

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3

Rita Joyner, Vice Mayor, Ward #1

Michael B. Harris, Councilor, Ward #2

Ronnie Ellis, Councilor Ward #4

Susan Daye, Councilor, Ward #5

Yolanda W. Stokes, Councilor, Ward #6

Dominic R. Holloway, Sr., Councilor, Ward #7

Dr. Concetta Manker, City Manager

Anthony R. Bessette, City Attorney

Brittani Williams, City Clerk

Sade' Allen Deputy City Clerk

March 11, 2025

REGULAR MEETING

Closed Session – 5:00 PM

Work Session – 7:00 PM

Open Session – 7:30 PM

5:00 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into a closed meeting under Va. Code § 2.2-3711 (A)(1) to discuss and consider personnel matters including board and commission appointees, (City Clerk Contract, city clerk, city manager, city attorney performance evaluation process, Planning Commission, Economic Development Authority), Va. Code § 2.2-3711(A)(29) and (8) to discuss the award of a public contract where discussion in an open session would adversely affect the City's bargaining position and to consult with legal counsel regarding specific legal matters (Discussion of an unsolicited offer of real estate property); and Va. Code § 2.2-3711 (A)(8) (Treasurer's and Director of Finance's duties)

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 the closed meeting?

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 the Council shall approach the microphone, give their name and, if they reside in Hopewell, their ward number, and limit comments to three minutes. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the*

meeting. All remarks shall be addressed to the Council as a body; any questions must be asked through the 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)

WORK SESSION

WS -1 – Right of Way Vacation Request for 319 Maryland Ave – Chris Ward, Director of Planning and Development

WS -2 – MOU for NOVA South – Tabitha Martinez, Recreation and Parks Director

REGULAR MEETING

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

Roll Call

Prayer by Evangelist Wright, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Daye.

SUGGESTED MOTION: To amend/adopt Regular Meeting Agenda Roll Call

CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine by the 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: February 11, 2025; February 12, 2025; February 18, 2025; February 25, 2025

C-2 Pending List:

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. HUD Earmark for Hopewell Community Center** – Charles Bennett, Economic Development Director, Tabitha Martinez, Recreation and Parks Director
- 2. Earmark Funding Request** – Michael Crocker, Public Works Director (Water Department)
- 3. Earmark Funding Request** – Donald Reid, Police Department

PUBLIC HEARING

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

PH-1 – Community Development Block Grant 5-Year Consolidated Plan – Chris Ward, Director of Planning and Development

REGULAR BUSINESS

R-1 – School Board Appropriation Resolution – Dr. Manker, City Manager

R-2 - Opioid Abatement Agreement – James Gaston III, Deputy City Manager, Susan Fierro, Prince George

FINANCE MEETING

- 1. Finance Committee Report - CFO** – Stacey Jordan, Finance Director
- 2. Treasurer’s Report** – Mya Bolling, Treasurer Department
- 3. Revenue Report** – Stacey Jordan, Finance Director
- 4. Budget Presentations** – Dr. Manker, City Manager

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Councilors Pending Request:

Presentations from Boards and Commission

Other Council Communications

BOARD/COMMISSION VACANCIES

Board of Building Code and Fire Prevention Code Appeals – 4 Vacancies
Keep Hopewell Beautiful – 5 Vacancies
Recreation and Parks – 3 Vacancies
Library Board – 1 Vacancy
Department of Social Services – 2 Vacancies
District 19 – 2 Vacancies (Currently has no active members; Requirement of 2)
Dock Commission – 2 Vacancies
Board of Zoning Appeals – 2 Vacancies
Bright Point Community College Local Board – 1 Vacancy
Architectural Review Board – 2 Vacancies

Adjournment

**CLOSED
MEETING**

RECONVENE OPEN MEETING

COMMUNICATIONS FROM CITIZENS

WORK SESSION

WS-1



RIGHT-OF-WAY VACATION APPLICATION
City of Hopewell
Department of Planning & Development
 300 N Main St., Hopewell, VA 23860
 (804) 541-2220 Fax (804) 541-2318

City of Hopewell, VA
 Permits / Inspec.: 20250111ROWV - 2025
 027917-0005 debra mc... 0271072025 03:08PM
 STATE OF HOPEWELL - REVIEW
 Application Amount: 100.00
 CHECK: 1718 100.00

APPLICATION # 20250111

Petitioner Information (Attach Separately for Multiple Applicants):

Name: Henry Harrison* Mailing Address: 1600 Atlantic St., Hopewell, VA

Phone Number: 804-922-7154 Email: hphcpa41@hotmail.com

* on behalf of West End Presbyterian Church

Proposed Vacation or Abandonment:

1. Location: 1614 ~~1600~~ Atlantic St. (ID# 0240430) & (0240510)

2. Parcels to benefit from the proposed vacation: ID# 0240430 & # 0240510

3. Number of properties adjoining the right-of-way: 1

4. Has a petition to vacate this right-of-way previously been considered? Yes No

Required attachments:

- Drawing of the right-of-way to be vacated.
- \$100 non-refundable application fee per adjoining property/applicant.
- Title search or opinion from an attorney or title examiner determining ownership of the right-of-way.

Disclosures:

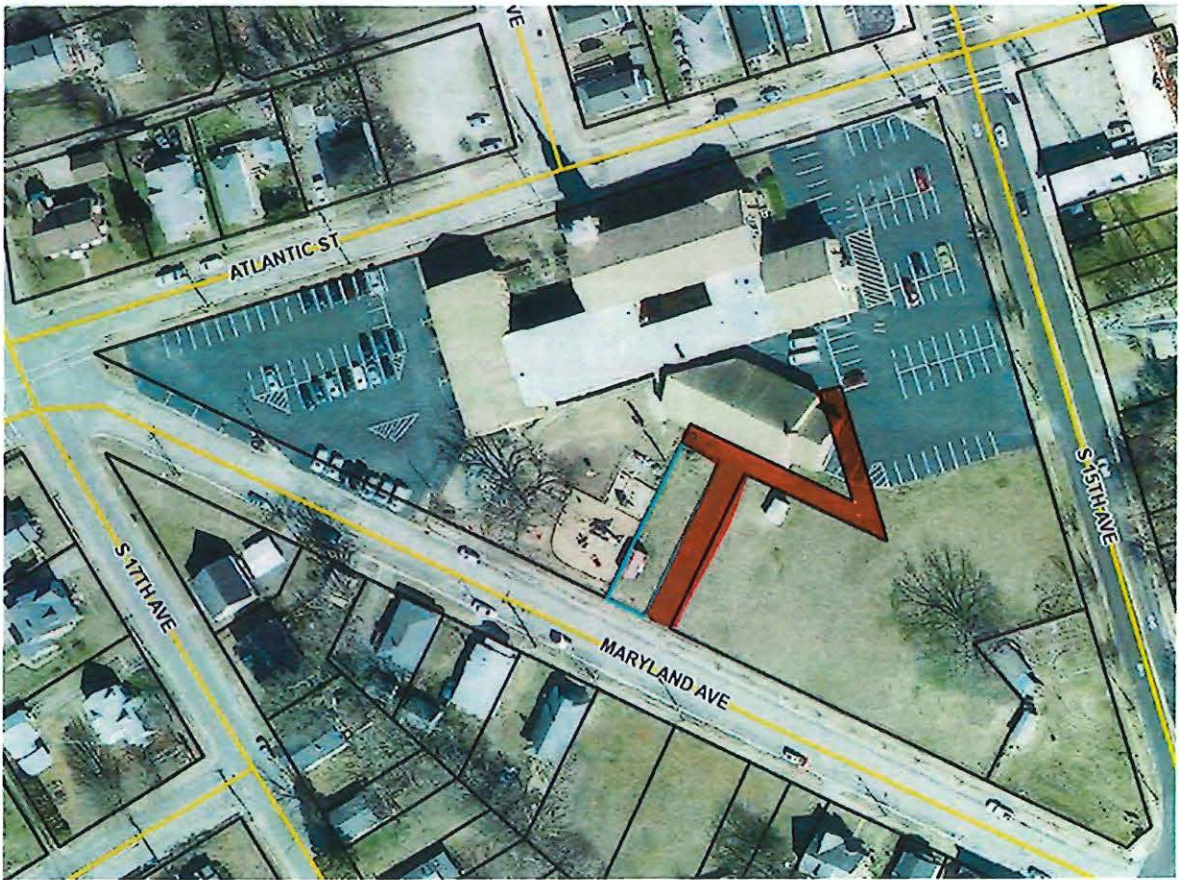
- I (We) have received Council's Policy concerning right-of-way vacations.
- I (We) agree to pay for public notice advertisements as well as all other costs incurred by me/us associated with this application, regardless of Council's final decision regarding the petition.
- I (We) understand that, if approved, I (We) will be responsible for submitting a deed of vacation and administrative subdivision application that complies with all City requirements and conditions and recording said documents with the Hopewell Circuit Court Clerk's Office.

Petition Signature (Attach Separately for Multiple Applicants):

I (We) hereby petition the City of Hopewell to vacate the undeveloped right-of-way referenced in this application.

[Signature] HENRY P. HARRISON JR. 07/02/2025
 Signature Name (Printed) Date

 Signature Name (Printed) Date



Vacate area in red.

City of Hopewell, VA

Summary

Parcel ID 0240430
 Tax ID 0240430
 Neighborhood 4
 Property 1614 Atlantic
 Address Hopewell, VA 23860
 Legal Description LOTS 1 THRU 27, 32 THRU 39, 41 THRU 50 & VAC PT OF 15' ALLEY BLK 5
 SUBDIVISION: BUREN
 (Note: Not to be used on legal documents)
 Acreage N/A
 Class 75 - 75 EXEMPT: Religious
 Tax District/Area 01



[View Map](#)

Owner

Primary Owner
[West End Presby Church Tr](#)
 1600 Atlantic St
 Hopewell, VA 23860

Site Description

Zoning B3, R2

Land

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Developable Acreage		569.000	1.236	569.000	120.000	1.00	1.00		80,000.00	80,000.00	98,900.00	L -2%	98,900.00
Developable Acreage		375.000	1.236	375.000	120.000	1.00	1.00	53,825	80,000.00	80,000.00	98,900.00	L -2%	98,900.00

Land Detail Value Sum 197,800.00

Improvements

Card 02

ID	Use	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Features	Adj Rate	Size/ Area	Cost Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
C	CHURCH		C	1964	1980	AV	0.00		0	40055	0	0	0	0	100	1371300
01	PAVING	Concrete	C	1990	2000	AV	3.20		3.2	47000	150400	30	0	100	100	124200
02	FENCECL	7 gauge galvanized steel	C	2010	2010	AV	10.00		10	825	8250	20	0	100	100	7800

Card 03

ID	Use	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Features	Adj Rate	Size/ Area	Cost Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
C	GYMC		C	1964	1980	AV	0.00		0	5524	0	0	0	0	100	193200

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
1/1/1932			001/001		\$1
1/1/1900			000/000		\$0

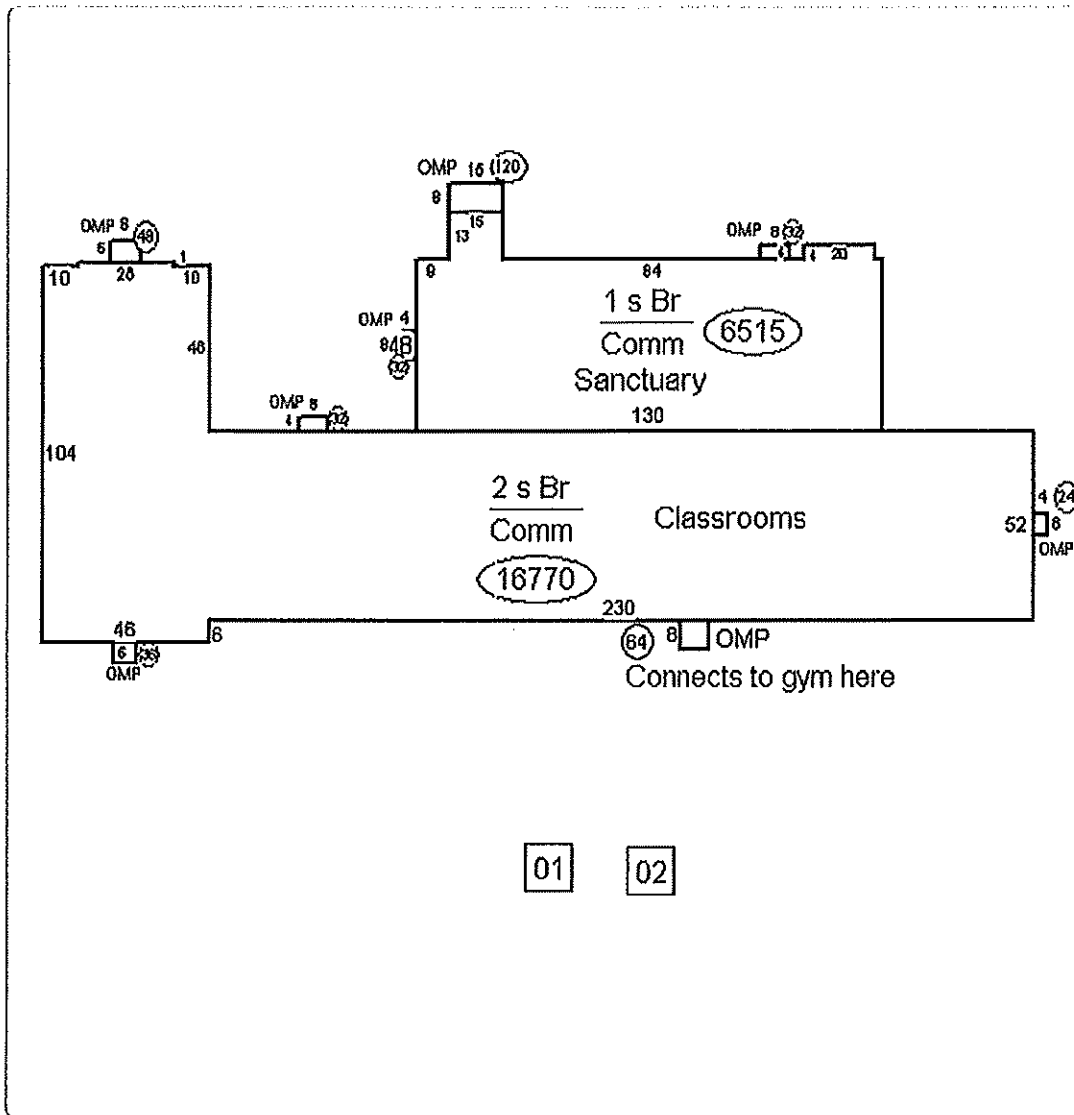
Valuation

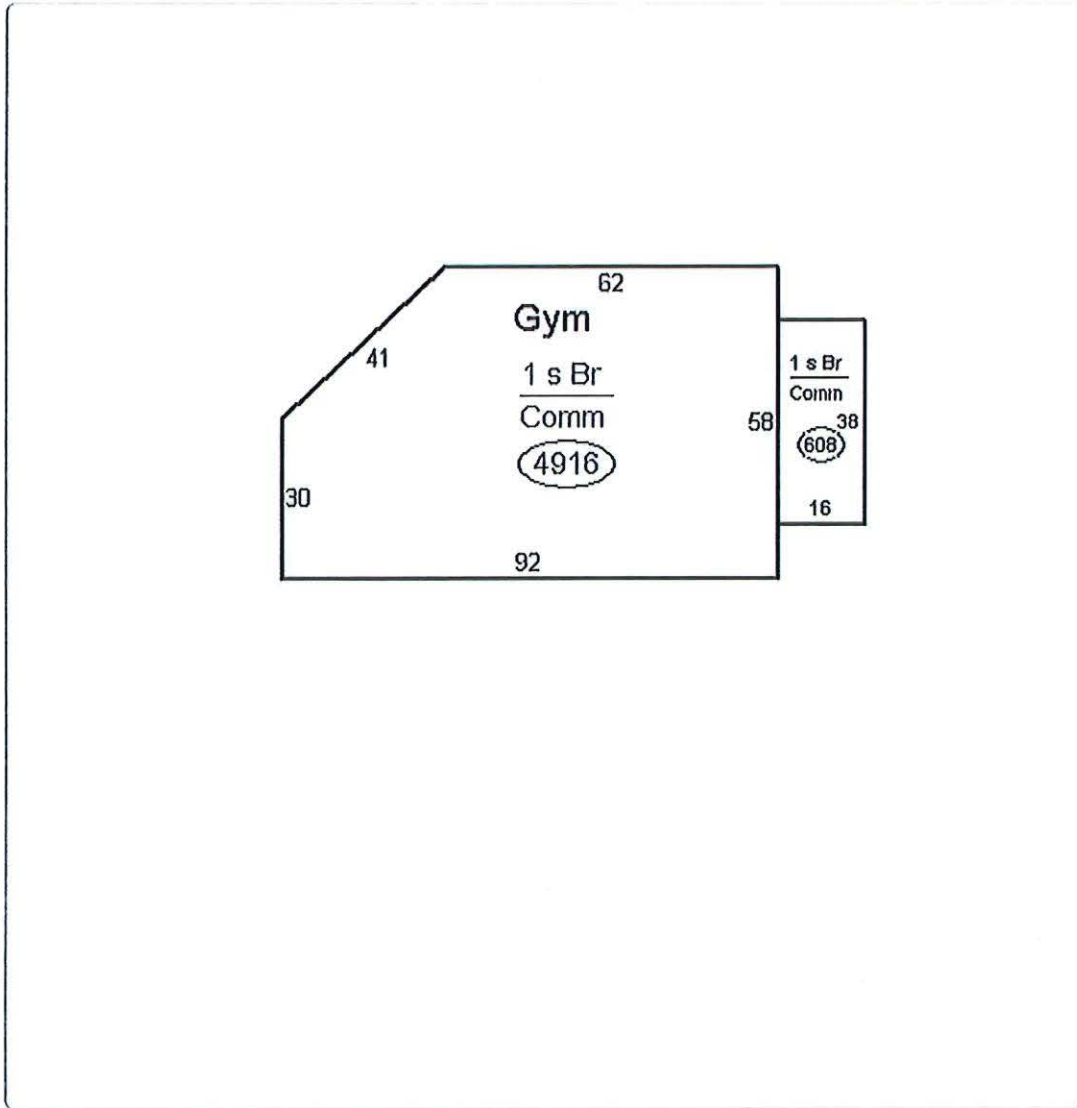
Assessment Year		01/01/2023	01/01/2021	01/01/2019	01/01/2017	01/01/2015
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$197,800	\$197,800	\$197,800	\$298,400	\$298,400
(Assessed Value)	Improvements	\$1,880,200	\$943,500	\$1,673,200	\$1,673,200	\$1,673,200
	Total	\$2,078,000	\$1,141,300	\$1,871,000	\$1,971,600	\$1,971,600

Photos



Sketches





No data available for the following modules: Residential Dwellings, Commercial Buildings.

The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 2/10/2025, 11:21:00 AM

Contact Us



City of Hopewell, VA

Summary

Parcel ID 0240510
 Tax ID 0240510
 Neighborhood 4
 Property Address 319 Maryland
 Hopewell, VA 23860
 Legal Description LOT 40 BLK 5 SUBDIVISION; BUREN
 (Note: Not to be used on legal documents)
 Acreage N/A
 Class 75 - 75 EXEMPT; Religious
 Tax District/Area 01

[View Map](#)

Owner

Primary Owner
 West End Presbyterian Church Of Hpwll
 Trustees
 1600 Atlantic St
 Hopewell, VA 23860

Site Description

Zoning R2

Land

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Homesite		30.000	0.000	30.000	120.000	1.00	1.00		15,000.00	15,000.00	12,000.00	L -2%	12,000.00

Land Detail Value Sum 12,000.00

Improvements

Card 02

ID	Use	Sty Hgt	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Features	Adj Rate	Size/ Area	Cost Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
01	UTLSHED	10	Wood frame w/sheathing	C	2017	2017	AV	14.91		14.91	12 x 18	3220	14	0	118	100	3300

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
7/2/2008	TAYLOR GERTRUDE IRENE LIFE ESTATE			080001867	\$80,000
8/23/2005	BOLLER PEGGY T & LESLIE B TAYLOR JR			050002756	\$0
7/21/2005	TAYLOR ETHEL H			WB 05-89	\$0
12/24/1985	TAYLOR BEALE & ETHEL		012/858		\$1
5/17/1947	A				\$0
5/1/1947			001/001		\$1

Valuation

Assessment Year		01/01/2023	01/01/2021	01/01/2019	01/01/2017	01/01/2015
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$12,000	\$10,400	\$10,400	\$8,500	\$8,500
(Assessed Value)	Improvements	\$0	\$0	\$0	\$0	\$0
	Total	\$12,000	\$10,400	\$10,400	\$8,500	\$8,500

No data available for the following modules: Residential Dwellings, Commercial Buildings, Photos, Sketches.

The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
 Last Data Upload: 2/10/2025, 11:21:00 AM

Contact Us



WEST END CHRISTIAN SCHOOL, INC.

02/05/2025

City of Hopewell

Vacating Alleyway

1716

100.00

Bank of America 8321

100.00



City of Hopewell, VA
Dept. of Code Enforcement
300 N. Main Street
Hopewell, VA 23160
804-541-2220
Va1.com

02/10/2025 03:00PM debra m.
027917 0005 000246920
Payment Effective Date: 02/10/2025

PERMITS / INSPECTIONS	
RIGHT OF WAY VACATION	
REVIEW	
2025 Item: 20250111RORV	\$100.00
Payment Id: 378387	
	\$100.00
Subtotal	\$100.00
Total	\$100.00
CHECK	\$100.00
Check Number 1716	
Change due	\$0.00



Thank you for your payment.

CUSTOMER COPY



REQUEST FOR VACATION OF UNIMPROVED RIGHT-OF-WAY ADJACENT TO PARCELS #024-0510 & #024-0430



CITY COUNCIL WORK SESSION
MARCH 11, 2025

STAFF REPORT

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

I. EXECUTIVE SUMMARY

The applicant, West End Presbyterian Church of Hopewell, has submitted a request for the City to vacate the unimproved right-of-way that is adjacent to Parcels #024-0510 and #024-0430, which are owned by the church. Staff recommends approval.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
City Council	March 11, 2025	Work Session	No Action
City Council	April 8, 2025	Public Hearing	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	West End Presbyterian Church of Hopewell
Existing Zoning	R-2 Residential Medium Density
Requested Zoning	N/A
Acreage (of ROW)	~0.149 acres / ~746sf
Legal Description	LOT 40 BLK 5 SUBDIVISION: BUREN
Election Ward	2
Future Land Use	Urban Residential
Strategic Plan Goal	n/a
Approval Method	City Council Resolution
Can Conditions be Set?	No
Map Location	Parcel #024-0510 / #024-0430

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	PUB. DATE	PUB. DATE
City Council	Progress-Index; adjacent prop.	TBD	TBD

V. ROLE OF CITY COUNCIL

Excerpted and paraphrased from *City of Hopewell Right-of-Way Vacation Policy (October 2023)*

The City’s Right-of-Way Vacation Policy (adopted October 24, 2023) sets forth the following procedure:

1. Applicant files a petition for vacation of city-owned right-of-way.
2. Staff from several departments review the petition for impacts on utilities, refuse collection, emergency service, easements, and potential for pedestrian and vehicular use.
3. Public hearing notice is published in the Progress-Index and adjacent property owners are notified via USPS.
4. The City Council receives public comment and decides whether to approve the vacation request.
5. If approved, applicant must submit a new plat showing the incorporation of vacated right-of-way into adjacent parcel(s). Staff reviews and approves the plat administratively.

VI. CITY RIGHT-OF-WAY VACATION POLICY AND APPLICABLE STATE CODE

1. [City Right-of-Way Vacation Policy](#)
2. [Code of Virginia §15.2-2006 – Alteration and Vacation of public rights-of-way](#)

VII. SUBJECT PROPERTY

The subject right-of-way is an unimproved right-of-way that varies from 15 to 20 feet wide and totals approximately 746sf. A church building and parking lot encroach on the northern portion of the right-of-way.

VIII. APPLICANT POSITION

The existing right-of-way cuts a path through the church’s property and inhibits the Church’s full use the property because structures may not constructed or placed within the City right-of-way.

IX. STAFF ANALYSIS

The unimproved right-of-way dead ends within parcel #024-0430 and does not service refuse collection, emergency vehicle access, utilities, or any other easement. Utilization of this right-of-way by the City for vehicular or other access is extremely unlikely. The church already maintains the right-of-way.

X. STAFF RECOMMENDATION

The following comments were received by City Staff:

Virginia American Water - no comment
Hopewell Water Renewal – no comment
Public Works – no comment
Stormwater- no comment

Staff recommends approval of the request to vacate the unimproved right-of-way adjacent to parcels #024-0510 and #024-0430.

XI. OPTIONS FOR CITY COUNCIL

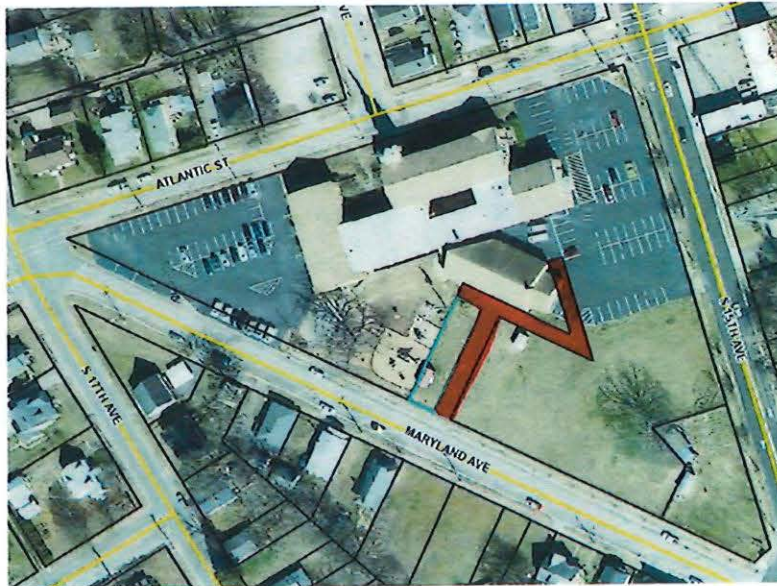
In accordance with the City's Right-of-Way Vacation Policy, the City recommends ***approval/denial*** of the request submitted by West End Presbyterian Church of Hopewell to vacate the unimproved right-of-way adjacent to Parcels #024-0510 and #024-0430.

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – RED indicates requested ROW



RIGHT-OF-WAY VACATION REQUEST

ADJACENT TO 319 MARYLAND AVE.
PARCELS #024-0510 & #024-0430

Hopewell City Council
Work Session
March 11, 2025

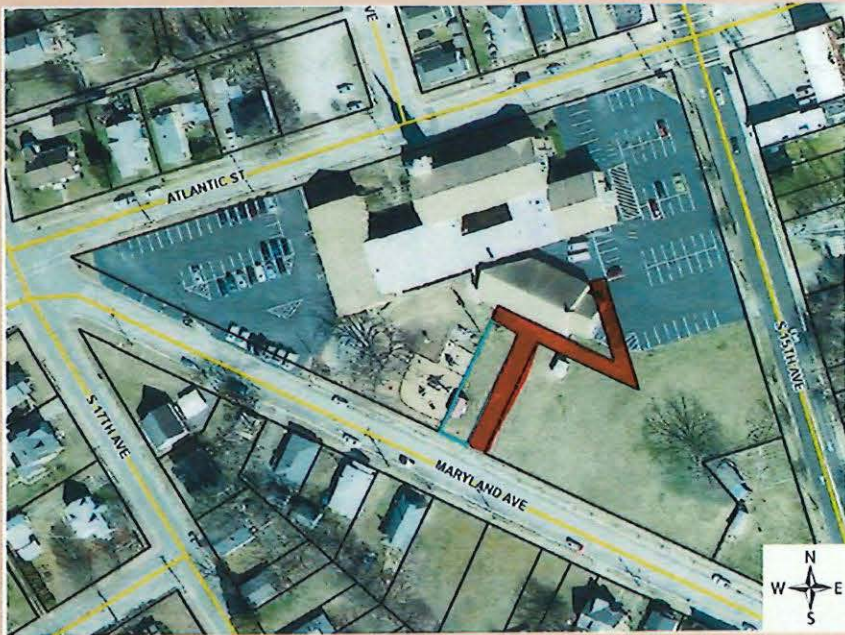
ROW VACATION REQUEST

319 MARYLAND AVE.

DETAILS

- Between Parcels #024-0510 and #024-0430
- Size of requested vacation – approx. 746sf
- Located in Ward 2
- Existing Zoning – R-2 Residential Med. Density
- Future Land Use designation – Urban Residential





West End Presbyterian Church has requested the City to vacate the unimproved right-of-way (RED) that adjoins its property at 319 Maryland Ave., specifically Parcels #024-0510 & #024-0430.

ROW VACATION REQUEST

319 MARYLAND AVE.

DEPARTMENT COMMENTS:

VA American Water	No Comment
Hopewell Water Renewal	No Comment
Public Works	No Comment
Stormwater	No Comment

ROW VACATION REQUEST

319 MARYLAND AVE.

STAFF RECOMMENDATION

- Approve request to vacate





QUESTIONS?

WS-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: NOVA South Memorandum of Agreement (MOA) for the 2025-2026 Season modified by council request.

ISSUE: The need for equitable access to the aquatic facility during the swim season has arisen, necessitating a review and potential adjustment of the current memorandum of understanding. This will ensure that all community members, including external swim teams, recreational users, and local organizations, have fair and adequate opportunities to utilize the aquatic resources provided by the city. Addressing this issue is essential to promote inclusivity, community engagement, and the overall well-being of residents through equitable access to recreational and competitive swimming opportunities.

RECOMMENDATION: Staff recommends City Council endorse the original proposed MOA for NOVA South’s 2025-2026 Season that was approved at the December 17, 2024 Special Meeting.

TIMING: At the March 11, 2025 City Council Regular Meeting.

ENCLOSED DOCUMENTS: Approved 2025-2026 NOVA South Memorandum of Agreement Draft from the December 17, 2024 Special Meeting. Council requested modified MOA for NOVA South 2025-2026.

STAFF: Tabitha Martinez, Director of Recreation and Parks

FOR IN MEETING USE ONLY

SUMMARY:

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

MEMORANDUM OF AGREEMENT
BETWEEN
CITY OF HOPEWELL RECREATION AND PARKS
DEPARTMENT



AND
NOVA SOUTH



Created November 2024

MEMORANDUM OF AGREEMENT

BETWEEN THE CITY OF HOPEWELL RECREATION AND PARKS DEPARTMENT AND NOVA SOUTH.

INTRODUCTION

This Memorandum of Agreement (MOA) outlines the terms and conditions under which NOVA South is permitted to utilize swimming lanes and facilities at the Hopewell Community Center for the 2025-2026 swim season.

PURPOSE

The purpose of this agreement is to establish a good-faith foundation between the parties for future collaborative efforts that are mutually beneficial. The Parties agree to work together in a cooperative and coordinated manner to achieve each Party's individual goals and the collective goals of the partnership.

This agreement is designed to detail the specifics of the working relationship between the parties to the mutual benefit of the parties and the communities they serve.

AUTHORITY

The signatories of this agreement hereby certify that they have the legal authority, granted by their official position and/or agency or agency governing body, to enter into written agreements in the lawful performance of their duties and that this MOA constitutes such written agreement.

DEFINITIONS

Center – Hopewell Community Center

Certificate of Insurance - is a document that verifies the existence of an insurance policy and summarizes its key details

Hopewell – Hopewell Recreation and Parks

Lifeguard – an expert swimmer employed to rescue people who get into difficulty in a swimming pool or at the beach, with a current American Red Cross certification

Memorandum of Agreement (MOA) – is a written document that outlines an agreement between parties to work together.

NOVA – NOVA South

Swim season – September 2, 2025-May 30, 2026.

ROLES AND RESPONSIBILITIES

To achieve Parties' mutual desires, each party agrees to the following roles and responsibilities:

Hopewell agrees to reserve four (4) lanes for NOVA South's swim season. Hopewell will communicate all schedule changes as soon as possible to provide NOVA an opportunity to contact its participants.

NOVA South agrees to execute a rental contract, pay monthly rental fees, and follow all rules, guidelines, policies, and staff direction of the Hopewell Recreation and Parks Department. The parties agree that monthly rental fees shall be \$15 per lane per hour or shall be determined by city council approved fees.

The parties agree to perform their roles and responsibilities in a committed, good-faith manner.

TRAINING

Any and all lifeguards employed by Hopewell or NOVA must have a current American Red Cross Lifeguard certification. NOVA must provide certifications for all lifeguards assisting with NOVA's practices to Hopewell.

RESOURCES

To further the collaborative relationship between the Parties, the Parties agree to provide the following resources:

Hopewell shall provide use of a storage closet during NOVA's swim season at no additional charge. Hopewell also agrees to allow NOVA to utilize the tennis courts when not in use by Hopewell or its members for the purpose of dry land practice to include cardiovascular conditioning, plyometric trainings, and team building activities.

NOVA shall provide immediate cleaning of storage closet at the end of the swim season.

The Parties may agree to provide additional resources by amendments to this agreement.

COSTS AND EXPENDITURES

All rental fees as approved by City Council will be in effect based on residency of NOVA's business address.

FACILITY USE

LANE RENTAL

NOVA South may rent a maximum of four (4) swimming lanes during the operational hours of the Hopewell Community Center at the city council-approved rate, determined by NOVA South's business address. When renting outside of operational hours NOVA South may rent all six (6) lanes.

PAYMENT TERMS

Payment for the rented lanes must be made in advance on a monthly basis.

LIFEGUARD REQUIREMENT

NOVA South is responsible for providing an American Red Cross certified lifeguard during all practices at their own expense. Hopewell reserves the right to request additional guard if needed due to the number of swimmers based on practice schedules.

PRACTICE SCHEDULE

Monday through Friday – 4:45 p.m.-7:45 p.m. (4 lanes)

Tuesday and Thursday – 5:00 a.m.-7 a.m. (4 lanes)

Saturday – 9:15 a.m.-12:15 p.m. (4 lanes)

EQUIPMENT STORAGE

NOVA is permitted to store its equipment in designated areas for fitness equipment on the pool deck and in a secure storage closet. All equipment not designated for overnight storage must be removed daily, with liability disclaimers for lost or damaged items. All equipment shall be removed at the conclusion of the term of this MOA. Hopewell shall not be liable for any lost, damaged or stolen equipment or property belonging to NOVA participants, family, friends or guests.

PARENT AND PARTICIPANT EXPECTATIONS

Compliance with Center rules and the terms of the MOA is mandatory for NOVA parents and swimmers. Failure to adhere to guidelines may result in suspension from the Center. Specific expectations are detailed for NOVA coaches, participants, and spectators. The following guidelines pertain specifically to individuals involved with NOVA: (1) Children under the age of 12 must be supervised by an adult coach or guardian at all times when using the Center. Parents must sign a Hopewell liability waiver to be on pool deck during practices. (2) Noise levels at the front desk and locker rooms should be kept to a minimum as to not interfere with the regular operations of Hopewell or the Center. (3) Parents/siblings of NOVA swimmers may use designated spectator areas at the front lobby. (4) No other areas may be accessed without a valid Center membership.

LEGAL OBLIGATIONS/CONSIDERATIONS

NOVA shall not use the Center's address as their business address. If NOVA lists the Hopewell address it must be listed as the practice location.

All individuals associated with NOVA agree to hold the City of Hopewell and the Center harmless from any damages, injuries, expenses or during Center use as outlined in this agreement.

NOVA agrees to add City of Hopewell as an Additional Insured on liability insurance policy with a minimal of one million dollars coverage and provide a copy of its insurance certificate upon the signing of this agreement. Hopewell shall be listed as *City of Hopewell, 300 N. Main St., Hopewell, VA 23860* on this policy.

SPECIAL PROVISIONS

Hopewell: Per the City's Risk Manager and Virginia Risk Sharing Association, "City staff must be present at the city facilities to ensure that proper safety is in place for staff and patrons. This keeps all parties at lower risk of liability. IE: Use of City pool needs to have *Certified City staffed* lifeguards present while pool is being used regardless if staff, citizens, swim team, or outside party."

Hopewell: Hopewell will be closed for all city holidays and no practices will be permitted. Hopewell reserves the right to close the building under special circumstances, including, but not limited to, natural disasters, acts of God, and other unforeseen circumstances that otherwise create an unsafe environment with prompt notification to NOVA. In addition to city holidays, the following dates, the building will be unavailable to NOVA, 2025-2026 dates are October 11, October 25, December 7, 2025 and March 27, 2026.

NOVA: NOVA may only enter the pool when two guards, a Hopewell guard and NOVA guards are present as well as the NOVA coach.

NOVA: NOVA coaches, staff, or participants cannot be a lifeguard while coaching or participating in NOVA practices.

NOVA: NOVA is prohibited from using the starting blocks.

NOVA: NOVA participants may use locker rooms fifteen minutes before practice and shall vacate the premises within fifteen minutes after practice is over.

COMMUNICATION BETWEEN PARTIES

Hopewell will designate a primary and a secondary point of contact for NOVA South. This is typically the Aquatic Programs Supervisor and the Recreation Programs Manager for the Department. However, in some cases it may be the Recreation Programs Manager and the Recreation and Parks Director. All

communication will be in written format via text messages or emails and will be answered within two business days with the goal of answering within the working day email is received unless it is an emergency then a phone call followed by a synopsis email of the conversation.

NOVA has designated the point of contact to be the NOVA South Head Coach. All communication will be in written format via text messages or emails and will be answered within two business days with the goal of answering within the working day email is received unless it is an emergency then a phone call followed by a synopsis email of the conversation.

AMENDMENTS

The terms of this agreement may be amended upon written approval by both original parties and their designated representatives.

DISPUTE RESOLUTION

The Parties hereby agree that, in the event of any dispute between the Parties relating to this Agreement, the Parties shall first seek to resolve the dispute through informal discussions.

TERM AND TERMINATION

This agreement becomes effective on the date it is signed by all parties. It remains in force for the identified term unless explicitly terminated, in writing, by any party.

Hopewell reserves the right to modify or terminate the MOU with NOVA due to any but not limited to the event of staffing shortages, failure to correct cure notices, building renovations, service repair work, or programming needs change.

Failure to abide by the guidelines set forth in this memorandum of understanding may result in the termination of Center use rights.

The undersigned parties acknowledge and agree to this MOA:

SIGNATURES

FOR CITY OF HOPEWELL

Signature

Print Name

Title

Date

FOR NOVA SOUTH

Signature

Print Name

Title

Date

**MEMORANDUM OF AGREEMENT
BETWEEN
CITY OF HOPEWELL RECREATION AND PARKS
DEPARTMENT**



**AND
NOVA SOUTH**



Created November 2024

MEMORANDUM OF AGREEMENT

BETWEEN THE CITY OF HOPEWELL RECREATION AND PARKS DEPARTMENT AND NOVA SOUTH.

INTRODUCTION

This Memorandum of Agreement (MOA) outlines the terms and conditions under which NOVA South is permitted to utilize swimming lanes and facilities at the Hopewell Community Center for the 2025-2026 swim season.

PURPOSE

The purpose of this agreement is to establish a good-faith foundation between the parties for future collaborative efforts that are mutually beneficial. The Parties agree to work together in a cooperative and coordinated manner to achieve each Party's individual goals and the collective goals of the partnership.

This agreement is designed to detail the specifics of the working relationship between the parties to the mutual benefit of the parties and the communities they serve.

AUTHORITY

The signatories of this agreement hereby certify that they have the legal authority, granted by their official position and/or agency or agency governing body, to enter into written agreements in the lawful performance of their duties and that this MOA constitutes such written agreement.

DEFINITIONS

Center – Hopewell Community Center

Certificate of Insurance - is a document that verifies the existence of an insurance policy and summarizes its key details

Hopewell – Hopewell Recreation and Parks

Lifeguard – an expert swimmer employed to rescue people who get into difficulty in a swimming pool or at the beach, with a current American Red Cross certification

Memorandum of Agreement (MOA) – is a written document that outlines an agreement between parties to work together.

NOVA – NOVA South

Swim season – September 2, 2025-May 30, 2026.

ROLES AND RESPONSIBILITIES

To achieve Parties' mutual desires, each party agrees to the following roles and responsibilities:

Hopewell agrees to reserve three (3) lanes for NOVA South's swim season. Hopewell will communicate all schedule changes as soon as possible to provide NOVA an opportunity to contact its participants.

NOVA South agrees to execute a rental contract, pay monthly rental fees, and follow all rules, guidelines, policies, and staff direction of the Hopewell Recreation and Parks Department. The parties agree that monthly rental fees shall be \$15 per lane per hour or shall be determined by city council approved fees.

The parties agree to perform their roles and responsibilities in a committed, good-faith manner.

TRAINING

Any and all lifeguards employed by Hopewell or NOVA must have a current American Red Cross Lifeguard certification. NOVA must provide certifications for all lifeguards assisting with NOVA's practices to Hopewell.

RESOURCES

To further the collaborative relationship between the Parties, the Parties agree to provide the following resources:

Hopewell shall provide use of a storage closet during NOVA's swim season at no additional charge. Hopewell also agrees to allow NOVA to utilize the tennis courts when not in use by Hopewell or its members for the purpose of dry land practice to include cardiovascular conditioning, plyometric trainings, and team building activities.

NOVA shall provide immediate cleaning of storage closet at the end of the swim season.

The Parties may agree to provide additional resources by amendments to this agreement.

COSTS AND EXPENDITURES

All rental fees as approved by City Council will be in effect based on residency of NOVA's business address.

FACILITY USE

LANE RENTAL

NOVA South may rent a maximum of three (3) swimming lanes during the operational hours of the Hopewell Community Center at the city council-approved rate, determined by NOVA South's business address.

PAYMENT TERMS

Payment for the rented lanes must be made in advance on a monthly basis.

LIFEGUARD REQUIREMENT

NOVA South is responsible for providing an American Red Cross certified lifeguard during all practices at their own expense.

PRACTICE SCHEDULE

Monday through Friday – 4:45 p.m.-7:45 p.m. (3 lanes)

EQUIPMENT STORAGE

NOVA is permitted to store its equipment in designated areas for fitness equipment on the pool deck and in a secure storage closet. All equipment not designated for overnight storage must be removed daily, with liability disclaimers for lost or damaged items. All equipment shall be removed at the conclusion of the term of this MOA. Hopewell shall not be liable for any lost, damaged or stolen equipment or property belonging to NOVA participants, family, friends or guests.

PARENT AND PARTICIPANT EXPECTATIONS

Compliance with Center rules and the terms of the MOA is mandatory for NOVA parents and swimmers. Failure to adhere to guidelines may result in suspension from the Center. Specific expectations are detailed for NOVA coaches, participants, and spectators. The following guidelines pertain specifically to individuals involved with NOVA: (1) Children under the age of 12 must be supervised by an adult coach or guardian at all times when using the Center. Parents must sign a Hopewell liability waiver to be on pool deck during practices. (2) Noise levels at the front desk and locker rooms should be kept to a minimum as to not interfere with the regular operations of Hopewell or the Center. (3) Parents/siblings of NOVA swimmers may use designated spectator areas at the front lobby. (4) No other areas may be accessed without a valid Center membership.

LEGAL OBLIGATIONS/CONSIDERATIONS

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All individuals associated with NOVA agree to hold the City of Hopewell and the Center harmless from any damages, injuries, expenses or during Center use as outlined in this agreement.

NOVA agrees to add City of Hopewell as an Additional Insured on liability insurance policy with a minimal of one million dollars coverage and provide a copy of its insurance certificate upon the signing of this agreement. Hopewell shall be listed as *City of Hopewell, 300 N. Main St., Hopewell, VA 23860* on this policy.

SPECIAL PROVISIONS

Hopewell: Per the City's Risk Manager and Virginia Risk Sharing Association, "City staff must be present at the city facilities to ensure that proper safety is in place for staff and patrons. This keeps all parties at lower risk of liability. IE: Use of City pool needs to have *Certified City staffed* lifeguards present while pool is being used regardless if staff, citizens, swim team, or outside party."

Hopewell: Hopewell will be closed for all city holidays and no practices will be permitted. Hopewell reserves the right to close the building under special circumstances, including, but not limited to, natural disasters, acts of God, and other unforeseen circumstances that otherwise create an unsafe environment with prompt notification to NOVA. In addition to city holidays, the following dates, the building will be unavailable to NOVA, 2025-2026 dates are October 11, October 25, December 7, 2025 and March 27, 2026.

NOVA: NOVA may only enter the pool when two guards, a Hopewell guard and NOVA guards are present as well as the NOVA coach.

NOVA: NOVA coaches, staff, or participants cannot be a lifeguard while coaching or participating in NOVA practices.

NOVA: NOVA is prohibited from using the starting blocks.

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Hopewell will designate a primary and a secondary point of contact for NOVA South. This is typically the Aquatic Programs Supervisor and the Recreation Programs Manager for the Department. However, in some cases it may be the Recreation Programs Manager and the Recreation and Parks Director. All communication will be in written format via text messages or emails and will be answered within two business days with the goal of answering within the working day email is received unless it is an emergency then a phone call followed by a synopsis email of the conversation.

NOVA has designated the point of contact to be the NOVA South Head Coach. All communication will be in written format via text messages or emails and will be answered within two business days with the

goal of answering within the working day email is received unless it is an emergency then a phone call followed by a synopsis email of the conversation.

AMENDMENTS

The terms of this agreement may be amended upon written approval by both original parties and their designated representatives.

DISPUTE RESOLUTION

The Parties hereby agree that, in the event of any dispute between the Parties relating to this Agreement, the Parties shall first seek to resolve the dispute through informal discussions.

TERM AND TERMINATION

This agreement becomes effective on the date it is signed by all parties. It remains in force for the identified term unless explicitly terminated, in writing, by any party.

Hopewell reserves the right to modify or terminate the MOU with NOVA due to any but not limited to the event of staffing shortages, failure to correct cure notices, building renovations, service repair work, or programming needs change.

Failure to abide by the guidelines set forth in this memorandum of understanding may result in the termination of Center use rights.

The undersigned parties acknowledge and agree to this MOA:

SIGNATURES

FOR CITY OF HOPEWELL

_____	_____	_____	_____
Signature	Print Name	Title	Date

FOR NOVA SOUTH

_____	_____	_____	_____
Signature	Print Name	Title	Date

REGULAR MEETING

CONSENT
AGENDA

C-1

MINUTES OF THE FEBRUARY 11, 2025 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday, February 11, 2025 at 5:00 p.m.

PRESENT:

John B. Partin, Mayor (Late)
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Dominic Holloway, Councilor
Yolanda Stokes, Councilor (Absent)

Councilor Daye makes a motion to allow Councilor Holloway to participate virtually. Councilor Ellis seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Abstain
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Absent
Councilor Ellis-	Yes

Motion Passes 4-0

CLOSED MEETING

Councilor Holloway moves to go into a closed meeting pursuant to Va. Code Section § 2.2-3711 (A)(1) to discuss and consider personnel matters, including board and commission appointments (Planning Commission, HRHA, Economic

Development Authority, Va. Code Section § 2.2-3711(A)(6) and (8) to discuss or consider the investment of public funds and to consult with legal counsel regarding specific legal matters (EDA Update on Beacon Theatre); and § 2.2-3711(A)(8), and (29) to discuss the award of a public contract involving the expenditure of public funds (Potential contract for data integration). Councilor Ellis seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Absent
Councilor Ellis-	Yes

Motion Passes 5-0

Councilor Daye makes a motion to reconvene open meeting. Vice Mayor Joyner seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

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

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

Councilor Holloway motions to reappoint Jesse Spruill to the Board of Zoning Appeals and appoint Wayne Taylor to the Board of Zoning Appeals. Councilor Ellis seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

Councilor Holloway makes a motion to add to the consent agenda to publish notice of a public hearing to be held on February 25th, that the city council will consider the creation of a tree board, a tree planning and protection ordinance and to consider appointments to that board if created. Vice Mayor Joyner seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

Councilor Daye makes a motion to revise the January 28th minutes and the February 3rd minutes to expressly include the city attorney as the specific employee of the city council and to add 2.2-3711 for legal consultation. Vice Mayor Joyner seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

WORK SESSION

WS-1 – Bank Street Fire Lane Review- Ben Gomes, Fire Marshall

Fire Marshal Ben Gomes presented findings regarding parking and fire lane issues on Bank Street following a fire incident on March 7, 2024. The fire department faced difficulties accessing the street, especially in the 1000 block, where townhomes are located. Gomes outlined that while parking from Maplewood to Prince Henry has been addressed, access issues remain for emergency vehicles on Bank Street. The street, built in 1917, is narrow—25.5 feet wide—and does not accommodate fire trucks, which are around 9-9.5 feet wide. Gomes discussed the need for a designated fire lane and outlined recommendations, including marking a fire lane on the left side of Bank Street and both sides of the section where Bank turns into James Street, with towing enforcement. He proposed a 30-day grace period for residents to adjust. The council was encouraged to review parking options to better accommodate residents. Vice Mayor Joyner expressed appreciation for addressing the long-standing issue, particularly after the fire incident, and acknowledged the challenges while emphasizing the importance of finding parking solutions.

Councilor Holloway thanked the Fire Marshal for his efforts and emphasized the importance of acting quickly to prevent potential tragedies, acknowledging that the fire could have been much worse had it occurred in a middle unit. Councilor Harris, who had lived on Bank Street in the past, appreciated the action taken,

recalling how parking on both sides of the street had been problematic, especially during gatherings. Councilor Ellis reflected on the fire and stressed the need for proactive measures to avoid future disasters, mentioning that the situation could have been much worse had the fire spread further. Public Works provided an estimated \$3,500 for the initial steps to create a fire lane, though there were more expensive options to increase parking capacity. Vice Mayor Joiner pushed for immediate action, proposing that the council approve the fire lane marking while exploring additional options in the future. Ultimately, the council reached consensus to move forward with the fire lane marking and further discussion on parking improvements at a later date.

WS-2 – Opioid abatement agreement- James Gaston III, Deputy City Manager, Susan Fierro, Prince George

The meeting began with James Gaston, Deputy City Manager, introducing the topic of the Opioid Abatement Agreement and the collaborative effort between various jurisdictions to apply for funding for opioid response efforts. Gaston explained that the grant application must be submitted by April 2024, with the support of the Commonwealth Attorney and other regional representatives. Susan Fierro, Commonwealth Attorney for Prince George County, provided more details about the grant and the planned creation of a Mobile Response Unit to assist with overdose calls. The unit, including certified peer recovery specialists, will offer referrals, harm reduction kits, and services within 48-72 hours of an overdose call.

Denise Wal, with Riverside Criminal Justice Agency, elaborated on the participation of five localities in this initiative, including Prince George, Hopewell, Surrey County, Dinwiddie County, and Sussex County, all of which are working together to submit a joint application to the Virginia Opioid Abatement Authority by April 2025. The goal is to utilize these funds for a project lasting through 2030. It was emphasized that these funds are distinct from the direct opioid settlement funds already received by localities, and those funds will not be affected by this collaborative effort. The group clarified that the collaborative effort will allow access to additional funding that would otherwise be forfeited if not applied for as a group.

Gaston reassured that the localities' existing opioid funding would not be disrupted by the collaborative project, and he confirmed that individual jurisdictions' direct funds are already being used for specific local initiatives. Fierro and Wal described the logistics of how the mobile response unit would operate, with training for law

enforcement and other partners to ensure a coordinated approach. The initiative is expected to expand on similar programs already in place in neighboring counties, such as Chesterfield County. In closing, the group expressed their hope for a successful grant award to address the growing opioid crisis.

Vice Mayor Joyner makes a motion to extend the meeting until CCR-1. Mayor Partin seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

Councilor Harris continues and asks questions about the Opioid Abatement agreement by asking about the inclusion of Chesterfield in a cooperative project, as he noticed they were not listed. It was clarified that while Chesterfield is not part of the cooperative, they are undertaking a similar initiative using opioid abatement funds. This project involves a mobile response unit that connects individuals with services and provides harm reduction kits. Councilor Harris acknowledged that similar efforts are being implemented in surrounding areas, though this particular project would be new to their region. He then inquired about the determination of the "gold standard" amount, which was explained to be set by the OAA based on various criteria, including the number of overdoses in the area. The discussion concluded with an indication that action would be taken at the next city council meeting.

REGULAR MEETING

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Yolanda Stokes, Councilor (Absent)
Dominic Holloway, Councilor

Prayer by Mayor Partin followed by the Pledge of Allegiance by Councilor Daye.

Councilor Holloway makes a motion to adopt the regular meeting agenda.
Councilor Daye seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

Councilor Holloway makes a motion to adopt the consent agenda with the amendments as presented earlier. Vice Mayor Joyner seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes

Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

PUBLIC HEARING

PH-1 – Conditional Use Permit request to construct a single-family dwelling on a non-conforming lot, Parcel# 079-0005, located on Cedar Lane- Chris Ward, Director of Planning and Development

Chris Ward presented a conditional use permit (CUP) request to construct a single-family dwelling on a non-conforming lot located on Cedar Lane, with the applicant being Mr. Riley Ingram, Jr. The lot is zoned R-1 Residential Low Density and is in Ward One. Although the lot meets the width requirement, it falls short in square footage, measuring 9,430 square feet instead of the required 12,000. The proposed two-story home is a 1,536-square-foot, three-bedroom, two-and-a-half-bath dwelling. The applicant plans to use a brick facade on the first-floor front. The property's surrounding area has an average home size of 1,553 square feet, and the design attempts to blend the architectural styles along Cedar Lane and Broadway. Staff recommended approval, with conditions such as the brick facade, a concrete or asphalt driveway, a roof overhanging eaves on all sides, and a tree canopy covering at least 20% of the lot. The Planning Commission also recommended approval, adding a clarification about the eaves. Councilor Hollow inquired about the 12-inch eaves requirement and questioned if future owners could replace the brick facade with vinyl, which Chris Ward confirmed could happen but is not a permanent requirement. Ward clarified that the requested brick would only be on the front of the house, not all around it, and that the facade would be real brick, not a faux version. The application received full support from the Planning Commission, and the applicant was present for any additional questions.

Vice Mayor Joyner makes a motion to approve the Conditional Use Permit request to construct a single-family dwelling on a non-conforming lot, Parcel# 079-0005, located on Cedar Lane in conformance with all of the requests and conditions. Councilor Holloway seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent

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

Motion Passes 6-0

PH-2 – Public Hearing to add “Municipal Facilities” as an allowable use in the C-1 Conservation District (Article XV-B) and to add “Municipal Facilities” to definitions (Article I)- Chris Ward, Director of Planning and Development

The second public hearing addressed a zoning amendment request to add "municipal facility" as an allowable use in the C-1 Conservation District and to define "municipal facility" in Article One of the zoning ordinance. The amendment was initiated at the Planning Commission level and affects C-1 districts, primarily in Ward Two, where municipal utilities already exist. The amendment would allow for the construction of a new burn building, specifically located east of a decommissioned landfill. Staff recommended approval of the request, noting that this area is mostly undevelopable due to floodplains or resource protection areas, and the vegetative buffer would be preserved. The Planning Commission supported this recommendation.

Councilor Holloway asked for an update on the funding for the burn building project, which Fire Chief provided. The project received \$480,000 in state grant funding, with the City already having approved \$160,000 in matching funds. Additional funding requests were sent to neighboring Tri-Cities fire departments, with those contributing able to use the facility free of charge. Chief also clarified that the matching funds came from harbor funding. Councilor Holloway also discussed approving the project’s matching funds and considered the potential involvement of neighboring localities in funding the project. The Fire Chief confirmed that the funding for the project was fully secured.

During the discussion, the issue of securing funding for the burn building project was raised. Councilor Holloway expressed concern about the potential delay in the project if neighboring localities do not participate in funding. It was suggested that if these localities do not contribute, the city could charge them to use the facility.

Additionally, there was a concern about ensuring the project's progress even if external funding is not secured. The solution proposed was to re-appropriate funds during the midyear re-appropriation process to avoid any delays. The Fire Chief confirmed this could be addressed at the upcoming meeting.

Councilor Holloway makes a motion to approve the request to add municipal facilities to the C-1 District Article XV-B to the definition of Article I as presented. Councilor Harris seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

REGULAR BUSINESS

R-1 – Repeal of recent Conflict of Interest Policy – Stefan Calos, Sands Anderson PC

Stefan Calos provided an executive summary regarding the repeal of the recently passed conflict of interest policy. He explained that the policy was based on an incorrect interpretation of the authority under the City Charter and Virginia law. The original policy restricted city council members who are also city employees from voting on personnel issues related to city employees, such as the city manager, attorney, and clerk. However, the policy cited sections of the law that did not support such restrictions. In January, the council attempted to repeal the policy but could not due to procedural issues. Calos introduced a resolution to formally repeal the policy, allowing council to handle conflicts of interest under the Virginia Conflict of Interest Act on a case-by-case basis. Council members could still amend their ethics rules if desired. Councilor Holloway clarified that the discussion was about the policy, not the ordinance, and expressed support for repealing the policy while maintaining the existing conflict of interest act. The

resolution, if adopted, would leave the council to address future conflicts according to state law.

Vice Mayor Joyner makes a motion to approve the resolution rescinding policy number 9.8, limiting actions of city employees elected to city council beyond limitations under the city charter and other law as presented. Councilor Holloway seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Abstain

Motion Passes 5-0

CCR-1 – Repeal of the Reassigning of certain duties and functions of the City Treasurer to departments under the purview of the City Manager- Councilor Holloway

Councilor Holloway requested a future hearing regarding the matter of a recent vote concerning House Bill 2283, which was intended to amend the city's charter to move two employees from the City Treasurer's office to the Finance department. The vote resulted in a 5-3 decision to kill the bill. Councilor Holloway emphasized that the ordinance and resolution in place were legally questionable due to the application of the Dillon Rule, which requires specific charter language for such changes. The Council discussed the need to rescind the ordinance and resolution, as they were deemed ineffective, especially given the Attorney General's opinion stating that duties assigned by state law to the Treasurer's office cannot be transferred. There was also discussion regarding the status of the employees, who, under the current resolution, were to be in the Finance department, but legal advice suggested they must return to the Treasurer's office unless a new resolution is adopted. Further discussion involved finding a resolution that aligns with both legal advice and the intention of assigning certain duties to Finance without violating constitutional law. Council members agreed to move forward by directing the City Attorney to bring back clarification on the matter and publish a public hearing notice.

Councilor Holloway makes a motion for the City Attorney back in two weeks the

updated information and research for the duties and responsibilities of the treasurer's office. Vice Mayor Joyner seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 5-0

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE FEBRUARY 12, 2025, CITY COUNCIL SPECIAL MEETING

A SPECIAL meeting of the Hopewell City Council was held on Wednesday, February 12, 2025, at 7:30 p.m.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Ronnie Ellis, Councilor
Michael Harris, Councilor (Virtual)
Susan Daye, Councilor
Yolanda Stokes, Councilor (Virtual)
Dominic Holloway, Councilor (Virtual in route)

Councilor Daye makes a motion to allow Councilor Harris, Councilor Stokes, and Councilor Holloway to participate remotely, and Vice Mayor Joyner seconds the motion.

Roll Call:

Councilor Stokes:	Abstain
Councilor Ellis:	Yes
Vice Mayor Joyner:	Yes
Councilor Harris:	Abstain
Mayor Partin:	Yes
Councilor Holloway:	Abstain
Councilor Daye:	Yes

Motion passes: 4-0

Councilor Daye makes a motion to go into closed meeting pursuant to Va. Code § 2.2-3711(A)(1) and (8) to discuss and consider personnel matters and to consult with legal counsel regarding specific legal matters (Direct appointments of City Council), Vice Mayor Joyner seconds the motion.

Roll Call:

Councilor Stokes:	Yes
Councilor Ellis:	Yes
Vice Mayor Joyner:	Yes

Councilor Harris:	Yes
Mayor Partin:	Yes
Councilor Holloway:	Yes
Councilor Daye:	Yes

Motion Passes 7-0

The council comes out of the closed meeting to extend the meeting to continue the closed meeting discussion.

Councilor Holloway makes a motion to extend the meeting, and Councilor Daye seconds the motion.

Roll Call:

Councilor Stokes:	No
Councilor Ellis:	Yes
Vice Mayor Joyner:	Yes
Councilor Harris:	Yes
Mayor Partin:	Yes
Councilor Holloway:	Yes
Councilor Daye:	Yes

Motion Passes 6-1

Councilor Daye makes a motion to reconvene the open session, and Mayor Partin seconds the motion.

Roll Call:

Councilor Stokes:	Yes
Councilor Ellis:	Yes
Vice Mayor Joyner:	Yes
Councilor Harris:	Yes
Mayor Partin:	Yes
Councilor Holloway:	Yes
Councilor Daye:	Yes

Motion Passes 7-0

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

Roll Call:	Councilor Stokes:	Yes
	Councilor Ellis:	Yes
	Vice Mayor Joyner:	Yes
	Councilor Harris:	Yes
	Mayor Partin:	Yes
	Councilor Holloway:	Yes
	Councilor Daye:	Yes

Motion Passes 7-0

Councilor Daye makes a motion to terminate the employment of Dr. Concetta Manker without cause pursuant to her employment agreement, effective immediately. The city will pay her severance payout of 6 months of pay plus certain benefits as outlined in section 10 of her agreement; Mayor Partin seconds the motion.

Councilor Holloway says this has been the longest night in concluding a decision to run the city forward with the administration. He states council has come to decisions with many people on all sides of the matter. He says with one thing in particular, even in deciding personally for himself, he feels there were separate decisions made and brought up in decision before coming to this council meeting. He then calls for the vote.

Roll Call:	Councilor Stokes:	No
	Councilor Ellis:	Absent
	Vice Mayor Joyner:	Yes
	Councilor Harris:	No
	Mayor Partin:	Yes
	Councilor Holloway:	No
	Councilor Daye:	Yes

Motion Fails 3-3

Councilor Holloway makes a motion to adjourn.

ADJOURNMENT:

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE FEBRUARY 18, 2025, CITY COUNCIL SPECIAL MEETING

A SPECIAL meeting of the Hopewell City Council was held on Tuesday, February 18, 2025, at 6:30 p.m.

PRESENT:

John B. Partin Jr., Mayor
Rita Joyner, Vice Mayor
Michael B. Harris, Councilor (Virtual)
Ronnie Ellis, Councilor
Susan Daye, Councilor
Yolanda Stokes, Councilor (Absent)
Dominic Holloway Sr., Councilor (Absent)

Vice Mayor Joyner makes a motion to allow Councilor Harris to participate virtually. Councilor Ellis seconds the motion.

ROLL CALL

Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway	Absent
Vice Mayor Joyner-	Yes
Councilor Harris-	Abstain
Mayor Partin-	Yes

Motion Passes 4-0

SPECIAL MEETING

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

Ms. Jordan presented a detailed budget review. Citywide revenues for January were up by 1.13% or \$2.5 million compared to the previous year, while expenses were 0.28% higher, equating to \$2.3 million more. The General Fund showed a 6%, or \$1.3 million, decrease in revenues, primarily due to personal property taxes, but Ms. Jordan expected an increase in February as the due date for penalties and interest was extended to March 15th. Expenses for the General Fund were trending 1.5% or \$3.8 million higher than last year. For the Enterprise Fund, revenues were up by 2.7% or \$2.3 million, while expenses dropped by 12% or \$2.1 million due to reduced emergency repairs. Ms. Jordan also explained a 0.72% increase in School Fund revenues but noted that expenses were trending 0.11% higher than revenues. There were questions about the higher-than-expected expenses for the schools, which were linked to unrecorded expenses and would likely balance out over time. The committee discussed the departmental budget, where most departments were in line with expectations. However, some departments, such as the City Manager's budget, were affected by lump-sum payments for consultants and economic development. Utility collections were at a high 99% for January, and 1,269 invoices totaling \$4.2 million were processed. Regarding debt service, \$215,000 was paid on time. The midyear salary savings allocation was discussed, with \$203,000 in savings for the General Fund proposed to cover a forensic audit and attorney fees. The Enterprise Fund savings of \$339,000 would be directed towards a rate study. There were also discussions on upcoming projects, including the Queen Anne Pump Station, and concerns about potential cost increases due to inflation. The committee was advised that additional costs may arise, and they would need to look into reallocating funds to cover such expenses. Ms. Jordan informed the committee that the forensic audit should begin in March, with the contract already signed. The meeting concluded with updates on the status of financial reports and a reminder that the Treasurer's report would be emailed, as the Treasurer was unable to attend due to a family emergency.

SB-2 – Treasurer's Report- Mya Bolling, Treasurer Department

Ms. Jordan let the council know that Ms. Bolling was not there that night due to a family emergency, but everyone received the report, and if they had any questions, they could email Ms. Bolling directly.

Dr. Manker asked for the council to give her permission to close the city on 2/19/2025 due to inclement weather.

ROLL CALL

Councilor Ellis-	Yes
Councilor Daye-	Yes

Councilor Stokes-	Absent
Councilor Holloway	Absent
Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes

Motion Passes 5-0

Mayor Partin mentioned the ongoing River Walk and Marina improvement projects, particularly in relation to securing funding from the state. They addressed the need for an updated budget estimate for completing the River Walk, especially in light of Virginia American Water's interest in acquiring a piece of property near the pump station for their project, which includes a laydown yard. The idea was proposed to coordinate the River Walk construction with Virginia American Water's schedule, ensuring that both projects can be completed in parallel, which would avoid potential issues with overlapping construction timelines. The final decision on the budget for the River Walk project was expected to be made on the 20th, a Thursday, as part of the state's budget review process. Several senators had already responded positively to the submissions, and the committee awaited further updates on the funding status. Mayor Partin then asked if there was a motion to adjourn.

Councilor Daye made a motion to adjourn.

Meeting adjourned.

ADJOURNMENT:

Respectfully submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE FEBRUARY 25, 2025 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday, February 25, 2025, at 6:00 p.m.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Dominic Holloway, Councilor (late)
Yolanda Stokes, Councilor

Vice Mayor Joyner makes a motion to go into a closed meeting pursuant to Va. Code Section § 2.2-3711(A)(1) to discuss and consider personnel matters, including board and commission appointments (Planning Commission) §2.2-3711(A)(6) and (8) to discuss or consider the investment of public funds and to consult with legal counsel regarding specific legal matters (EDA Update on Beacon Theatre); and § 2.2-3711(A)(8), and (29) to discuss the award of a public contract involving the expenditure of public funds (Discussion of an unsolicited offer of real estate property); and § 2.2-3711(A)(8) (Discussion of Code of Conduct), Councilor Daye seconds the motion.

ROLL CALL:

Vice Mayor Joyner -	Yes
Councilor Harris -	Yes
Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	Yes
Councilor Holloway -	Absent

Motion Pass 6-0

Councilor Stokes asked how does code of conduct fall within the guidelines of being discussed in a closed session. The City attorney explains to her it will be about special legal matters.

After the motion took place, Councilor Holloway walked in, causing the roll call to extend to him to allow him to vote. He voted yes to closed meeting. Meeting was then put into recess for closed session.

Councilor Holloway makes a motion to come out of closed session, and Vice Mayor Joyner seconds the motion.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes
	Mayor Partin -	Yes
	Councilor Ellis -	Yes
	Councilor Daye -	Yes
	Councilor Stokes -	Yes
	Councilor Holloway -	Yes

Motion Pass 7-0

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

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes
	Mayor Partin -	Yes
	Councilor Ellis -	Yes
	Councilor Daye -	Yes
	Councilor Stokes -	Yes
	Councilor Holloway -	Yes

Motion Pass 7-0

Vice Mayor Joyner makes a motion to amend the agenda to remove R3 until the next budget meeting, and Councilor Stokes seconds the motion.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes
	Mayor Partin -	Yes
	Councilor Ellis -	Yes
	Councilor Daye -	Yes
	Councilor Stokes -	Yes
	Councilor Holloway -	Yes

Motion Pass 7-0

The mayor opens the regular meeting with an attendance roll call.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Dominic Holloway, Councilor (late)
Yolanda Stokes, Councilor

Pastor Wych then came forward with prayer, followed by the pledge of allegiance led by Councilor Stokes.

INFORMATION/PRESENTATIONS

1. BrightPoint Community College – Dr. Bill Fiege

Mr. Bill Fiege, the President of Bright Point Community College, addressed the Mayor, City Council members, and attendees, introducing his team, which included Elliot Alt, a member of the college board, and Carol Carr, an esteemed faculty member. He began by providing an overview of Bright Point Community

College, emphasizing that it is an open-access institution committed to delivering quality education to foster student success and community vitality. Fiege highlighted the college's mission and vision, noting that the college serves a diverse student body, with ages ranging from 14 to 102. The college serves over 12,000 students annually and offers a robust range of academic and workforce development programs across multiple campuses, including those in Midlothian and Chester. Over 80% of the students stay in the local community after graduation. Fiege outlined the college's 80-degree and certificate programs, spanning fields such as business, arts, communication, health sciences, IT, skilled trades, and more, alongside a variety of support services like tutoring and career coaching. The college also provides fast-track workforce training through a partnership with Reynolds Community College, offering programs in fields like truck driving, manufacturing, construction trades, and project management. Additionally, the Community College Workforce Alliance (CCWA) provides customized training, placement services, and emergency support to help students succeed. Fiege shared that Bright Point's collaboration with the Hopewell community is strong, with the college working closely with local schools, offering career exploration opportunities, and helping high school students gain career certifications before graduation. The college also provides affordable tuition at \$164.51 per credit hour, with financial aid available to students. He concluded by encouraging more collaboration with Hopewell and invited the council to visit the campus to explore the educational opportunities available. Lastly, he mentioned that there is an open seat for Hopewell on the college board and expressed his excitement for the ongoing partnerships between the college and the community.

Following his presentation, all council members thanked Mr. Fiege for his excellent presentation and let him know he did a great job.

Mayor Partin asked if there were plans in the future to discuss AI and potentially have AI courses. Mr. Fiege let him know that they are currently having a conversation about adding it to the program as a course and will eventually plan to have it as a career choice program.

2. Public Access Defibrillator Program – Tabitha Martinez, Recreation and Parks Director

Tabitha Martinez presented an exciting opportunity to the City Council, announcing that the city had been selected for a program through the Virginia Department of Health to secure Public Access Defibrillators (PADs). The program

aims to place Automated External Defibrillators (AEDs) in public spaces, such as parks, athletic complexes, and the marina, to improve survival rates for sudden cardiac arrest. Martinez emphasized that the program is an essential step in fostering community preparedness and ensuring immediate emergency assistance when needed. Assistant Director Williams elaborated on the specifics of the program, noting that the grant would provide the city with eight new AEDs valued at \$1,559 each, along with six weatherproof, climate-controlled cabinets to house them. These cabinets are equipped with heaters to ensure the AEDs remain operational in cold temperatures. The city would also receive one wall-mounted cabinet and a portable AED for use during field trips and athletic events. Williams highlighted the urgency of having AEDs readily available, citing statistics showing that cardiac arrests occur outside hospitals approximately 350,000 times a year, with 20% happening in public locations. The city will incur several costs related to the installation and maintenance of the climate-controlled boxes for the AEDs. The installation will require trenching, digging, and mounting the boxes to buildings, which is estimated to cost \$9,654. Additionally, there will be minimal ongoing electricity costs to operate the boxes, as the heater inside only activates when the temperature drops below 40 degrees, meaning it won't draw significant power unless necessary. Security is another major consideration, as vandalism has been a concern in the parks. To address this, cameras will be installed around the AEDs to ensure their protection, with the total security setup costing around \$3,600. The presence of AEDs in these areas could potentially double survival rates when used before emergency medical services arrive. The AEDs will be strategically placed in high-traffic areas, including Mathis Park, Water Soccer Complex, Riverside Park, City Park, and Crystal Lake, which are frequently visited by both locals and tourists. The program will be rolled out in phases, beginning with these key locations. While the program has secured significant in-kind services valued at over \$21,000, the city will incur additional costs for installation, electricity, and security cameras to prevent vandalism. The installation of climate-controlled boxes is expected to cost around \$9,654, and security cameras for AED monitoring will add approximately \$24,000. The city will also face ongoing expenses for replacing AED pads and batteries, which will need to be replaced every two and a half years or when used. They explained that the pads and batteries will need to be changed anytime it is used or every two years for the pads and every 5 years for the battery. The pads are \$75, and the battery is \$225. Martinez concluded by discussing the timeline for the project, which has been slightly adjusted due to staffing and vendor schedules. The installation and training for public safety personnel,

including police officers, are expected to take place between January and March, with the full rollout anticipated for April. The police department is particularly supportive of the initiative, as the AEDs will be integrated into the city's CAD system, allowing officers to access them when needed.

After the presentation, they performed a demonstration for the audience as well as the council.

Councilor Holloway asked if the \$750 yearly subscription was for every year. The answer is that it will apply after 2029, and it is good for 4 years. He then asked about the warranty, and they explained that the warranty was only good for 2 years, but vandalism was not covered. If the heater, light, or water is getting in the box, the warranty will supply them with a replacement. He also asked about the lighting of where the box would be; it was stated they would be placed in lighted areas. Vice Mayor Joyner asked if the camera funding was a part of their budget, and Ms. Tabitha stated it was from salary savings. Councilor Stokes was concerned with a location further down City Point not having one of these boxes due to a body being found in that location. It was explained to her that if federal property, and they are unable to place a box in that location.

COMMUNICATIONS FROM CITIZENS

- 1. Mark Burroughs** – Ask the council to waive the rules to speak on an item on the agenda. The council agrees to waive by roll call.

Councilor Holloway makes a motion to waive the rules to allow citizens to speak on items on tonight's agenda. Mayor Partin seconds the motion.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes
	Mayor Partin -	Yes
	Councilor Ellis -	Yes
	Councilor Daye -	Yes
	Councilor Stokes -	Yes
	Councilor Holloway -	Yes

Motion passes 7-0

1. **Mark Burroughs** - He expressed his dissatisfaction with the city council's performance, particularly regarding a proposed pay raise. They acknowledged that council members may not be paid enough for their responsibilities but argued that the council has a history of failing the city. The resident emphasized that, just as one wouldn't hire a mechanic or exterminator who isn't competent, they questioned whether the council members believe they have earned the raise. He suggested that many council members shouldn't even be in their positions and feels there should be a citywide vote for council members rather than having them elected by specific wards to ensure the entire city has a say in their leadership. He concluded by urging the council to earn the pay increase through their actions for the benefit of the city and its future.
2. **Wiley Radcliffe** - A resident of Ward Four for 59 years, expressed strong opposition to the proposed 80% raise for city council members. He highlighted his past objections to both the real estate assessment and cigarette tax, stressing that he is firmly against this significant pay increase. Radcliffe questioned what would happen if he were to ask his boss for an 80% raise, implying that such a request would be laughed at. He pointed out that, as taxpayers, the residents fund the salaries of the council members, making them accountable to the community. Radcliffe expressed concern over the town's struggles, such as losing businesses, and criticized the council members for receiving a significant raise while most people in the town are only receiving modest 2-3% increases. He concluded by stating that he believes the proposed raise is unreasonable and unjustified.
3. **Vanetta Taylor** - Vanetta Taylor, a lifelong resident of Hopewell, expressed her concerns regarding the proposed pay raise for city council members. While she acknowledged the need for competitive pay to attract and retain good leadership, she emphasized that, in her view, prioritizing public safety and providing a pay raise for the police department should take precedence. Taylor, who is a mother of a homicide victim, shared her personal experience with the police department, highlighting the difficulties she faced in getting answers and the lack of resources available for solving crimes in Hopewell. She argued that police officers are underpaid compared to surrounding areas, leading many trained officers to leave for better-paying jobs in nearby cities. Taylor stressed that this issue contributes to high turnover in the police department, which ultimately impacts the safety of the city. She urged the council to focus on improving the pay for officers to ensure they stay and are better equipped to protect the community, pointing out that her personal tragedy has made her acutely aware of the importance of public safety. She lets the council know she wants the safety of Hopewell to be a priority so no one has to suffer the way she did and do what she was forced to do, which was to close a casket on a child.
4. **Evelyn Britton** - Evelyn Britton, a resident of Hopewell, expressed her concerns regarding the proposed pay raise for council members. She acknowledged that everyone

feels they deserve more for their efforts but highlighted an issue she's experienced in Ward 7. Britton explained that despite her attempts to reach out to her council member, including emails, phone calls, and messages left with the city clerk, there has been no response. She noted that other residents in the same ward had the same lack of communication, which led her to feel that the council members did not care about their concerns. In contrast, she praised the responsiveness of council members from the other wards she resides in. Britton argued that before considering a pay raise, council members should demonstrate genuine concern for the city and its residents by addressing their needs and concerns. She urged the council to reflect on the current state of the city and reconsider voting for a raise if they have not shown commitment to improving the city's wellbeing.

5. **Ed Houser** - Ed Houser addressed the council, expressing frustration and seeking clarification about the recent decision to fire the city manager. He described attending a closed meeting where he witnessed some council members immediately leaving after the session, while others remained to discuss the firing. Houser questioned the rationale behind terminating the city manager without any explanation. He speculated that her termination could be related to her accomplishments, such as resolving nearly a decade's worth of financial issues the council had not addressed and her efforts to assist the homeless in the city. He raised concerns about whether her gender or race played a role in the decision, emphasizing that the citizens of Hopewell deserve a clear explanation for her attempted dismissal. Houser criticized the lack of transparency in the process, pointing out that three council members wanted the city manager removed but failed to provide any justifiable reasons. He also criticized one council member for not forming an opinion after only five weeks of working with the city manager, stating that this was insufficient time to make such a significant decision. He concluded by urging the council to get their act together and address these concerns.
6. **Travis Burroughs** - A resident of Ward Three for nearly four years, expressed frustration over the council's proposal for an 80% salary increase. He criticized the council for prioritizing their own pay raise while neglecting pressing issues in the city, specifically the deteriorating roads that he and his father have been requesting to be fixed for some time. He pointed out that the hazardous conditions of the roads remain unresolved, which he feels is a serious problem. Burroughs conveyed his discontent with the lack of action, even suggesting that it might take a personal accident, such as wrecking a motorcycle, for the council to take the issue seriously. He concluded by urging the council to focus on addressing the city's infrastructure needs before considering any increases in their own salaries.

7. **Darlene Thompson** - Darlene Thompson expressed strong disapproval regarding the proposal for a salary increase for the City Council, especially in light of the financial burden placed on residents. She highlighted that the city had recently raised real estate taxes, generating nearly \$5 million, and paid over \$2.7 million to the Robert Bob Group, which claimed the city was financially distressed despite receiving significant funds. Thompson also pointed out that other fees, such as trash collection and sewage, had been increased without input from the public. She argued that, given the city's current financial situation, the focus should be on reassessing property taxes and addressing residents' concerns rather than awarding pay raises to council members. She criticized the council for prioritizing their own interests, noting that they had failed to address key issues like the marina and had not supported residents effectively. Thompson concluded by demanding accountability from the council, questioning their ability to serve the community, and suggesting that steps should be taken to remove council members who were not fulfilling their responsibilities.
8. **L. Jenkins** – (Read into the record by the clerk) L. Jenkins emailed to revisit an ongoing issue regarding a drainpipe located near her residence on Hampton Avenue. She explained that during heavy rainfall, debris from uphill areas flows down and clogs the pipe, which had happened again a couple of weeks prior to the snowstorm. The blockage caused limited water flow, nearly leading to flooding in her backyard and house. Jenkins included a photo showing the pipe was half-blocked with debris and requested that someone come to her location to clear the drainpipe and its entrances to prevent water from accumulating at the bottom of the hill, where her house is located. She also asked for a discussion on affordable options to improve water flow at this site and provided her contact information for follow-up.

PUBLIC HEARING

PH-1 – Tree Board Ordinance – James Gaston III, Deputy City Manager

James Gaston III, Deputy City Manager for the City of Hopewell, presented a proposal to establish a Tree Ordinance, a Tree Board, and a citywide Tree Ordinance. He outlined that the Tree Board would consist of at least five members, including two tree experts or business owners, with a two-year term of office. The board would meet at least four times a year and elect a chair, vice-chair, and secretary. The board's primary responsibilities would include organizing Arbor Day and other tree-related initiatives. Gaston emphasized the importance of the Tree Board and Tree Ordinance for securing grants from the Department of Forestry and Tree City USA. The city of Hopewell currently lacks the Tree City USA designation, which can be obtained by passing these measures

before March 1st, enabling the city to apply for grants for 2025. He mentioned that five volunteers who were previously part of the Tree Stewards were ready to join the Tree Board and had projects in mind. Gaston sought approval for the three items to move forward with the initiatives.

The mayor says the ordinance says it is self-funded, so if they take on this board and don't get grants, what is their liability? James answers that Public Works already does everything this ordinance is asking to be done, so he says, in essence, they are allocating funds for tree service; they are just designating what it is for. He mentioned he has looked into getting a tree arborist and is waiting to hear back, and the amount is \$105 for the entire package.

Councilor Stokes says her concern is whether there would be any admin responsibilities that the city would need to provide, and she was told no, there would be volunteers who would do all the work and would have no cost to the city.

Councilor Daye makes a motion to extend the meeting, and councilor Stokes seconds the motion.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes
	Mayor Partin -	Yes
	Councilor Ellis -	Yes
	Councilor Daye -	Yes
	Councilor Stokes -	Yes
	Councilor Holloway -	Yes

Motion passes 7-0

Councilor Stokes then asked about the \$500 per offense and asked Mr. James to elaborate. He lets her know there will be warnings before the actual fine, but it is more there to make sure owners maintain their trees. He stated that if it bothered her, it could be removed from the ordinance.

Councilor Holloway then mentioned he is also concerned with that portion of the ordinance because it creates a city-wide HOA, and that is not ok. He mentioned that James would definitely need to remove that section of the ordinance. James again let them know this was a template and it needed to be removed before he would agree to the ordinance.

Mayor opens the floor to the public for public hearing comment.

1. **Debbie Randolph**, a resident of Cedar Lane for over 30 years, expressed concerns about the proposed tree ordinance and the establishment of a Tree Board. She explained that her neighborhood has historic cedar trees, and though not in the historic district, the trees still require regular maintenance due to their age and placement under low wires. Randolph highlighted that many homeowners, like herself, take responsibility for maintaining trees on their property, including those between the sidewalk and curb, to avoid overwhelming the public works department. While she supports the idea of a Tree Board and seeking grants for new trees, she questioned the timing of allocating \$105,000 for an arborist, especially when there are more pressing issues like road maintenance. She raised concerns about the lack of clarity regarding how this ordinance would affect citizens, particularly regarding fines or restrictions on trees they've planted. Randolph also wanted more information on whether trees citizens have already planted would be grandfathered in and suggested further study and communication with residents to ensure they are well-informed about informal consequences and requirements related to the new tree policies.
2. **Mark Burroughs** - He expressed strong concerns about the proposed focus on tree maintenance in the city, emphasizing that while maintaining trees is essential, there are more pressing issues, such as deteriorating roads and a hazardous marina. He pointed out that the city had been urged for years to secure grants to fix these problems but had not yet done so. Burroughs shared his frustration over spending \$17,000 in the past two years to remove three trees on his property to protect a newly installed LED light pole, which the city had not adequately maintained. He questioned the city's priorities, particularly if residents were going to face fines for tree-related issues, and warned that he would resist such measures by challenging every ticket issued. He suggested that the city should focus on fixing issues like trash collection and other infrastructure problems before pursuing tree ordinances, especially given the availability of grant money for those needs.

Prior to the motion being made, the city attorney clarified that if there is to be consideration of the amendment discussed by Councilor Holloway, it should first be addressed through a separate motion. Additionally, because an ordinance is involved, the council will need to vote to waive the second reading, as outlined in Article Four, Section Eight, before proceeding with the vote.

Councilor Holloway mentions that before approving the ordinance, anything that's going to apply cost or punishment to the citizens needs to be removed.

Councilor Holloway makes a motion to waive the requirement for two public hearings, and Councilor Daye second's the motion.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes
	Mayor Partin -	No
	Councilor Ellis -	No
	Councilor Daye -	Yes
	Councilor Stokes -	No
	Councilor Holloway -	Yes

Motion Fails 4-3 (Needs a super vote to waive requirement)

Councilor Holloway makes a motion to establish the tree board by resolution, Mayor Partin seconds the motion.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes
	Mayor Partin -	Yes
	Councilor Ellis -	Yes
	Councilor Daye -	Yes
	Councilor Stokes -	No
	Councilor Holloway -	Yes

Motion Passes 6-1

Vice Mayor Joyner makes a motion to appoint Stephanie Dayberry, Robin Maiorana, Janet Evans, Betsy Ameen, and Chris Lofstrom to the tree board, Mayor Partin seconds the motion.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	Yes
Councilor Holloway -	Yes

Motion Passes 7-0

REGULAR BUSINESS

R-1 – Veterans Memorial Circle Request for installation of the Robert Penn, Medal of Honor Monument – Lovena Rapole

Herbert Bragg, a member of the Veterans Memorial Circle Committee, presented a proposal to the City Council for the installation of a Robert Penn Monument at 15th Avenue Circle in Hopewell. He began by introducing the Veterans Memorial Circle, which is city-owned, and explained that Robert Penn, a resident, received the Medal of Honor for his heroic actions during the Spanish-American War. The monument would serve as a tribute to Penn's bravery and his contributions to the country. Bragg shared the history of the committee, which includes the Hopewell American Legion, Veterans of Foreign Wars (VFW) Post 637, and the Wonder City Garden Club, all of whom have contributed to maintaining and improving the circle. He also recognized the leadership of Levia Oli, the committee's facilitator, and Vice Mayor Rita Joiner for her role with the National Registry of Historic Places. The committee outlined the benefits of the circle, emphasizing that it honors the sacrifices of veterans, provides comfort to those who have lost loved ones, and serves as a space for communal remembrance. Bragg also highlighted the importance of the circle as a site that acknowledges Hopewell's contributions to World War I and history. The monument itself was made possible through fundraising efforts, with 70% of funds provided by the VFW. It will honor Robert Penn, who was born in Hopewell, served in the U.S. Navy, and was awarded the Medal of Honor in 1898. Bragg also provided details about Penn's history, including his death in 1912 at the age of 39. The presentation concluded with details about the site of the monument, additional tributes to Robert Penn in other locations, and the accomplishments of the committee, including sidewalk improvements by the City of Hopewell's Public Works Department. Bragg proposed potential dates for the ceremony, either Saturday, April 12th, or April

19th, 2025, and invited the Council's approval to move forward with the installation of the monument.

All councilors thanked Mr. Bragg and thought that this was a really great thing for the city and appreciated his presentation and his effort in making this happen.

R-2 – Mid-Year Re-Allocation – Dr. Manker, City Manager

Dr. Manker presented to the City Council a request for the mid-year savings allocation, following a budget practice established in the previous year. The city has been reviewing mid-year savings to reallocate those funds to existing capital projects potentially. Dr. Manker referenced a Finance Committee meeting held the previous Tuesday, where the Chief Financial Officer (CFO) discussed the salary amounts and savings and their potential allocations. Dr. Manker formally requested a vote from the Council to begin reallocating these funds. The recommendation included reallocating \$203,000 from the general fund salary savings to the forensic audit, with the remaining balance directed to the City Attorney's office. Additionally, Dr. Manker proposed reallocating \$339,000 from the enterprise funds to the HR for a rate study and legal fees related to the HWR Commission Agreement, which is tied to the fourth agreement to a 1995 study. After presenting the recommendation, Dr. Manker opened the floor for discussion.

Councilor Holloway makes a motion to approve the reallocation of the general fund salary savings of \$203,000 to the forensic audit, with the remaining balance directed to the City Attorney's office. Additionally, \$339,000 from the enterprise funds will be reallocated to the Hopewell Water Renewal (HWR) for the rate study and legal regarding the Hopewell Water Renewal Commission Agreement, fourth amendment, Mayor Partin seconds the motion.

ROLL CALL:

Vice Mayor Joyner -	Yes
Councilor Harris -	Yes
Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	Yes
Councilor Holloway -	Yes

Motion Passes 7-0

COUNCILOR REQUEST

CCR-1 – Salary Increase for Hopewell City Councilors – Councilor Holloway

Councilor Holloway began by addressing the citizens and clarifying some confusion regarding communications he had received. He shared that many citizens had reached out to him about a particular issue, and after much discussion, he decided to bring it before the council for clarification. He emphasized that this was a topic for discussion, not a vote, as he was still seeking clarity on the matter. Holloway mentioned that he had been trying to get proper clarification but had not received sufficient responses, which led him to raise the issue for a public conversation. He also expressed his agreement with citizens, particularly Ms. Taylor, who had raised concerns about salary increases for public safety employees, including police officers, fire department staff, and EMS personnel. He reiterated that he had previously requested salary increases for these departments and hoped that the city council would approve them. However, he noted that a salary study was currently being conducted, and he anticipated that its completion would guide future decisions on this matter. Councilor Holloway acknowledged that, while some citizens have expressed frustration about the city's progress, especially regarding streets and infrastructure, there are limitations on what the city council can control. He explained that grants the city applies for are restricted by specific stipulations on how the funds can be used. This means that even though the city receives grant funding, it cannot always be applied where residents might expect, such as for road repairs. Holloway also emphasized that city council members often use their ward funds to support local organizations and community events, which helps build up their respective areas. Finally, Holloway clarified that the issue he was raising, which appeared to involve a potential salary increase for council members, could not be implemented immediately. According to the city attorney, such a change would require approval

during the next municipal election, scheduled for 2026. He clarified that this was not a proposal for an immediate pay raise but was instead intended as a topic of discussion for future consideration. Holloway concluded by expressing his desire to communicate this process to the citizens and make sure they were informed about the necessary steps for such a proposal to move forward.

Councilor Harris says for the record he is not in favor of increasing the salaries of himself or other councilors at this time. In his opinion, there is no need for any further discussion about it.

Councilor Daye makes a motion to table this discussion until the city has a bond rating again, Mayor Partin seconds the motion.

Councilor Ellis says he feels the same as Councilor Harris, and he knew nothing about this until it made it to the agenda. He says he likes the participation and being held accountable. He says he was voted in to make the best decisions for the city, and sometimes he may not vote right, and he will appreciate any feedback he receives.

Councilor Stokes says it is nice to see the participation on this matter. She was not in favor of the raise for many reasons.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	No
	Mayor Partin -	Yes
	Councilor Ellis -	Yes
	Councilor Daye -	Yes
	Councilor Stokes -	Yes
	Councilor Holloway -	Yes

Motion Passes 6-1

CCR-2 - The Use of ATV and Dirt Bike Discussion - Mayor Partin

Mayor Partin asked the city attorney if they received the ordinance regarding the ATV discussion. It was confirmed that the city attorney does have the ordinance and is currently reviewing it. The city attorney then spoke up, stating that the police had sent over the ordinance as it existed in the city of Baltimore, Maryland. Mr. Bassette shared his findings after researching ordinances adopted by other cities in Virginia, specifically Virginia Beach and Hampton, which have similar ordinances in place. He noted that the ordinance in Baltimore is much more complex. If the police department is aiming to introduce a similar ordinance to Baltimore's, it would require significant research and time. However, if the intention is to adopt an ordinance similar to those in Virginia Beach and Hampton, the process could be completed much more quickly. Mr. Bassette explained that since it is an ordinance, it would require public notice, a public hearing, and two readings, unless the council votes to dispense with one of the readings. Based on the timeline, the earliest the council could vote on adopting the ordinance would be two regular meetings from now. At this meeting, the council could vote to schedule a public hearing to take place at the meeting two weeks later. He further mentioned that he would continue working with the police department to clarify their needs and determine if a more straightforward ordinance, like those in Virginia Beach and Hampton, would be sufficient. If so, drafting and creating that ordinance could be accomplished within the given timeframe.

Mayor Partin says we want something that gives police officers something to enforce getting these guys off the streets. He gives an example of a woman walking her dog who was almost hit by an ATV driver.

Councilor Holloway says it is quite ridiculous that the police are using a Maryland ordinance and not using Virginia statutes.

Councilor Stokes asked about the bike lanes and how the ordinance would affect it. The city attorney says that the adoption of the ordinance would not affect the use of bike lanes because the use of motor vehicles of any kind is a bike lane violation.

Councilor Harris says he takes issue with the police saying there is nothing they can do because on his street, it has a sign that says no through traffic for trucks, and he sees the trucks all day long. So, he has an issue with police saying there is

nothing they can do.

The city attorney gives more profound insight on what is being discussed and the legal options that are currently in place, and what still does not exist in Hopewell.

The mayor asked if there was a consensus to hold the public hearing on March 25th. The majority council gave a consensus.

He then asked if there was a consensus that the city manager speak to the police chief about this issue. The majority council gave a consensus.

CCR -3 – Request the addition of a 10K option to the City Point 5K –
Mayor Partin

Mayor Partin discussed the city's long-standing 5K event, which has been in place for nearly 20 years. He proposed the idea of expanding the event by adding a 10K option to promote sports tourism and boost the local economy. He explained that adding a 10K would not be expensive, as seen in other races that include such options by simply adding a sign to mark the loop for participants. The mayor suggested piloting the 10K this year to gauge its success. If it proves successful, the city could continue offering the 10K option, but if it does not perform well, they could revert to the traditional 5 K. He emphasized that the addition of the 10K could attract more participants, particularly serious runners training for half marathons, and help generate additional revenue for the city.

Councilor Holloway asked if doubling would entail more cost and more spacing for parking. He says doubling will increase more attention and more people, which would require police and fire to shut more streets down.

Councilor Holloway makes a motion to charge and authorize the city manager and her staff to explore the option of adding a 10k, a 15k, and a special race, Mayor Partin seconds the motion.

Councilor Harris asked about any options for the handicaps. Mayor Partin says he thinks they have a special run.

ROLL CALL:	Vice Mayor Joyner -	Yes
	Councilor Harris -	Yes
	Mayor Partin -	Yes
	Councilor Ellis -	Yes
	Councilor Daye -	Yes
	Councilor Stokes -	Yes
	Councilor Holloway -	Yes

Motion Passes 7-0

Councilor Holloway makes a motion to adjourn. All were in favor.

Meeting adjourned.

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

C-3

Hopewell Police Department Crime Summary

March 11, 2025



HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: March 3 ,2025

Year-to-Date Comparison		Thru March 2nd				
	2024	2025	# Change	% Change	5 Year Average	% Change to Average
MURDER	0	0	0	DIV/0!	2	-100%
FORCIBLE RAPE	2	1	-1	-50%	1	0%
ROBBERY	1	2	1	100%	3	-38%
AGGRAVATED ASSAULT	10	11	1	10%	14	-20%
Violent Crime Total	13	14	1	8%	20	-29%
ARSON	1	0	-1	-100%	0	-100%
BURGLARY	3	10	7	233%	11	-9%
LARCENY	46	30	-16	-35%	68	-56%
MOTOR VEHICLE THEFT	6	8	2	33%	15	-48%
Property Crime Total	56	48	-8	-14%	95	-49%
Total Major Crime	69	62	-7	-10%	115	-46%

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

5 Year Average to 3/31

HOPEWELL POLICE DEPARTMENT
Reporting Date: March 3, 2025

Suspected Opioid Overdoses 3/31							
	2020	2021	2022	2023	2024	2025	Grand Total
Fatal	3	5	3	5	3	0	19
Non-fatal	12	17	14	23	15	6	87
Grand Total	15	22	17	28	18	6	106

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: March 3, 2025

Verified Shots Fired Jan 1 2024-March 3 2024 Vs Jan 1 2025-March 3 2025			
2024	2025	2024 Yearly Total	2025 Yearly Total
9	8	64	TBD

Neighborhood Watch Meetings

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

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

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

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

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

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

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

Hiring-Recruitment

March 2025

- 14 Sworn Vacancies, 1 Emergency Communications Vacancy, 1 Animal Control Custodian Vacancy.
- The next Exam/Interview is scheduled for March 18, 2025, for Police Officers.
- 10-Applicants in the background phase for Law Enforcement vacancies.
- In our recruitment efforts, a billboard sign with the information below will be displayed on Oaklawn Blvd/Jefferson Park Rd.

WWW.HOPEWELLVA.GOV



HOPEWELL POLICE DEPARTMENT

Fast-Paced

High Stakes

BE THE DIFFERENCE!

ATTEND A ONE-DAY HIRING EVENT

MARCH 18 or MARCH 22 8.00 AM

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

- Foot Patrols were completed
- Business Checks were completed.
- Directed Patrols were completed with no significant activity to report on the unsheltered population.
- Citizen and/Business Owner contacts were made.
- Beacon Theatre Overtime assignments continue for scheduled events.
- Downtown Traffic Enforcement overtime is scheduled for March & April.

Community Engagement Activities

- The 4th Citizens Academy began on February 27 and is scheduled for each Thursday evening. The graduation date is April 24, 2025.
- The Special Olympics bass fishing tournament has been scheduled for May 10, 2025.
- A HEAT(Help Eliminate Auto Theft) event is scheduled for March 5, 2025, at Randolph Market.
- We are still working on the Gaming Trailer rollout and on working with the schools on SOL incentives and Summer Camps.

C-4

DATE: March 04, 2025
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – February 2025

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
RANDOLPH, BERNITA	FINANCE	BUDGET MANAGER	02/05/2025
DILWORTH, TENEE	SOCIAL SERVICES	BEN PROG SPC I	02/05/2025
BESSETTE, ANTHONY	CITY ATTORNEY	CITY ATTY	02/05/2025
BOWE, JAMES	FIRE	FIREFIGHTER II/MEDIC	02/19/2025
CROUCH, THOMAS	FIRE	PT ALS / FIREFIGHTER	02/19/2025
STRINGFIELD, JOSEPH	FIRE	FIREFIGHTER II/MEDIC	02/19/2025
SPROUSE, DANIEL	FIRE	MEDIC/FF 1	02/19/2025
WAGONER, GORDON	FIRE	FIREFIGHTER II/MEDIC	02/19/2025

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
THOMPSON, DAVID	DEVELOPMENT/NEIGHBORHOOD SVS	GIS MANAGER	02/01/2025
DAVIS, KELLY	GENERAL DISTRICT COURT	ADMIN ASSISTANT	02/04/2025
WEBB, ASHBY	SOCIAL SERVICES	BEN PROG SPC II	02/11/2025
NORMAN, DIAMOND	FINANCE	REAL ESTATE TRANSFER CLERK	02/14/2025
TORRES, REINALDO	POLICE	POLICE OFFICER NON CAR DEV	02/18/2025
BARNES, CONSTANCE	SOCIAL SERVICES	HUMAN SER AST II	02/19/2025
WILLIAMS, CLIFFORD	HOPEWELL WATER RENEWAL	WASTERWATER OPS SUPERINTENDENT	02/21/2025
POLEMENI, ALEXANDER	FIRE	FIREFIGHTER II/MEDIC	02/21/2025
STEWART, PAULA	HOPEWELL WATER RENEWAL	LAB TECH II	02/23/2025

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

INFORMATION/PRESENTATION



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:**Presentation of HUD Earmark “Community Development Fund” for the Hopewell Community Center**

ISSUE: The City of Hopewell Community Center is over 40 years old and is in dire need of system upgrades and improvements. There are two major areas of need; Installation of HVAC ventilation systems, and renovations of locker areas.

RECOMMENDATION: This is a presentation only and no action requested by City Council at this time. We will return on 3/25/2025 and ask for support letter from City Council.

TIMING: Earmark request estimated due April 2025.

BACKGROUND: In 2021, Congress reinstated earmarks following a nine-year ban. While earmarks have been used by Congress since the 1st Congress in 1789, the 112th Congress (2011-12) put a moratorium on this practice. In 2021, a bipartisan group of lawmakers successfully pushed to bring back earmarks, but with increased levels of transparency and accountability. The reforms require a comprehensive review of all proposed earmarks, that lawmakers attach their names to their requests, official disclosures that representatives and their immediate family members will not personally benefit from the project, assurances that the earmark request is not creating unauthorized spending, and the use of eligibility criteria that projects must meet to qualify for various funds. Of note, only units of local government, non-profits, and educational organizations may receive an earmark. The grant writing consultant team, S2 Sustainable Strategies DC who engaged by the City of Hopewell has identified the HUD “Community Development Fund” as a earmark opportunity for the City of

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Sandra Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda Stokes, 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"/> | Councilor Ronnie Ellis, Ward #4 | | | |

Hopewell Community Center. The earmark request proposed is to install air conditioning and ventilation in the building and upgrade the locker room facilities.

ENCLOSED DOCUMENTS:

- Sustainable Strategies DC Federal Guide on Congressionally Directed Grants 2026

STAFF: Tabitha Martinez, Director of Recreation and Parks and
Charles Bennett, Director of Economic Development and Tourism

FOR IN MEETING USE ONLY

MOTION: **Presentation only on 3/11/2025**

Roll Call

SUMMARY:

Y N

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

Y N

- Councilor Sandra Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7



FEDERAL GUIDE ON CONGRESSIONALLY DIRECTED GRANTS

Use this guide to learn how your locality or non-profit can take advantage of the congressionally directed grant or “earmarking” process in FY2026.

At the time of this writing (February 2025), the federal funding situation in the U.S. Congress is in extreme flux, and Congress has not yet finalized the pending FY25 appropriations legislation. The delay of the FY25 budget means there is yet to be guidance on the FY2026 appropriations process with respect to “earmarks” (aka “Congressionally-Directed Spending Projects” or “Community Projects”) – or a firm decision about whether Congress will do earmarks at all. However, some congressional offices are beginning their FY26 appropriations process without official guidance, and it is likely to begin for every member on a very shortened pace in the coming weeks/months (likely in March-April). Due to this, Sustainable Strategies DC (S²) is updating its annual “Guide on Congressionally Directed Grants” and we strongly advise your organization to establish your priority projects for FY26 earmarking requests. At this time, we recommend to begin developing your project materials, and to coordinate a visit and/or specific communications with your Members of Congress and their staff to begin moving your earmarking requests forward.

WHAT IS A CONGRESSIONALLY DIRECTED GRANT OR EARMARK?

A **congressionally directed spending project, community project, or “earmark”** is a provision inserted into an annual congressional appropriations (spending) bill that directs or sets aside funds to a specific non-federal entity without that organization having to go through a formula or competitive grant or other funding application process via a federal agency (although you must submit paperwork to the agency after the earmark is enacted into law). Earmarks allow constituent organizations to relay investment priorities to their elected officials in the House of Representatives or the Senate, who can then ask the appropriations committees to direct money to specific projects that would benefit their state or congressional district.

Earmarks are an important democratic tool that supplies critical funding to local governments, community service organizations, educational institutions, non-profits, and other entities that serve the public interest. This money does not increase federal discretionary spending but rather sets aside funding appropriated from already authorized federal programs for communities in need. According to the nonprofit Congressional Institute, earmarks have historically represented between 1-2% of the domestic spending budget and less than 1% of the overall budget.

BACKGROUND ON THE CURRENT EARMARKING PROCESS

In 2021, Congress reinstated earmarks following a nine-year ban. While earmarks have been used by Congress since the 1st Congress in 1789, the 112th Congress (2011-12) put a moratorium on this practice. In 2021, a bipartisan group of lawmakers successfully pushed to bring back earmarks, but with increased levels of transparency and accountability. The reforms require a comprehensive review of all proposed earmarks, that lawmakers attach their names to their requests, official disclosures that representatives and their immediate family members will not personally benefit from the project, assurances that the earmark request is not creating unauthorized spending, and the use of eligibility criteria that projects must meet to qualify for various funds. Of note, only units of local government, non-profits, and educational organizations may receive an earmark. The team at S² has participated in the congressional earmarking process on behalf of localities, non-profits, and other public institutions from the mid-1990s through 2011, and has continued this practice since earmarks were reinstated in FY2022.

While FY2025 Consolidated Appropriations are pending and still uncertain as of the date of this guide, S² anticipates that Congress will take up the earmarking process again in FY2026 appropriations. Communities and organizations should begin working with S² now to confirm priorities and prepare for a submission process that will begin in early 2025 (likely February through April/May). Note that the House and Senate appropriations committees have yet to put out their guidance on this process, and that future guidance may restrict or condition these congressional grants in several ways that we do not yet know.



HOW TO SEEK SUPPORT FOR A CONGRESSIONALLY DIRECTED EARMARK

To take part in the congressionally directed spending process, your locality or nonprofit must:

1. Understand Available Funding Accounts & Associated Eligibility Requirements

Your community will want to identify priority projects that align with the specific sources of funding available through congressional earmarking, and focus on those appropriations accounts in which your Members of Congress are most likely to champion and secure approval. These funding accounts or categories are tied to specific federal agencies and federal programs, and each falls under the jurisdiction of one of the 12 House and 12 parallel Senate Appropriations Subcommittees. Both the [House](#) and [Senate](#) have established webpages that detail their member request process and requirements by funding account, provide instructions, list previous Member requests, and identify the specific projects that have been included in passed and pending appropriations legislation. These webpages have not yet been updated for the FY2026 process, but we anticipate that the FY2026 accounts will be similar to the current accounts from previous fiscal years.

Our team has analyzed the FY2025, FY2024, FY2023, and FY2022 processes to gain valuable insights into which accounts could be most fruitful, and which may be more competitive and challenging to secure. Some bills/accounts have a limited number of projects included, such as the National Park Service's Historic Preservation Fund (50 total earmarks pending in Senate and not eligible in the House in FY2025), while other accounts, such as those under Transportation, Housing and Urban Development appropriations legislation in FY2025 have hundreds of earmarks pending.

Some appropriations accounts were heavily oversubscribed, with constituent and Member requests competing for limited funds available, such as the HUD account for community development and the FEMA account for hazard mitigation projects. In contrast, the requests to Members for earmarks for local police departments through the Commerce-Justice-Science Appropriations Subcommittee appear to have been more lightly subscribed this past year. You should consider which accounts are the most and least subscribed – or plan to justify to your Members why your project should be made a high priority for a request in a tougher account. For a comprehensive list of the types of projects that earmarks can support, refer to the [“Eligible Accounts”](#) section of this guide.

2. Identify & Prioritize Candidate Projects

After reviewing available accounts, your locality should identify local priority projects for potential earmarks that match up with the funding sources. Again, the kinds of projects and the amounts of funding potentially available through various earmarks vary among chambers, subcommittees, bills, and accounts. In the [Eligible Accounts](#) section below, we show the kinds of projects and typical funding ranges for accounts we expect in the FY2026 earmark process (again, FY26 guidance is not out yet, so there is a caveat here).

Your locality or organization should prioritize your earmark requests based on local need, the expected benefits and outcomes of the project, the level of support in the community or region for the project, project readiness, how well the project fits within the types of requests that are typically prioritized in Congress, and how the project aligns with the interests and priorities of your Members of Congress. Most Members require applicants to rank your earmark requests in order of priority, and all Members will want you to be clear about which projects are most crucial for the progress of your community. Note that in the House process, the House of Representatives Appropriations Committee has limited each Member to only 15 requests total for all funding accounts for their entire district – making these highly competitive with House Members. It is not yet clear whether this 15-project limit in the House will apply to the FY2026 process. It is important to note that the Senate does not have a strict limit for Senators.

In addition, House leadership shifts in the 118th Congress to a Republican majority resulted in substantial changes to the process in the lower chamber. Notably, the House put additional limits on total spending, now capped at 0.5% of total discretionary spending, added a federal nexus requirement to project requests, prohibited nonprofits from asking for grants in certain accounts, and chose to exclude the Financial Services and General Government; Labor, Health and Human Services, Education, and Related Agencies; and Defense Subcommittees from the earmarking process. Therefore, Members of the House must prioritize carefully, meaning that you should, too, when you make your requests to your representatives.



TIPS FOR PRIORITIZING PROJECTS

- You may make the same requests to both your Senators and one or more congressional Representatives, although some Members of Congress decline to participate in the earmarking process. You should consider spreading and prioritizing your requests across different Members based on the level of project support in the community, Member interest areas and Committee memberships, and their previous support for similar activities.
- Do not place all your requests into one appropriations account, but instead consider diversifying your requests among various appropriations subcommittees and accounts. It will be tougher for your House Member to take four transportation earmark requests from your locality and get them prioritized and passed through the Transportation, Housing, & Urban Development Appropriations Subcommittee than it would be for your Member to consider one transportation request, one police department request, one public health request, and one stormwater request – all of which are funded through different appropriations subcommittees.
- Use the **attached [Federal Priority Projects Matrix](#) template** to identify and prioritize your projects internally. This exercise will help determine priority projects across departments, provide a higher level of understanding of the types of projects your locality needs to be funded, pinpoint accounts that you may have too many requests, and guide your project ranking process. When completed, this matrix can also be used to explain your projects to your Members of Congress.

3. Follow the Rules

Remember that congressional earmarks are federal agency grants directed to eligible recipients by Congress. This means that the typical rules for project eligibility, eligible uses of the funds, and other requirements apply as they would for other more traditional, competitive grant programs, and the congressional appropriations subcommittees are likely to vet Member requests under these requirements before a project is added to a spending bill. However, this can become tricky, as the process in recent years shows that there has been flexibility provided on the typical agency program rules, and that some Members have been able to secure earmark requests for their priorities even when a project would not typically compete or fit well under the normal agency competitive grant process. Some of the rules of the spending subcommittees are not easily available for viewing by the public and are only known on Capitol Hill. All of this can make it hard to determine how to structure your project to be eligible and chosen. So, it is best that you understand and follow the rules as best you can, but also that you work closely with the staff of your Senator/Member offices to ensure your project makes the cut. S²'s team also works on these earmark programs on an ongoing basis, and we can help you interpret and follow the rules. Some of the key rules, among many requirements, which were part of the FY2025 process and which we assume will be applied by the appropriations committees again include:

- a. **Match Matters:** Your organization's ability to pledge the required match, which varies among earmark accounts, will be critical.
- b. **Letters and Other Demonstrations of Support:** All requests must provide evidence of broad community support, and most Members require the submission of at least two (2) letters or other supporting documentation such as press articles, support from local newspaper editorial boards, resolutions passed by local/county/state government, alignment with community development plans, inclusion on state priority lists, and other demonstrations of support.
- c. **Get Projects in the IUP, or the TIP and/or STIP:** Transportation projects normally must be included in your regional MPO's Transportation Improvement Program (TIP), and the Senate funding subcommittee may even require that your local project be included in your state Department of Transportation's State Transportation Improvement Program (STIP), or otherwise demonstrate transportation eligibility. That TIP/STIP process takes time and effort, so begin that now. Likewise, it is more difficult to secure an earmark for a sewer/stormwater project, or for a drinking water project, unless the project has been included on your state's "Intended Use Plan" for such infrastructure projects first, or you can otherwise demonstrate project eligibility under these programs.
- d. **Target HUD EDI to Low- and Moderate-Income (LMI) Areas:** HUD Economic Development Initiative earmarks should be used in areas that meet CDBG national objective standards. This includes projects that benefit all residents in an area where at least 51% of the residents are LMI, meet urgent community development needs, and prevent or eliminate slums or blights. While Congress funds outside of such areas, that is the exception.

- e. **FEMA Pre-Disaster Mitigation / BRIC requests need a lot of support**, including a concurrence letter from your State emergency management office and a Benefit-Cost Assessment for implementation projects.
- f. **Historic Preservation Fund projects may only be used for structures and objects listed on the [National Register of Historic Places](#).**
- g. **USDA Community Facilities earmarks:** This funding can be great for a variety of rural projects, but your jurisdiction must have a population of less than 20,000, and you must be ready with a big match. You should coordinate with your State's rural development office to determine the level of match required based on the characteristics of your jurisdiction. Communities with lower populations and median household incomes will qualify for lower levels of match, which range anywhere from 25% to 85% of the total project cost.
- h. **Corps of Engineers projects:** You must coordinate with your regional Corps District office on your project, as your Members and the Subcommittees will check with USACE before moving a project forward.

4. Put Effective Briefing Materials Together

Once your locality or organization has identified priority projects and matched them to potential appropriations funding accounts, you should prepare to approach your Members of Congress. We recommend that you **use the attached templates to put your projects into writing for your Members of Congress**. First, use the **attached template** to prioritize and convey all your projects in a [Federal Priority Projects Matrix](#). Second, fill in an [Appropriations Request Form](#) for each individual project. Note that the appropriations request forms differ between the House and Senate, can differ among various federal funding accounts, and may even vary Member-by-Member. The Request Form template we provide here is a good place to start, as it requires you to put the key information into a sheet for sharing with the offices of your Members of Congress and can be useful for transferring this information into the particular formats that various Members and spending subcommittees require. Third, create a **1-page Briefing Sheet** explaining each individual project and why it merits consideration by your Members of Congress. S² stands ready to help you put together all of these materials.

5. Contact Your Congressional Delegation

Now you are ready to contact your House Member(s) and Senators directly. Contact the local/regional district staff, or other staff people in the office, whom you know well or support your particular project. Request a meeting (and/or a Zoom) in Washington DC or the home district with your Members of Congress, their Legislative Director, or a Legislative Assistant assigned to appropriations requests. Your Member/Senator may have put out a guidebook or instructions on their process for receiving requests, so review this or ask the office if they have guidance to share.

Then make your pitches!

While only one Member is needed to make and secure a request, it is stronger if all Members of your Congressional Delegation support your request. Note, however, that some Members, mostly in the Republican Party, do not make earmark requests. If your Members have not accepted requests previously, it is important to check anyway for FY2026 because this can change with new leadership.

Some Members in leadership and on the Appropriations Committee are likely to receive larger shares of earmarks than other Members, and you could be fortunate if one or more of your elected Members serve on the spending committees. A breakdown of the current members of the Appropriations Committees can be found below:

- [House Appropriations Committee Members](#)
- [Senate Appropriations Committee Members](#)

6. Gather and Convey Stakeholder and Political Support

Your direct contact with your Members of Congress will be bolstered if you have the demonstrated support of local public leaders, private sector businesses, regional organizations, State officials, and other key stakeholders. Some of these people may have direct relationships with Members or their staff and could be willing to weigh in on behalf of a project. Gather this backing, ask your supporters to contact the Congressional Members or offices to reinforce your requests, and ask these people and organizations to write letters calling for the funding of your projects. Indeed, most congressional offices require written letters, resolutions, or other documentation of stakeholder support (many offices require at least 2 letters for each project request). Positive press stories and effective social media campaigns can often enhance the momentum of your project and catch the attention of your congressional offices.

ELIGIBLE ACCOUNTS

To prepare for funding requests, you should familiarize yourself with the kinds of funding accounts and projects that have been earmarked as part of the recent FY2022, FY2023, FY2024, and FY2025 processes. While there may be some adjustments to the funding accounts and programs in FY2026, we expect the next round to generally follow the previous process. Earmark funding accounts and programs relevant to S²'s clients are included in the chart below, along with funding ranges for projects within these accounts, the recommended target asks for funding requests, sample projects for each account, and other key information (using FY25 info):

Funding Accounts	Range of Pending FY2024 Earmarks	Recommended Target Ask	Sample Projects & Key Considerations	Required Non-Federal Match
DOT "Highway Infrastructure Projects"	\$54,000 – \$67,000,000	\$2,500,000	<ul style="list-style-type: none"> - e.g., Bicycle/pedestrian paths, critical roadway upgrades, trail connections - Project must be identified in your MPO's Transportation Improvement Program (TIP) and/or State Transportation Improvement Program (STIP) - Heavily earmarked, but also heavily subscribed 	20%
DOT "Transit Infrastructure Grants"	\$92,000 – \$9,520,000	\$1,500,000	<ul style="list-style-type: none"> - e.g., Purchasing electric buses, upgrading transit stations, rail expansions - Project must demonstrate support from entity that would administer the project - Heavily earmarked, great funding potential 	20%

DOJ “Byrne Discretionary Grants”	\$10,000 – \$4,204,000	\$500,000	<ul style="list-style-type: none"> - e.g., Crisis intervention training, equipment, victim services - Heavily earmarked, great funding potential 	0%
HUD “Community Development Fund”	\$30,000 – \$30,000,000	\$1,500,000. Very seldom do these exceed \$7 million	<ul style="list-style-type: none"> - Wide variety of community revitalization, community facility, arts and cultural, park, business revitalization, and many other programs - Additional funding restrictions for House requests. Museums, commemorative, memorials, swimming pools, golf courses healthcare facilities, and entertainment venues ineligible. - Prioritize for CDBG-eligible areas, including funding for brownfields cleanup and revitalization - Heavily earmarked, very high competition 	0%
DOJ “COPS Law Enforcement Technology”	\$8,000 – \$4,878,000	\$500,000	<ul style="list-style-type: none"> - e.g., Interoperable communications equipment, body cameras, criminal record technology modernization, forensic technology 	0%

			- Lightly earmarked, high competition	
EPA “State & Tribal Assistance Grants” (sewer, water, stormwater projects)	\$72,000 – \$23,600,000	\$2,000,000	- e.g., Stormwater drainage infrastructure, drinking water treatment plants, sewage treatment plants -Projects should be in your State’s most recently finalized Clean Water/Drinking Water SRF Intended Use Plan (IUP) - Heavily earmarked, moderately competitive	20%
FEMA “Pre-Disaster Mitigation” / “Building Resilient Infrastructure and Communities”	\$33,000 – \$5,101,000	\$1,500,000	- e.g., Flood mitigation and other natural hazard projects to reduce risk to individuals and property - Lightly earmarked, highly competitive - Must have supporting letter from state emergency management office - Helpful, but not necessarily required, to have completed a Benefit-Cost Assessment	25%
Army Corps of Engineers, “Investigations”	\$200,000 - \$1,200,000	\$500,000	- e.g., River and navigation improvements, shoreline	Depends on what kind of project



			<p>stabilization, wetland restoration</p> <ul style="list-style-type: none"> - Lightly earmarked, high competition - Work closely with your Corps District Office 	
Army Corps of Engineers, "Construction"	\$50,000 - \$120,000,000	\$5,000,000	<ul style="list-style-type: none"> - e.g., River and navigation improvements, shoreline stabilization, wetland restoration - Lightly earmarked, high competition - Work closely with your Corps District Office 	Depends on what kind of project
Army Corps of Engineers, "Operation and Maintenance"	\$8,000 – \$73,151,000	\$5,000,000	<ul style="list-style-type: none"> - e.g., Local river protection projects managed by USACE - Lightly earmarked, high competition 	Depends on what kind of project
DOI "Bureau of Reclamation Water and Related Resources"	\$2,200,000 – \$12,000,000	\$3,000,000	<ul style="list-style-type: none"> - Bureau projects are typically only for western U.S. water projects, such as water basin restoration funds - Lightly earmarked, highly competitive 	Depends on what kind of project
Department of Agriculture "Rural Community Facilities"	\$17,000 – \$6,757,000	\$1,000,000	<ul style="list-style-type: none"> - e.g., Rural public facilities such as fire stations, business incubators, community centers, medical and dental clinics, 	Sliding scale depending on size of community and AMI level, see USDA Rural Development

			<ul style="list-style-type: none"> and public works vehicles - Must be in jurisdiction with <20,000 population - Requires high match -Heavily earmarked, some funding potential 	web page or contact state rural development office for match levels
FEMA "Emergency Operations Center"	\$58,000 – \$7,000,000	\$1,000,000	<ul style="list-style-type: none"> - e.g., Establishment of, or equipment for, permanent emergency operations center - Moderately earmarked, some funding potential 	25%
Accounts Available in House only				
Department of Agriculture "Rural Utilities / ReConnect"	\$150,000 – \$4,224,000	\$1,000,000	<ul style="list-style-type: none"> - e.g., Rural broadband expansion in unserved or underserved areas - Scantly earmarked, limited opportunities 	0%-15%
Department of Agriculture "Rural Development, Water and Waste Disposal"	\$72,000 – \$5,437,000	\$1,000,000	<ul style="list-style-type: none"> - e.g., Rural drinking water sources, treatment, storage and disposal, sewer, stormwater collection -Must service a rural area with a population of 10,000 or less -Last year was first year this account was offered 	25%

			- Well earmarked, good funding potential	
Accounts Available in Senate Only				
HHS "Substance Abuse and Mental Health/ SAMHSA"	\$35,000 – \$4,500,000	\$500,000	- e.g., Mental health and substance abuse treatment and prevention programs, recovery services - Moderately earmarked, some funding potential	0%
National Parks Service "Historic Preservation Fund"	\$11,000 – \$600,000	\$300,000	- For rehabilitation and revitalization of historic properties on National Register of Historic Places - Lightly earmarked, highly competitive	50% (1:1)
Small Business Administration	\$69,000 – \$5,000,000	\$500,000	- e.g., Creation of a Black Business Alliance, funding for a small business navigator, downtown façade improvement program - Moderately earmarked, some funding potential	0%
DOL "Employment and Training Administration - Job Training"	\$10,000 – \$6,000,000	\$500,000	- e.g., Career development services, job training, apprenticeship programs - Moderately earmarked, some funding potential	0%

DOE “Energy Projects”	\$80,000 – \$5,000,000	\$750,000	<ul style="list-style-type: none"> - e.g., Establishing solar energy programs and projects - Moderately earmarked, highly competitive - Typically must be innovative, not run-of-the-mill 	50% (1:1)
HHS “Health Resources and Services Administration”	\$11,000 – \$15,000,000	\$2,000,000	<ul style="list-style-type: none"> - e.g., Health facilities and equipment - Thoroughly earmarked, good funding potential 	0%
Education “Higher Education”	\$50,000 – \$7,800,000	\$1,000,000	<ul style="list-style-type: none"> - e.g., College programming, including apprenticeships and scholarships - Heavily earmarked, great funding potential 	0%
Education “Innovation and Improvement”	\$20,000 – \$3,300,000	\$500,000	<ul style="list-style-type: none"> - e.g., Youth development and mentoring, educational and after school programs, curriculum development - Moderately earmarked, some funding potential 	0%
HHS “Administration for Children and Families”	\$10,000 - \$2,000,000	\$400,000	<ul style="list-style-type: none"> - e.g.; Support services, child abuse and homelessness prevention, mentorship programs - Moderately earmarked, minimal funding potential 	0%

HHS "Administration for Community Living"	\$10,000 - \$6,000,000	\$400,000	- e.g.; Health and support services for older adults and individuals with disabilities - Moderately earmarked, some funding potential	0%
Education "Higher Education"	\$50,000 – \$7,800,000	\$1,000,000	- e.g., College programming, including apprenticeships and scholarships - Heavily earmarked, great funding potential	0%

S² has extensive experience with earmarks and congressionally directed grants, and we are ready to help you prepare for this opportunity. We suggest that, after you have reviewed this document and started to organize your ideas about potential projects, you should be ready to convene a videoconference with your S² team to review your priorities and prepare to seek congressional support for them in this process. Feel free to contact your S² client manager, or S²'s Morgan Harron at Morgan.Harron@StrategiesDC.com or (704) 608-4449 for assistance or to discuss your priority projects.



APPENDIX: FEDERAL PRIORITY PROJECTS MATRIX

Identify the 3 – 7 projects to prioritize for congressionally directed grant funding. A template Priority Project Matrix is provided below:

[LETTERHEAD]
City/Town of [Locality]

FY2026 Federal Agenda with Senator/Representative [NAME] for Community Revitalization

[Locality] is underway with initiatives to promote sustainable and equitable community revitalization. [Locality] is working with Senator/Representative [Name], federal, and state government to *revitalize neighborhoods, boost transportation safety and efficiency, create jobs . . . [insert/personalize key priorities]*. To complete these projects, [locality] requests FY2026 federal resources and policy support:

Project	Bill & Account	Amount Needed
Zero Emission Locomotive Commuter Rail Pilot	DOT “Transit Infrastructure Grants”	\$2,000,000
Community Center Capital Renovations	HUD “Community Development Fund”	\$500,000
Local Emergency Operation Center	FEMA “Emergency Operations Center”	\$750,000
Shoreline Restoration Project	Army Corps of Engineers “Construction”	\$4,125,000
Youth Workforce Development Program	DOL “Employment and Training Administration”	\$250,000
PFAS Treatment Project	EPA “State & Tribal Assistance Grants – Drinking water State Revolving Fund”	\$1,600,000
Community Health Center Facility Construction	HHS “Health Resources and Services Administration”	\$3,768,000

For info contact [name] at XXX-XXX-XXXX or [email] or the secondary contact, [name], at XXX-XXX-XXXX or [email].



APPENDIX: PROJECT INFORMATION FORM

Members of Congress will require applicants to provide specific information about the project requests. The forms used by congressional offices typically follow the same format, although some offices use non-standard application approaches. The following is a standardized request template showing the kinds of information that most congressional offices will require you to provide in your earmark request submissions:

SECTION 1. Submitting Organization Details

1. **Organization Name:** _____
2. **Organization Address:** _____
3. **Organization Website:** _____
4. **Best Point of Contact:** _____
 - a. **Role/Title:** _____
 - b. **Email:** _____
 - c. **Phone:** _____
5. **Organization Type:** Non-profit State or Local Government
 - a. **If the organization is a non-profit, please specify which type (e.g. 501(c)(3), 501(c)(4), etc.):**

 - b. **If the organization is a state or local government, please specify which entity or agency if it is different than the organization name provided above:** _____

**** PLEASE NOTE: Only non-profit organizations and state or local government entities are eligible to submit CDS requests. Submissions by for-profit entities will not be considered. ****
6. **Board of Directors (if yes, please list names below):** Yes No

SECTION 2. Project Details

1. Project Name: _____

2. Order of Priority (if submitting only one, write "1 of 1"): ___ of ___

3. Project Address (if different than address provided above):

4. Project Purpose Statement:

5. Project Justification (How will this project benefit Delaware and/or the community of requested funding? How many jobs in DE will this create?):

6. Individuals, Groups, and/or State and Local Officials Who Support the Project (please provide letters of support and other documentation as separate attachments):

7. Project Included in State/City Use Plan or Community Development Plan: Yes
 No



Please specify:

8. Project Website (if available): _____

9. Amount Requested for FY 2026 (in dollars): \$ _____

a. Single-year Project OR Multi-year Project (*select one*)

If multi-year, please provide details on expected duration of the project and whether additional requests for federal appropriations will be submitted in out-years:

b. First-time Request OR Request made in prior fiscal year (*select one*)

If federal funding has been requested for this project in previous Fiscal Years, please provide the amount requested and use of funds if received:

10. Amount Requested as Percentage of Total Project Cost: _____ %

a. Total Project Cost: \$ _____

b. Intended Use of Federal Funds Requested: Capital Improvements
Salaries/Expenses/Operational Costs Other



Please specify:

c. Other non-federal funding sources and/or partner entities (please provide information on these entities):

d. Please explain status and use(s) of funding from non-federal sources (i.e. solicited, received, obligated, etc.):

e. If available, please provide a detailed budget for the project as an attachment to this form.

11. Project Submitted to Other Congressional Offices (select all that apply):

None Senator NAME Rep. NAME Outside STATE Delegation (please specify: _____)

SECTION 3. Bill and Account Details

1. Appropriations Bill (select one):

Agriculture, Rural Development, Food and Drug Administration, and Related Agencies (skip to 2a.)

Commerce, Justice, Science and Related Agencies (skip to 2f.)



Energy and Water Development
(skip to 2b.)

Financial Services and General Government (skip to 2g.)

Homeland Security (skip to 2c.)

Interior, Environment, and Related Agencies (skip to 2h.)

Labor, Health and Human Services, Education, and Related Agencies (skip to 2d.)

Military Construction and Veterans Affairs, and Related Agencies (skip to 2i.)

Transportation, Housing and Urban Development, and Related Agencies (skip to 2e.)

2. Eligible Accounts:

a. Agriculture, Rural Development, Food and Drug Administration, and Related Agencies (all accounts under this bill administered by the Department of Agriculture):

Animal Plant Health Inspection Service (APHIS), Salaries and Expenses

Rural Development, Distance Learning, Telemedicine, Broadband Grants

Natural Resources Conservation Service (NRCS), Conservation Operations

Watershed Flood Prevention Operations (WFPO)

Rural Development, Community Facilities Grants

b. Energy and Water Development:

Army Corps of Engineers (ACE), Investigations

DOE, Office of Cybersecurity, Energy Security, and Emergency Response (CESER)

ACE, Construction

DOE, Office of Electricity

ACE, Operations & Maintenance DOE, Office of Fossil Energy

ACE, Mississippi Rivers & Tributaries DOE, Office of Nuclear Energy

Department of Energy (DOE), Energy Efficiency and Renewable Energy (EERE) Department of the Interior, Bureau of Reclamation, Water and Related Resources

c. Homeland Security (all accounts under this bill administered by the Department of Homeland Security):

FEMA, Pre-Disaster Mitigation (PDM) Grants FEMA, Emergency Operations Center (EOC) Grants

d. Labor, Health and Human Services, Education, and Related Agencies:

Department of Education (DOED), Fund for the Improvement of Education (FIE) DOED, Rehabilitation Services, Demonstration and Training

Department of Health and Human Services (HHS), Administration for Children and Families, Children and Families Services Programs HHS, Administration for Community Living, Aging and Disability Services Programs

Department of Labor, Employment and Training Administration, Training and Employment Services HHS, Health Resources and Services Administration, Program Management

DOED, Fund for the Improvement of Postsecondary Education (FIPSE) HHS, Substance Abuse and Mental Health Services Administration (SAMHSA), Health Surveillance and Program Support

e. Transportation, Housing and Urban Development, and Related Agencies:

Department of Housing and Urban Development, Economic Development Initiatives (EDI)

DOT, Highway Infrastructure Program (HIP)

Department of Transportation (DOT), Airport Improvement Program (AIP)

DOT, Transit Infrastructure Grants (TIG)

DOT, Consolidated Rail Infrastructure and Safety Improvement (CRISI) Program

DOT, Transportation, Planning, Research, and Development (TPR&D)

f. Commerce, Justice, Science and Related Agencies:

Department of Commerce (DOC), National Institute of Standards and Technology (NIST), Scientific and Technical Research Services (STRS), External Projects

Department of Justice (DOJ), Community Oriented Policing Services (COPS), COPS Law Enforcement Technology

DOC, NIST, Construction of Research Facilities

DOJ, Office on Justice Programs, State and Local Law Enforcement Assistance, Byrne Discretionary

DOC, National Oceanic and Atmospheric Administration (NOAA), Operations, Research and Facilities (ORF), Special Projects

National Aeronautics and Space Administration (NASA), Safety, Security, and Mission Support

g. Financial Services and General Government:

General Services Administration (GSA), Federal Buildings Fund, Construction and Acquisition

NARA, Repair and Restoration

National Archives and Records Administration (NARA), National Historic Publications and Records Commission

Small Business Administration (SBA), Administrative Provision

h. Interior, Environment, and Related Agencies:

Bureau of Indian Affairs (BIA), Operation of Indian Programs, Special Initiatives

Land Management Agencies, Local Projects and Research (Bureau of Land Management, National Park Service, U.S. Fish and Wildlife Service, U.S. Geological Survey)

Environmental Protection Agency (EPA), Science and Technology, Research, National Priorities

National Park Service, Historic Preservation Fund (HPF)

EPA, State and Tribal Assistance Grants (STAG), STAG Infrastructure Grants

U.S. Forest Service, State and Private Forestry, Forest Resource Information and Analysis

EPA, STAG, Water and Wastewater Infrastructure

i. Military Construction and Veterans Affairs, and Related Agencies:

Military Construction, Air Force

Military Construction, Army Reserve

Military Construction, Air Force Reserve

Military Construction, Defense-Wide

Military Construction, Air National Guard

Military Construction, Navy and Marine Corps

Military Construction, Army

Military Construction, Navy Reserve

Military Construction, Army National Guard

3. Military Construction Request (skip if no): Yes No

a. Installation: _____

b. Project Number: _____

SECTION 5. Additional Required Documents

Please provide the following supporting documentation as attachments separate from this form:

- **Proof of non-profit status**
- **One-page Technical Project Description/Scope of Work**
- **Short Background Summary of Requesting Organization's History, Mission, and Communities Served**
- **Demonstration of Community Support**
 - Letters of Support from elected local officials
 - Letters of Support from editorial boards
 - State-use or community development plans
 - Press articles
- **Signed Attestation Letter**
 - For non-profits, please provide a letter from an expert, organization of authority, or governmental entity attesting to the feasibility of the project.
 - For government entities, please provide a letter of attestation from senior officials involved in the project.



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: Informational ONLY

- 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: Federal Earmark Funding FY2026- Hopewell Water Renewal

ISSUE: Brief City Council on Federal Earmark Funding opportunities

RECOMMENDATION: No action required at this time. Project identification underway

TIMING: Report back to Council on March 25 for action on project selection and authorization for application submittal

BACKGROUND: Each Federal budget cycle our there are opportunities for the City to receive funding through Congressionally Directed Spending. This presentation will summarize the specifics that Council needs to be aware of prior to authorization for application submittal.

ENCLOSED DOCUMENTS: Power Point with specifics regarding congressionally directed spending and guide document from Sustainable Strategies regarding Congressionally Directed Grants.

STAFF: Michael Crocker, Director of Public Works/Interim Director of HWR

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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 |



FY2026 Congressionally Directed Spending/Grants

March 11, 2025

Hopewell Water Renewal



FY2026 Congressionally Directed Spending/Grants

- What is it? – Federally directed funding from Congress for an eligible project that we select.
- What type of project is eligible- For HWR, treatment works projects are eligible.
- What is the funding cap? Typical ask should be around \$2M or less.
- Is there a match required? Yes. For this earmark the local share would be 20% of the earmark.
- Is there an application deadline? The application package submittal would be in the beginning of April 2025. Specific submittal information/timing is pending in the Congressional Districts.
- When would the project occur if funded? If successful in obtaining funding, the project would likely commence towards the end of CY2026.
- Project identification is underway and staff will report back on March 25th at which time Council Action will be necessary given the match requirement of the grant. Our objective is to identify a project within the cost and schedule requirements of the grant that was already identified for funding through the City capital budget.

Hopewell Water Renewal



QUESTIONS?

Mike Crocker, Jr.
Director of Public Works
Interim Director of Hopewell Water Renewal

Hopewell Water Renewal

Police - Earmark Funding Request

- Request cycle opens: Early – Mid April 2025
- Money rewarded: Mid – Late 2026 (If selected)
- Request through Congresswoman McClellan; Senators Kaine & Warner
- Our Request is for Enhancing Public Safety Technology in the City of Hopewell
- Amount: \$999,700.00 (no match required)
 - FlockOS Elite Package
 - Enhanced LPR Upgrade
 - Flock911
 - 2 – Flock Mobile Security Trailers (3 Cameras each)
 - Flock Safety Video Integration (700 video feeds)
 - Video Integration Gateway 2.0 (8 streams per box – 15 boxes)
 - Flock Safety Gunshot Detective (10 units – covering 10 square miles)



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 to solicit public comment regarding the City’s Community Development Block Grant (CDBG) priorities in preparation of the new 5 Year Consolidated Plan (2025-2030)

ISSUE: Staff seeks public input on the funding priorities of the CDBG program.

RECOMMENDATION: Staff is not asking for any action from City Council. Seeking public comment only

TIMING: N/A

BACKGROUND: HUD requires the City to develop a 5 year plan for CDBG funding priorities

ENCLOSED DOCUMENTS: Presentation

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda Stokes, 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"/> | Councilor Ronnie Ellis, Ward #4 | | | |



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

Program Years 2025-2030

MISSION OF HUD & PURPOSE OF CDBG PROGRAM

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

PAST AND CURRENT CDBG FUNDING

Year	Allocation
2018	\$177,848
2019	\$190,398
2020	\$210,670
2021	\$225,151
2022	\$225,305
2023	\$236,121
2024	\$242,417
Total FY18 - FY24	\$1,507,910

CONSOLIDATED PLAN

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

- Owner-Occupied Housing Rehabilitation Assistance
- Homelessness Prevention
- Recreational Facilities
- Employment Training
- Senior Services
- Youth Services
- Services for Victims of Domestic Violence
- Child Care Services
- Neighborhood Cleanups
- Public Infrastructure Improvements
- Food Banks

CONSOLIDATED PLAN – PUBLIC COMMENT

The City will solicit public comment in several ways:

1. Public Hearing & newspaper advertisements
2. Survey
3. Consultation with service providers
4. City website & social media



QUESTIONS?



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: Annually re-appropriating unexpended funds

ISSUE: Its requested that that City Council adopts a resolution to direct the re-appropriation of unexpended funds by the Hopewell Public Schools annually into a fund designated for future Capital needs of Hopewell Public Schools

RECOMMENDATION: Council desires to annually re-appropriate unexpended funds to an account created by the City and designate those funds for the capital needs of the Hopewell Public School System

TIMING: March 11, 2025

BACKGROUND: Hopewell Public Schools requested that unexpended funds be reserved for the benefit of the School System on January 28, 2025. Council requested of Schools and the City Manager to draft a resolution in support of this request.

ENCLOSED DOCUMENTS:

STAFF: City Manager

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 Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolonda Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

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"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolonda Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |



General Resolutions for February 13, 2025

Warrants

Review of Bills

January

25-02-G1

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of **\$761,270.21 (Operating Fund)**, and **\$135,596.02 (Cafeteria Fund)** for January have been presented and reviewed by the Hopewell City School Board.

Approval of Resolution to Direct Reappropriation of Funds

25-02-G2

RESOLUTION TO DIRECT RE-APPROPRIATION OF UNEXPENDED FUNDS BY HOPEWELL PUBLIC SCHOOLS ANNUALLY INTO A FUND DESIGNATED FOR FUTURE CAPITAL NEEDS OF HOPEWELL PUBLIC SCHOOLS.

WHEREAS, the City of Hopewell annually appropriates funds in furtherance of the maintenance and operation of Hopewell Public Schools; and

WHEREAS, Section 22.1-100 of the Code of Virginia requires that funds which have been appropriated by the locality to the Public Schools which remain unexpended at the end of the fiscal year must be returned to the City's General Funds; and

WHEREAS, Hopewell Public Schools has requested that such unexpended funds be reserved for the benefit of the school system; and

WHEREAS, it is the agreement between City Council and Hopewell Public Schools to accommodate this by annually re-appropriating such unexpended funds to an account created by the City and designated for the capital needs of the Hopewell Public School System.

NOW, thereafter be it RESOLVED that from the date of adoption of this Resolution forward, upon verification of remaining unexpended funds at the end of the City's fiscal year, the School Division should prepare a supplemental appropriation for adoption by City Council in an amount equal to said unexpended funds such that, such funds are deposited in an account held by the City that is designated for the future capital needs of Hopewell Public Schools.

Approval of VSBA Showcasing Innovation Award

25-02-G3

***RESOLVED**, upon the recommendation of the Superintendent of Schools, that the 2025 VSBA Showcasing the Balanced Calendar Innovation Award Submission Confirmation has been presented and approved by the Hopewell City School Board.*

Approval of Donations

25-02-G4

***RESOLVED**, upon the recommendation of the Superintendent of the Schools, that the Hopewell School Board accepts, with appreciation, the following donations:*

- *A monetary donation in the amount of \$200.00 from Christopher Whitehurst donated to Harry E. James for the Christmas Toy Drive.*

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: OAA Cooperative Project.

ISSUE: The Counties of Prince George (fiscal agent), Surry, Dinwiddie, and Sussex, along with the City of Hopewell, are partnering with District 19 Community Services Board (CSB) to develop a regional Mobile Overdose Response Unit. This project dedicates Certified Peer Recovery Specialist (CPRS) staff to be housed at District 19 CSB. CPRS will work with local law enforcement, first responders, and local emergency departments to develop a referral-based agreement for immediate (48-72 hour) response to individuals who have experienced an opioid overdose. CPRS will partner with law enforcement officers within each locality to provide timely access to substance abuse treatment, peer recovery services, community resources, medication-assisted treatment, and harm reduction kits. In addition to overdose response, the CPRS will proactively engage in community outreach events throughout the region.

RECOMMENDATION: Staff recommends that the City of Hopewell enter into a Cooperative Partnership Agreement with District 19 Community Services and surrounding localities for the purpose of providing a Mobile Overdose Response Unit and approve the funding of \$41,317 of Opioid dollars from FY 26-FY30

TIMING: Deadline to apply 04/01/25

FISCAL IMPACT: Funding is recommended from Direct Distribution, Individual Distribution and Gold Standards Incentive provided through the Opioid Abatement Authority.

ENCLOSED DOCUMENTS: Hopewell Projected Distribution.

STAFF: Assistant City Manager James Gaston, P.G. Commonwealth Attorney Susan Fierro
Chief Gregory Taylor, District 19 Executive Director Terrelle Stewart

SUMMARY:

- | Y | N | | Y | N |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor 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"/> | Councilor Ronnie Ellis, Ward # 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

**VIRGINIA OPIOID ABATEMENT AUTHORITY COOPERATIVE PARTNERSHIP
AGREEMENT FOR COOPERATIVE APPLICATION**

WHEREAS the mission of the Virginia Opioid Abatement Authority (“OAA”) is to abate and remediate the opioid epidemic in the Commonwealth through financial support in the form of grants, donations, or other assistance; and

WHEREAS the OAA operates a financial assistance program to support certain cooperative partnerships of cities and/or counties in Virginia that implement regional efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids; and

WHEREAS the cities and/or counties listed below have committed to work together to develop and jointly submit an application for regional cooperative partnership funding from the OAA; and

WHEREAS all of the localities listed below are located within the same region (Region 4) of the Department of Behavioral Health and Developmental Services; and

WHEREAS, contingent on an award of grant funding from the OAA, the localities listed below desire to partner with the District 19 Community Services Board to develop a regional Mobile Response Unit, which would dedicate Certified Peer Recovery Specialist (“CPRS”) staff to be housed at the District 19 Community Services Board; and

WHEREAS contingent on an award of grant funding from the OAA, the localities listed below and the District 19 Community Services Board desire that:

- (1) the CPRS staff to work with local law enforcement, first responders, and local emergency departments to develop a referral-based agreement for immediate (48-72 hour) response to individuals who have experienced an opioid overdose,
- (2) the CPRS to partner with law enforcement officers in each locality to provide timely access to substance abuse treatment, peer recovery services, community resources, medication-assisted treatment, and harm reduction kits, and
- (3) the CPRS staff to proactively engage in community outreach events throughout the region (and the endeavor to accomplish desires (1), (2), and (3) shall be henceforth referred to as the “Program”); and

WHEREAS the localities listed below and the District 19 Community Services Board agree they will execute a legally binding operational agreement formalizing the cooperating partnership if the application for financial assistance is approved; and

WHEREAS the localities listed below and the District 19 Community Services Board agree that each locality may limit harm reduction items that may be offered within its own locality or with funds from its own locality for reasons of public policy, which may differ from locality to locality; and

WHEREAS the localities listed below and the District 19 Community Services Board agree that Prince George County will serve as the fiscal agent for the cooperative partnership if it is awarded; and

WHEREAS the localities and the District 19 Community Services Board seek a total amount not to exceed \$400,000 in funding from the OAA for fiscal year 2026 and commensurate amounts for each of Fiscal Years 2027 through 2030; and

WHEREAS subject to future appropriations of funds by each locality, the following localities have agreed to request the fund types and amounts listed below as matching funds to the Project for Fiscal Year 2026 from their respective governing bodies; and

Name of City, County, or Organization	Amount of Direct Distribution	Amount of Individual Distribution	Amount of OAA "Gold Standard" Incentive	Amount of Other Funds	Total Match Pledged
County of Dinwiddie	\$0	\$18,832.60	\$4,708.00	\$0	\$23,540.60
County of Prince George	\$99,030.00	\$33,726.00	\$8,431.40	\$0	\$141,187.40
County of Surry	\$16,363.80	\$5,573.00	\$1,393.40	\$0	\$23,330.20
County of Sussex	\$0	\$7,783.00	\$1,473.80	\$0	\$9,256.80
City of Hopewell	\$0	\$33,053.40	\$8,263.60	\$0	\$41,317.00

WHEREAS subject to future appropriations of funds by each governing body, each of the aforementioned localities will annually request the matching funds listed above from their respective local governing bodies for the Program through the 2030 fiscal year; and

NOW, THEREFORE, BE IT RESOLVED, the preceding paragraphs are binding and that the localities and other organizations listed below hereby authorize the County of Prince George to execute the cooperative partnership grant application to the OAA and, if awarded, to execute all documents in connection therewith.

BE IT FURTHER RESOLVED, that if one or more localities elect not to authorize participation in this cooperative partnership application by March 14, 2025, the Chief Administrative Officers (defined as the County Administrator or City Manager, as applicable) of the remaining localities may together agree to choose to direct the County of Prince George to proceed with the cooperative grant application to the OAA and to execute all documents in connection therewith without the locality(ies) that chose not to participate.

BE IT FURTHER RESOLVED, that if one or more localities elect to authorize participation in this cooperative partnership application at levels less than those set forth above in the individual distribution and gold standard columns by March 14, 2025, the Chief

Administrative Officers of the remaining localities may together agree to choose to direct the County of Prince George to move forward with an application with or without the locality(ies) that elected to participate at levels less than those set forth above in the individual and gold standard distribution columns.

BE IT FURTHER RESOLVED, that, for the purposes of clarity, if the County of Prince George, the County of Surry, or both are directed by their Board of Supervisors to proceed with no amount or a reduced amount in the direct distribution column as part of their approval of this Agreement prior to March 14, 2025, then their total contribution amount above shall be reduced by the amount in the direct distribution column without penalty.

BE IT FURTHER RESOLVED, that each governing body authorizes its Chief Administrative Officer to execute this Agreement with such changes, substantive or otherwise, as the Chief Administrative Officer may agree to, which approval shall be conclusively evidenced by their signature to this Agreement.

BE IT FURTHER RESOLVED, that each governing body authorizes its Chief Administrative Officer to take any action reasonably necessary to carry out the intent of this Agreement.

District 19 Community Services Board

City of Hopewell

Terrelle Stewart
Executive Director

Concetta Manker
City Manager

County of Dinwiddie

County of Prince George

W. Kevin Massengill
County Administrator

Jeffrey D. Stoke
County Administrator

County of Surry

County of Sussex

Melissa Rollins
County Administrator

Richard Douglass
County Administrator

WS-2 – Opioid abatement agreement- James Gaston III, Deputy City Manager, Susan Fierro, Prince George

The meeting began with James Gaston, Deputy City Manager, introducing the topic of the Opioid Abatement Agreement and the collaborative effort between various jurisdictions to apply for funding for opioid response efforts. Gaston explained that the grant application must be submitted by April 2024, with the support of the Commonwealth Attorney and other regional representatives. Susan Fierro, Commonwealth Attorney for Prince George County, provided more details about the grant and the planned creation of a Mobile Response Unit to assist with overdose calls. The unit, including certified peer recovery specialists, will offer referrals, harm reduction kits, and services within 48-72 hours of an overdose call.

Denise Wal, with Riverside Criminal Justice Agency, elaborated on the participation of five localities in this initiative, including Prince George, Hopewell, Surrey County, Dinwiddie County, and Sussex County, all of which are working together to submit a joint application to the Virginia Opioid Abatement Authority by April 2025. The goal is to utilize these funds for a project lasting through 2030. It was emphasized that these funds are distinct from the direct opioid settlement funds already received by localities, and those funds will not be affected by this collaborative effort. The group clarified that the collaborative effort will allow access to additional funding that would otherwise be forfeited if not applied for as a group.

Gaston reassured that the localities' existing opioid funding would not be disrupted by the collaborative project, and he confirmed that individual jurisdictions' direct funds are already being used for specific local initiatives. Fierro and Wal described the logistics of how the mobile response unit would operate, with training for law enforcement and other partners to ensure a coordinated approach. The initiative is expected to expand on similar programs already in place in neighboring counties, such as Chesterfield County. In closing, the group expressed their hope for a successful grant award to address the growing opioid crisis.

Vice Mayor Joyner makes a motion to extend the meeting until CCR-1. Mayor Partin seconds the motion.

ROLL CALL

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Yes

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes

Motion Passes 6-0

Councilor Harris continues and asks questions about the Opioid Abatement agreement by asking about the inclusion of Chesterfield in a cooperative project, as he noticed they were not listed. It was clarified that while Chesterfield is not part of the cooperative, they are undertaking a similar initiative using opioid abatement funds. This project involves a mobile response unit that connects individuals with services and provides harm reduction kits. Councilor Harris acknowledged that similar efforts are being implemented in surrounding areas, though this particular project would be new to their region. He then inquired about the determination of the "gold standard" amount, which was explained to be set by the OAA based on various criteria, including the number of overdoses in the area. The discussion concluded with an indication that action would be taken at the next city council meeting.

FINANCE MEETING

Finance Committee Meeting



CITY MANAGER: DR. CONCETTA MANKER

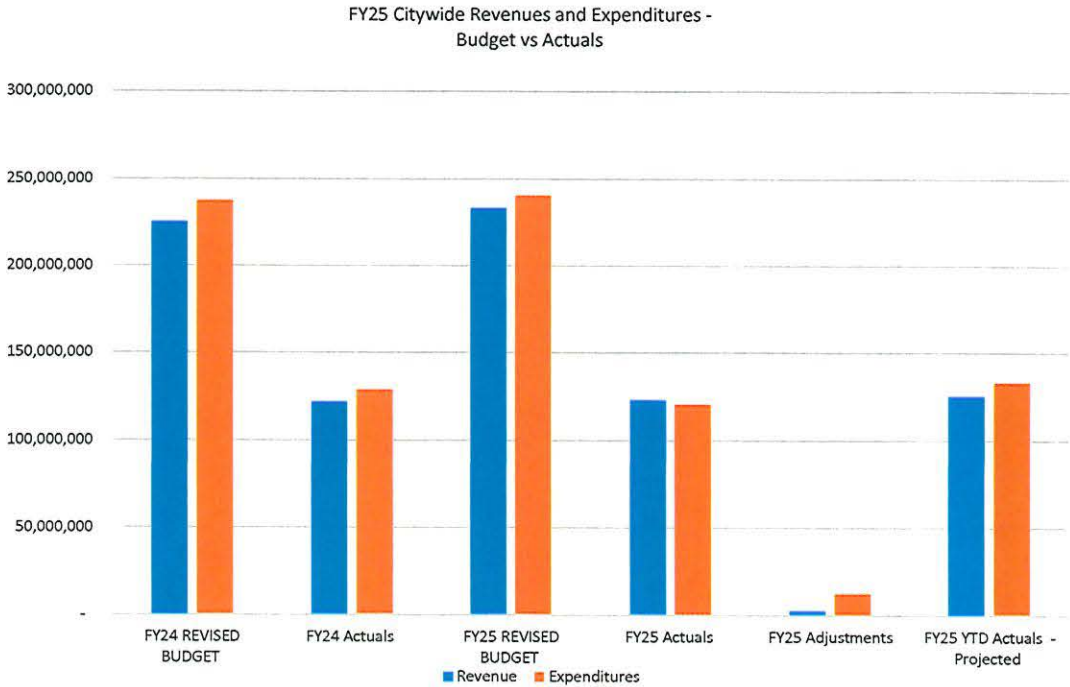
PRESENTED BY: STACEY JORDAN, CFO

AGENDA

- Minutes from last meeting
- FY25 Budget to Actuals – February
 - Citywide
 - General Fund
 - Enterprise
 - Schools
- February Collection report – Data Integrators
- Accounts Payable/Debt Service
- Projected Cash Flow FY25
- Reports from COR and Treasurer
- February committee items

Citywide FY25 Budget to Actuals – February

- City-wide revenues for February are trending 0.29% or \$3.5M higher in for FY25 vs FY24.
- Expenses are trending 1.2% higher or \$4.5M for FY25 vs FY24.
- Key Due Date June 2nd half RE



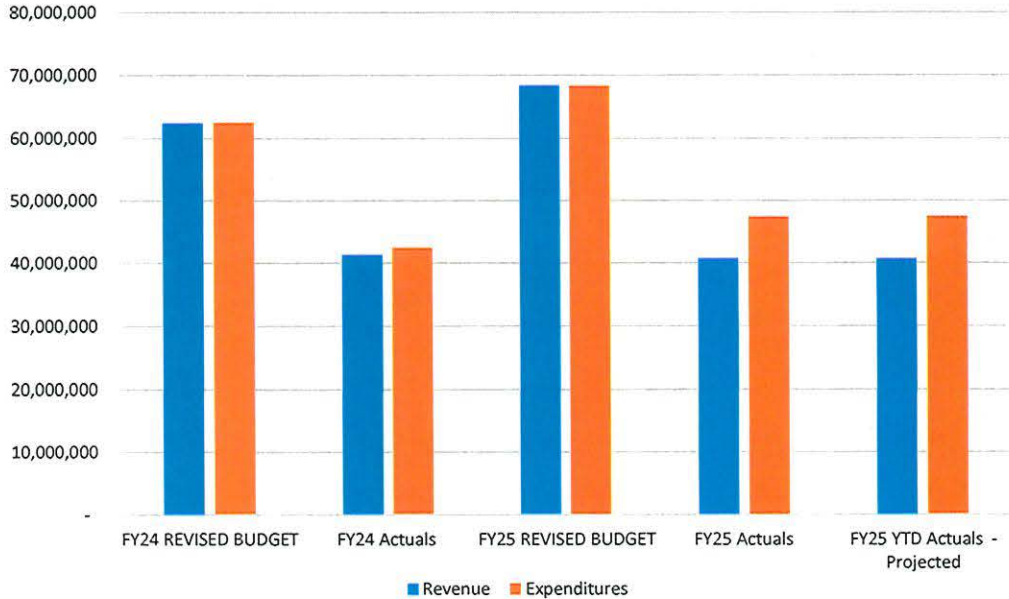
Citywide FY25 Budget to Actuals – February

REVENUES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % of Budget Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 Adjustments	FY25 YTD Actuals - Projected	FY25 % Rec'd Projected	Comments
REAL ESTATE TAXES	20,979,167	9,789,885	46.7%	21,928,970	9,979,130		9,979,130	45.5%	Consistent
PUBLIC SERVICE CORP TAX	4,100,000	4,868,493	118.7%	5,100,000	5,185,484		5,185,484	101.7%	Feb 15 deadline was extended to March 7, decrease due to collections from Vendor delay in sending out bills
PERSONAL PROPERTY TAX	5,636,800	5,369,481	95.3%	7,056,000	4,599,709		4,599,709	65.2%	Feb 15 deadline was extended to March 7, decrease due to collections from Vendor delay in sending out bills
MACH & TOOL TAX	8,783,500	3,325,526	37.9%	9,586,049	3,663,742		3,663,742	38.2%	Consistent
PPTRA STATE REIMBURSEMENT	1,618,030	1,537,128	95.0%	1,618,030	1,537,128		1,537,128	95.0%	Consistent
OTHER TAXES	10,110,000	7,354,385	72.7%	10,840,000	7,554,306		7,554,306	69.7%	Consistent
USE OF MONEY & PROPERTY	340,000	733,637	215.8%	530,200	541,491		541,491	102.1%	Decrease due to Interest Income
CHARGES FOR SERVICES	40,064,435	20,606,961	51.4%	50,894,520	19,360,232	2,500,000	21,860,232	43.0%	Feb Billing
PENALTIES & INTEREST	488,500	650,736	133.2%	586,000	354,988		354,988	60.6%	As projected with 20% budget increase
PERMITS, FEES AND LICENSES	285,600	461,762	161.7%	470,450	313,888		313,888	66.7%	As projected with 65% budget increase
FINES & FORFEITURES	860,500	808,879	94.0%	1,456,543	760,374		760,374	52.2%	Decrease due to decline in 295 fines and collections
GRANTS	221,516	321,804	145.3%	464,964	371,901		371,901	80.0%	Increase due to SW Grant received
STATE REVENUES	54,730,232	35,064,801	64.1%	62,379,873	40,207,369		40,207,369	64.5%	Schools & Social Services
FEDERAL REVENUES	20,820,289	13,109,389	63.0%	16,852,868	7,343,314		7,343,314	43.6%	Decrease due to ARPA in FY24
MISCELLANEOUS REVENUE	23,703,752	747,059	3.2%	6,940,175	1,433,861		1,433,861	20.7%	Increase due to \$452.5k HWR Misc. Credits
IN LIEU OF TAXES	1,591,511	1,165,799	73.3%	1,591,511	1,137,965	27,834	1,165,799	73.3%	Feb Billing
DEBT SERVICE	1,120,526	747,017	66.7%	947,617	557,484	78,968	636,452	67.2%	Feb Billing
TRANSFERS IN	29,933,944	15,523,009	51.9%	33,876,815	18,185,943		18,185,943	53.7%	Consistent
TOTAL REVENUES	225,388,302	122,185,750	54.21%	233,120,585	123,088,310	2,606,802	125,695,112	53.92%	
EXPENDITURES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % of Budget Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 Adjustments	FY25 YTD Actuals - Projected	FY25 % Rec'd Projected	
SALARIES & WAGES	29,400,828	17,141,677	58.3%	30,385,758	18,208,688		18,208,688	59.9%	2.5% Annual Salary Increase
HEALTH BENEFITS	4,961,744	2,972,432	59.9%	5,316,869	3,219,157		3,219,157	60.5%	
EMPLOYEE BENEFITS	383,555	164,986	43.0%	472,839	185,964		185,964	39.3%	
RETIREMENT	4,179,372	2,384,983	57.1%	4,321,239	2,554,863		2,554,863	59.1%	
OTHER PERSONNEL	2,383,137	1,445,315	60.6%	2,479,970	1,512,294		1,512,294	61.0%	
PROFESSIONAL SERVICES	17,081,959	9,229,183	54.0%	17,231,050	9,757,515		9,757,515	56.6%	
WORKERS COMPENSATION	509,172	337,260	66.2%	513,869	326,527		326,527	63.5%	
SERVICE & SUPPLIES	44,358,272	20,596,957	46.4%	40,621,932	19,508,944		19,508,944	48.0%	
OUTSIDE AGENCIES	5,838,549	3,389,383	58.1%	5,736,603	3,445,508		3,445,508	60.1%	
NON-DEPARTMENTAL	1,263,888	943,957	74.7%	1,265,074	943,125		943,125	74.6%	
OTHER	69,266,425	46,087,542	66.5%	75,717,722	35,900,255	12,355,000	48,255,254.93	63.7%	Est \$12.355M for Schools unrecorded Opex
CAPITAL	21,451,007	3,668,528	17.1%	16,186,205	2,175,869		2,175,869	13.4%	HWR 2H25 Planned spending
DEBT	7,428,083	5,459,158	73.5%	7,418,450	5,631,074		5,631,074	75.9%	
SUPPORT OF SCHOOLS	13,580,000	10,185,000	75.0%	13,865,900	10,360,450		10,360,450	74.7%	
TRANSFERS OUT	15,344,944	4,581,259	29.9%	19,001,915	7,068,743		7,068,743	37.2%	
TOTAL EXPENDITURES	237,430,935	128,587,621	54.16%	240,535,395	120,798,976	12,355,000	133,153,976	55.36%	
NET INCOME	(12,042,633)	(6,401,871)	0.05%	(7,414,810)	2,289,334	(9,748,198)	(7,458,864)	-1.44%	

General Fund FY25 Budget to Actuals – February

- General fund for February is trending or 6.5% or \$601K lower in Revenues for FY25 vs FY24 – Decrease from PSC and PP P&I date changed to March 7th.
- Expenses for FY25 are trending 1.4% or \$4.9M higher than FY24
- The next key due date is June.

FY25 General Fund Revenue and Expenditures



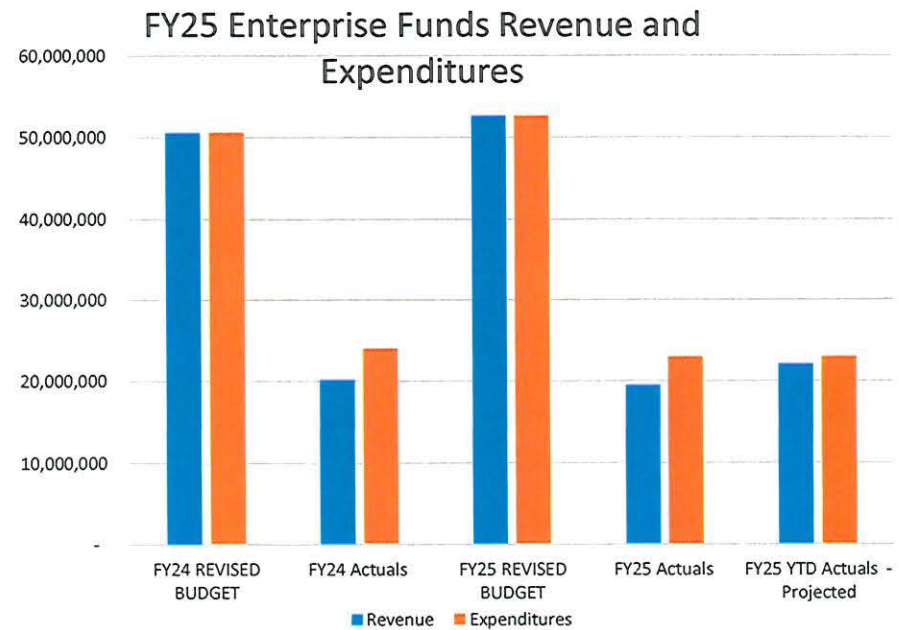
General Fund FY25 Budget to Actuals – February

REVENUES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % of Budget Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd Projected	COMMENTS
REAL ESTATE TAXES	20,979,167	9,785,290	46.6%	21,928,970	9,831,468	9,831,468	44.8%	
PUBLIC SERVICE CORP TAX	4,100,000	4,868,493	118.7%	5,100,000	5,185,484	5,185,484	101.7%	Delay in billing and collections, due date extended to 3/7/25
PERSONAL PROPERTY TAX	5,636,800	5,369,481	95.3%	7,056,000	5,089,709	5,089,709	72.1%	Delay in billing and collections, due date extended to 3/7/25
MACH & TOOL TAX	8,783,500	3,325,526	37.9%	9,586,049	3,663,742	3,663,742	38.2%	Reclassified \$3.4M posted in July FY24, but earned in June FY23
PPTRA STATE REIMBURSEMENT	1,618,030	1,537,128	95.0%	1,618,030	1,537,128	1,537,128	95.0%	
OTHER TAXES	6,560,000	4,839,560	73.8%	7,240,000	4,781,831	4,781,831	66.0%	Consistent with FY24 Collections
USE OF MONEY & PROPERTY	65,000	59,590	91.7%	90,000	64,667	64,667	71.9%	Consistent with FY24 Collections
CHARGES FOR SERVICES	677,500	809,382	119.5%	847,000	923,149	923,149	109.0%	
PENALTIES & INTEREST	487,500	645,919	132.5%	581,000	348,947	348,947	60.1%	Decrease from FY24
PERMITS, FEES AND LICENSES	285,600	461,762	161.7%	470,450	312,013	312,013	66.3%	FY25 Budget Increase due to past due collections
FINES & FORFEITURES	860,500	801,223	93.1%	1,299,498	757,767	757,767	58.3%	FY25 Budget Increase for School Zone cameras, \$262K YTD decrease in 295 fines and collections
GRANTS	-	52,696	---	-	2,000	2,000	---	
STATE REVENUES	8,194,190	4,750,720	58.0%	9,183,676	5,728,314	5,728,314	62.4%	
FEDERAL REVENUES	1,251,000	1,994,773	159.5%	350,000	101,317	101,317	28.9%	Decrease due to ARPA in FY25
MISCELLANEOUS REVENUE	750,035	415,324	55.4%	749,092	787,560	787,560	105.1%	
IN LIEU OF TAXES	1,257,500	943,125	75.0%	1,257,500	943,125	943,125	75.0%	
TRANSFERS IN	1,009,000	756,750	75.0%	1,009,000	756,750	756,750	75.0%	
TOTAL REVENUES	62,515,322	41,416,742	66.25%	68,366,265	40,814,971	40,814,971	59.70%	
EXPENDITURES	FY23 REVISED BUDGET	FY24 Actuals	FY23 % Used	FY24 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd Projected	
SALARIES & WAGES	20,207,581	11,751,581	58.2%	20,811,033	12,548,294	12,548,294	60.3%	2.5% Annual Salary Increase
HEALTH BENEFITS	3,554,597	2,142,646	60.3%	3,755,212	2,304,676	2,304,676	61.4%	
EMPLOYEE BENEFITS	249,669	116,220	46.5%	301,597	131,892	131,892	43.7%	
RETIREMENT	2,885,871	1,638,517	56.8%	2,940,040	1,734,377	1,734,377	59.0%	
OTHER PERSONNEL	1,628,553	997,256	61.2%	1,680,129	1,045,021	1,045,021	62.2%	
PROFESSIONAL SERVICES	3,553,409	3,877,839	109.1%	4,842,321	3,751,504	3,751,504	77.5%	Decrease in Audit Fees
WORKERS COMPENSATION	429,097	291,357	67.9%	430,823	276,387	276,387	64.2%	
SERVICE & SUPPLIES	4,925,517	3,292,925	66.9%	5,765,428	4,364,664	4,364,664	75.7%	
OUTSIDE AGENCIES	5,040,189	3,292,660	65.3%	4,922,732	3,424,117	3,424,117	69.6%	
NON-DEPARTMENTAL	27,890	832	3.0%	24,491	-	-	0.0%	
OTHER	71,898	54,714	76.1%	425,928	226,988	226,988	53.3%	
CAPITAL	252,711	238,797	94.5%	215,750	180,400	180,400	83.6%	
SUPPORT OF SCHOOLS	13,580,000	10,185,000	75.0%	13,710,000	10,360,450	10,360,450	75.6%	
TRANSFERS OUT	6,108,345	4,581,259	75.0%	8,540,791	7,068,743	7,068,743	82.8%	Increase in transfer to Capital Projects
TOTAL EXPENDITURES	62,515,327	42,461,604	67.9%	68,366,275	47,417,512	47,417,512	69.4%	
NET INCOME	(5)	(1,044,862)	-1.67%	(10)	(6,602,541)	(6,602,541)	-9.66%	

Enterprise Fund FY25 Budget to Actuals – February

Regional Water, Sewer, Solid Waste, and Storm Water

- Enterprise fund for February is trending 2.% or \$1.9M higher in Revenues for FY25 vs FY24.
- Expense for FY25 are trending 3.6% or \$957K less the expense in FY24.
- Revenues show reflection of on-time billing vs last year and expenses decreases stems from the reduction of emergency repairs compared to last year.



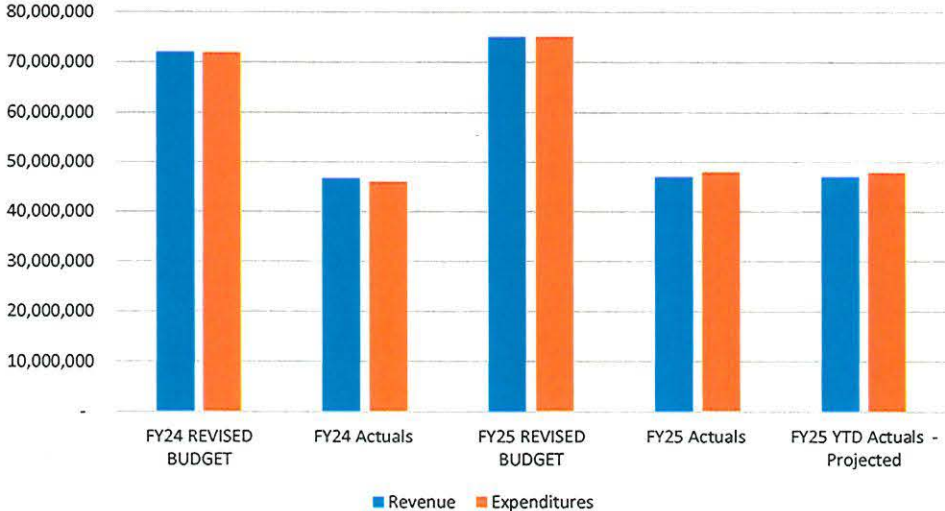
Enterprise Fund FY25 Budget to Actual – February

REVENUES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd	Comments
USE OF MONEY & PROPERTY	235,000	492,055	209.4%	300,000	330,925	330,925	110.3%	
CHARGES FOR SERVICES	33,182,403	18,315,954	55.2%	42,367,151	17,688,296	20,188,296	47.7%	\$2.50M Feb Billing
MISCELLANEOUS REVENUE	6,515,000	210,202	3.2%	13,450	511,446	511,446	3802.6%	\$452.5k HWR Misc. Credits
GRANTS	-	254,771	---	-	254,771	254,771	---	
IN LIEU OF TAXES	334,011	222,674	66.7%	334,011	194,840	222,674	66.7%	\$27.8K Feb Billing
DEBT SERVICE	1,120,526	747,017	66.7%	947,617	557,484	636,452	67.2%	\$78.9K Feb Billing
TRANSFERS IN	9,236,599	-	0.0%	8,672,924	-	-	0.0%	
TOTAL REVENUES	50,623,539	20,242,673	39.99%	52,635,153	19,537,762	22,144,564	42.07%	
EXPENDITURES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd	
SALARIES & WAGES	4,716,662	2,530,223	53.6%	4,731,824	2,767,764	2,767,764	58.5%	
HEALTH BENEFITS	640,213	362,516	56.6%	713,300	415,236	415,236	58.2%	
EMPLOYEE BENEFITS	75,920	26,751	35.2%	81,431	18,048	18,048	22.2%	
RETIREMENT	624,982	333,058	53.3%	642,777	389,527	389,527	60.6%	
OTHER PERSONNEL	354,748	211,903	59.7%	364,449	228,922	228,922	62.8%	
PROFESSIONAL SERVICES	9,255,314	5,112,835	55.2%	9,835,136	5,738,397	5,738,397	58.3%	
WORKERS COMPENSATION	50,674	32,769	64.7%	53,697	35,593	35,593	66.3%	
SERVICE & SUPPLIES	17,314,597	11,178,156	64.6%	12,753,907	9,280,232	9,280,232	72.8%	Decrease in emergency repairs
OUTSIDE AGENCIES	6,000	4,925	82.1%	5,000	1,498	1,498	30.0%	
NON-DEPARTMENTAL	1,257,500	943,125	75.0%	1,257,500	943,125	943,125	75.0%	
OTHER	61,400	17,275	28.1%	61,400	21,535	21,535	35.1%	
CAPITAL	4,440,284	1,517,025	34.2%	9,973,822	1,475,765	1,475,765	14.8%	H25 Planned spending
DEBT	2,588,642	1,729,726	66.8%	2,583,988	1,727,594	1,727,594	66.9%	
TRANSFERS OUT	9,236,599	-	0.0%	9,576,924	-	-	0.0%	
TOTAL EXPENDITURES	50,623,535	24,000,288	47.4%	52,635,155	23,043,235	23,043,235	43.8%	
NET INCOME		(3,757,614)	-7.42%		(3,505,474)	(898,671)	-1.71%	

Schools FY25 Budget to Actual – February

- Schools for February is trending 2.2% or \$303K higher in revenues for FY25 vs FY24
- Expenses are trending .04% or \$1.9M higher in FY25 vs FY24

FY25 Schools Revenue and Expenditures



Schools FY25 Budget to Actuals – February

REVENUES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd	Comments
CHARGES FOR SERVICES	5,023,384	1,334,349	26.6%	5,515,232	569,734	569,734	10.3%	
STATE REVENUES	39,351,282	27,703,861	70.4%	46,085,993	28,880,771	28,880,771	62.7%	
FEDERAL REVENUES	13,980,744	7,496,497	53.6%	9,643,588	7,212,651	7,212,651	74.8%	
TRANSFERS IN	13,580,000	10,185,000	75.0%	13,710,000	10,360,450	10,360,450	75.6%	
TOTAL REVENUES	71,935,410	46,719,708	64.95%	74,954,813	47,023,606	47,023,606	62.74%	
EXPENDITURES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd	
SERVICE & SUPPLIES	3,072,226	-	0.0%	3,716,420	-	-	0.0%	
OTHER	68,816,004	45,962,601	66.8%	71,191,213	47,859,062	47,859,062	67.2%	Est \$12.355M for Schools unrecorded Opex
CAPITAL	47,180	-	0.0%	47,180	-	-	0.0%	
TOTAL EXPENDITURES	71,935,410	45,962,601	63.9%	74,954,813	47,859,062	47,859,062	63.85%	
NET INCOME	-	757,106	1.05%	-	(835,456)	(835,456)	-1.11%	

FY25 Data Integrators Collections – February

CITY OF HOPEWELL
Data Integrators Collections
As of 2.28.2025

Utility Water/Sewer Collection Rate December			
Account Designation	Billed	Collected	Percentage
Storm Water	\$ 62,004.33	\$ 58,899.39	95%
Solid Waste	\$ 265,140.80	\$ 250,210.83	94%
Waste Water	\$ 212,605.52	\$ 198,989.14	94%
Total MTD	\$ 539,750.65	\$ 508,099.36	94%

Utility Water/Sewer Collection Rate January			
Account Designation	Billed	Collected	Percentage
Storm Water	\$ 62,476.42	\$ 62,538.19	100%
Solid Waste	\$ 264,803.19	\$ 262,758.01	99%
Waste Water	\$ 248,319.72	\$ 242,279.87	98%
Total YTD	\$ 575,599.33	\$ 567,576.07	99%

Utility Water/Sewer Collection Rate February			
Account Designation	Billed	Collected	Percentage
Storm Water	\$ 61,471.33	\$ 60,192.54	98%
Solid Waste	\$ 255,167.82	\$ 246,691.63	97%
Waste Water	\$ 221,339.13	\$ 217,342.09	98%
Total YTD	\$ 537,978.28	\$ 524,226.26	97%

*** Percentages in excess of 100 are due to Accounts billed in previous months but paid in current month***

FY25 Accounts Payable/Debt Service – February

Accounts Payable February

Invoices Received	
# of invoices received	1114
\$ amount processed	\$ 5,084,402.19

Debt Service Payments February

Vendor	Amount
Sewer USB1824	\$ 215,269.31
Total	\$ 530,479

Projected Cash Flow

FY2025

For the Period Ending:	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/31/2025	6/30/2025
Cash at Beginning:	\$ 31,847,104.10	\$ 22,005,003.12	\$ 17,543,098.00	\$ 13,593,306.31	\$ 9,304,551.60	\$ 11,019,476.18	\$ 15,635,716.64	\$ 14,392,849.21	\$ 16,972,008.42	\$ 14,946,735.89	\$ 10,693,713.61	\$ 5,600,907.92
Withdrawals and other outflows	\$ (19,061,485.19)	\$ (14,843,703.54)	\$ (15,112,386.12)	\$ (14,441,898.10)	\$ (12,199,343.95)	\$ (15,003,098.31)	\$ (12,322,543.73)	\$ (14,545,055.00)	\$ (14,855,055.00)	\$ (15,257,851.00)	\$ (17,638,306.00)	\$ (17,961,722.00)
Deposits and other inflows	\$ 9,219,384.21	\$ 10,381,798.42	\$ 11,162,594.43	\$ 10,153,143.39	\$ 13,914,268.53	\$ 19,619,338.77	\$ 11,079,676.30	\$ 17,124,214.21	\$ 12,829,782.47	\$ 11,004,828.72	\$ 12,545,500.31	\$ 32,399,137.02
Cash at Ending:	\$ 22,005,003.12	\$ 17,543,098.00	\$ 13,593,306.31	\$ 9,304,551.60	\$ 11,019,476.18	\$ 15,635,716.64	\$ 14,392,849.21	\$ 16,972,008.42	\$ 14,946,735.89	\$ 10,693,713.61	\$ 5,600,907.92	\$ 20,038,322.94
Net Inflow/(Outflow)	\$ (9,842,100.98)	\$ (4,461,905.12)	\$ (3,949,791.69)	\$ (4,288,754.71)	\$ 1,714,924.58	\$ 4,616,240.46	\$ (1,242,867.43)	\$ 2,579,159.21	\$ (2,025,272.53)	\$ (4,253,022.28)	\$ (5,092,805.69)	\$ 14,437,415.02
Cumulative Outflow	\$ (9,842,100.98)	\$ (14,304,006.10)	\$ (18,253,797.79)	\$ (22,542,552.50)	\$ (20,827,627.92)	\$ (16,211,387.46)	\$ (17,454,254.89)	\$ (14,875,095.68)	\$ (16,900,368.21)	\$ (21,153,390.49)	\$ (26,246,196.18)	\$ (11,808,781.16)

**** In April spending for non-essential purchases decrease due to anticipation of next key due date in June for 2nd half RE. ****

March Items

1. FY21 ACFR Update – Still waiting for schools items

TREASURER
REPORT



City of Hopewell
Weekly Cash Flow Report
Master Cash Account (8233)
FY2025

	Week beginning	2/3/2025	2/10/2025	2/17/2025	2/24/2025
		Week 32	Week 33	Week 34	Week 35
Beginning Cash Balance		\$ 14,392,849.22	\$ 12,819,393.64	\$ 13,653,295.44	\$ 13,705,825.10
Cash Inflows-Credit					
State Aid		\$ 53,310.81	\$ 2,681,380.67	\$ 135,318.26	\$ 3,088,551.32
Federal Aid		\$ 8,180.29	\$ 10,000.00	\$ 318,194.84	\$ 99,580.44
Grants		\$ -	\$ -	\$ -	\$ -
All Other		\$ 2,332,372.70	\$ 2,524,853.40	\$ 2,814,817.73	\$ 3,644,953.19
5986 Data Integrators		\$ 562.50	\$ 556.55	\$ 504.31	\$ -
Total Cash Inflows		\$ 2,394,426.30	\$ 5,216,790.62	\$ 3,268,835.14	\$ 6,833,084.95
Cash Outflows - Debit					
8187 City Accounts Payable		\$ 1,507,485.20	\$ 2,108,327.48	\$ 1,642,075.21	\$ 791,918.84
8225 Schools Accounts Payable		\$ 527,270.41	\$ 1,054,202.30	\$ 120,709.75	\$ 489,479.61
3144 City Payroll		\$ 1,518,485.56	\$ 52,017.20	\$ 1,037,721.36	\$ 52,768.01
8217 Schools Payroll		\$ 413,956.68	\$ 1,168,341.84	\$ 414,812.32	\$ 1,193,463.25
8233 Debt Service		\$ -	\$ -	\$ -	\$ -
8233 Economic Development Rebates		\$ -	\$ -	\$ -	\$ -
5986 Data Integrators		\$ -	\$ -	\$ -	\$ -
8233 All Other Fees		\$ 684.03	\$ -	\$ 986.84	\$ 672.46
Total Cash Outflows		\$ 3,967,881.88	\$ 4,382,888.82	\$ 3,216,305.48	\$ 2,528,302.17
Net Cash Flows		\$ (1,573,455.58)	\$ 833,901.80	\$ 52,529.66	\$ 4,304,782.78
		\$ 12,819,393.64	\$ 13,653,295.44	\$ 13,705,825.10	\$ 18,010,607.88



City of Hopewell
Business License & Meal Tax Collection Report
 Bill Year 2022 - 2025

Charge Year 2022 PERIOD ENDING: 02.28.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
BANK FRANCHISE	\$82,655.00	\$82,655.00	\$0.00	100.00%
BUSINESS & OTHER SVC	\$2,147,333.00	\$2,142,052.38	\$5,280.62	99.75%
LODGING	\$964,079.50	\$964,079.50	\$0.00	100.00%
MEAL TAX	\$2,572,497.75	\$2,564,520.40	\$7,977.35	99.69%
Grand Total	\$5,766,565.25	\$5,753,307.28	\$13,257.97	99.77%

Charge Year 2023 PERIOD ENDING: 02.28.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
BANK FRANCHISE	\$57,815.00	\$57,815.00	\$0.00	100.00%
BUSINESS & OTHER SVC	\$2,419,465.99	\$2,433,522.21	(\$14,056.22)	100.58%
LODGING	\$1,030,843.60	\$1,030,843.60	\$0.00	100.00%
MEAL TAX	\$2,787,405.63	\$2,749,670.01	\$37,735.62	98.65%
Grand Total	\$6,295,530.22	\$6,271,850.82	\$23,679.40	99.62%

Charge Year 2024 PERIOD ENDING: 02.28.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
BANK FRANCHISE	\$73,568.00	\$73,568.00	\$0.00	100.00%
BUSINESS & OTHER SVC	\$2,574,784.69	\$2,530,375.64	\$44,409.05	98.28%
LODGING	\$1,245,549.80	\$1,240,456.11	\$5,093.69	99.59%
MEAL TAX	\$2,876,656.61	\$2,759,569.51	\$117,087.10	95.93%
Grand Total	\$6,770,559.10	\$6,603,969.26	\$166,589.84	97.54%

Charge Year 2025 PERIOD ENDING: 02.28.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
BUSINESS & OTHER SVC	\$1,344,983.92	\$1,244,473.02	\$100,510.90	92.53%
LODGING	\$89,299.62	\$53,126.73	\$36,172.89	59.49%
MEAL TAX	\$206,123.81	\$204,202.78	\$1,921.03	99.07%
Grand Total	\$1,640,407.35	\$1,501,802.53	\$138,604.82	91.55%



City of Hopewell
Real Estate Collection Report
Personal Property Collection Report
 Bill Year 2022 - 2025

Charge Year 2022

PERIOD ENDING: 02.28.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
MT-1ST	\$4,612,874.13	\$4,612,643.18	\$230.95	99.99%
MT-2ND	\$4,610,576.55	\$4,610,318.69	\$257.86	99.99%
PP	\$6,764,205.86	\$5,975,404.75	\$788,801.11	88.34%
PUBLIC SERVICE	\$4,147,824.23	\$4,147,824.23	\$0.00	100.00%
RE	\$175,969.78	\$93,642.95	\$82,326.83	53.22%
RE-1ST	\$8,042,715.91	\$7,987,599.02	\$55,116.89	99.31%
RE-2ND	\$8,014,768.73	\$7,933,328.74	\$81,439.99	98.98%
Grand Total	\$36,368,935.19	\$35,360,761.56	\$1,008,173.63	97.23%

Charge Year 2023

PERIOD ENDING: 02.28.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
MT-1ST	\$5,076,596.85	\$5,076,338.96	\$257.89	99.99%
MT-2ND	\$5,076,536.24	\$5,076,278.35	\$257.89	99.99%
PP	\$6,066,359.66	\$4,690,409.76	\$1,375,949.90	77.32%
PUBLIC SERVICE	\$5,249,779.17	\$5,249,779.17	\$0.00	100.00%
RE	\$233,601.30	\$231,693.01	\$1,908.29	99.18%
RE-1ST	\$10,547,982.58	\$10,435,192.27	\$112,790.31	98.93%
RE-2ND	\$10,513,326.77	\$10,339,950.17	\$173,376.60	98.35%
Grand Total	\$42,764,182.57	\$41,099,641.69	\$1,664,540.88	96.11%

Charge Year 2024

PERIOD ENDING: 02.28.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
MT-1ST	\$5,185,267.25	\$5,185,775.47	(\$508.22)	100.01%
MT-2ND	\$5,178,734.35	\$5,145,099.24	\$33,635.11	99.35%
PP	\$5,658,208.94	\$3,102,451.23	\$2,555,757.71	54.83%
PUBLIC SERVICE	\$5,229,554.50	\$5,185,483.56	\$44,070.94	99.16%
RE	\$165,455.95	\$86,368.57	\$79,087.38	52.20%
RE-1ST	\$11,039,232.05	\$10,945,514.68	\$93,717.37	99.15%
RE-2ND	\$11,009,558.01	\$10,570,055.90	\$439,502.11	96.01%
Grand Total	\$43,466,011.05	\$40,220,748.65	\$3,245,262.40	92.53%



City of Hopewell
Bank and Investment Balances
 FY2025

Cash Accounts

Account	6/30/2024	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025
City AP - ZBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Industrial Safety Council	\$ 28,123.77	\$ 29,323.77	\$ 29,623.77	\$ 29,623.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77
City Master	\$ 31,847,104.10	\$ 22,005,003.12	\$ 17,543,098.00	\$ 13,593,306.31	\$ 9,304,551.60	\$ 11,019,476.18	\$ 15,635,716.64	\$ 14,392,849.21	\$ 18,010,607.87
City Payroll - ZBA	\$ -	\$ -	\$ -	\$ -	\$ (0.00)	\$ -	\$ -	\$ -	\$ -
City Police SCU	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45
City Police Trust and Agency	\$ 138,966.52	\$ 139,881.42	\$ 152,414.59	\$ 152,391.27	\$ 151,537.66	\$ 139,013.89	\$ 139,013.07	\$ 138,428.25	\$ 138,429.31
City Sheriff	\$ 25.00	\$ 25.00	\$ 100.00	\$ 25.00	\$ 25.00	\$ 61.00	\$ 37.00	\$ 49.00	\$ 100.00
City Sheriff General Fund 2497 - CLOSED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Data Integrators	\$ -	\$ -	\$ 69,616.17	\$ 779,362.25	\$ 1,045,492.57	\$ 3,000.00	\$ 230,022.00	\$ 3,000.00	\$ 3,000.00
EMS Recovery	\$ 166,074.97	\$ 317,542.70	\$ 394,229.49	\$ 77,972.92	\$ 155,267.72	\$ 10,000.00	\$ 56,713.47	\$ 10,000.00	\$ 10,000.00
Rec Credit Card	\$ 10,773.00	\$ 6,428.00	\$ 7,452.00	\$ 6,812.19	\$ 11,156.60	\$ 3,000.00	\$ 6,935.50	\$ 3,012.00	\$ 3,097.00
SB Cafe Prepay	\$ 398.00	\$ 55.00	\$ 450.00	\$ 341.00	\$ 464.00	\$ 300.00	\$ 485.00	\$ 300.00	\$ 300.00
SB Payroll - ZBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SB Treasurers - ZBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Welfare	\$ 72,337.13	\$ 62,577.73	\$ 75,116.31	\$ 70,642.69	\$ 78,254.33	\$ 81,523.99	\$ 90,103.74	\$ 75,178.47	\$ 78,839.07
BEACON THEATRE 2012 LLC	\$ 108,490.93	\$ 88,048.18	\$ 43,648.18	\$ 39,280.18	\$ 114,280.18	\$ 62,861.85	\$ 48,279.88	\$ 67,705.22	\$ 54,379.68
Total Cash	\$ 32,374,233.87	\$ 22,650,825.37	\$ 18,317,688.96	\$ 14,751,698.03	\$ 10,893,393.88	\$ 11,351,601.13	\$ 16,239,670.52	\$ 14,722,886.37	\$ 18,331,117.15

Investment Account

Account	6/30/2024	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025
LGIP - Capital Project Fund II -	\$ 787,742.70	\$ 791,363.35	\$ 794,994.15	\$ 798,439.95	\$ 801,843.83	\$ 805,017.22	\$ 808,176.77	\$ 811,257.84	\$ 814,037.75
LGIP - Cap Projects Fund Bond Issue -	\$ 292,774.41	\$ 294,120.07	\$ 295,469.52	\$ 296,750.19	\$ 298,015.27	\$ 299,194.71	\$ 300,368.98	\$ 301,514.11	\$ 302,547.29
LGIP - Sewer Sys Rate Stabilization -	\$ 2,535,018.41	\$ 2,546,670.05	\$ 2,558,354.27	\$ 2,569,443.05	\$ 2,580,397.00	\$ 2,590,609.30	\$ 2,600,776.94	\$ 2,610,692.07	\$ 2,619,638.03
LGIP - Sewer System Revenue -	\$ 1,337,341.03	\$ 1,343,487.85	\$ 1,349,651.81	\$ 1,355,501.68	\$ 1,361,280.42	\$ 1,366,667.88	\$ 1,372,031.79	\$ 1,377,262.48	\$ 1,381,981.89
LGIP - Fund 42 Sewer Syst Improve -	\$ 1,183,546.49	\$ 1,188,986.40	\$ 1,194,441.52	\$ 1,199,618.66	\$ 1,204,732.83	\$ 1,209,500.74	\$ 1,214,247.78	\$ 1,218,876.92	\$ 1,223,053.59
LGIP - HRWTF Improvement Fund -	\$ 706,146.06	\$ 709,391.73	\$ 712,646.45	\$ 715,735.33	\$ 718,786.61	\$ 721,631.30	\$ 724,463.57	\$ 727,225.49	\$ 729,717.46
LGIP - HRWTF Operating Fund -	\$ 255,729.79	\$ 256,905.18	\$ 258,083.86	\$ 259,202.48	\$ 260,307.48	\$ 261,337.70	\$ 262,363.40	\$ 263,363.61	\$ 264,266.08
LGIP - Sewer Sce Fund -	\$ 2,214,450.89	\$ 2,224,629.12	\$ 2,234,835.81	\$ 2,244,522.38	\$ 2,254,091.18	\$ 2,263,012.06	\$ 2,271,893.97	\$ 2,280,555.29	\$ 2,288,370.00
LGIP - General Fund - LGIP Portfolio -	\$ 297,067.11	\$ 298,432.54	\$ 299,801.73	\$ 301,101.17	\$ 302,384.83	\$ 303,581.57	\$ 304,773.05	\$ 305,934.98	\$ 306,983.31
LGIP - Perpetual Care Fund -	\$ 1,041,948.43	\$ 1,046,737.51	\$ 1,051,540.00	\$ 1,056,097.76	\$ 1,060,600.11	\$ 1,064,797.61	\$ 1,068,976.74	\$ 1,073,052.08	\$ 1,076,729.08
Regions - 2008 A&B Paying Agency -	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
Schwab - Caprin Investment -	\$ 5,735,787.02	\$ 5,763,427.08	\$ 5,805,091.20	\$ 5,846,036.30	\$ 5,827,244.57	\$ 5,860,285.35	\$ 5,884,244.02	\$ 5,893,612.94	\$ 5,921,401.04
TRUIST - SunTrust - Escrow Acct - Agmt -	\$ 2,936,781.96	\$ 2,948,788.82	\$ 2,961,239.78	\$ 2,973,720.60	\$ 2,985,740.40	\$ 2,997,402.01	\$ 3,008,375.85	\$ 3,019,381.76	\$ 3,031,626.16
TRUIST - SunTrust -	\$ 722,209.70	\$ 724,724.59	\$ 727,333.11	\$ 729,951.01	\$ 732,421.16	\$ 734,778.26	\$ 736,973.83	\$ 739,128.95	\$ 750,854.88
US Bank Sewer Sys Bond Fund -	\$ 1,869,269.95	\$ 873,241.28	\$ 1,023,295.95	\$ 1,171,623.06	\$ 1,319,789.81	\$ 1,468,479.10	\$ 1,616,954.83	\$ 1,286,473.44	\$ 1,434,643.98
US Bank 2010 Reserve -	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76
US Bank 2011 - Debt Sc Reverse Fund	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00
US Bank 2011B -	\$ 554,874.94	\$ 557,238.61	\$ 559,698.93	\$ 562,164.21	\$ 564,483.65	\$ 566,770.12	\$ 568,902.70	\$ 571,043.85	\$ 573,109.95
US Bank - 2014 Interest -	\$ 47,108.52	\$ 62,141.61	\$ 77,237.76	\$ 92,393.45	\$ 16,889.61	\$ 31,400.80	\$ 45,960.92	\$ 60,578.43	\$ 75,248.72
US Bank - 2014 Principal -	\$ 111,416.42	\$ 123,661.04	\$ 135,968.59	\$ 148,324.05	\$ 16,074.82	\$ 28,289.44	\$ 40,544.72	\$ 52,848.31	\$ 65,196.04
US Bank - 2014 Reserve -	\$ 353,482.26	\$ 354,988.03	\$ 356,555.37	\$ 358,125.87	\$ 359,603.47	\$ 361,060.06	\$ 362,418.62	\$ 363,782.64	\$ 365,098.84
US Bank - 2015 Interest -	\$ 10,428.03	\$ 13,721.45	\$ 17,028.70	\$ 20,349.00	\$ 2,223.91	\$ 3,913.47	\$ 5,608.65	\$ 7,310.51	\$ 9,018.48
US Bank - 2015 Principal -	\$ 453,388.46	\$ 503,200.23	\$ 553,268.03	\$ 603,530.73	\$ 65,800.71	\$ 115,889.85	\$ 166,145.73	\$ 216,599.71	\$ 267,234.74
US Bank - 2015D -	\$ 144,336.86	\$ 144,920.35	\$ 145,525.52	\$ 146,131.83	\$ 146,701.11	\$ 147,259.16	\$ 147,880.81	\$ 148,304.55	\$ 148,809.67
Total Investments	\$ 25,225,335.20	\$ 24,405,262.65	\$ 24,746,547.82	\$ 25,083,248.52	\$ 24,513,898.54	\$ 24,835,363.47	\$ 25,146,469.43	\$ 24,963,285.72	\$ 25,284,052.74
Total Cash and Investments	\$ 57,599,569.07	\$ 47,056,088.02	\$ 43,064,236.78	\$ 39,834,946.55	\$ 35,407,292.42	\$ 36,186,964.60	\$ 41,386,139.95	\$ 39,686,172.09	\$ 43,615,169.89

Revenue Report



FY26 Budgeted Revenue

March 11, 2025

Primary City Programs and Funds

General Gov't



- General Fund
- Recreation
- Economic Development
- Capital Projects
- Debt
- Grants
- Marina
- Perpetual Care

Enterprises



- Regional Water
- Sewer
- Refuse
- Storm Water

Public Services



- Social Services
- Children's Services Act
- Healthy Families
- Special Welfare

Schools



- General Support
- Textbooks
- Cafeteria
- Bldg/Bus Replacement

Who Makes Revenue Forecasts

Taxes



- Assessor – Real Estate
- COR – All other taxes

State/Fed



- Departments
- Schools

User Charges



- Departments
- Schools

Other



- Transfers – Budget Staff
- Grants – only accepted

Budget Process

- **Budget work began in January of 2024** with departmental budget requests and first revenue forecast
- **Departmental budget entry** and meetings with City Manager -- February 2025
- **Council Work Sessions**
 - Revenues – March 11th
 - Expenses and CIP – March 25th
 - Department Requests/Presentations – March 11th & March 25th
- **Council Public Hearings/Meetings**
 - Tax resolution – April 8th
 - May 13th – Public Hearing and 1st reading of budget ordinance
 - May 27th – Second reading and adoption of budget ordinance

Important Context

- **Revenue gains full meaning when compared to expenses**

Expense presentation on March 25th

- **Revenues may change before approval by Council – Changes will be identified**

Most changes will be in enterprises who set user charges to cover expenses and adoption of the state budget

- **If revenues are insufficient to fund desired services, expenses must be reduced**

Tax rates will remain flat for FY26

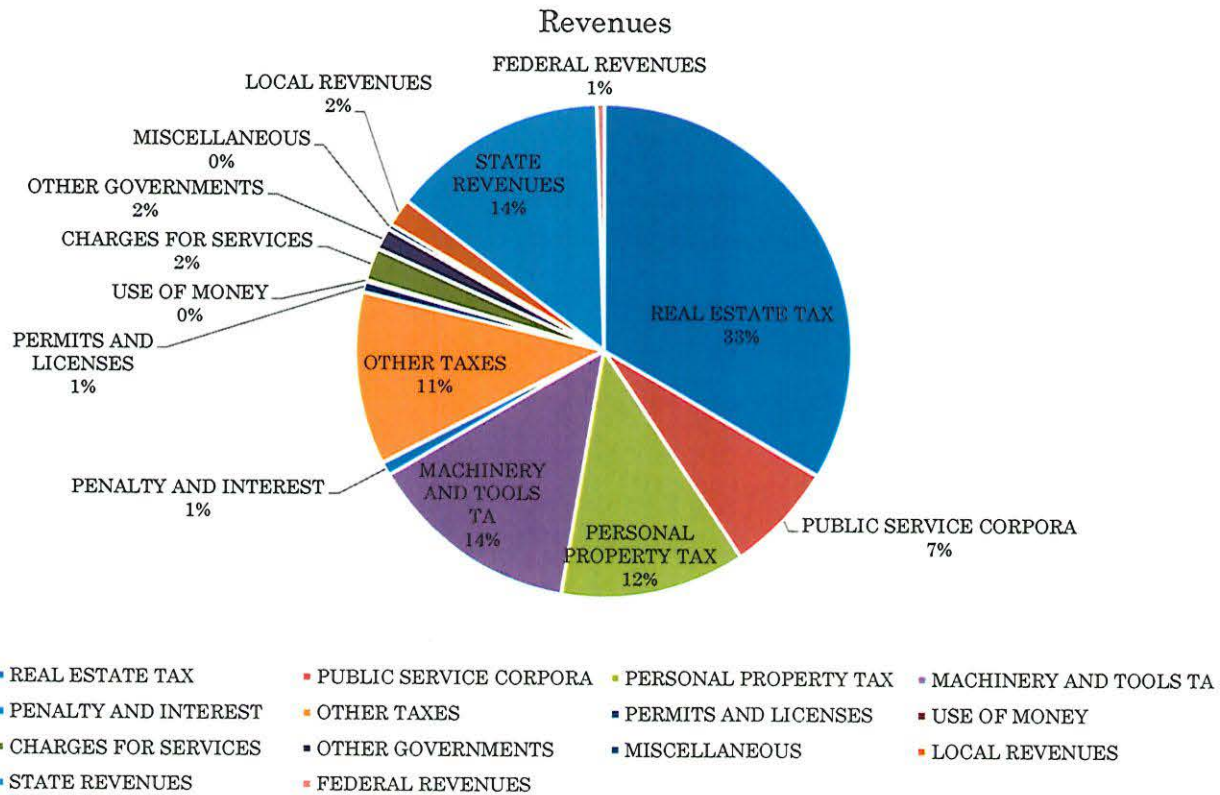
- **Transfers** – Revenue moved from one fund to another. Transfers can make total revenue appear higher than it really is. For example, a transfer from the General Fund to Recreation increases “total revenue” but it only represents a shift of revenue from the GF

Revenue/Tax Rates

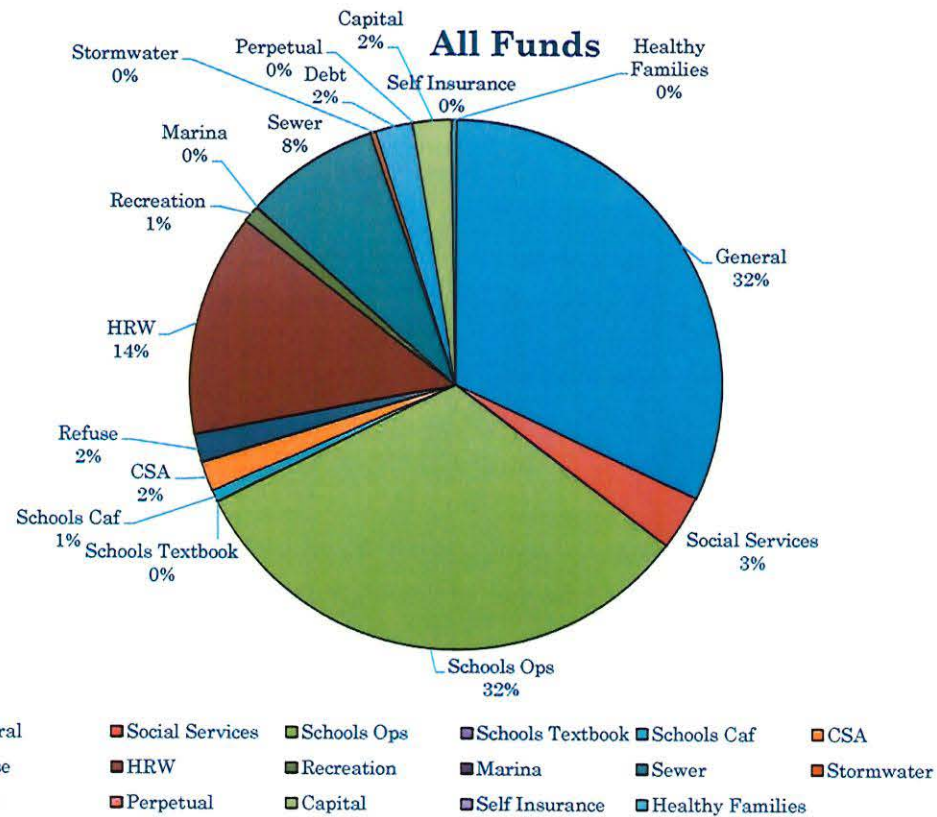
The City is not recommending any updated to the current tax rates for FY26. The rates are as follows:

- **2026 RE Tax Rate**
 - \$1.17/per \$100 assessed value
- **Cigarette Tax**
 - \$0.40/pk
- **Sales Tax**
 - Meals 6%
 - Lodging 10%
- **Personal Property Tax**
 - \$3.50 per \$100 assessed value (Auto, Trucks, Boats, Trailers, Motorcycles)
- **Machinery and Tools Tax**
 - \$3.10 per \$100 at 25% original cost
- **Utility Taxes**
 - Gas \$1.40 / Month
 - Water and Electric \$2 / Month
 - Phone \$2 / Month
 - Cellular \$3 / Month

Sources of Revenue



How Revenues are Applied

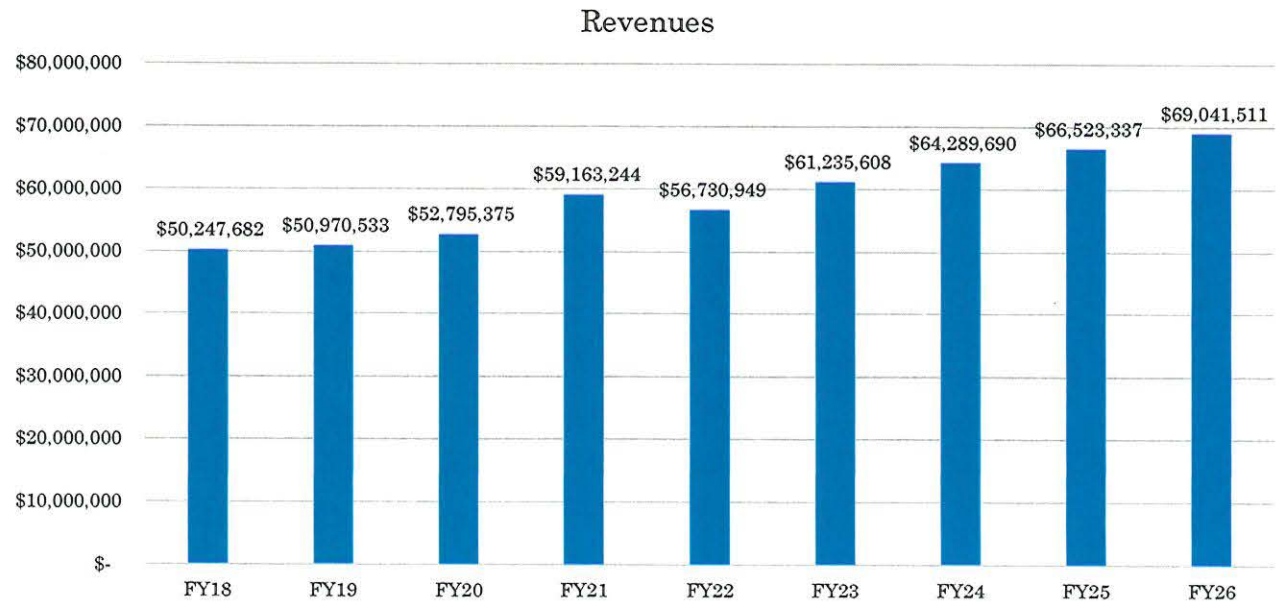




General Fund

General Fund Growth

- The General Fund has grown at a moderate pace, in line with recent inflation growth
- FY26 revenue increases occur in different tax categories
- FY21 and FY23 slight increases stemmed from CARES and ARPA funding



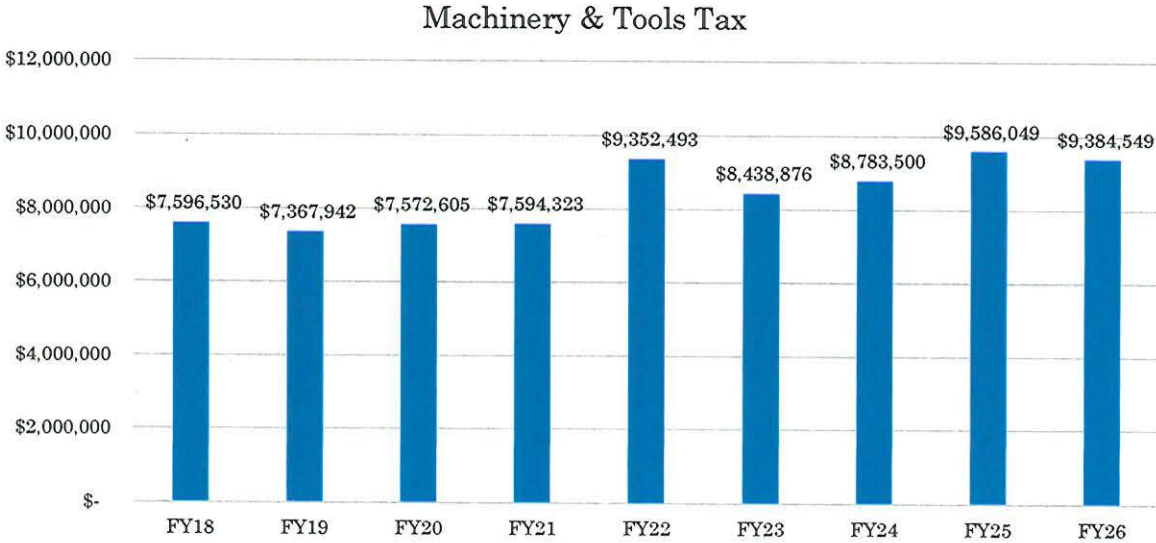
Real Estate Taxes

- Real estate taxes for FY26 for residential have a 8% or \$2M increase due to reassessment, currently awaiting Commercial and Industrial figures.
- Taxes are due in December and June
- FY23 and FY26 reflect reassessment years.



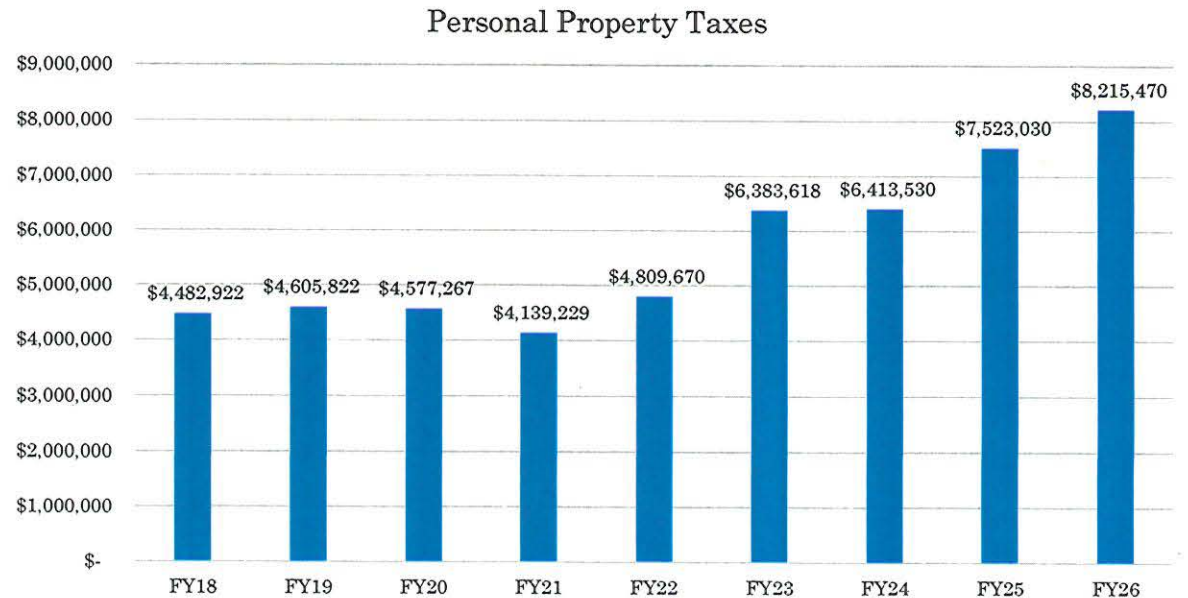
Machinery & Tools Tax

- Decrease stems from taxes charged and new or upgraded equipment in local businesses



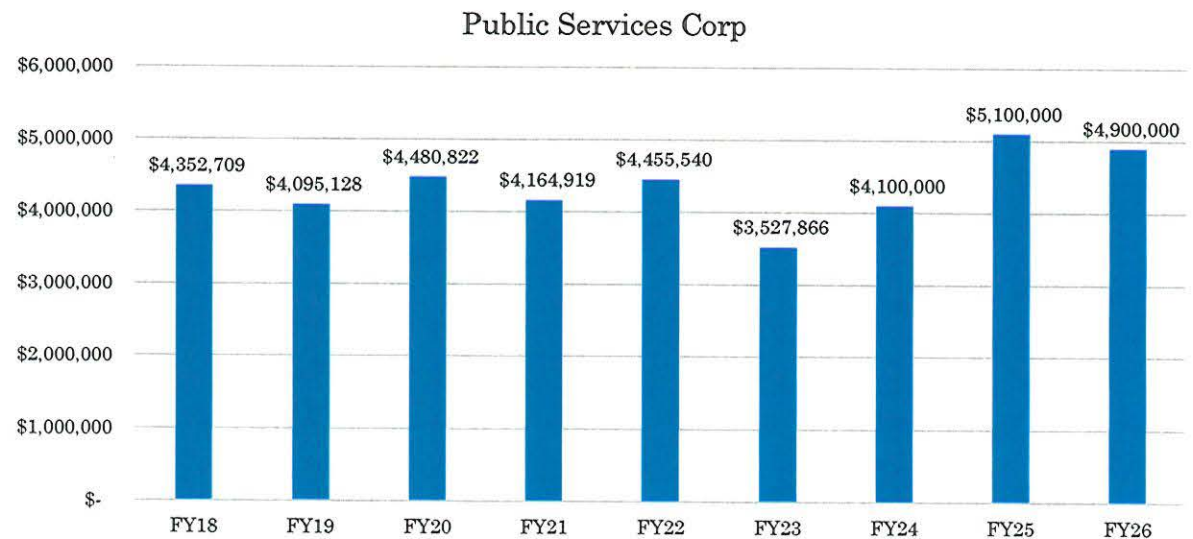
Personal Property Tax

- This is a tax on tangible personal property (e.g., vehicles)
- Taxes are due February
- Current rate is \$3.5/\$100 assessment.



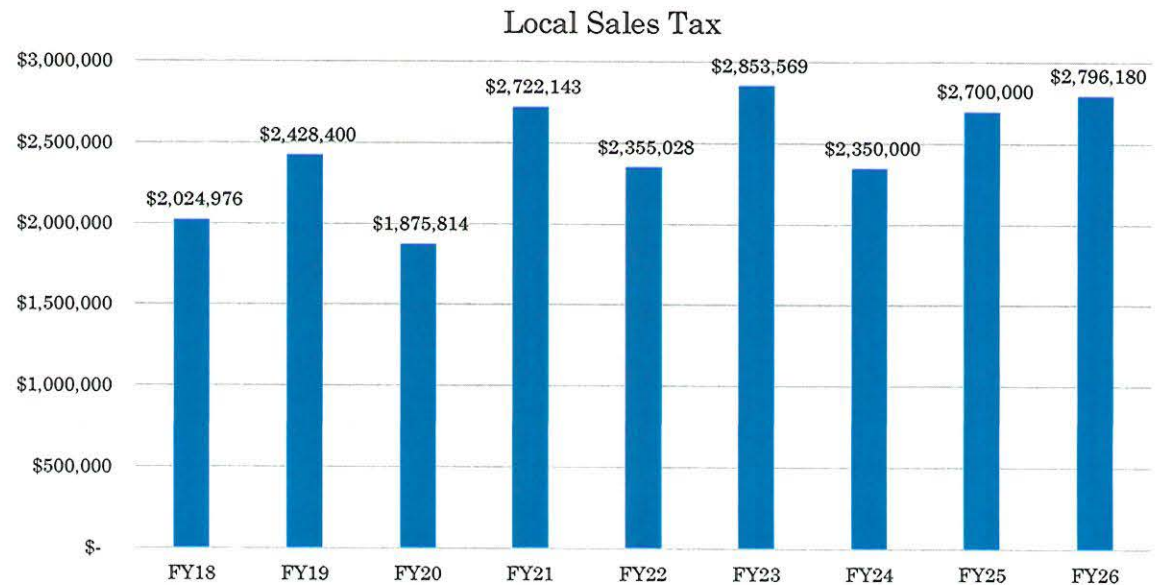
Public Services Corp. Tax

- This is a tax on public corporations in the City, including electric, gas, telecommunications and water companies
- The tax rate is set by the State Corporation Commission



Local Sales Tax

- The City collects a 1% sales tax on taxable purchases
- This rate is set by the State and cannot be altered by the City



Other Local Taxes

- These revenues include:
 - Utility taxes
 - Consumption taxes
 - Communication taxes
 - Railroad taxes
 - Recordation fees
 - Pilot taxes
 - Business Licenses
- Included \$675K revenue for cigarette tax and \$2.1M for Business License

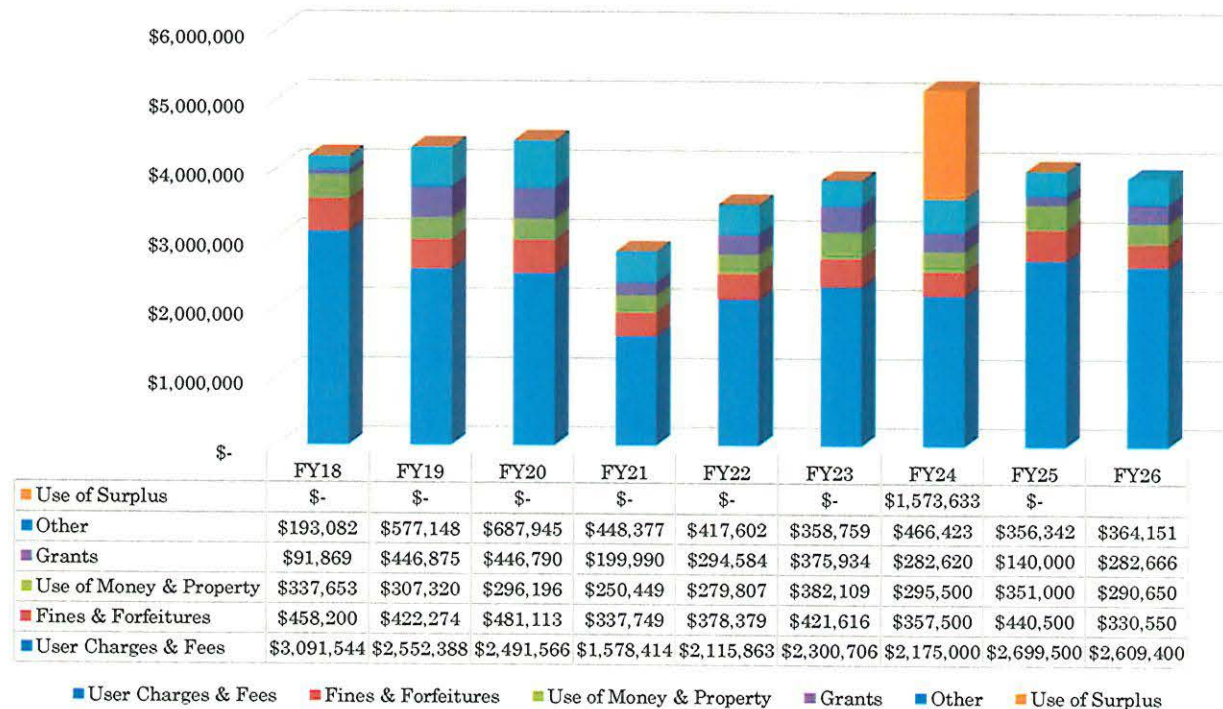


Note: Food and Lodging are in the Debt section

Non-Tax Revenues

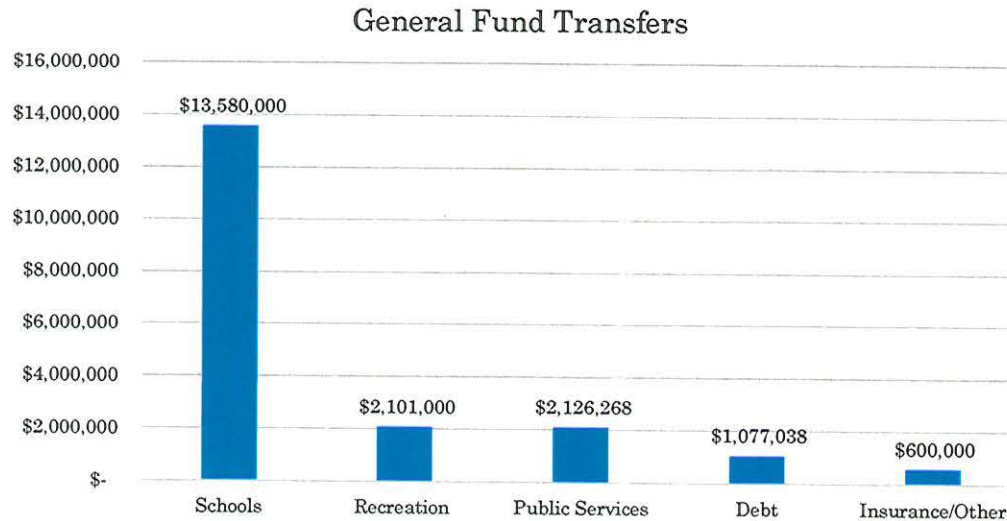
- User Charges and Fees are the largest segment of non-tax revenues
- FY24 budgeted revenues reflected carryover funds from ARPA

Non-Tax Revenues



General Fund Transfers

- Revenue to the General Fund is transferred out to other funds, which then shows up as revenue in those funds

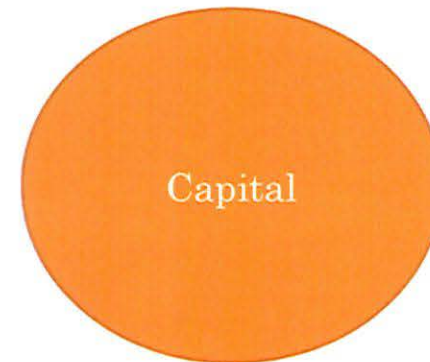
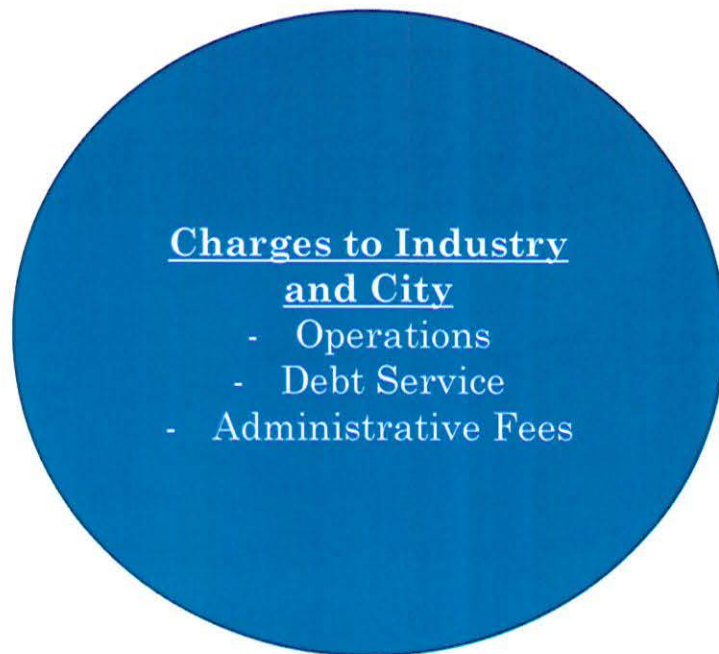


Transfer To:	FY26
Schools	\$ 13,580,000
Recreation	\$ 2,101,000
Public Services	\$ 2,126,268
Debt	\$ 1,077,038
Insurance/Other	\$ 600,000
Total GF Transfers	\$ 19,484,306



Enterprise Funds

Hopewell Water Renewal | Revenue

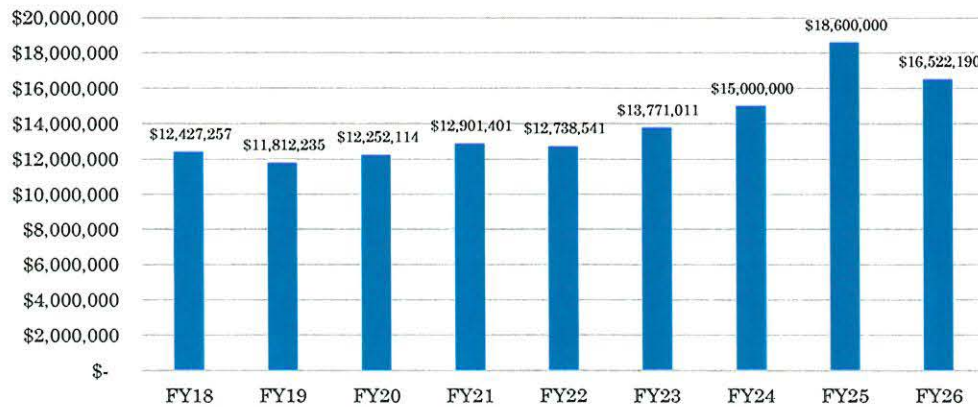


Used
Interchangeably

HWR Historical Revenue

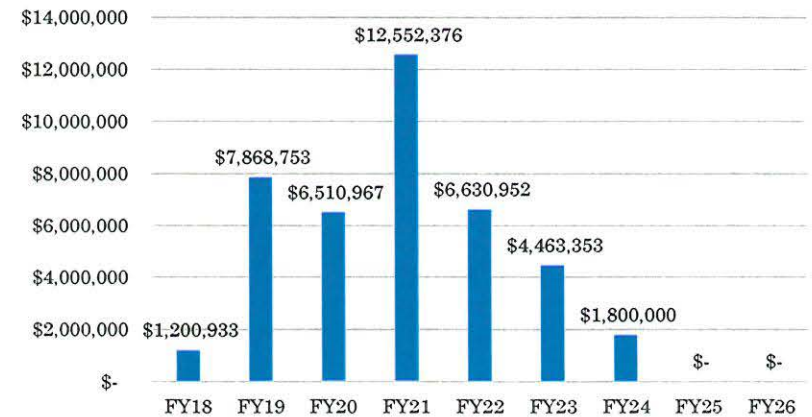
- Over the last several years, capital and negative fund balances have been covered by the accumulated “Miscellaneous Revenue”

User Charges



User Charges are collected for operational expenses, and may include capital charges as well

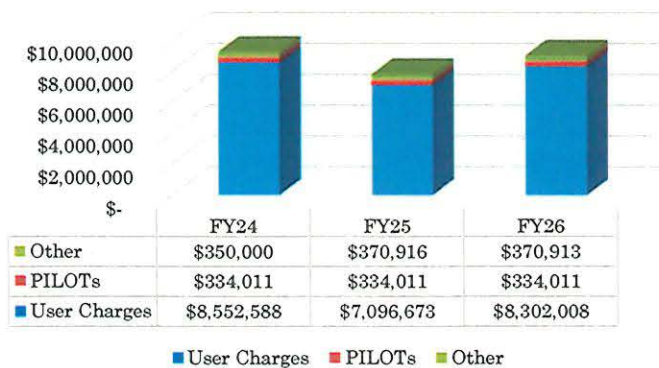
Miscellaneous Revenues



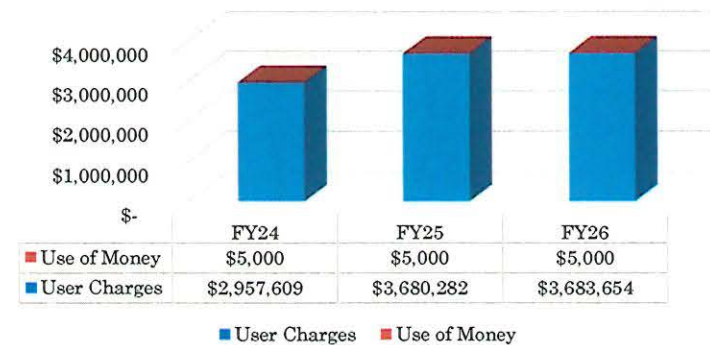
By Council policy, Hauled-Waste charges (primary Misc. Rev. source) are used for capital costs

Sewer/Refuse/Storm Water

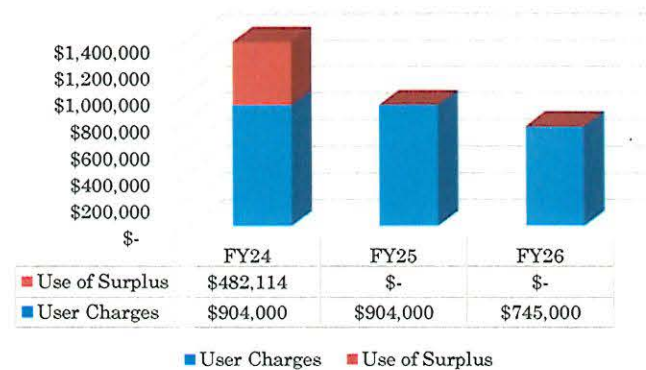
Sewer Revenues



Refuse Revenue



Stormwater Revenues

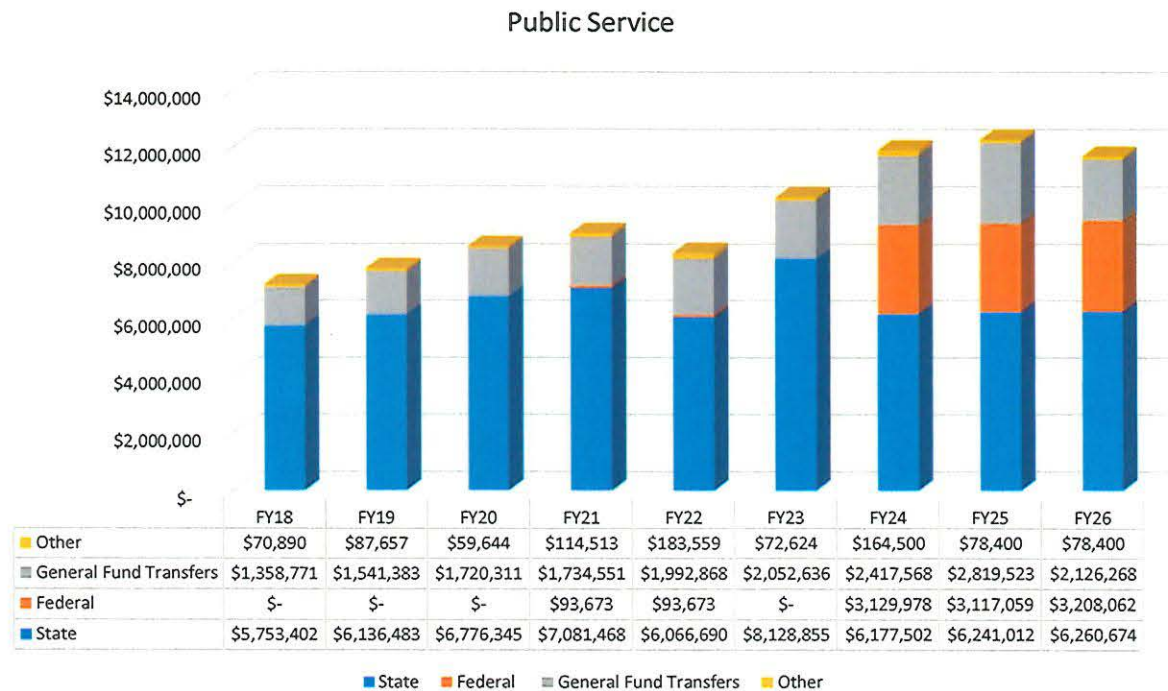




Public Services

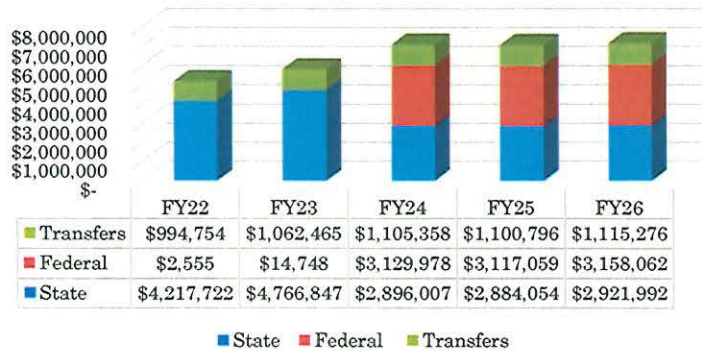
Public Services | Combined Revenues

- Includes:
 - Social Services
 - CSA
 - Special Welfare
 - Healthy Families
- Primary funding from State and Federal sources

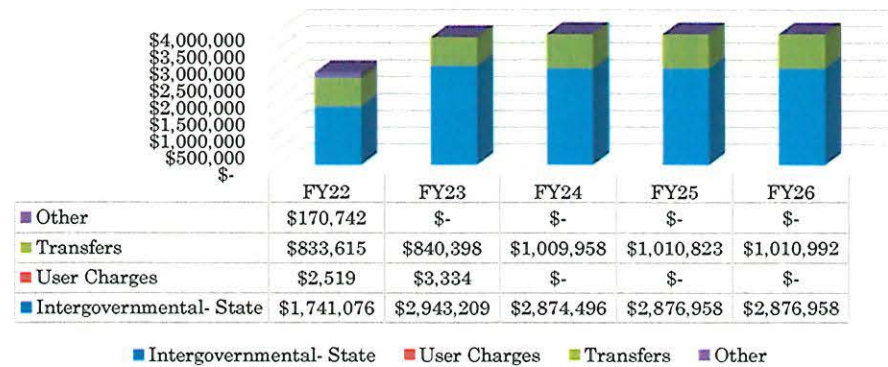


Public Services | by Department

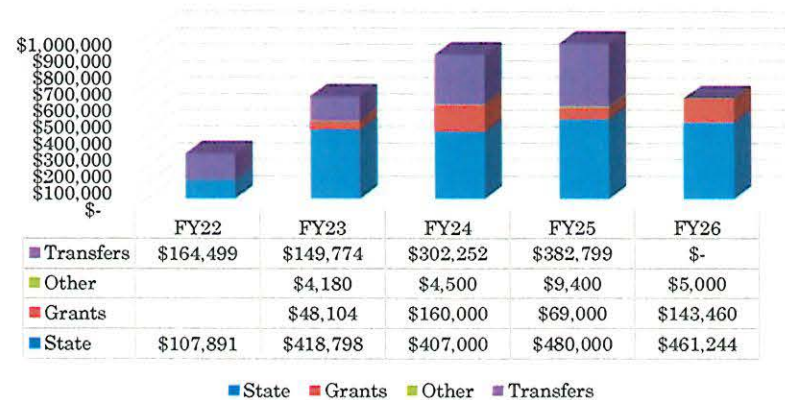
Social Services



CSA



Healthy Families



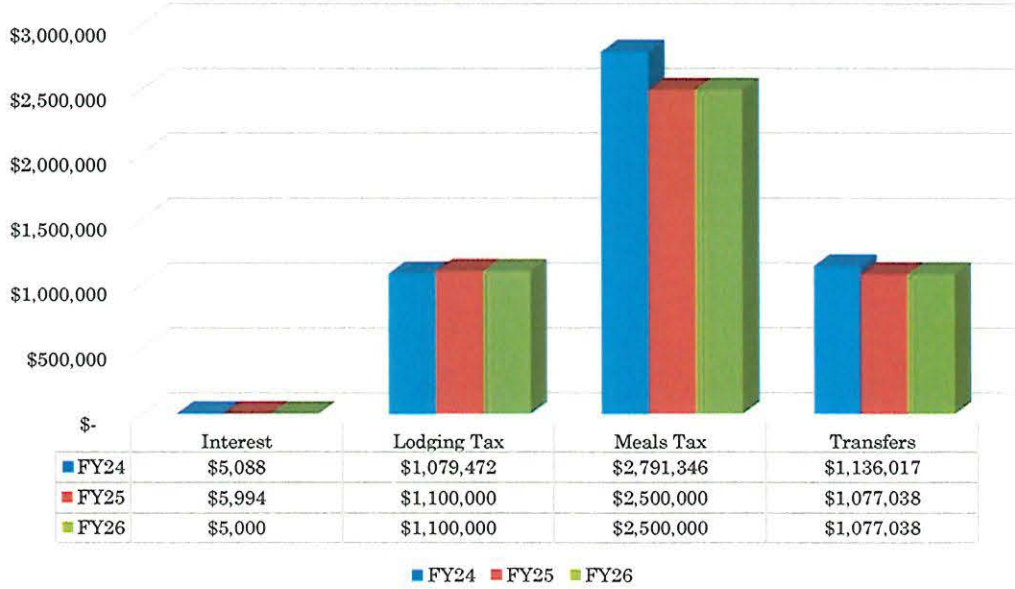


Debt

Debt Revenue Sources

- Food & Lodging Taxes
- HWR & Sewer Rates
- General Fund Transfer

Debt Services



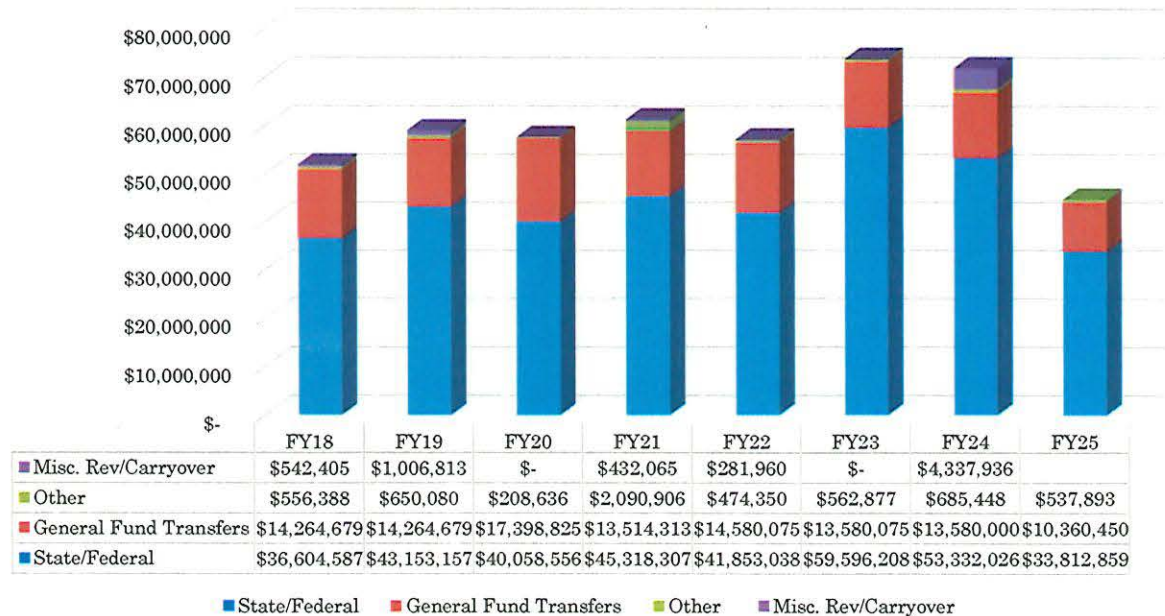


Schools

Schools Funding

- Schools state funding has not been determined, so FY26 Revenues are not in the MUNIS system yet
- Past City contributions has been \$13.6M yearly.
- Local match requirement for FY24 was \$8.6M.
- **City supplies an additional \$5M outside of requirement.**

Schools Funding through January FY25





FY25 Draft Revenues Detailed Tables

General Fund

GENERAL FUND	2024 ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2025 ACTUAL	FY26 PROPOSED
REAL ESTATE TAX	\$ 20,426,353	\$ 21,928,969	\$ 21,928,969	\$ 9,979,840	\$ 22,580,897
PUBLIC SERVICE CORPORA	\$ 5,835,234	\$ 5,100,000	\$ 5,100,000	\$ 5,185,484	\$ 4,900,000
PERSONAL PROPERTY TAX	\$ 7,716,212	\$ 8,674,030	\$ 8,674,030	\$ 6,139,590	\$ 8,215,470
MACHINERY AND TOOLS TAX	\$ 13,521,278	\$ 9,586,049	\$ 9,586,049	\$ 3,527,341	\$ 9,384,549
PENALTY AND INTEREST	\$ 1,060,762	\$ 581,000	\$ 581,000	\$ 349,355	\$ 591,000
OTHER TAXES	\$ 6,753,692	\$ 7,145,000	\$ 7,145,000	\$ 5,096,552	\$ 7,652,180
PERMITS AND LICENSES	\$ 558,443	\$ 485,450	\$ 485,450	\$ 322,886	\$ 477,400
USE OF MONEY	\$ 79,144	\$ 90,000	\$ 90,000	\$ 35,118	\$ 60,000
CHARGES FOR SERVICES	\$ 2,953,885	\$ 1,012,417	\$ 1,446,241	\$ 1,433,651	\$ 1,462,417
OTHER GOVERNMENTS	\$ 1,183,210	\$ 1,235,500	\$ 1,456,543	\$ 757,767	\$ 985,000
MISCELLANEOUS	\$ 282,403	\$ 229,218	\$ 233,752	\$ 212,091	\$ 233,801
LOCAL REVENUES	\$ 1,437,125	\$ 1,257,500	\$ 1,306,230	\$ 991,855	\$ 1,257,500
STATE REVENUES	\$ 9,206,839	\$ 9,278,676	\$ 9,291,100	\$ 5,798,991	\$ 9,542,841
FEDERAL REVENUES	\$ 800,035	\$ 350,000	\$ 350,000	\$ 999	\$ 350,000
TRANSFERS	\$ 1,391,500	\$ 1,391,500	\$ 1,391,500	\$ 1,043,625	\$ 1,391,500
TOTAL	\$ 73,206,115	\$ 68,302,266	\$ 71,437,717	\$ 40,720,706	\$ 69,041,512

All Funds

FUND	2024 ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2025 ACTUAL	FY26 PROPOSED	Comments
General	\$ 73,206,115	\$ 68,302,266	\$ 71,437,717	\$ 40,720,706	\$ 69,041,512	
Social Services	\$ 6,190,792.03	\$ 7,195,329.50	\$ 7,195,329.50	\$ 4,329,262.58	\$ 7,195,329.50	
Schools Ops	\$ 72,243,660.92	\$ 69,639,860.00	\$ 73,422,130.00	\$ 44,711,201.20	\$ 69,639,860.00	
Schools Textbook	\$ 9,002.22	\$ -	\$ 2,052.70	\$ 10,132.85	\$ -	
Schools Cafe	\$ 378,470.00	\$ 1,551,353.00	\$ 1,485,444.00	\$ 310,243.36	\$ 1,551,353.00	
CSA	\$ 3,512,045.97	\$ 3,888,429.42	\$ 3,888,429.42	\$ 2,597,467.63	\$ 3,888,429.42	
Refuse	\$ 1,857,428.86	\$ 3,688,654.13	\$ 3,688,654.13	\$ 1,097,847.34	\$ 3,688,654.13	
HRW	\$ 20,354,918.94	\$ 29,482,650.00	\$ 29,482,650.00	\$ 12,880,914.93	\$ 29,482,650.00	Included capital not yet billed; user charges \$16.5M
Recreation	\$ 2,061,624.69	\$ 2,223,650.31	\$ 2,244,838.28	\$ 1,652,901.81	\$ 2,170,650.31	
Marina	\$ 29,504.65	\$ 100,200.00	\$ 100,200.00	\$ 116,720.70	\$ 101,000.00	
Sewer	\$ 7,499,928.00	\$ 17,645,848.00	\$ 17,645,848.00	\$ 4,246,049.00	\$ 17,645,848.00	Includes Maint and Bond user charges \$8.3M
Stormwater	\$ 883,681.00	\$ 1,808,000.00	\$ 2,290,114.00	\$ 745,945.00	\$ 745,000.00	
Debt	\$ 5,164,336.40	\$ 4,834,462.00	\$ 4,834,462.00	\$ 3,714,357.02	\$ 4,834,462.00	
Perpetual	\$ 70,948.51	\$ 60,000.00	\$ 60,000.00	\$ 36,820.65	\$ 60,000.00	
Capital	\$ 2,463,133.51	\$ 4,966,700.00	\$ 8,709,948.37	\$ 2,346,667.62	\$ 4,966,700.00	
Self Insurance	\$ 26,000.00	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 20,000.00	
Healthy Families	\$ 653,620.00	\$ 600,000.00	\$ 600,000.00	\$ 450,000.00	\$ 600,000.00	
Total	\$ 196,605,211	\$ 216,007,403	\$ 227,107,818	\$ 119,982,238	\$ 215,631,448	Includes \$20M in transfer

Notes:

1. Awaiting state budget for schools local match requirements per FY24 \$8.6M
2. Awaiting Commercial and Industrial RE Assessments

Implementation

- The FY26 budget will go into effect on July 1, 2025
- Finance staff will prepare for FY25 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, 2025

Budget Presentations

ADJOURNMENT