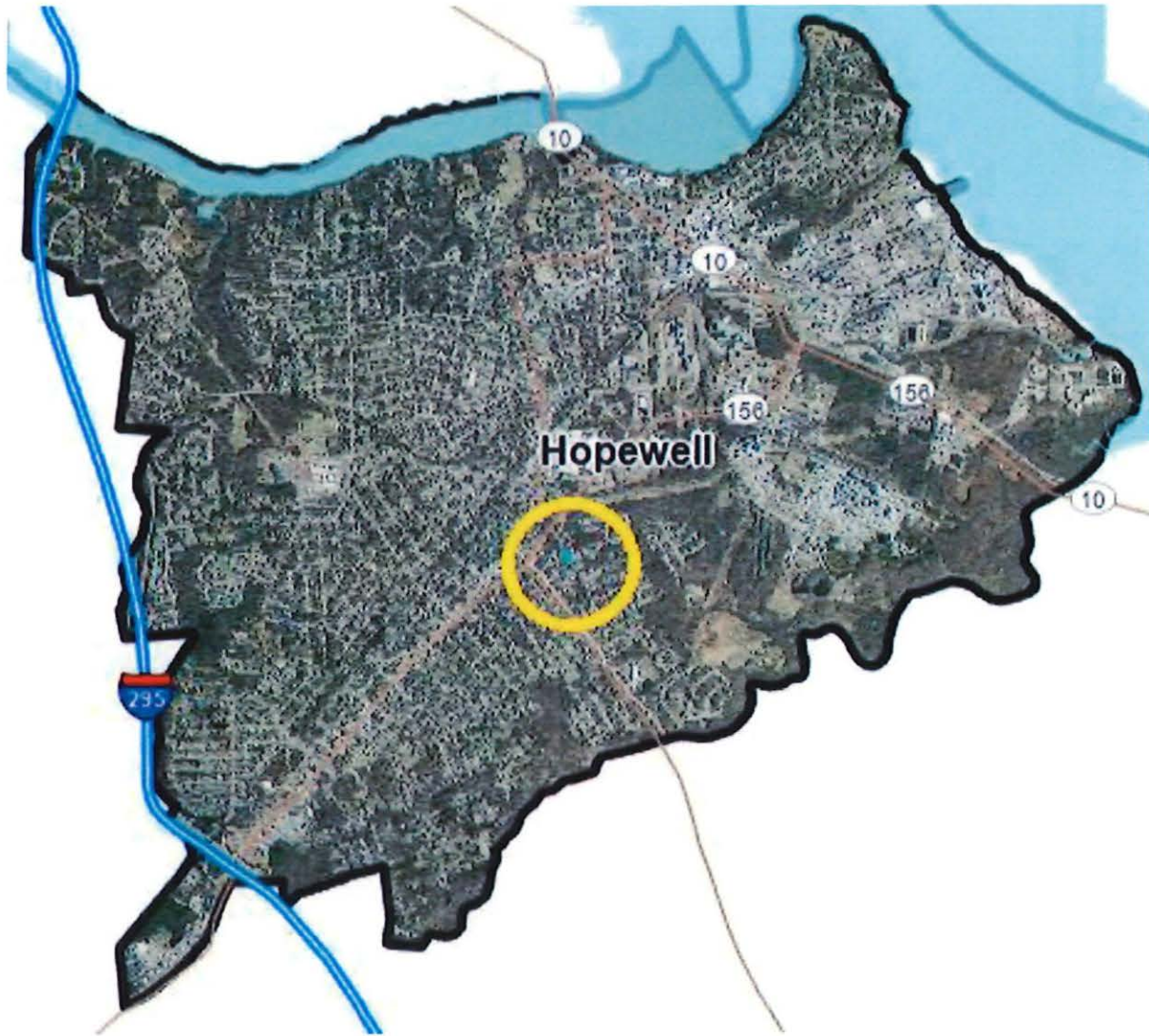
XIV. PUBLIC COMMENT

No public comments were offered at the Planning Commission public hearing held on April 4, 2024.

The Development Department received one emailed comment on Thursday, April 4, 2024 at 6:18PM from Laura Deloatche, 1117 Wall Ave., stating that she is against the construction of a single-family dwelling on Parcel #033-0020. No specific reason was given.

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Red box indicates Parcel #033-0020



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #079-0005									
WALL & BOSTON									
	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPT H	LOT SQ FT	MATERIAL	YR BUILT	TYP E
1	1110 WALL	1	1056	139	94	13,066	WOOD	1993	SF
2	1111 WALL	2	1560	75	90	6,750	VINYL	2007	SF
3	1112 WALL	1	1056	92	83	7,636	VINYL	1993	SF
4	1113 WALL	1.5	1372	65	90	5,850	VINYL	2006	SF
5	1114 WALL	1	1056	82	93	7,626	VINYL	1994	SF
6	1115 WALL	1	1022	85	100	8,500	VINYL	1991	SF
7	1116 WALL	1	1056	75	100	7,500	VINYL	1994	SF
8	1117 WALL	1	1056	75	100	7,500	MASONITE VINYL/WOOD	1991	SF
9	1205 WALL	1	1497	100	100	10,000	D	1997	SF
10	2520 BOSTON	1	791	50	100	5,000	VINYL	1951	SF
11	2522 BOSTON	1	1008	75	100	7,500	ASBESTOS	1951	SF
	AVERAGE	1	1,139	83	95	7,901	VINYL		
	#033-0020	2	1240	50	180	9,000	FIBER CEMENT		SF

BLUE = Proposed house

PH-4



FY25 Budget Final Budget

Budget Adoption – First Reading

Budget Process

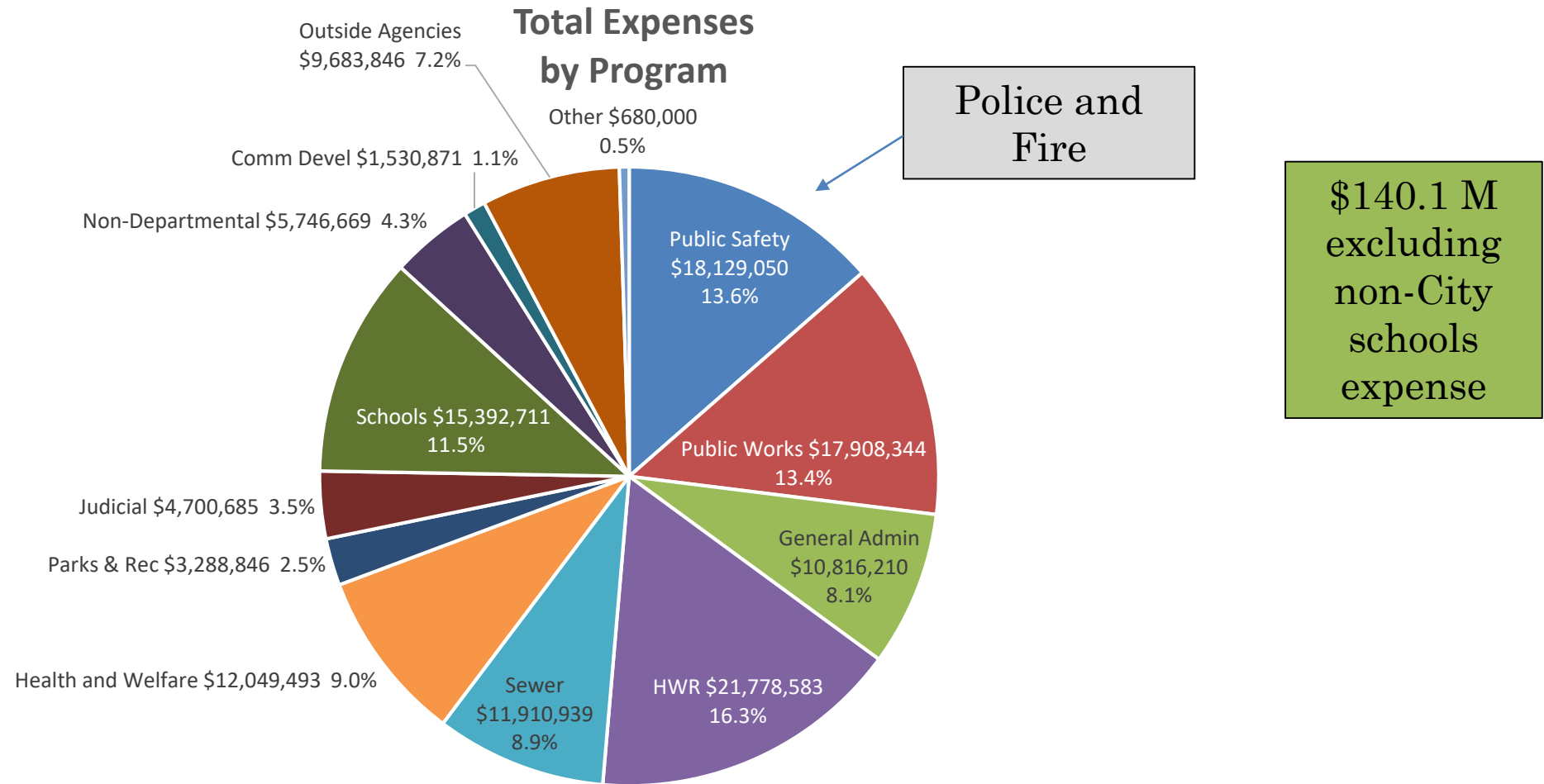
- **Budget work began in December of 2023** with departmental budget requests and first revenue forecast
- **Departmental budget entry** and meetings with City Manager -- January 2024
- **Council Work Sessions**
 - Revenues – March 14th
 - Expenses and CIP – March 21st
 - Department Requests/Presentations – March 28th
- **Council Public Hearings/Meetings**
 - Tax resolution – April 16th
 - May 14th – Public Hearing and 1st reading of budget ordinance
 - May 28th – Second reading of budget ordinance

Budget Ordinance

- Sets **appropriation limits** for funds, departments, and programs
 - This limits how much can be spent in an appropriation category/function without coming back to **Council** for an increased appropriation
- **City Manager** is authorized to:
 - Transfer unencumbered balances within a department or appropriation function/category
 - Transfer up to \$25,000 between appropriation functions/categories
 - May make fund and expense adjustments of non-budgetary revenue for: a) insurance recoveries for damage to City vehicles, b) refunds or reimbursements for which the City has expended funds directly related to the reimbursement, and c) any revenue source not to exceed \$25,000
- All **outstanding appropriations** will carry over to FY25 – We will disencumber any amount that does not have a contract in place. All unencumbered appropriations will lapse (exceptions for capital, reserves, grants, and restricted donations)

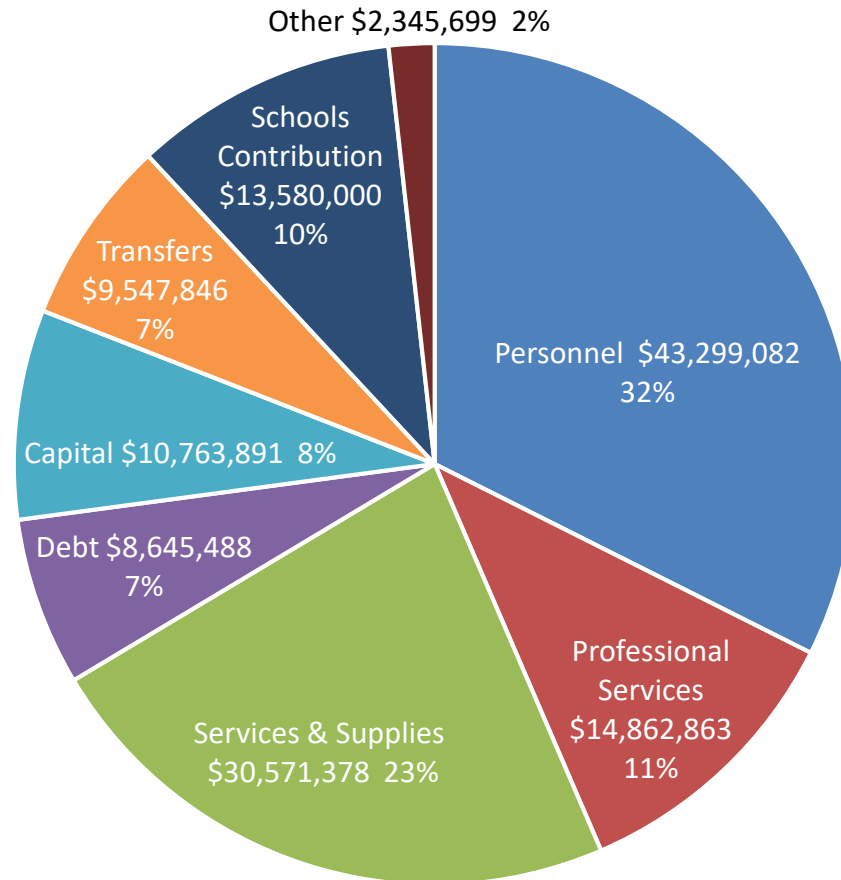
Budget Overview

Expenses | by Category



Expenses | by Type

Total Expenses by Spending Category



\$140.1M
excluding
non-City
schools
expense

FY25 Proposed Capital Improvement Projects
FUNDED CIP REQUESTS & SOURCE OF FUNDING

	Public Works	Fire	Police	Recreation	IT	Total
Critical Funding Needs -- Cost						
Public Works						
Rte 156 - Intersection Imp	\$121,000					\$121,000
Rte 156 - Intersection Imp	\$75,000					\$75,000
SOUTH MESA DR - PED Imp	\$262,000					\$262,000
W. Randolph Shared Use Path - Smart Scale	\$1,612,000					\$1,612,000
Hill Avenue & Hooker St. Recon - Rev. Share	\$226,000					\$226,000
Wagner Ave & Hooker St. Recon - Rev. Share	\$226,000					\$226,000
Pave Rehab Var. Locations - Rev. Share 21	\$285,000					\$285,000
Pave Rehab Var. Locations - Rev. Share 23	\$496,000					\$496,000
Carryover from FY24 CIP	\$1,000,000					\$1,000,000
Pavement Preservation Arterials	\$466,000					\$466,000
Recreation						
Community Center HVAC				\$50,000		\$50,000
Community Center Fitness Equipment				\$55,000		\$55,000
Mathis Field Improvements				\$13,000		\$13,000
IT						
Host Servers					\$44,000	\$44,000
Core Switches					\$35,700	\$35,700
Total CIP -- Initial Funding	\$4,769,000	\$0	\$0	\$118,000	\$79,700	\$4,966,700
Funding Sources						
Federal-Aid (VDOT Smart Scale 100/0)	\$1,611,000					\$1,611,000
VDOT HSIP 100/0	\$267,000					\$267,000
Storm Water Fees (proposed)	\$904,000					\$904,000
General Fund	\$1,987,000	\$0	\$0	\$118,000	\$79,700	\$2,184,700
Total Funding	\$4,769,000	\$0	\$0	\$118,000	\$79,700	\$4,966,700

Funded Capital Projects

- All projects using **State/Federal funding** are funded
- **Storm Water fees** include to-be-increased fees
- **General Fund transfer** from increased Real Estate and Hotel taxes and overall net revenue from departmental expense reductions

Storm Water fees will be used for road projects as a part of storm water remediation

Regional Water Treatment Capital

City of Hopewell
FY 2025 Capital Improvement Program (CIP)
Water Renewal Department Projects

Project Name	#	FY 2024		
		Prior Spend	FY 2025	FY 2026
Current Primary Wet Well Rehab	WR-0001	\$ -	\$ -	\$ 175,000
Current SNR Wet Well Rehab	WR-0002	-	-	175,000
Current Industrial Fine Screen Rehab	WR-0003	-	400,000	400,000
Replace Incinerator CEMS	WR-0004	-	250,000	-
Primary/Secondary Clarifier Weirs	WR-0005	-	-	-
Oxygen Plant 5 Year Tournaround	WR-0006	-	1,700,000	-
PLC Upgrade	WR-0007	-	200,000	1,500,000
Additional Gravity Thickener Rehab	WR-0008	-	-	1,500,000
MBBR Optimization	WR-0009	-	-	500,000
Phosphoric Acid Monitoring/Control Pilot	WR-0010	-	200,000	-
Current Gravity Thickener Rehab	WR-0011	585,994	350,000	-
Current Ash Bucket Elevator	WR-0012	175,000	937,000	-
Current Plant Switchgear Replacement	WR-0013	6,528	2,150,000	397,234
Current Incinerator Feed Pump/Install	WR-0014	154,572	1,667,000	850,000
Current Leachate Station Upgrade	WR-0015	56,000	282,000	-
Current Admin Building Repair	WR-0016	19,772	650,000	-
Secondary Clarifier Repairs	WR-0017		300,000	
Centrifuge Rebuild	WR-0018		300,000	
Domestic Fine Scree Repair	WR-0019		250,000	
Total Water Renewal		\$ 997,866	\$ 9,636,000	\$ 5,497,234

Additional Capital Requests (not funded)

FY25 Proposed Capital Improvement Projects

ADDITIONAL REQUESTS -- Cost (Not Funded in Proposed Budget)

	Public Works	Fire	Police	Recreation	IT	Development	Total
<u>Public Works</u>							
Hank's Pond	\$122,742						\$122,742
Heretick Avenue Drainage Project	\$704,000						\$704,000
Wagner Road Storm Lining Project	\$20,000						\$20,000
Courthouse Parking Lot	\$205,371						\$205,371
<u>Fire</u>							
Fire Boat Replacement		\$44,302					\$44,302
City Hall Generator		\$373,500					\$373,500
<u>Recreation</u>							
Community Center HVAC				\$660,000			\$660,000
Community Center Fitness Equip				\$55,000			\$55,000
River Walk -- Phase II				\$1,480,000			\$1,480,000
Westwood Park				\$200,000			\$200,000
3 1/2 Street Playground - Phase II				\$125,000			\$125,000
<u>IT</u>							
Microsoft Office					210,000		\$210,000
Managed Print Solution					36,750		\$36,750
<u>Development</u>							
Wayfinding						52,000	\$52,000
Total Additional Requests	\$1,052,113	\$417,802	\$0	\$2,520,000	\$246,750	\$52,000	\$4,288,665

Revenue Highlights

General Fund

- **Increased 2024 Real Estate Tax** from \$1.13 per \$100 of Assessed Value to **\$1.17/\$100 AV**
- **Increasing Lodging Tax** from 8% to 10%
- **Adding a Cigarette Tax** of \$0.40/pack – likely January start
- **Increase Storm Water fees** to help fund storm water projects in roads

Utilities

- **HWR budget** set to recover operating and capital costs
- **Sewer budget** assumes need to increase rates during the year

Schools

- No State budget yet. **City contribution is set at \$13,710,000**, including a \$130,000 contribution for The Well program

Hopewell Regional Water

- The HWR Commission approved the following at its meeting on May 2nd
 - **Operating Budget: \$18.9 Million**
 - **Capital Budget: \$9.6 Million**
- The industry partners and City Sewer are also **required to fund debt service** for the Regional Water. This is approximately \$1 Million in FY25 and is billed separately
- Operating budgets are billed monthly to each user based on actual flow into the system
- Capital projects will be funded as they occur and the City is billed

Implementation

- The FY25 budget will go into effect on July 1, 2025
- Finance staff will prepare for FY24 budget roll-overs by unencumbering budgets that do not have active contracts and roll-over budgets that do have active contracts
- The budget book will be prepared for distribution with a target date of June 30, 2024

REGULAR BUSINESS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

ISSUE: Hopewell City Council desire to support the Virginia American Revolution 250 Commission by forming a Hopewell VA250 Committee

RECOMMENDATION: City Council Adopt resolution to form a Committee in support of the Virginia American Revolution 250 Commission

TIMING: Proposed approval at Resolution at regular City Council Meeting May 14th 2024.

BACKGROUND: Virginia General Assembly has adopted legislation entitled the Virginia American Revolution 250 Commission (Sections 30-421 et.seq. of the Code of Virginia) in 2020 for the purpose of preparing for and commemorating the 250th anniversary of Virginia’s participation in American independence. Cities and Counties are requested to adopt a resolution to form a local committee for the purposes of coordinating celebrations for tourism and economic development.

ENCLOSED DOCUMENTS: RESOLUTION TO FORM A COMMITTEE IN SUPPORT OF VIRGINIA AMERICAN REVOLUTION 250 COMMISSION AND APPOINTMENT OF DESIGNEES

STAFF: Charles Bennett, Economic Development Director

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 | | | |

**RESOLUTION TO FORM A COMMITTEE IN SUPPORT OF
VIRGINIA AMERICAN REVOLUTION 250 COMMISSION
AND APPOINTMENT OF DESIGNEES**

WHEREAS, the Virginia General Assembly has adopted legislation entitled the Virginia American Revolution 250 Commission (Sections 30-421 et.seq. of the Code of Virginia) in 2020 for the purpose of preparing for and commemorating the 250th anniversary of Virginia's participation in American independence; and

WHEREAS, the Virginia American Revolution 250 Commission (VA250) has requested that each locality form a committee to aid in planning for the commemoration period; and

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

WHEREAS, the Hopewell City Council is dedicated to the furtherance of economic development and tourism in the City of Hopewell;

BE IT RESOLVED this ____ day of _____, 2024 that the Hopewell City Council hereby resolves and approves the following:

1. The Hopewell City Council desire to support the Virginia American Revolution 250 Commission to promote and commemorate this important historic milestone.
2. The City of Hopewell will form a committee to aid in the planning for the commemoration period, whose members will consist of representation in the following areas:
 - Tourism
 - Economic Development
 - Education
 - Tribal
 - Museum/Historic sites
 - Historical and cultural group
 - Local governing body
3. The Hopewell City Council appoints **Charles J Bennett**, Director of Economic Development and Tourism, **Christopher Ward**, Director of Development, Historic Hopewell Foundation.

RESOLUTION NO. _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Johnny Partin, Mayor

ATTEST:

Brittani Williams, City Clerk

FOR IN MEETING USE ONLY

MOTION: To adopt the RESOLUTION TO FORM A COMMITTEE IN SUPPORT OF VIRGINIA AMERICAN REVOLUTION 250 COMMISSION AND APPOINTMENT OF DESIGNEES. Initial appointees to be *Charles J Bennett*, Director of Economic Development and Tourism, and *Christopher Ward*, Director of Development.

Roll Call

SUBJECT:

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

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

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Monthly Fee Increase for Solid Waste Collection

ISSUE: As of July 1, 2024, Central Virginia Waste Management and the City of Hopewell begin service with vendor Waste Management to provide solid waste collection service.

RECOMMENDATION: City Council approve an increase in the monthly service rate by \$7.72 per customer and authorize the City Manager to sign amended agreement removing Petersburg from the service agreement for municipal solid waste collection and disposal services. The collection rates for city customers for solid waste collection shall be \$30.91/month for residential service and \$34.32/month for commercial service. This fee shall be effective July 1, 2024

TIMING: The new service contracts for solid waste go into effect on July 1, 2024. The costs for the contracts are included in the approved budget for FY 25.

BACKGROUND: Costs for solid waste collection and disposal services have increased over the years. The new rate is necessary to fund the solid waste program at no additional debit to the General Fund of the City.

ENCLOSED DOCUMENTS:

Summary of Solid Waste Collection Current Cost and Proposed Cost

STAFF: Michael Campbell, Director of Public Works

Monique Robertson, Deputy Director of Public Works-Operations

FOR IN MEETING USE ONLY**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 | | | |

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

ISSUE: City Council Request to appoint two members to the Economic Development Strategic Plan

RECOMMENDATION: The City Council of Hopewell will adopt a strategic Plan for Economic Development. Charles Bennett, Director of Economic Development and Tourism is working with the Hopewell Economic Development Authority to prepare and updated strategic plan for presentation to City Council. Charles Bennett request two City Council Members be appointed to assist with review and preparation of the plan.

TIMING: As soon as possible. Preferably at the May 14th 2024 meeting.

BACKGROUND:**ENCLOSED DOCUMENTS:**

STAFF: Charles Bennett

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |

FOR IN MEETING USE ONLY

MOTION:___ The City Council of Hopewell appoints Council Member: _____ and Council Member: _____ to work with Charles Bennett, Director of Economic Development and Tourism to prepare and updated strategic plan for presentation to City Council. The draft plan is due to City Council by June 1st 2024.

—

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|-----------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |

REPORTS OF THE CITY MANAGER



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: Collective Bargaining Impact Presentation

ISSUE: Presentation regarding the impact of collective bargaining.

RECOMMENDATION: It is the intention of City Council to direct City Administration to begin working on a collective bargaining ordinance and request administration to begin the review of what impacts its implementation for presentation to City Council within 120 days or sooner.

TIMING: No Action Required

BACKGROUND: In April of 2020, the Virginia General Assembly passed legislation permitting local governing bodies to enter into collective bargaining agreements with respect to any matter relating to employment, provided that the local government adopts an ordinance.

ENCLOSED DOCUMENTS: Collective Bargaining Resolution, Rating Impact of Collective Bargaining Letter by Davenport, Collective Bargaining Ordinance

STAFF: Dr. Concetta Manker, City Manager

SUMMARY:

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

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

COLLECTIVE BARGAINING RESOLUTION

WHEREAS, in April of 2020, the Virginia General Assembly passed legislation permitting local governing bodies to enter into collective bargaining agreements with respect to any matter relating to employment, provided that the local government adopts an ordinance authorizing as much; and

WHEREAS, pursuant to Section 40.1-57.2 (C), VA Code Ann., any governing body that has not adopted an ordinance providing for collective bargaining may receive an employee certification from a majority of employees who self-identify as a bargaining unit, and within 120 days of receipt of such employee certification, shall take a vote to adopt or not adopt an ordinance or resolution to provide for collective bargaining; the Virginia Code does not require any governing body to adopt an ordinance or resolution authorizing collective bargaining; and

WHEREAS, City Council held a closed session on October ____ 2023 to receive legal advice specifically about the issue of collective bargaining from retained counsel, Cynthia Hudson; and

WHEREAS, Hopewell City Council (City Council) at their City Council meeting on November 14, 2023 requested administration to begin the review of collective bargaining in the City of Hopewell and what impacts its implementation may have on the city; and

WHEREAS, City Council additionally directed administration to research and include studies that have been done by other jurisdictions who have collective bargaining to determine residents' satisfaction with quality of life and how collective bargaining has impacted satisfaction; and

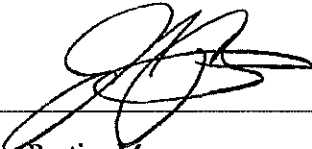
WHEREAS, it is the intention of City Council to begin working on a collective bargaining ordinance for presentation to City Council after the completion of PMO financial services from the Robert Bobb Group.

NOW, THEREFORE, BE IT RESOLVED that the Hopewell City Council hereby adopts this resolution to provide for collective bargaining by the applicable Hopewell Police Department and Department of Fire and Rescue employees, and any other public employees deemed appropriate by the Hopewell City Council, by directing County staff to draft a collective bargaining ordinance for Hopewell City Council future consideration based on parameters the Hopewell City Council will set at upcoming Hopewell City Council Work Sessions and

Hopewell City Council meetings after the completion of the audit work and PMO services performed by the Robert Bobb Group.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL on November 14, 2023.

Witness this signature and seal



Johnny Partin, Mayor
City of Hopewell

VOTING AYE:	Vice Mayor Gore	yes
	Councilor Denton	yes
	Councilor Pelham	Yes
	Councilor Holloway	yes
	Councilor Harris	Yes

VOTING NAY:	Mayor Partin	No
	Councilor Joyner	No

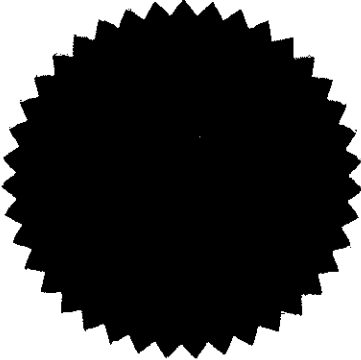
ABSTAINING:

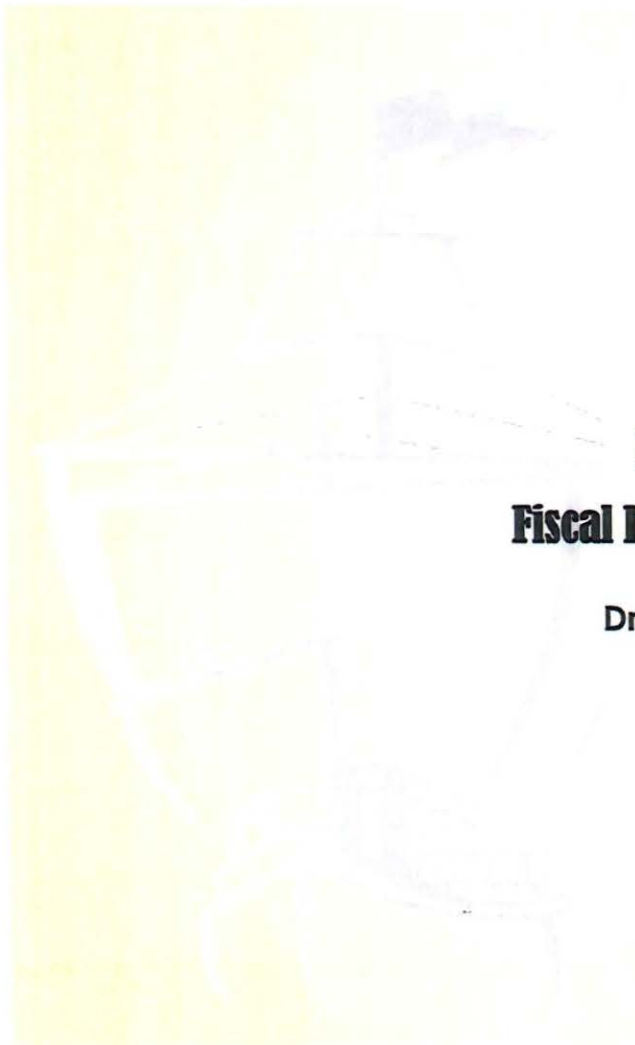
ABSENT:

ATTEST:



Brittani Williams, City Clerk
City of Hopewell





City of Hopewell, Virginia
Proposed Collective Bargaining
Fiscal Impact & Bargaining Ordinance Review

Dr. Conceffa Manker, City Manager
4/17/2024





New State Law: Va. Code §40.1-57.2, et seq.

Effective **May 1, 2021**-

Permits local governing bodies (counties, cities, towns, school boards) for the first time in the state's history to legally recognize and bargain with a **labor union** or other **employee association** as the exclusive bargaining agent of their employees and to **collectively bargain** and enter a **collective bargaining agreement**“ with respect to any matter relating to them or their employment or service,” by ordinance.

Code of Virginia: <https://law.lis.virginia.gov/vacode/title40.1/chapter4/section40.1-57.2/>



Under the New State Law...

If a locality chooses to adopt an ordinance, the new statute requires that the ordinance provide procedures for recognizing a labor union or other employee association as the employees' ***exclusive bargaining agent, authorized to enter into a legally binding bargaining contract*** governing certain employment matters.





City of Hopewell
The Proposed Ordinance

Ordinance: Content Overview

➤ *Definitions of fundamental terms [Sec. 101]*

- Collective Bargaining –[Including **scope**]
- Confidential Employee
- Employee organization
- City "employee" –[City Ordinance n/a to Schools]
- Exclusive bargaining representative
- Impasse
- Temporary, intermittent, seasonal employees
- Labor Management dispute
- Lockout
- Mediation
- Strike



Ordinance: Content Overview

Ineligible to Bargain: [Sec. 101] [§ 40.1-57.2]

- Elected/appointed officials and members of boards, commissions, state employees working at local level
- Employees of "Constitutional Officers"
- Managerial employees
- Supervisory employees
- Confidential employees (Attorney and Human Relations)
- Temporary, Intermittent, Probationary employees
- Interns, Volunteers

Code of Virginia: <https://law.lis.virginia.gov/vacode/title40.1/chapter4/#article2-1/>



Meet and Confer

The City Manager or his/her designee shall, upon request, meet and confer with employees who supervise members of a certified bargaining unit who are themselves are ineligible to bargain collectively regarding matters within the scope of collective bargaining under this ordinance, with the specific intent to address salary compression, as commonly defined or understood, resulting from collective bargaining with certified employees.





City of Hopewell

Infrastructure, Framework & Cost Requirements



City Demographics - Snapshot

Population	22,962
Persons under 18 years	5,878 (25.6%)
Median Household income	\$50,661
Health (disability, under age 65)	2,686 (11.7%)
*House Roof Tops	9,000 Homes
*Individual Property Ownership (homes, companies)	6,477
Persons in poverty.	4,890 (21.3%)
*Subsidized and Unsubsidized housing	2,000 residents (8.7%)

<https://www.census.gov/quickfacts/fact/table/hopewellcityvirginia/PST045222>

* Data collected from the City of Hopewell



Staffing Requirements

Current Staff	New Internal Staff	New External Staff
HR Director	<u>Deputy City Attorney</u> (handle increase volume of grievances)	<u>Labor Relations Administrator (LRA)</u> – Overseeing elections, determining unresolved issues. Refer to section 106 of Collective Bargaining Ordinance
HR Administrator	<u>Employee & Labor Relation Manager</u> (provides expertise in policy, labor contracts, addressing employee relation issues)	<u>Attorney Firm</u> - Specialized in Collective Bargaining (Retainer or hourly services as needed to administers the collective bargaining process).
HR Generalist (Admin Staff)	<u>Labor Relation Specialist</u> (research, interprets and administer labor contracts communicate policies).	
Risk Manager (PT)	<u>Financial Budgeting and Reporting Analyst</u> (analyzing, preparing and reporting budgeting for all bargaining units)	
City Attorney		
Paralegal		



Cost of Administration

Staffing	Salary	Benefits	Total Cost	Description	Details
Deputy City Attorney	\$120,000	\$45,692	\$165,692	Salary and Benefits	Salary range in Virginia \$103,916 – \$142,896.00
Labor Relations Officer	\$99,000	\$40,786	\$139,786	Salary and Benefits	Salary range in Virginia \$86,503.82-\$152,2030.52
Labor Relations Specialist	\$70,000	\$34,011	\$104,011	Salary and Benefits	Salary range in Virginia \$60,477-\$80,488
Financial Budgeting and Reporting Analyst	\$86,702	\$37,913	\$124,615	Salary and Benefits	Salary range in Virginia \$86,000-\$130,000
Labor Administrator (LRA)	\$150,000		\$150,000	\$2,500/ day	Costs assumes 60/days
Attorney Firm – Labor Specialty	\$620,000- \$850,000		\$850,000	\$310-\$425/hour	Cost assumes 2000/hours

Salary: <http://www.governmentjobs.gov>



Cost of Administration.

Mediation, Dispute Resolution and Factfinding –
Variable Costs

Dispute Resolution	Cost	Description
Mediation (counseling)	50/50 Cost share	Average cost is \$1,200 - \$2,000/day
Impasse (parties that cannot agree)	50/50 Cost share	
Arbitration (impose a final contract without parties agreeing)	50/50 Cost share	Average cost is \$6,500 - \$8,000

The City of Hopewell estimates administrative cost for collective bargaining will cost between **\$1,304,104** to **\$1,534,104** to the budget yearly. This estimate is conservative, because variable costs are unable to be captured.



Rating Impact of Collective Bargaining

- ▶ James Sanderson, Senior Vice President – Davenport
 - ▶ Rating Impact of Collective Bargaining (see attached letter)

The City's financial advisor Davenport & Company LLC was asked about the impact on ratings of collective bargaining and Davenport reported back after consulting with current and former bond rating agency analysts that "collective bargaining is not a credit positive", that it would be considered a "constraining factor" in the determination of a jurisdiction's bond rating, and would be "definitely more limiting on the expenditure side and creates pressures that were not there before".



Shared Lessons Learned

- ▶ **Do not implement all bargaining units at once.**
 - ▶ Consider a phased approach to help to manage administrative costs.

- ▶ **Complete Fiscal Health and Salary Class & Compensation study before implementation.**
 - ▶ This will help organization know where salaries should be prior to bargaining, because bargaining units will come with their own studies.
 - ▶ Fiscal Health study will determine if your municipality has the fiscal strength to handle ongoing administrative costs, legal costs, compounding yearly salaries and all other forms of monetary compensation such as, bonus, merit raises, overtime, cost of living (COLA) raises, signing bonuses, shift differential pay, tuition reimbursement pay, 401k match options, retention bonuses, relocation stipend, professional development stipend.
 - ▶ Consider a compensation step plan for all employees. A step-rate compensation structure are easy to understand and communicate. Its best for recruitment, retention and pay equity. And it help Finance manage cost effectively.



Shared Lesson Learned Continued.....

- ▶ **Educate the Public and Workforce before and after Collective Bargaining Ordinance Approval.**
 - ▶ The public should have buy-in prior to collective bargaining. Often times taxes will have to be increased to support ongoing and compounding bargaining costs.
 - ▶ Educate the workforce regarding collective bargaining to avoid employee resentment between departments, and tension between department heads and the feeling of “loss of power” from the executive staff.
- **Ensure that councilors understand the impact of collective bargaining.**
 - While Council retains the legal authority to not fund a collective bargaining agreement, there will be significant pressure on a Council to continue to fund collective bargaining agreements once they are approved.

Lessons Learned Continued.....

- After making a good faith pledge, there will be significant employee and union pressure to maintain it, and it will be politically very difficult for a governing body to reverse that pledge, even in the case of an economic emergency.
- **Ensure that your HR Manual is updated with current rules and policies.**



Recommendations

- **Meet and Confer Process:** In a state where an employer is not legally required to collectively bargain with a union and chooses not to, they may discuss issues and solicit input.
 - **Purpose:** The purpose of meet and confer rules is to save the parties time and money and increase judicial economy by encouraging parties to resolve issues without the need for invention.
- **Complete a Salary and Compensation Study**
- **Create a Resolution to revisit Collective Bargaining in Fiscal Year 2027.**



Recommendations Continued...

▪ Create a Resolution to revisit Collective Bargaining in Fiscal Year 2027.

- ❖ Collective Bargaining is not recommended as this time because of the fiscal distress posture of the City.
- ❖ Collective Bargaining would require additional tax increases on citizens for yearly compounding administrative costs.
- ❖ It is the Government Finance Officers Association (GFOA) recommendation that municipalities have an economic reserve of 16.9% of total annual budget. The City of Hopewell has not reached this goal; therefore, additional significant cost is fiscally risky.



ORDINANCE NO. _____

**TO AMEND CHAPTER 2 OF THE CITY CODE (ADMINISTRATION) OF HOPEWELL,
VIRGINIA, TO ADD A NEW ARTICLE III AUTHORIZING COLLECTIVE BARGAINING
WITH LABOR UNIONS OR OTHER EMPLOYEE ASSOCIATION**

WHEREAS the Virginia General Assembly enacted Sec 40.1-572 of the Virginia Code to expressly authorize the City and other local government, upon adoption of a local ordinance to recognize labor unions or other employee associations as bargaining agents for public officer or employee, subject to the provisions and limitation set forth with said statute; and

WHEREAS within this ordinance, City Council desires to provide procedures for the certification and decertification of exclusive bargaining representatives, including reasonable public notice and opportunity for labor organization to intervene in the process for designating and exclusive representative of bargaining unity, and to set forth procedures and parameters within which collective bargaining contracts may be negotiated and administered within the City government, consistent with the City Charter and the general laws of the Commonwealth of Virginia; NOW, THEREFORE,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL,
VIRGINIA THAT:**

Section 1: That the Code of the City of Hopewell, Virginia, as amended, be, and the same hereby is, add the new Article III (Collective Bargaining) as follows:

CHAPTER 2-ADMINISTRATION

ARTICLE III - COLLECTIVE BARGAINING

Sec. 100 - Statement of Policy / Purpose

It is the public policy of the City of Hopewell and the purpose of this article to promote orderly and constructive relationships between the city and its employees subject, however, to the supreme right of the citizens of the city that their government honor guarantees for their health, safety, welfare, and the uninterrupted operations and functions of government. Because unresolved disputes between the city and its employees are detrimental to the public and to city employees, adequate means must be established for their speedy and effective resolution. Within the limitations required by the greater public interest and recognizing that amicable relationships are required between the city and its employees, the City Council has determined that the overall policies set forth here may best be accomplished by (1) granting to city employees the right to organize and choose their representatives freely; (2) permitting the city to negotiate and bargain in good faith with employee organizations representing city employees and to enter into written agreements evidencing the result of such bargaining; and (3) establishing procedures to provide for the protection of the rights of the city, city employees and the public at large.

The council establishes this policy with the intent that city employees enjoy the right to bargain collectively within parameters that promote a government that provides ethical, effective and efficient services that are responsive to the community and focused on improving quality of life through the services of well-qualified staff who value and work to actively promote policies to

advance all things reasonably necessary to achieve organizational excellence, while at all times elevating principles of cooperation, ethics, honesty, initiative, and learning,

City Council intends to initiate this policy upon a good faith finding that the city is in good fiscal health in order to initiate the adoption of an ordinance to permit collective bargaining. City Council intends to request and be provided with a fiscal impact study to determine the appropriate time to initiate the collective bargaining process.

Sec. 101 - Definitions.

As used in *this* article, the following terms shall have the meanings ascribed to them in this section:

Administrative employee means an employee whose primary duty is the performance of office or non-manual work directly related to or in furtherance of the management or general business operations and services of the city.

Arbitration means the procedure by which the city and an exclusive bargaining representative, when involved in a labor-management dispute, as defined in this article, submit their differences to a third party for a final and binding decision subject to the provisions of this article.

Benefits mean all forms of non-wage compensation.

City means the City of Hopewell acting through its City Manager or its designee.

Collective Bargaining means to performance mutual obligation of the City, by its representatives. The exclusive bargaining representative of employees in an appropriate bargaining unit to meet and negotiate in good faith at reasonable times and places, with the good faith intention of reaching an agreement and remaining in effect until superseded by a new agreement, regarding terms and conditions of employment including terms and conditions of employment, including wages, salaries, and other forms of monetary compensation. Any agreement reached by collective bargaining shall be subject to appropriation of funds by the City Council.

A *collective bargaining agreement* is the written legal contract between the City and an exclusive bargaining agent representing the employees in a bargaining unit authorized by this entity and resulting from collective bargaining as defined in this section.

Confidential employee means any employee who works in or for:

- (1) the office of the City Council;
- (2) the office of the City Manager;
- (3) the office of the City Attorney;
- (4) the office of the City Clerk;
- (5) the Department of Human Resources or other department or position in which the employee has authorized access to confidential city personnel files;

- (6) the Office of Management and Budget; or
- (7) is a secretary, administrative assistant, management analyst, or any other position, wherever assigned and however, those titles may be changed from time to time, with authorized access to confidential information pertaining to City budgetary and fiscal data relevant to subjects within the scope of collective bargaining as set forth in this article.

Employee means any employee of the City, except it does not include anyone who is:

- (1) an employee of the courts or of any local constitutional officer, i.e., officers elected pursuant to Article VII, Section 4 of the Constitution of Virginia;
- (2) a confidential employee, as defined in this section;
- (3) a managerial employee, as defined in this section;
- (4) a supervisor, as defined in this section;
- (5) an intermittent, temporary or seasonal employee, as defined in this section;
- (6) an intern or volunteer;
- (7) a member of a board or commission, or other appointee of any public body as defined by state law; or
- (8) an attorney whose responsibilities include providing legal advice to the City or performing legal research for the City as a client.

Employee organization means an organization in which employees participate, and that exists for the purpose, in whole or in part, of representing employees in collective bargaining concerning labor disputes, wages, hours, and other terms and conditions of employment.

Exclusive bargaining representative and *exclusive bargaining agent* mean the employee organization recognized by the City as the only organization to bargain collectively for all employees in a bargaining unit (as defined in section 105),

Impasse means the failure of the City and an exclusive bargaining representative to reach agreement in the course of collective bargaining negotiations.

Intermittent employee means irregular or variably recurring, hourly employment that is less than full time in any calendar year.

Labor-management dispute means a difference of position as between the City and the exclusive bargaining agent concerning administration or interpretation of the collective bargaining agreement between them; negotiability disputes; action challenged as a prohibited practice under Sec. 115; and questions of eligibility of disputes for resolution by arbitration. It shall not include

an individual grievance as defined by Virginia Code Section 15.2-1507(A)(1).

Lockout means any action taken by the City intended to interrupt or prevent the continuity of work properly and usually performed by employees for the purpose of coercing or intimidating employees in the exercise of their rights conferred by this article or influencing their exclusive bargaining agents' positions in collective bargaining contract negotiations.

Managerial employee means any individual who:

- (1) has responsibility for a unit or sub-unit of a division of an agency or department;
- (2) participates in the formulation of policy;
- (3) is significantly engaged in executive or management functions;
- (4) is charged with the responsibility of directing the implementation of management policies, procedures, or practices; or
- (5) is involved in administration of collective bargaining agreements or human resources or personnel decisions, including, but not limited to, staffing, reductions-in force/layoffs, reorganizations, hiring, discipline, evaluations, pay, assignments, transfers, promotions or demotions.

Mediation means an effort by a neutral, third-party factfinder chosen under the terms of this article to assist confidentially in resolving an impasse, as defined in this section, arising in the course of collective bargaining between the City and the exclusive bargaining agent of a bargaining unit, or the first step prior to arbitration of a labor-management dispute other than a prohibited practice claim or charge.

Professional employee means an employee exempt from the Fair Labor Standards Act and whose primary duty is the performance of work;

- (1) Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction; or
- (2) Requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.

Seasonal employee means an employee who is hired into a position for which the customary annual employment is four (4) months or less and for which the period of employment begins each calendar year in approximately the same part of the year, such as summer or winter, for reasons related to work demands that arise during those parts of the year.

Supervisor means any individual who customarily and regularly devotes a majority of work time to supervision of two or more employees and has authority to hire, transfer, suspend, layoff, recall, promote, demote, discharge, reward or discipline other employees, or adjust grievances, or effectively to recommend any such actions. With respect to the Fire Department, "supervisor" includes all personnel at the rank of battalion chief or above. With respect to the Police Detachment,

"supervisor" includes all personnel at the rank of deputy chief or above. The City Manager or City Manager's designee shall meet and confer with Police and Fire supervisor's ineligible to bargain collectively regarding matters within the scope of collective bargaining as specified in this article with the specific intent to address salary compression, as commonly defined or understood, resulting from collective bargaining with eligible Police and Fire uniformed employees.

Strike means action of an employee of the City in concert with two or more other such employees for the purpose of obstructing, impeding, or suspending any activity or operation of the City (see Virginia Code § 40.1-55) or inducing, influencing, or coercing a change in the conditions, compensation, rights, privileges, or obligations of City employment.

Technical employee means an individual whose work requires a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized postsecondary school education or through equivalent on-the-job training.

Temporary employee means an individual who is employed for not more than 180 days in a 24-month period.

Sec. 102 - Authorized Subjects of Collective Bargaining

(a) The following matters are authorized subjects of collective bargaining;

1. wages, salaries, and other monetary compensation;
2. workplace conditions.

(b) The following matters shall not be subject to negotiation:

1. the provider of the City's existing retirement plan or any decision to replace any or all such plans with the retirement of the Virginia Retirement System,
2. benefits established and administered in accordance with the Code of Virginia over which the City does not have discretion or control,
3. insurance benefit options, insurance plan providers, employer subsidies for insurance provided to individuals who are neither active employees nor their covered dependents, including retirees and/or survivors,
4. other matters controlled or preempted by federal or state constitutional provision, law, rule, or regulation, or by the City Charter, such as:
 - Matters pertaining to the composition, duties, or powers of any civilian review board applicable to police officers, or to any decision rendered by such a board.
 - Matters governed by Code of Virginia, § 9.1-300 et seq.
5. Matters affecting the City's right to take disciplinary actions up to and including termination for probationary employees, as that term is used in the City's personnel regulations;

6. Matters affecting the City's rights to establish policies or practices to respond to emergency situations; and
7. Provision, prohibited by state law, that restricts the City Council's authority to establish the budget or appropriate funds in its discretions
8. Any plans to replace the City's Human Resource policies.

Sec. 103 - Employee Rights

- (a) Employees shall have the right to organize, form, join, assist, and pay dues or contributions to employee organizations, to bargain collectively through an exclusive bargaining representative of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid and protection insofar as such activity is not inconsistent with this article or prohibited by any other applicable law.
- (b) A collectively bargained agreement provision that violates the rights of employees set forth in this section shall be void. A collectively bargained agreement provision that establishes a time period for the exercise of an employee right set forth in this section shall not violate this section. The City and each employee organization will refrain from any intimidation, coercion, or harassment of employees who choose to exercise their rights under this article.
- (c) Employees shall have the right to hold informal conversations and interactions with one another to discuss workplace and employee organization issues while on duty, provided that such conversations do not interfere with the employee's job duties. Employee organizations shall not hold formal meetings that interfere with the work time of employees, except as provided for in this article or in a collective bargaining agreement.
- (d) Employees are not prohibited from, and shall not be penalized or retaliated against for using City electronic mail telephone, facsimile transmission, or other communication systems owned by the City to discuss employee organization business or activities or employee organizing activities; however, the City remains the owner of such communication systems. The City's access to or disclosure of emails, voicemails, or other communications when required by law, for the use in litigation or administrative hearings, for use in investigations, or for other proper business or governmental purposes shall not be considered a prohibited practice.
- (e) Employee organizations have the right to meet with bargaining unit employees on the premises of the City in designated spaces during times when the employees are on break or in a non-duty status. This section shall not be applied or interpreted in a manner that prohibits casual nondisruptive conversation among employees in the workplace.
- (f) Employees also shall have the right to refrain from any or all such activities

Sec. 104 - City's Rights and Authority.

- (a) This ordinance shall not be deemed in any way to limit or diminish the authority of the City Council and the City Manager to fully manage and direct the operations and activities of the City to the extent authorized and permitted by law. Thus, to the extent not inconsistent with a collective bargaining agreement, the City Council and the City Manager retains

exclusive rights including, but not limited to, the right:

- (1) To determine the organization of City government and the purpose and mission of its constituent agencies, and to add, delete, modify, or suspend programs, functions, and units of government as the City determines to be necessary and appropriate;
- (2) to determine the type and scope of work to be performed by City employees, and the manner in which services are to be provided;
- (3) to direct the work of employees and determine the number of employees to perform any work or service;
- (4) to hire, promote, transfer, assign, retain, classify and schedule all employees and to suspend, demote, discharge, or take other disciplinary action against employees in accordance with applicable law and regulations;
- (5) to determine and change the number of positions and/or the appointment type (full time, part time, etc.) for such positions;
- (6) to relieve employees from duties by layoff or other reduction-in-force due to lack of work, changed working conditions/requirements, budget limitations or for other reasons in the City's reasonable business judgment and not prohibited by law;
- (7) to introduce new, or different services, methods, equipment, or facilities;
- (8) to contract for, expand, reduce, sell, transfer, convey, eliminate or change in any way the operations of general government, as well as any department, office or part thereof;
- (9) to establish and change standards of behavior or performance, staffing levels, job qualifications and job descriptions;
- (10) to determine the kind, type, location and use of City-owned equipment or facilities, provided that the City does not require use or operation of unsafe equipment or the unsafe operation of equipment;
- (11) to determine its tax levies, revenue generation methods, budget, and appropriation;
- (12) to require enhanced security measures to protect City facilities, infrastructure, personnel and the public;
- (13) to retain the ability and authority to continue to implement the current administrative regulation in the management of probationary employees.
- (14) to take whatever actions may be necessary to carry out the City's mission during a state of emergency as defined in Code of Virginia §44.146.16 affecting the City or a declaration of local emergency as defined in Code of Virginia §44.146.16, or during such other emergency operations as may be deemed necessary by the City Manager or his/her designee;

(15) to make and implement systems for awarding outstanding service increments, extraordinary performance awards, other merit awards, and recognizing employee recognition and service (including hiring and bonuses);

(16) to introduce new or improved technology, research, development, and service;

(17) to determine matters related to the administration of pay and benefits which are not directly related to monetary compensation or benefits;

(18) to issue and enforce rules, policies, and regulations necessary to carry out these and all other managerial function which are not inconsistent with this ordinance, a collective bargaining agreement, or federal or state law; and

(19) to take any other action necessarily to fulfill the duties and responsibilities granted to the City Manager of the Charter of the City of Hopewell, Virginia.

(b) In accordance with Code of Virginia §40.1-57.2 and other applicable law, nothing in this section, any provision of this article or the terms of any collective bargaining agreement shall impair or restrict the authority of the City Council to establish its budget and appropriate funds in its discretion.

(c) No provision of this ordinance shall act to interfere with or impair the free speech and association rights of the City Manager or the members of the City Council. No prohibited practice charge may be brought against the City, the City Manager, or any City Council member because of such individual's or City's collective exercise of the right of free speech and association so long as such expression or speech contains no threat or reprisal or promise of benefit.

(d) This section does not limit the discretion of the City to voluntarily discuss with the exclusive representation any matter concerning the City's exercise of any right specified in this section. If any matter is discussed, it does not become a subject of collective bargaining unless reduced to writing and signed by both parties

Sec. 105 - Bargaining Units.

During the first three years after adoption and appropriation, collective bargaining units may only negotiate employee salaries to exclude; health benefits, short term disability; long term disability, life insurance coverage, step pay plan, cost of living increases; worker's compensation benefits and any other forms of additional compensation and benefits. The City shall recognize only the following bargaining units for the purposes of collective bargaining:

(a) Police: The police employees' bargaining unit shall consist of all sworn employees of the police department, except those excluded by definition in Sec. 101;

(b) Fire and Emergency Medical Service: The fire and emergency medical services employees' bargaining unit shall consist of the uniformed fire employees, including fire marshals, except those excluded by definition in Sec. 101;

- (c) Labor & Trades; Those eligible classes of employees associated with maintenance and skilled crafts, i.e., job classes of workers performing duties that result directly in the comfort and convenience of the general public, or contribute to the maintenance of capital assets, land and infrastructure of the City, except those excluded by definition in Sec. 101.
- (d) Professional: a unit consisting of non-supervisory and non-managerial employees within the definition of "professional employee" as set forth in Sec. 101.
- (e) Administrative and Technical: a unit consisting of regular full time and part-time employees of the City who are administrative employees or technical employees or who are within the definition of "administrative employee" or who perform office support work and who are not confidential employees excluded from collective bargaining within the definition set forth in Sec. 101.
- (f) The City Manager or his/her designee shall, upon request, meet and confer with employees who supervise members of a certified bargaining unit who are themselves are ineligible to bargain collectively regarding matters within the scope of collective bargaining under this ordinance, with specific intent to address salary compression as commonly defined or understood, resulting from collective bargaining with certified employees

Sec. 106 - Labor Relations Administrator.

- (a) A labor relations administrator (LRA or the administrator) shall be appointed by the city manager in the manner set forth in subsection (c) of this section to effectively administer this article as it governs exclusive bargaining representative selection, certification and decertification procedures, labor-management disputes as defined in section 101, and choice of mediator(s) and/or arbitrator(s) as needs arise under this article or under any collective bargaining agreement.
- (b) Upon the adoption of a collective bargaining ordinance by City Council, the City Manager has 90 days to post the job announcement for the LRA position.
- (c) An LRA position may be in place 60 days prior to the onset of contract negotiations.
- (d) The administrator must be experienced as a neutral in the field of labor relations, and must not be a person who, because of vocation, employment, or affiliation, can be categorized as a representative of the interest of the City or any employee organization, including an exclusive bargaining agent for a bargaining unit permitted under this article.
- (e) Subject to confirmation by the City Council, the City Manager shall appoint the labor relations administrator who shall be selected for a 4-year term from no more than 3 (three) nominees jointly agreed upon and submitted by: (i) representatives of those employee organizations that have notified the City manager or City manager's designee of their interest in representing bargaining units permitted by this article, if no exclusive bargaining agents have been recognized at the time the selection process begins, or (ii) by the exclusive bargaining agents of the bargaining units permitted by this article, and (iii) an equal number of designees of the City Manager. If the Council does not confirm the appointment on the recommendation of the City Manager, an appointment must be made from a new agreed list of 3 (three) nominees

compiled in the same manner.

- (f) The administrator's services shall be subject to termination by mutual agreement of the City Manager and a majority of the exclusive bargaining agents of the bargaining units permitted by this article, and with council approval.
- (g) If the administrator dies, resigns, becomes disabled, or otherwise becomes unable or ineligible to continue to serve within six (6) months of initial appointment, the City manager shall appoint a new administrator from the list from which that administrator was selected, subject to council confirmation, to serve the remainder of the previous administrator's term. Otherwise, the administrator vacancy shall be filled as provided in subsection (c).
- (h) An LRA appointed under this section may be reappointed as provided in subsection (c).
- (i) The terms of payment for the services of the administrator shall be paid as specified by the contract with the City.

The Labor Relation Administrator (LRA) shall:

- (1) hold and conduct elections for certification or decertification pursuant to the provisions of this article and issue the certification or decertification or cause these actions to occur.
- (2) request from the City or an employee organization, and the City or such organization shall provide, any relevant assistance, service, and data that will enable the administrator to properly carry out duties under this article.
- (3) hold hearings and make inquiries, administer oaths and affirmations, examine witnesses and documents, take testimony, and receive evidence, and compel by issuance of subpoenas the attendance of witnesses and the production of relevant documents in proceedings within the responsibility of the administrator under this article.
- (4) investigate and attempt to resolve or settle, as provided in Section 113 - Mediation and Arbitration, charges of either the City or an employee organization engaging in prohibited practices as defined in this article. However, if the City and a certified representative have negotiated a labor management dispute resolution procedure, the administrator must defer to that procedure to resolve any dispute that properly may be submitted to the procedure, absent a showing that the deferral results in the application of principles contrary to this article. The administrator must defer to state procedures in any matter governed by the Law-Enforcement Officers' or Firefighters and Emergency Medical Technicians' Bill of Rights set forth in the Virginia Code, or to any other such procedure dictated by state statute.
- (5) determine unresolved issues of employee inclusion in or exclusion from the bargaining units permitted under this article.
- (6) obtain any necessary support services and make necessary expenditures in the

performance of duties, subject to appropriation.

(7) determine any issue regarding the negotiability of any collective bargaining proposal.

(8) Exercise any other powers and perform any other duties and functions specified in this article of an administrative nature.

Sec. 107 - Recognition of Exclusive Bargaining Agent.

A bargaining agent shall be the exclusive representative of all employees in an appropriate bargaining unit described in Section 105 if the employee organization is selected by a majority of the employees voting in an appropriate bargaining unit in an election conducted pursuant to this article and rules and procedures adopted by the LRA.

(a) In the event that more than one (1) employee organization files a request for recognition or for election within ten (10) calendar days after a first request for recognition or for election has been filed, an election to select an exclusive bargaining agent shall be held under the rules and procedures adopted by the LRA. If an employee organization receives a majority of the votes cast by the employees voting in an appropriate bargaining unit, it shall be recognized by the City as the exclusive bargaining agent, provided, however, that the City manager/designee or an employee organization may file exceptions to the election with the LRA alleging that there has been misconduct which has affected the outcome of the election, and the City need not recognize the employee organization pending the resolution of the process to review those exceptions. Any cost of such election shall be shared equally by the parties involved.

(b) "Administratively acceptable evidence" to support a petition for certification within the meaning of Virginia Code §40J-57.2(C), for certification by representation election, or for decertification (see Section 109) may consist of a combination of membership cards or a membership roster, evidence of dues payment, or other evidence of bargaining unit employees' desire to be represented by an employee organization for collective bargaining purposes. An authorization that satisfies the Uniform Electronic Transactions Act (Virginia Code § 59.1-479 et seq.) including, without limitation, electronic authorizations and voice authorizations, shall be valid for employees' authorization for representation for purposes of a petition filed by a labor organization for exclusive representation. The determination by the LRA (or of the City manager or manager's designee in the absence of the LRA) of the sufficiency of a showing of majority support or for a representation election shall not be subject to challenge by any person or employee organization or by the City.

Sec. 108 - Request for Election.

(a) An employee organization may request an election be held by submitting a petition for an election to the LRA who shall notify the City manager pursuant to its rules and procedures. The petition must represent a showing of interest by at least thirty (30) percent of the employees in a bargaining unit permitted by this article.

(b) Any additional interested employee organization must submit a petition of intervention to the LRA, which must be accompanied by a showing of interest by thirty (30) percent of the employees in the appropriate bargaining unit within ten (10) days of notice of the

pending election.

- (c) An election under this article shall be held within forty-five (45) calendar days after written notice to all parties of the determination by the LRA of a valid petition for election in accordance with guidelines established by the LRA. If an employee organization receives a majority of the valid ballots cast by the employees in a permitted bargaining unit, it shall be recognized by the City as the exclusive bargaining agent, provided unless and until the LRA certifies a different organization or otherwise decertifies the agent in accordance with rules set forth in this section. In an election in which none of the choices on the ballot receives a majority, a runoff election shall be conducted in which the ballot shall provide for a selection between the two choices or parties receiving the highest and second highest number of ballots cast in the election. However, the City or the employee organization may file exceptions with the LRA in accordance with its rules, and the City need not recognize the employee organization pending the resolution of any process to review those exceptions.
- (d) Nothing in this article shall require or permit an election in any bargaining unit within twelve (12) months after a previous election has resulted in the recognition of an exclusive bargaining representative or a determination that the employees choose no representation in such bargaining unit.
- (e) No party shall have an advantage over the other in gaining access to employees during organizational or representation campaign activity. Unless there is a recognized bargaining representative, interested employee organizations will receive the same access to bargaining unit employees as is currently provided to outside organizations under City policies and practices for facility use and attendance at any meeting of such organizations under these circumstances is voluntary and open to all prospective bargaining unit employees.

Sec. 109 - Decertification/Withdrawal of Recognition

- (a) Recognition of an employee organization as the exclusive bargaining agent for a bargaining unit permitted by this article shall continue only so long as such organization satisfies the criteria of this article.
- (b) If a petition for decertification of a recognized exclusive bargaining agent is presented to the LRA showing that at least fifty (50) percent of the employees in the bargaining unit no longer want the employee organization to be their bargaining agent, then the LRA shall hold an election pursuant to section 108 of this article.
- (c) A petition for decertification of a recognized exclusive collective bargaining agent in an appropriate unit may be filed in a thirty-day (30) period between the one hundred eightieth (180th) and one hundred fiftieth (150th) day prior to expiration of any existing collective bargaining agreement for that bargaining unit or any time after that collective bargaining agreement has expired.
- (d) For a period of one (1) year following recognition or certification of an exclusive bargaining agent, no decertification petitions may be filed.
- (e) The employee organization no longer shall be recognized as the exclusive bargaining agent

of the employees in the bargaining unit if a majority of the employees in the appropriate bargaining unit vote in the decertification election to no longer be represented by the employee organization and a final outcome of that election has been certified by the LRA.

Sec, 110 - Rights Accompanying Exclusive Representation.

Any employee organization recognized as the bargaining agent for employees in an appropriate bargaining unit shall have the following rights:

- (a) To speak on behalf of all members of the unit and shall be responsible for representing the interests of all members of the bargaining unit without discrimination and without regard to employee organization membership.
- (b) To meet at reasonable times and places to engage in good faith collective bargaining on matters that, under this article, may be the subject of collective bargaining, in an effort to reach an agreement, subject to the tentative approval of the City Manager or the City Manager's designee with responsibility for the employees in the bargaining unit.
- (c) To meet with bargaining unit employees on the premises of the City in non-secure areas during times when the employees are on break or in a non-duty status. Any other employee organization that has submitted a petition and established a valid question concerning representation of the bargaining unit shall also be permitted to meet with bargaining unit employees with the same limitations. This subsection shall not restrict an exclusive bargaining agent and the City from negotiating for greater access to employees by the exclusive bargaining agent as provision of a collective bargaining agreement.
- (d) To receive quarterly a list of all bargaining unit employees, as well as to be informed of all new hires within ten (10) days.
- (e) To meet with newly hired employees, without charge to the pay or leave time of any of the employees for a maximum of 30 minutes, within 30 calendar days from the date of hire, during new employee orientations, or if the City fails to conduct new employee orientation, at individual or group meetings.
- (f) To use City communications systems to communicate with employees regarding collective bargaining, the administration of collective bargaining agreements, the investigation of grievances, other workplace related complaints and issues, and internal union matters involving the governance or business of the exclusive bargaining agent.
- (g) To be the only labor organization eligible to receive from the City amounts deducted from the pay of employees as authorized by written assignment of the employees, for the payment of regular and periodic dues to the exclusive bargaining agent, unless two exclusive bargaining agents of City employees agree that they can both receive deductions from the same employee. Any such authorization may be revoked in accordance with the terms of the authorization which shall provide a period of irrevocability of not more than one year. An authorization that satisfies the Uniform Electronic Transactions Act (Virginia Code § 59.1-479 et seq.), including, without limitation, electronic authorizations and voice authorizations, shall be valid for employees' authorizations for payroll deductions and authorization for representation for purposes of a petition filed by an employee organization

for exclusive representation.

- (h) To be represented at any formal discussion between one or more representatives of the City and one or more employees in the bargaining unit or their representatives concerning (1) any matter that is within the scope of collective bargaining as set forth in the definition of collective bargaining (see Section 101); or (2) any examination of bargaining unit employees by a representative of the City in connection with an investigation if the employee reasonably believes that the examination involves matters covered by any collective bargaining agreement then in effect, and the employee requests representation. The City shall inform the employee that he employee has a right to union representation prior to any such discussion or interview, and the employee shall have a right to request union representation before proceeding with the discussion or interview.
- (i) Notwithstanding any other provision in this section, an individual employee may present a personal complaint, concern or question at any time to the City without the intervention of an employee organization, provided that any such organization that is recognized by the City as the exclusive bargaining agent for the bargaining unit in which the employee is a member is afforded an effective opportunity to be present and to offer its view at any meetings held to adjust the matter and that any adjustment made shall not be inconsistent with the terms of any applicable collective bargaining agreement. Such employee or employees who utilize this avenue of presenting personal complaints, concerns or questions to the City shall not do so under the name, or by representation, of an employee organization.
- (j) The requirements set forth in this section establish the minimum requirements for access to and communication with bargaining unit employees by an exclusive bargaining representative. These requirements shall not prevent the City and the exclusive bargaining representative from bargaining for greater access to or communication with employees.

Sec. 111 - Good Faith Bargaining.

- (a) A written request for bargaining must be submitted by the exclusive bargaining agent to the City manager or the manager 's designee no later than March 1, and negotiations must begin by April 1 and conclude by September 1 of any year where an agreement is sought to be effective at the beginning of the next fiscal year, in order to accommodate the City budget process. Failure of the parties to reach agreement by September shall constitute impasse and trigger impasse resolution procedures under this article.
- (b) Nothing in this article requires either party to make any concessions or agree to the other party's proposals.
- (c) Good faith bargaining shall not include submission of or a response to a proposal that;
 - (1) Violates the rights of employees as set forth in 102; or

(2) Impairs, restricts, or delegates the authority of the City as set forth in Section 103(b).

(d) The City manager shall designate or appoint the City's representative (s) in collective bargaining negotiations in the manager's sole discretion.

(e) If an employee organization serves as the exclusive representative of more than one bargaining unit, it shall consolidate its bargaining with the City and negotiate a common master agreement on all matters not unique to particular bargaining unit.

Sec. 112 - Approval of Tentative Agreement

(a) When an exclusive bargaining agent and the City reach a tentative agreement, they shall reduce it to writing and execute it signifying the approval of the bargaining agent and the City bargaining representative. No agreement shall be effective or enforceable:

(1) unless a fiscal impact study(ies) of the tentative agreement provisions, conducted as bargaining proceeds, has been prepared by the City Office of Management and Budget; and

(2) the City Council specifies by resolution no later than the last day of December its good faith commitment to appropriate funding necessary for the City to meet obligations under the tentative agreement as set forth in the fiscal impact study provided for in this section, with the understanding that any such resolution remains subject to actual appropriation. If the Council does not resolve to fund any provision(s) of the tentative agreement requiring appropriation or other Council action, the resolution shall state the reason(s), and the City Manager and the exclusive bargaining agent must re-open negotiations on those provisions only, with the understanding that any such negotiations shall be scheduled as promptly as possible with the good faith objective to negotiate provisions that may be acceptable to the Council for its consideration within the City's budget approval schedule. Upon presentation to the Council of any tentative agreement re-negotiated under this subsection, the Council shall consider and specify by resolution as soon as practicable its good faith commitment to appropriate funding necessary for the City to meet obligations under the tentative agreement, or its intention not to do so, with the understanding that any such resolution remains subject to actual appropriation; and

(3) the tentative agreement is approved by:

a. The City Manager or City Manager's designee with supervisory responsibility for the employees in the bargaining unit, as evidenced by signature, which may be an electronic signature made in accordance with applicable state law; and

b. The exclusive representative by ratification of the tentative agreement in accordance with the bargaining representative's governing procedures, and evidenced by the signature of an authorized agent which may be an

electronic signature made in accordance with applicable state law.

- (b) A written agreement shall be contrary to public policy and therefore shall not bind the parties or be enforceable by either party to the extent that it is not the result of good faith bargaining as defined in Section 111.

Sec. 113 - Mediation, Dispute Resolution, and Factfinding.

(a) Mediation.

- (1) Labor-Management Disputes: The City and an exclusive bargaining agent shall discuss the feasibility of resolution of labor-management disputes informally by discussion between the parties' designees before resort to formal mediation or arbitration. Failure to actually engage in such informal resolution prior to submitting a labor-management dispute or prohibited practice claim for mediation or arbitration shall not be a ground for dismissal of a claim under this article. In the event that the City and the bargaining agent are unable to informally resolve a labor-management dispute if and when engaged, either party or the parties jointly may submit the dispute to the LRA for mediation or arbitration, if applicable, pursuant to procedures instituted by the LRA.
- (2) Impasse: In the event that the City and the bargaining agent are unable to reach a collective bargaining agreement within one hundred twenty (120) days after their first meeting or October 5, whichever is earlier, an impasse may be called by either party and resolution may be sought by submission of any unresolved issues for mediation by the LRA or a mediator selected through procedures established by the LRA. The parties shall jointly request mediation within five (5) days of a declared impasse. The LRA or other mediator shall set reasonable deadlines for all steps of the mediation process. Negotiations on all matters shall continue throughout impasse procedures.

- (3) The mediation process is advisory only, and the LRA or other mediator shall have no authority to bind either party,
 - (4) The mediation process and any comments, statements, or suggestions from the LRA or other mediator or the parties and any documents evidencing the same made or created during the mediation process shall not be disclosed except as required by law. Communications between an exclusive bargaining representative and the employees that it represents regarding the mediation process shall not constitute public disclosure under this Section.
 - (5) The parties shall share the costs of mediation equally.
- (b) Arbitration: If the City and exclusive bargaining agent are unable to reach agreement resolving any labor-management dispute submitted to mediation as provided for in this article by any deadline set forth in procedures provided in this article or adopted by the LRA, the labor-management dispute shall be submitted to final and nonbinding arbitration subject to the plenary authority of the City Council to determine whether to appropriate funding for the tentative agreement. Such arbitration shall be conducted pursuant to procedures adopted by the LRA which shall, at a minimum, require the parties' joint selection of an arbitrator and shall provide for timing requirements that ensure the conclusion of impasse proceedings on a schedule that complies with Section 112. The parties shall share the costs of arbitration equally. In making a determination under this subsection, the arbitrator shall consider the following factors:
- (1) Stipulations of the parties;
 - (2) The interests and welfare of the public;
 - (3) The financial ability of the employer to meet the financial obligations in the proposed collective bargaining agreement;
 - (4) The overall compensation presently received by the employees involved in the arbitration;
 - (5) Comparison of wages, benefits, and working conditions of the employees involved in the arbitration proceedings with the wages, benefits, and working conditions of other persons performing similar services in the public and private sectors, if applicable;
 - (6) Past collective bargaining agreements between the parties, including the past bargaining history that led to the agreements, or the pre-collective bargaining history of employee wages, benefits, and working conditions;
 - (7) Comparison of working conditions of other City personnel; and

(8) Such other factors that are normally or traditionally taken into consideration in the determination of wages, benefits, and working conditions of employment through voluntary collective bargaining, mediation, arbitration, or otherwise between the parties, in the public sector.

(c) Grievance Procedures: Any grievance, mediation, arbitration, or other resolution procedure negotiated by the parties and available to challenge disciplinary or other personnel actions set forth in Virginia Code Section I 5.2-1506, et seq., shall comply with the minimum requirements set forth in the statute(s), as well as any other statutory grievance rights of law enforcement officers and fire and emergency medical employees.

Sec. 114 - Strikes and other Job Actions.

Pursuant to Virginia Code § 40.1-55, any employee of the City or of any agency or authority of the City who, in concert with two or more other such employees, strikes or willfully refuses to perform the duties of their employment shall be deemed by that action to have terminated their employment and shall be ineligible for employment in any position or capacity during the next 12 months by the City, the Commonwealth of Virginia or any county, city, town or political subdivision of the Commonwealth or any department of any such public entities. The City agrees that no lockout shall take place.

Any employee organization determined to have violated this section shall cease to be accorded recognition under this article, shall cease to receive any dues or fees collected by paycheck withholding and shall not be accorded recognition or receive any dues or fees collected by paycheck withholding for a period of one (1) year.

Sec. 115 - Prohibited Practices.

Neither the City nor any exclusive bargaining agent shall refuse to negotiate in good faith with respect to matters within the scope of collective bargaining as defined in Section 101.

(a) The City and its agents shall not:

- (1) Interfere with, restrain or coerce employees in the exercise of rights granted by this article;
- (2) Dominate or interfere in the administration of any employee organization;
- (3) Encourage or discourage membership in any employee organization, committee, or association including by discrimination in hiring, tenure, or other terms and conditions of employment, provided that use of City property and time for meetings and the City's communication system for employee organization business, as may be permitted by this Article or a collective bargaining agreement, shall not be deemed encouragement prohibited by this subsection;
- (4) Discharge, discriminate, or retaliate against any employee because the employee has filed an affidavit, petition, or complaint or given any information or testimony under this article or because the employee has formed, participated in leadership in, joined, or chosen to be represented by any exclusive bargaining agent;

- (5) Deny the rights accompanying certification as the exclusive bargaining agent as conferred by this article;
- (6) Refuse to participate in good faith in any agreed-upon impasse resolution procedures or those set forth in this article; or
- (7) Refuse to reduce a collective bargaining agreement to writing and sign such agreement provided all conditions for an enforceable agreement, as set forth in this article, have been met.

(b) No employee organization or its agents shall:

- (1) Interfere with, restrain, or coerce any employee with respect to rights granted in this article or with respect to selecting an exclusive representative;
- (2) Willfully fail to represent an employee who is in a bargaining unit exclusively represented by the employee organization fairly regarding matters within the scope of collective bargaining, and without discrimination;
- (3) Refuse to bargain collectively with the City as provided in this article; or
- (4) Refuse to participate in good faith in or violate any agreed-upon impasse resolution procedures or those set forth in this article.

(c) Prohibited practice charge procedures:

- (1) Proceedings against a party alleging a violation of this Section shall be commenced by filing a charge with the LRA within 120 days of the alleged violation, or acquiring knowledge thereof, and causing a copy of the charge to be served upon the accused party in the manner of an original notice as provided in Section 116. The accused party shall have 10 days within which to file a written answer to the charge. The LRA may conduct a preliminary investigation of the alleged violation, and if the LRA determines that the charge has no legal or factual basis, they may dismiss the charge. If the charge is not dismissed, the LRA shall promptly thereafter set a time and place for a hearing. The parties shall be permitted to be represented by counsel or other designated representative, summon witnesses, and request the LRA to subpoena witnesses and the production of records on the requester's behalf. Compliance with the technical rules of pleading and evidence shall not be required.
- (2) The LRA may designate a hearing officer to conduct any hearing. The hearing officer shall have such powers as may be exercised by the LRA for conducting the hearing and shall follow procedures adopted by the LRA for conducting the hearing. The decision of the hearing officer may be appealed to the LRA and the

LRA may hear the case de nova or upon the record as submitted before the hearing officer.

- (3) The LRA shall provide for an official written transcript to report the proceedings, the costs of which shall be borne equally by the parties.
- (4) The LRA shall fill its findings of fact and conclusions. If the LRA finds that the party accused has violated any provision of this Section, the LRA may issue an order directing the party to cease and desist engaging in the violation and may order such other reasonable affirmative relief as is necessary to remedy the violation. Under the provisions for court review of arbitration awards set forth in the Uniform Arbitration Act (Virginia Code §§8.01-581.01 et seq.), the LRA may petition the circuit court for enforcement of an order made under this Section.
- (5) Any party aggrieved by any decision or order of the LRA may within 21 days from the date such decision or order is filed, appeal to the circuit court to obtain judicial review pursuant to the provisions for judicial review set forth in the Uniform Arbitration Act, Virginia Code §§8.01-581.01, et seq.

Sec. 116 - Time Limits.

Any time limits in this article may be extended by written agreement of the City, the employee organization, and any other appropriate parties,

Sec. 117 - Notices.

Any notice required under the provisions of this article shall be in writing, but service of any such notice shall be sufficient if mailed by certified mail, return receipt requested, addressed to the last-known address of the parties, unless otherwise provided in this article or by the rules of the LRA, which rules shall provide for the electronic service of documents. Refusal of certified mail by any party shall be considered service. Prescribed time periods shall commence from the date of the receipt of the notice.

COUNCILOR REQUESTS

CCR-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: FY24 Operating Budget

ISSUE: Amend purpose of the Keep Hopewell Beautiful Commission to include tracking environmental violations, approved advocacy and legislative recommendations.

RECOMMENDATION: City Council direct the members of Keep Hopewell Beautiful to generate a list of all DEQ and EPA environmental violations and pollution reports within the City of Hopewell and status of current violations. In addition, obtain the City’s air and water quality to provide a baseline and identify areas of opportunity. Review EPA and DEQ policies pertaining to frequent violations to identify recommended City course of action. Lastly, conduct a legislative review to identify potential legislation that may aid in combating violations and as a tool for preemptive support to improve land, air and water violations. Require monthly updates on progress and/or status report to City Council for inclusion in the Regular Meeting packet.

TIMING: Immediate Action; Keep Hopewell Beautiful next Regular Meeting (or Call a Special meeting if not planned)

BACKGROUND: Residents of the City of Hopewell has been subject to repeat violations from internal/external parties. As a result, the physical environment has contributed to the overall health wellness and outcomes of citizens. Members of Hopewell City Council are not notified about violations within the City and/or the resolution status of potential environmental hazards.

ENCLOSED DOCUMENTS:

•

STAFF: Jasmine Gore, Vice Mayor (Ward 4)

SUMMARY:

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

FOR IN MEETING USE ONLY

MOTION: _____

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

Keep Hopewell Beautiful

Purpose

The City of Hopewell is an affiliate of [Keep America Beautiful](#). Keep Hopewell Beautiful works to instill community pride and raise awareness of the City's commitment to reducing litter, beautifying our City, and encouraging citizen empowerment to take control of their environment through positive and productive activities.

Advisory Committee

The Keep Hopewell Beautiful Committee (formerly the Clean City Commission) is established by City Council action and consists of 7 members appointed by the City Council. The Keep Hopewell Beautiful Committee is a forum in which to:

- Influence residents of Hopewell to keep the City clean and beautiful
- Implement educational programs about trash and recycling
- Encourage community involvement
- Raise awareness about the environment, recycling, and waste reduction

Volunteer with Us

Keep Hopewell Beautiful is always looking for volunteers and sponsors! Email or call the Department of Development for more information.

Upcoming Events:

[FOLAR Spring Cleanup](#) April 6, 2024

[Earth Day Cleanup](#) April 19, 2024

[Lions Club Cleanup at Weston Circle](#) April 20, 2024

[Earth Day 2024 Event @ City Point](#) April 20, 2024

[Community Cleanup](#) June 8, 2024

ADJOURNMENT