

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

(804) 541-2408

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

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

## CITY COUNCIL

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

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

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

Dr. Concetta Manker, City Manager

Beverly Burton, Interim City Attorney

Brittani Williams, City Clerk

Bryan Hurdle, Interim Deputy City Clerk

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August 27, 2024

REGULAR MEETING

Closed Meeting- 6:00 PM

Work Session-7:00pm

Regular Meeting- 7:30pm

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6:00 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

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

Roll Call

### RECONVENE OPEN MEETING

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

### WORK SESSION

**WS-1 – Zoning Ordinance Amendment Request for Group homes allowable use in B1 district –**

Chris Ward, Director of Development

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

### REGULAR MEETING

7:30 p.m.

Call to order, roll call, and welcome to visitors



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

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

### **CONSENT AGENDA**

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

- C-1 **Minutes:** July 16, July 23, July 24, Aug 6
- C-2 **Pending List:** December 14, 2023
- C-3 **Information for Council Review:** Police Report
- C-4 **Personnel Change Report & Financial Report:** HR Report
- C-5 **Public Hearing Announcements:**
- C-6 **Routine Approval of Work Sessions:**
- C-7 **Ordinances on Second & Final Reading:**
- C-8 **Routine Grant Approval:**

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

### **INFORMATION/PRESENTATIONS**

1. **Hopewell Rivers & Roads Festival** – Ginger Holland, Public Information Officer and Heather Lyne, Hopewell Downtown Partnership Executive Director
2. **Robinson Farmer Cox Presentation** – David Foley
3. **The Bobb Group** - Heather Ness

### **COMMUNICATIONS FROM CITIZENS**

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

### **PUBLIC HEARING**

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

**PH-1 – Cigarette Tax Ordinance** – Dr. Manker, City Manager

**PH-2 – Conditional Use Permit to use 3421 Oaklawn Blvd for Single Family Dwelling** – Chris Ward, Director of Development

**PH-3 – Conditional Use Permit to construct single family dwelling for non-conforming lot** – Chris Ward, Director of Development

### **REGULAR BUSINESS**

**R-1 - Request to authorize city manager to execute CLG Contract** – Chris Ward, Director of Development

**R-2 - Allocation of funds for Winston Churchill Road Repairs** – Michael Campbell, Water Renewal Director

**R-3 - School Division Rollover or Purchase Order from FY24 to Fy25** – Dr. Manker, City Manager

**R-4 - Commonwealth Attorney Position Requests** - Richard Newman

**R-5 - Consolidate Aquatic part time positions into full time positions** – Tabitha Martinez, Parks and Recreation Director

**R-6 - Adoption of the City of Hopewell Finance Policies** – Stacey Jordan, Finance Director

**R-7 - CSA Budget Adjustment for other purchase services** – Stacey Jordan, Finance Director

**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 – 1 Vacancy  
Recreation and Parks – 3 Vacancies  
Library Board – 1 Vacancy  
Department of Social Services – 7 Vacancies  
District 19 – 2 Vacancies  
Dock Commission – 2 Vacancies  
Board of Zoning Appeals – 2 Vacancies  
Economic Development Authority – 1 Vacancy  
Bright Point Community College Local Board – 3 Vacancies

**Adjournment**

**CLOSED  
MEETING**

RECONVENE OPEN MEETING



# WORK SESSION

WS-1



**REQUEST TO AMEND ARTICLE IX-A – DOWNTOWN  
CENTRAL BUSINESS DISTRICT (B-1) TO ADD  
'GROUP HOME AND ASSISTED LIVING FACILITY' AS  
AN ALLOWABLE BY-RIGHT USE**



CITY COUNCIL

**STAFF REPORT**

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

**I. EXECUTIVE SUMMARY**

The applicant, Kevin Randesi of 300 Real Estate Holdings, LLC requests a Zoning Ordinance Amendment to add 'Group Home and Assisted Living Facility' to Article IX-A, Section A – Use Regulations as an allowable by-right use in the district. Staff and Planning Commission recommend denial of this request.

**II. TENTATIVE SCHEDULE OF MEETINGS**

BODY	DATE	TYPE	RESULT
Planning Commission	July 11, 2024	Public Hearing	Pending
City Council	August 27, 2024	Work Session	No Action
City Council	TBD	1st Reading / PH	Pending

**III. ORDINANCE IDENTIFICATION**

Applicable Zoning Ordinance	Article IX-A Downtown Central Business District (B-1)
Amended Section	A. Use Regulations
Approval Method	City Council Ordinance
Can Conditions be Set?	No

**IV. PUBLIC NOTIFICATION**

<b>PUBLIC HEARING</b>	<b>NOTIFICATION TYPE</b>	<b>DATE</b>	<b>DATE</b>
Planning Commission	Progress-Index Ad	6/28/2024	7/5/2024
	Letter to Adj. Properties	6/28/2024	
City Council	Progress-Index Ad	TBD	TBD
	Letter to Adj. Properties	TBD	TBD

**V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL**

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

The Code of Virginia prescribes public notice and hearing requirements for all zoning actions. For a new zoning ordinance or any amendment thereto, the planning commission and the governing body must each hold public hearings before acting on any proposal. Each public hearing must be preceded by notice published in newspapers as well as mailed to all adjacent property owners and, in the case of a text change, to all property owners who would be directly affected.

**VI. APPLICABLE CODE SECTIONS**

1. [Article IX-A, Downtown Central Business District, Section A-Use Regulations](#)
2. [Article XXI, Amendments](#)

**VII. EXISTING ORDINANCE**

Under Section A of Article IX-A of the Hopewell Zoning Ordinance, ‘Group Home and Assisted Living Facility’ are not listed as an allowable, by right use in the Downtown Central Business District and is, therefore, not permitted. Adding an allowable use to a district results in that use being allowed everywhere within the district.

**VIII. APPLICANT POSITION**

The applicant did not reference the Hopewell Comprehensive Plan or any other official city plan to support the argument of adding group homes to the B-1 District. The applicant did include a supplemental letter that argues excessive regulations, unwillingness of local officials to work with property owners on stringent rules/regulations, and excessive taxes as reasons for supporting the addition on group homes to the B-1 District. Please refer to the supplemental letter for a complete explanation of the applicant’s position.



**IX. STAFF ANALYSIS**

Group homes and assisted living facilities are important housing options in the Hopewell housing community and provide a much-needed resource for citizens with mental illness, intellectual disability, or developmental disability. The Code of Virginia ([§15.2-2291](#)) states the following:

Zoning ordinances for all purposes shall consider a residential facility in which no more than eight individuals with mental illness, intellectual disability, or developmental disabilities reside, with one or more resident or nonresident staff persons, as residential occupancy by a single-family. For purposes of this subsection, mental illness and development disability shall not include current illegal use of or addiction to a controlled substance defined in §54.1-3401. No conditions more restrictive than those imposed on residences occupied by persons related by blood, marriage, or adoption shall be imposed on such facility.

In other words, group homes and assisted living facilities of no more than eight persons must be permitted in those districts where ‘Single-Family Dwelling’ is permitted. The requirement of additional approval such as a Conditional Use Permit is not permitted under state law. In Hopewell, the single-family dwelling use is permitted in every residential district (R-1, R-1A, R-2, R-3, R-4, RO-1, RO-4), thereby allowing the group home and assisted living facility use by right in those districts. As illustrated in the table below, group homes and assisted living facilities under the state definition are permitted by right in over half the area of the city.

LAND USE IN HOPEWELL		
DISTRICT	ACREAGE	PERCENTAGE
Residential	2,728.91	52.43%
Commercial/Industrial	1,595.27	30.65%
Public/Institutional	880.74	16.92%
<b>TOTAL</b>	<b>5,204.92</b>	<b>100.00%</b>

State Code does not mandate the allowance of group homes and assisted living facilities in districts other than residential. The City of Hopewell’s zoning ordinance is in compliance with state code and federal fair housing guidance with regard to group homes/assisted living facilities.

The Downtown Central Business District (B-1) is a commercial zoning district that allows for high-density housing, not single-family dwelling use. The district is zoned in a manner that promotes a compatible mix of retail, commercial, office, service and high-density residential living. In this context, a group home or assisted living facility is synonymous with a single-family dwelling which is a use that does not align with the density of the B-1 district. The Director of Economic Development and Tourism does



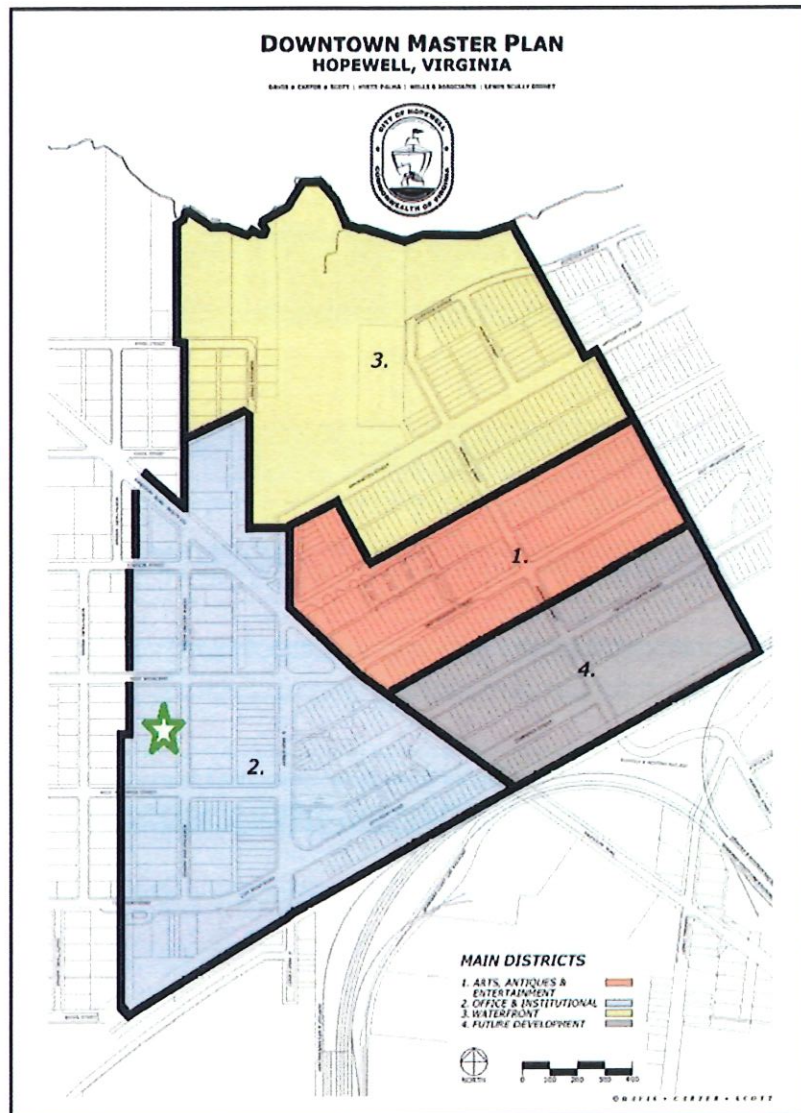
not support this zoning amendment request because he believes that the group home/assisted living facility is better suited closer to Tri-Cities hospital.

**X. RELATIONSHIP TO THE HOPEWELL DOWNTOWN VISION & COMPREHENSIVE PLAN**

During the development of the Downtown Hopewell Vision plan in 2001-2002, it was noted at that time that residential density in the B-1 was less than envisioned in the plan and efforts should be made to increase density. Adding group homes and assisted living facilities (i.e. single-family dwellings) as an allowable use to the B-1 District is in conflict with this plan.

The applicant has requested the zoning amendment in relation to property he owns at 206 N. 2<sup>nd</sup> Avenue. The Hopewell Downtown Vision plan addresses this particular area of the downtown in the following manner:

“Area 2 (Office and Institutional District) – Office and institutional development should remain the dominant land use within the area... This is not seen as an area with a residential component and a clear demarcation line between residential areas to the west needs to be established either on the alley between 2<sup>nd</sup> and 3<sup>rd</sup> or along 3<sup>rd</sup>.” (Downtown Hopewell Vision, pg. 23)



GREEN STAR indicates 206 n. 2<sup>nd</sup> Avenue; MAP from Hopewell Downtown Vision (2003)

The Hopewell Comprehensive Plan identifies the downtown area (B-1 District) as Priority Planning Area I. This section of the plan reiterates many of the strategies and goals of the Hopewell Downtown Vision plan while recommending the undertaking

of a small area plan that incorporates “(1) substantially increased density for both residential and commercial development. (pg. 129)

**XI. STAFF RECOMMENDATION**

Staff recommends denial of the request to add ‘Group Home and Assisted Living Facility’ to the B-1 Downtown Central Business District for the following reasons:

1. The Hopewell Downtown Vision and the Comprehensive Plan do not support reducing density to single-family dwelling, group home, or assisted living facility use.
2. Group homes and assisted living facilities are already permitted by right in all residential zoning districts in the city comprising over half the land area.
3. Group homes are meant to facilitate the integration of persons with disabilities into the larger society and that is achieved through a predominately residential setting.
4. Group homes are synonymous with single-family dwellings and single-family dwellings are not in alignment with the density requirements of the B-1 district.

**XII. PLANNING COMMISSION RECOMMENDATION**

The Hopewell Planning Commission voted 5-0 at the July 11, 2024 public hearing to recommend **denial** of the request to amend Article IX-A, Section A of the Hopewell Zoning Ordinance to add ‘Group Home and Assisted Living Facility’ as an allowable by right use.



Permits / Inspect... - 20240679120A - 2024  
025637-0001 Kimberly... 06/03/2024 11:26AM  
ZONING ORDINANCE AMENDMENT -- REVIEW  
Payment Amount: 300.00  
Transaction Amount: 300.00  
CHECK: 1066



The City  
of  
Hopewell, Virginia

Application # 20240679

Permit #: \_\_\_\_\_

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

### ZONING ORDINANCE AMENDMENT/USES NOT PROVIDED FOR APPLICATION

Application fee: \$300

The Hopewell Planning Commission meets the 1<sup>st</sup> Thursday of each month. The deadline for submittal of a Hopewell Zoning Ordinance Amendment application is shown in the attached Planning Commission calendar. This amendment application, the fee, any supporting documentation and any other information deemed pertinent or necessary by the Zoning Administrator for the Planning Commission to make their decision are required to be submitted jointly. If any of these items are not included, it is considered an incomplete application and will not be accepted.

Parcel # 0110330

I (we) the undersigned do hereby respectfully petition and make application to the Hopewell City Council to amend the City of Hopewell Zoning Ordinance text as hereinafter requested, and in support of this application, the following facts are shown.

APPLICANT: KEVIN RANNEY - 300 REAL ESTATE HOLDINGS, LLC

ADDRESS: 206 N 2ND AVENUE  
HOPEWELL VA 23860

PHONE #: 804.683.4042 FAX #: 804.477.8702

EMAIL: 804REALESTATE@GMAIL.COM

\*\*\*\*\*

1) I (WE) WISH TO PROPOSE THAT THE FOLLOWING SECTION(S) OF THE HOPEWELL ZONING ORDINANCE BE AMENDED.

B1 - ALLOW USE OF GROUP HOMES AND ASSISTED LIVING  
FACILITY BY RIGHT.

2) I (WE) WISH TO PROPOSE THAT THE TEXT BE REVISED TO ACCOMPLISH THE FOLLOWING PURPOSES (S) AND/OR TO READ AS FOLLOWS: (ATTACH ADDITIONAL SHEETS IF NECESSARY)

SEE ATTACHED

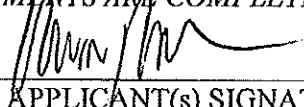
3) PLEASE DEMONSTRATE HOW THE AMENDMENT WILL BE IN HARMONY WITH THE PURPOSE OF THE SPECIFIC DISTRICT IT WHICH IT WILL BE ADDED.

SEE ATTACHED

4) PLEASE GIVE THE REASON FOR FILING THE PROPOSED ZONING ORDINANCE AMENDMENT.

SEE ATTACHED

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



APPLICANT(S) SIGNATURE

6/3/2024

DATE

KEVIN RANESI - SOLE MANAGING MEMBER OF 300 REAL ESTATE HOLDINGS, LLC  
APPLICANT(S) PRINTED NAME

OFFICIAL USE ONLY

DATE RECEIVED: 6-3-24 DATE OF FINAL ACTION: \_\_\_\_\_

ACTION TAKEN:

\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_ APPROVED WITH THE FOLLOWING CONDITIONS:



# 300 Real Estate Holdings, LLC

11 Rodman Road  
Richmond, VA 23224

To: Planning Commission  
City of Hopewell  
300 N Main Street  
Hopewell, VA 23860

Date: June 3<sup>rd</sup>, 2024

RE: Zoning Amendment Request – B-1 Zoning | 206 N 2<sup>nd</sup> Avenue Hopewell, VA 23860

Dear Planning Commission:

Attached – please find requested Zoning Ordinance amendment for the B-1 Zoning District in the City of Hopewell.

The B-1 Zoning Ordinance has been a large hindrance to local businesses in the area. With excessive amounts of regulations on the exterior of all exteriors of buildings in the area, unwillingness of local government officials to work with local property owners regarding any of the stringent rules/regulations, and the excessive taxes charged to local businesses, many businesses have found that operating their business outside of the City of Hopewell is a much more feasible option.

With regards to excessive regulations regarding the exterior of buildings in the B-1 zoning district, it's visibly evident that many business owners, instead of making cosmetically appealing repairs that would add value to the downtown business district properties – continue to keep their properties in the same condition from many generations ago. This is evidenced by the Commonwealth of Virginia awarding a \$500,000 grant for a property owned on 307 E Broadway Street in Hopewell as noted in the following article: ([\\$500K to go to mixed-use development in Hopewell | WRIC ABC 8News](#))

In regard to the unwillingness of local government officials to work with local property owners regarding any of the stringent rules/regulations – I have felt this personally. When attempting to replace an outdated 1980's free-standing sign with another personally constructed free-standing sign, I was harassed by local government officials and served with a letter that the sign had to be taken down. Today, a pole from the old sign stands – simply because of absurd regulations regarding signage in this district. In addition, I also attempted to purchase 301 N 2<sup>nd</sup> Avenue earlier this year – but ended up having to back out of the contract during inspection period due to the excessive number of regulations and unwillingness of local officials to work with us. Today – the building is vacant and is yet another blighted property in Hopewell.

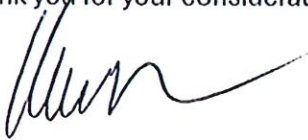
Elaborating on the items noted above, in regard to excessive taxation:

- Take for example the business licensing tax for businesses in the City of Hopewell. The current rate of \$.58 per \$100 of assessed value is 290% higher than neighboring Chesterfield County – which charges its

- Group housing would be in line with a feasible business for the building located at 206 N 2<sup>nd</sup> Avenue. This building is a former house that was built in 1916 and has many characteristics of a single-family home. It is also ADA compliant.
- The property at 206 N 2<sup>nd</sup> Avenue has been extensively renovated in 2023 with a new ADA bathroom, kitchen, bathroom, etc. and would be fantastic for group housing and/or assisted living. It would allow those who need group housing and/or assisted living safe, clean, decent, and affordable housing – which is lacking in the area.
- Close proximity to John Hopkins Memorial Hospital – which would assist with any medical issues that arise from group housing/assisted living facilities.

I would be happy to discuss further if you wish. My direct # is 804-683-4042 and email is [804realestate@gmail.com](mailto:804realestate@gmail.com).

Thank you for your consideration,



Kevin Randesi  
Owner  
300 Real Estate Holdings, LLC

Enclosure

A. - Use regulations.

Structures to be erected and land to be used shall be only for the following uses:

1. Accounting services.
2. Advertising and public relations agencies.
3. Antiques.
4. Apartments on the first floor of mixed-use buildings with a conditional use permit.
5. Apartments on second and subsequent floors of commercial and office buildings/uses provided that each unit contain a minimum of nine hundred (900) gross square feet.
6. Apartments on second and subsequent floors of commercial and office buildings/uses containing average square footage below nine hundred (900) gross square feet, with a conditional use permit.
7. Appliance stores.
8. Architectural and engineering services.
9. Art galleries, framing and supplies.
10. Bakeries.
11. Barber and beauty shops.
12. Bed and breakfast establishments.
13. Bookstores, except adult bookstores.
14. Camera and photo supply stores.
15. Casual and formal apparel stores.
16. Child care services.
17. Churches.
18. Coffee shops.
19. Commercial banks and financial institutions, not to include check cashing establishments.
20. Computer sales and service.
21. Convenience store.
22. Craftbeer/tap room.
23. Credit unions.
24. Dance studios.
25. Delicatessen.
26. Dry cleaners.
27. Florist.



28. Gift, stationary, and card shops.
29. Grocery store.
30. Home decorating center and interior design services.
31. Home health care services.
32. Hotels.
33. Individual and family consulting services.
34. Insurance agencies.
35. Jewelry stores.
36. Law offices.
37. Marinas, public or private.
38. Medical and dental offices.
39. Microbrewery, with conditional use permit.
40. Microbrewery/restaurant.
41. Micro-cidery, with conditional use permit.
42. Micro-distillery, with conditional use permit.
43. Micro-winery, with conditional use permit.
44. Motion pictures theaters, excluding drive-in theaters.
45. Multifamily dwellings, with conditional use permit.
46. Municipal and government agencies and offices.
47. Municipal and private utilities.
48. Museums.
49. Music stores.
50. Offices, including business, professional and administrative.
51. Off-street parking is not required in this district.
52. Parking decks and garages, public.
53. Performing arts center.
54. Pet shops.
55. Pharmacy.
56. Philanthropic and charitable institutions.
57. Photographic studios.
58. Post office.
59. Print shops.

60. Public libraries.
61. Public open spaces and uses owned and operated by a governmental agency.
62. Reserved.
63. Real estate agencies.
64. Recreation and fitness centers.
65. Research, development and laboratory facilities related to medical, biotechnology, life sciences and other product applications.
66. Reserved.
67. Restaurants, consumer.
68. Schools, public or private with a conditional use permit.
69. Security brokers and dealers.
70. Sporting goods.
71. Tailor shops.
72. Tanning salons.
73. Tax preparation services.
74. Title abstract and insurance offices.
75. Townhouses, with conditional use permit, with conditional use permit.
76. Toys, games, and crafts.
77. Upholstery shops.
78. Video rental stores, not to include adult video establishments.

( Amend. of 2023 )



## Haley's Honey Meadery

...



👋 Dear friends and loyal customers, we are facing some tough challenges here at Haley's Honey Meadery. Our bills are outweighing our sales, and it's putting a strain on our business. Despite our passion and hard work, we find ourselves struggling mentally and financially.

Mike and Tonya, the owners, still work full-time jobs while dedicating long hours to the meadery. With the current economy, we're dealing with higher bills, increased payroll, and rising costs across the board. It's becoming increasingly difficult to sustain our business alone.

What started as a humble hobby has grown beyond our capacity. We need your help now more than ever. We're very close to giving up, but we believe in the power of community and support.

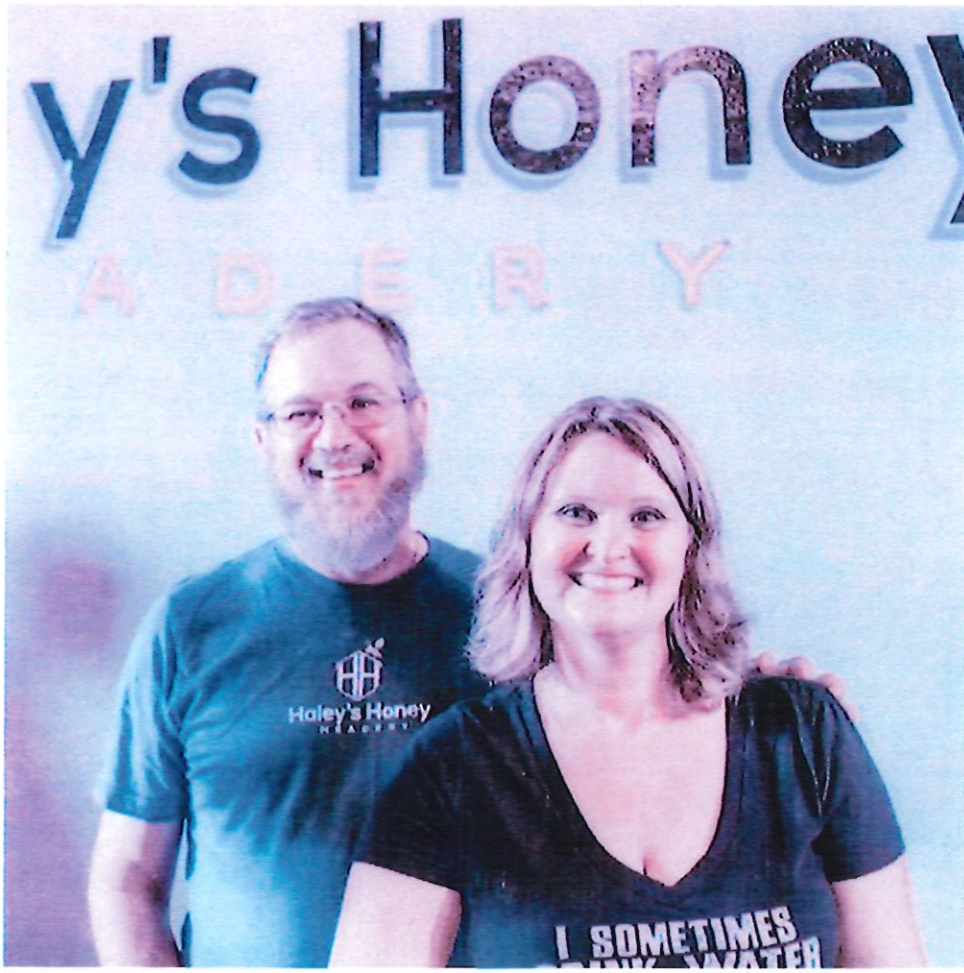
You can make a difference by simply visiting us at one of the festivals we attend, such as the Renaissance Faire, Fort Clifton, Williamsburg Farmers Market, or our Hopewell and Fredericksburg locations. Your presence and purchases go a long way in keeping our dream alive.

Alternatively, you can support us by sharing our website, [www.haleyshoneymeadery.com](http://www.haleyshoneymeadery.com), or spreading the word on social media. Every little bit helps in raising awareness about our beloved mead and honey.

Together, we can overcome these challenges and ensure that Haley's Honey Meadery continues to thrive. We appreciate your unwavering support and thank you for being a part of our journey. 🙌👉❤️

Love, Tonya and Mike Haley

#HaleysHoneyMeadery #SupportLocalBusiness #SmallBusinessLove



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**QuickFacts**

**Chesterfield County, Virginia; Hopewell city, Virginia**

QuickFacts provides statistics for all states and counties. Also for cities and towns with a *population of 5,000 or more*.

All Topics	Chesterfield County, Virginia	Hopewell city, Virginia
Population estimates, July 1, 2023, (V2023)	383,876	22,752
<b>PEOPLE</b>		
<b>Population</b>		
Population estimates, July 1, 2023, (V2023)	383,876	22,752
Population estimates base, April 1, 2020, (V2023)	364,061	23,031
Population, percent change - April 1, 2020 (estimates base) to July 1, 2023, (V2023)	5.4%	-1.2%
Population, Census, April 1, 2020	364,548	23,033
Population, Census, April 1, 2010	316,236	22,591
<b>Age and Sex</b>		
Persons under 5 years, percent	5.7%	7.2%
Persons under 18 years, percent	23.3%	25.6%
Persons 65 years and over, percent	16.3%	14.7%
Female persons, percent	51.6%	53.0%
<b>Race and Hispanic Origin</b>		
White alone, percent	66.7%	46.0%
Black or African American alone, percent (a)	25.6%	43.3%
American Indian and Alaska Native alone, percent (a)	0.6%	0.0%
Asian alone, percent (a)	3.9%	1.0%
Native Hawaiian and Other Pacific Islander alone, percent (a)	0.1%	0.0%
Two or More Races, percent	3.1%	7.4%
Hispanic or Latino, percent (b)	10.7%	8.9%
White alone, not Hispanic or Latino, percent	58.1%	42.5%
<b>Population Characteristics</b>		
Veterans, 2018-2022	25,892	1,811
Foreign born persons, percent, 2018-2022	8.9%	3.3%
<b>Housing</b>		
Housing Units, July 1, 2023, (V2023)	148,930	X
Owner-occupied housing unit rate, 2018-2022	77.4%	53.6%
Median value of owner-occupied housing units, 2018-2022	\$306,500	\$151,600
Median selected monthly owner costs -with a mortgage, 2018-2022	\$1,807	\$1,163
Median selected monthly owner costs -without a mortgage, 2018-2022	\$563	\$435
Median gross rent, 2018-2022	\$1,460	\$1,033
Building Permits, 2023	3,194	X
<b>Families &amp; Living Arrangements</b>		
Households, 2018-2022	134,144	9,348
Persons per household, 2018-2022	2.70	2.44
Living in same house 1 year ago, percent of persons age 1 year+, 2018-2022	87.7%	82.6%
Language other than English spoken at home, percent of persons age 5 years+, 2018-2022	13.1%	5.6%
<b>Computer and Internet Use</b>		
Households with a computer, percent, 2018-2022	96.7%	92.1%
Households with a broadband Internet subscription, percent, 2018-2022	92.7%	85.8%
<b>Education</b>		
High school graduate or higher, percent of persons age 25 years+, 2018-2022	92.6%	86.9%
Bachelor's degree or higher, percent of persons age 25 years+, 2018-2022	42.3%	11.1%
<b>Health</b>		
With a disability, under age 65 years, percent, 2018-2022	9.4%	11.7%
Persons without health insurance, under age 65 years, percent	7.6%	7.7%



**Economy**

In civilian labor force, total, percent of population age 16 years+, 2018-2022	67.3%	59.3%
In civilian labor force, female, percent of population age 16 years+, 2018-2022	62.5%	55.6%
Total accommodation and food services sales, 2017 (\$1,000) (c)	682,852	37,455
Total health care and social assistance receipts/revenue, 2017 (\$1,000) (c)	1,751,886	146,654
Total transportation and warehousing receipts/revenue, 2017 (\$1,000) (c)	757,516	2,167
Total retail sales, 2017 (\$1,000) (c)	6,746,095	162,670
Total retail sales per capita, 2017 (c)	\$19,639	\$7,219

**Transportation**

Mean travel time to work (minutes), workers age 16 years+, 2018-2022	26.4	25.2
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**Income & Poverty**

Median household income (in 2022 dollars), 2018-2022	\$95,757	\$50,661
Per capita income in past 12 months (in 2022 dollars), 2018-2022	\$45,041	\$25,664
Persons in poverty, percent	△ 6.9%	△ 21.3%

**BUSINESSES****Businesses**

Total employer establishments, 2021	7,838	X
Total employment, 2021	118,586	X
Total annual payroll, 2021 (\$1,000)	5,929,000	X
Total employment, percent change, 2020-2021	-1.9%	X
Total nonemployer establishments, 2021	30,282	X
All employer firms, Reference year 2017	6,200	284
Men-owned employer firms, Reference year 2017	3,646	136
Women-owned employer firms, Reference year 2017	1,226	34
Minority-owned employer firms, Reference year 2017	906	S
Nonminority-owned employer firms, Reference year 2017	4,539	176
Veteran-owned employer firms, Reference year 2017	537	S
Nonveteran-owned employer firms, Reference year 2017	4,858	180

**GEOGRAPHY****Geography**

Population per square mile, 2020	860.8	2,224.6
Population per square mile, 2010	747.1	2,197.9
Land area in square miles, 2020	423.51	10.35
Land area in square miles, 2010	423.30	10.28
FIPS Code	51041	5138424



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

06/03/2024 11:26AM Kimberly  
025637-0001 000224974  
Payment Effective Date 06/03/2024

PERMITS / INSPECTIONS

ZONING ORDINANCE

AMENDMENT - REVIEW

2024 Item: 20240679|20A \$300.00  
Payment Id: 355847

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\$300.00

Subtotal

\$300.00

Total

\$300.00

CHECK

\$300.00

Check Number 1066

Change due

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\$0.00

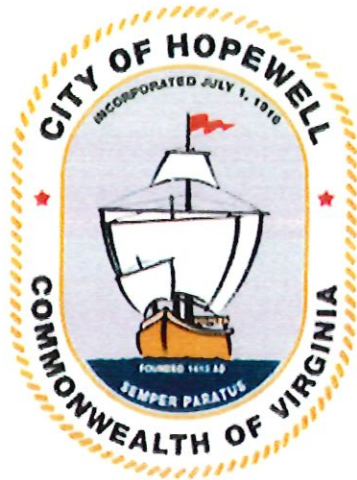


Thank you for your payment.

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WS-2

2024 CITY OF HOPEWELL STATE LEGISLATIVE  
AGENDA VIRGINIA GENERAL ASSEMBLY



*City of*  
**HOPEWELL**  
VIRGINIA

HERBERT H. BRAGG

BRAGG LEGISLATIVE CONSULTANT, ADVISOR AND RELATED SERVICES

INDEPENDENT CONTRACTOR

## 2024 CITY OF HOPEWELL STATE LEGISLATIVE AGENDA

### STATE ELECTED OFFICIALS

#### SENATE OF VIRGINIA 2023

Senator Joseph D. Morrissey

Democrat, District 16

PHONE: (804) 698-7516

EMAIL: [district16@senate.virginia.gov](mailto:district16@senate.virginia.gov)

LEGISLATIVE AIDES: Ann Marie Lawson;

And Penny Eakes

#### VIRGINIA HOUSE OF DELEGATES 2023

Delegate Carrie E. Coyner

Republican, House 62<sup>nd</sup> District

EMAIL: [DelCCoyner@house.virginia.gov](mailto:DelCCoyner@house.virginia.gov)

PHONE: (804) 698-1062

LEGISLATIVE AIDE: Meg Graham



## 2024 CITY OF HOPEWELL STATE LEGISLATIVE AGENDA

### CITY OF HOPEWELL CITY COUNCIL MEMBERS

JOHNNY PARTIN, MAYOR, WARD 3

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

BRENDA S. PELHAM, COUNCILOR, WARD 6

JANICE DENTON, COUNCILOR, WARD 5

MICHAEL B. HARRIS, COUNCILOR, WARD 2

RITA JOYNER, COUNCILOR, WARD 1 (LEGISLATIVE COMMITTEE)

DOMINIC R. HOLLOWAY, SR., COUNCILOR WARD 7

DR. CONCETTA MANKER (LEGISLATIVE COMMITTEE)

CITY MANAGER

THE MUNICIPAL BUILDING (CITY HALL)

300 N. MAIN STREET

HOPEWELL, VIRGINIA 23860

PHONE: (804) 541-2243

WEBSITE: [www.hopewellva.gov](http://www.hopewellva.gov)

FACEBOOK: [www.facebook.com/cityofhopewell](https://www.facebook.com/cityofhopewell)

## 2024 CITY OF HOPEWELL STATE LEGISLATIVE AGENDA

1. Maintain local revenue sources such as BPOL & Machinery & Tools taxes.
2. Support funding for education, school construction and modernization.
3. Support Community Violence Reduction Initiatives.
4. Support funding for HB 599 public safety funding.
5. Public Transit Funding.
6. Support Historic Rehabilitation and Tax Credits.
7. Support funding for Water Quality Improvement Fund.
8. Supports Stormwater Local Assistance Fund.
9. Support the preservation of local taxing authority and fees.
10. Support funding for Economic Development.
11. Support the Virginia Enterprise Zone (VEZ) program.
12. Support Children's Services Act (CSA).
13. Oppose unfunded state mandates.
14. Fiscal Stress Statement.

## 2024 CITY OF HOPEWELL STATE LEGISLATIVE AGENDA

1. **Maintain local revenue sources such as Business Professional Occupational License Tax (BPOL) taxes and Machinery & Tools (M & T) taxes.** These two taxes comprise a major part of the City's General Fund budget and are extremely important as it relates to the City's revenue stream. **Recommendation:** The City opposes any attempt to eliminate or reduce these taxes unless they are included with an alternate funding method for localities to recover the like amount of funds being generated by these taxes.
2. **Support funding for education, school construction and modernization.** The City of Hopewell supports full funding for K-12 education, school construction and modernization. It is essential that the state meet its constitutional responsibility to adequately fund K-12 education including full funding of all state mandates from the General Assembly and updates to the Standards of Quality (SOQ) to reflect actual education costs. **Recommendation:** The City of Hopewell supports full funding for K12 education, construction and modernization.
3. **Support Community Violence Reduction Initiatives.** The City of Hopewell strongly supports legislation and budget initiatives that will stem the tide of community violence. Hopewell City Council and administration is committed to building a safer community where all residents, business owners and visitors feel safe. Localities cannot accomplish this task alone and must rely on the significant resources of the Commonwealth. **Recommendation:** Identify and implement community violence intervention programs, invest in crisis intervention training programs, support local law enforcement, expand services and support for teenagers and young adults, and help formerly incarcerated individuals successfully reenter their communities.
4. **Support funding for HB 599 public safety funding.** The City of Hopewell supports full funding for state aid to local Police Departments to assist with fighting crime and criminal activity. Our community's safety is a major priority for city council. **Recommendation:** The City of Hopewell supports full funding for state aid to local police departments to assist with public safety and fighting criminal activity.
5. **Public Transit Funding.** Public transit is a critical component of the America's transportation network, serving Americans in every state throughout the country. Without access to public transportation in the city, hundreds would be left with fewer options and for some the inability to travel at all. The City of Hopewell supports state and federal grant

funding and or assistance to help offset the high cost of public transit. **Recommendation:** The City's specific funding request this year and subsequent years are \$250,000.00 annually in support of public transit.

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

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



essential and 4) not create administrative and procedural hurdles that negatively impact the fair and timely collection of local revenue.

14. **Fiscal Stress**. According to the State Commission on Local Government report published in July of 2023, the City of Hopewell ranks number 11 out of 133 governments. The lower the rankings, the higher the fiscal stress index. Fiscal stress essentially refers to the growing imbalance between revenues and expenditures over a period, or where the imbalance is short term, usually confined to a fiscal year and reflecting a situation that is different from that used as a basis for the budget. Fiscal stress index also illustrates a locality's ability to generate additional local revenue from its current tax base relative to the rest of the Commonwealth. Fiscal stress is measured by three components: (1) Revenue capacity per capita (the theoretical ability of a locality to raise revenue (2) Revenue effort (the amount of the theoretical revenue capacity that the locality actually collects through taxes and fees, for example, real estate tax, property tax, personal property tax, and local sales tax falls into this category and (3) Medium household income, in 2021, the average household income in Hopewell were \$44,091. However, 20.3% to 24% of Hopewell families live in poverty, which is higher than the national average of 12.6%. The primary users of the fiscal stress index are local governments in Virginia and state agencies, who use the index to assist in the allocation of state aid.

15. **Support for Virginia First Cities Legislative Priorities**

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

16. **Support for the Virginia Municipal League Legislative Priorities**

- A. Protect HB 599 funding for local police departments.
- B. Education in Funding. VML opposed changes in methodology and changes in the division of financial responsibility that result in a shift of funding responsibility from the state to localities. VML opposes policies that lower state contributions but do nothing to address the cost of meeting the requirements of the Standards of Accreditation and Standards of Learning.

C. Stormwater Local Assistant Fund. VML supports continued investment in the Stormwater Local Assistant Fund to assist localities with much-needed stormwater projects to meet federal and state clean-water requirements.

**17. Support for the Homelessness and Mental Health.**

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

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

People with poor mental health can lead to homelessness: poverty, disaffiliation, and personal vulnerability. Because they often lack the capacity to sustain employment, they have little income. Delusional thinking may lead them to withdraw from friends, family, and other people. This loss of support leaves them fewer resources to cope with times of trouble. Mental illness can also impair a person's ability to be resilient and resourceful; it can cloud thinking and impair judgment. For all these reasons, people with mental illness are at greater risk of experiencing homelessness.

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

**18. Support for Residential Financial Wealth Building Services**

To facilitate equitable solutions to reduce the effects of poverty and enhance wealth development opportunities for the City of Hopewell' most impacted communities.

## 2024 CITY OF HOPEWELL PROGRAMS OF SUPPORT

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

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

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

A. The Partnership shall establish an application process by which eligible manufacturers and research and development services may apply for a grant under this section. An application for a grant under this section shall not be approved until the Partnership has verified that the capital investment has been completed.

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

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

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

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

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

###





# REGULAR MEETING

CONSENT  
AGENDA

C-1

**MINUTES OF THE July 16, 2024 CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Tuesday July 16<sup>th</sup>, 2024 at 6:30 p.m.

**PRESENT:**

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

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

**ROLL CALL**

Councilor Harris -	Yes
Mayor Partin -	Yes
Councilor Denton -	Yes
Councilor Pelham -	Yes

**Motion Passes 4-0**

**R-1— Robert Bobb, The Robert Bobb Group**

Mr. Bobb discussed the progress of the audits and mentioned the strengthening of controls. He also mentioned that the financial statements for the fiscal year ending June 30, 2020, are expected to be completed by August 15, 2024. The main objective is to achieve a "clean" audit opinion, although there is a possibility of material weakness in the internal controls until FY 2024. Robert Bobb turned the floor over to Russ Branson. Russ Branson opened the discussion with a description on how the finance committee typically operates. Mr. Russ Branson petitioned the council on how often they'd like to the meeting to come to order whether that would be quarterly or yearly. Council Pelham asked Mayor Partin, "If the council could discuss that topic could be discussed immediately?" Councilwoman Pelham also stated, "I would suggest we have them monthly at least for a year until everything's caught up and we feel at ease then we can



then do it quarterly.” Mayor John Partin concurred with Councilwoman Pelham by stating, “Let’s continue at least the remainder of the year continuing monthly and then starting in January go to quarterly.” Mayor Partin asked the council along with Councilman Holloway “Would that be alright with you?” Mayor Partin proceeded to say, “We’ll go monthly and then we’ll re-evaluate in January.” Councilwoman Pelham stated the meeting would be “the same time 6:30 special meeting.” Russ Branson stated the general fund contains FY 2023, what was budgeted, the actuals and the percent received. The news of the general fund was overall “positive.” Pertaining to the general fund, Councilwoman Pelham asked “Are the books that are not closed is that center around CSA and waste water?” Councilwoman Pelham further asked about the “miscellaneous revenue?” Mayor Partin asked “If anyone have any more questions for Mr. Branson on this section?” Mr. Branson mentioned Allan Harrison resides as the new general manager for water renewal. Mr. Branson elucidated how the Enterprise Fund is \$6.5 million dollars over budget. “Councilwoman Pelham asked about making up for \$6.5 million?” Mr. Russ Branson progressed the meeting onto sewer rates may be on the rise within the city of Hopewell. Councilwoman Pelham inquired about those sewer rates asserting, “Do we still have out there outstanding sewer rates that people haven’t paid?” Russ Branson told the council about an upcoming study on those same sewer rates declaring the delinquency reasons for the \$320,000 delinquency and added wanting to change the contract with American Water Company. Mr. Branson mentioned the schools and he detailed the expenses and revenues for the schools as they didn’t pertain to the city’s finances. However, their expenses are up over \$6.5 million and how the city would hold that accumulating up to \$13.5 million. Councilwoman Pelham queried “Out of 13 million that we going to plan to give them why can't we give them half and they'd be even?” The citywide finances, \$5.6 million is related the Enterprise Fund and schools. Councilwoman Pelham solicited the city manager Dr. Concetta Manker about the “number of full-time employees within the city.” City Manager Concetta Manker responded “Five-hundred and ten.” Councilwoman Pelham again asked, “With those wages does that include school and city or just city?” Councilwoman Pelham proceeded again in asking about the benefits, personnel costs, and is that include constitutional officers.” Mr. Branson made certain the council understood the next round of taxes were due in December by the 15<sup>th</sup>, and again in February and June. Reserves that were unassigned (general fund), replenishments of fund balances, expenditures on managing total cash, monthly financial reports, and appropriations that exceed 1%. Utilities, investments (authorized), and procurement as it involves to the P-Card process. Mayor Partin uttered, “Mr. Branson for that last one for capital projects should what on average do cities or localities do in terms of capital projects per their budget the reason that I'm asking is certain businesses are you know the best practice model is to dedicate x% to go back into Capital into their business so that way they're continuing to refine operations and they can reduce overdue maintenance costs.” However, Mayor Partin ensued, “I remember when Mr. Sanderson was here, he said to develop your policies for the goals that you want to set so like our target reserve should be you that 16% and 23% that Alvarez Marcel and, I think you said another GFO. Or will that be put in there for a conversation starter.” Next, Mayor Partin explained how he “didn’t think 500,000 is going to work well being that if you look at what you showed us previously in our budgets and you just look at the deplorable state that our infrastructure got into because our previous city managers and finance directors just did not prioritize Capital

Improvements period, I mean no real or legitimate cap Improvement plan I'd say at least for the past seven eight years." Mr. Russ Branson expounded upon the debt ratio for the city of Hopewell stating how it shouldn't exceed the 10% mark and how the city is currently at 4%. Mr. Branson is recommending 20% for the reserves which a "bit higher" than normal for investments such Winston Churchill project. Mayor Partin asked "So when the rating agencies look at our balance sheets and they want to see you know what our goals are they're going to include when we say we're shooting forward a total reserve of I think you said what 28%? If you include the debt one at the bottom, they're going to look at 28% versus just 20% like off the first one am I understanding that right?" Councilwoman Pelham advanced on to say, "Public works and garage when they use their p-card to order parts I would imagine is that attached to the license or the VIN number to a city vehicle or they can just go out and purchase it if I want to buy my transmission from for my car how would I know the difference?" Mayor Partin asked the council were there "Any other questions I'll turn over are there any questions online for Mr. Branson?" Councilor Holloway and Councilor Joyner both said, "No." Mr. Russ Branson gave the floor over the city treasurer Shannon Foskey.

## **R-2— Shannon Foskey- City Treasurer**

Ms. Shannon Foskey mentioned delinquencies that the city is currently facing, and as a result of those the city treasurer's office has partnered with "several collection agencies" to regain control of those delinquencies. Further, Ms. Foskey explained the past 2019-2022 debt of \$7,794,129.66. Where the city currently sits with utilization of TACS (Taxing Authority Consulting Agency) is \$1,669,325.35. As for business licenses in the city of Hopewell, Ms. Foskey voiced the past 2019-2023 delinquencies of \$6,158,498.31 into where the city currently stands at \$115,145.47. The Virginia Auction being one of the agencies, they have been doing an excellent job at collecting \$3,148.38. The Virginia Auction specializes in judicial tax auction as well as non-judicial taxes. Currently, the city of Hopewell, as stated by Ms. Shannon Foskey in 2023 the deficit was \$10,474,491.12. However, as of 2024 the is down to \$259,179.71. Councilwoman Pelham stated to the treasurer, "What are all the footnotes with that the red ABT what does all that mean?" Also, Councilwoman Pelham asked, "Okay, so that was kind of written off from the total revenue." Councilwoman Pelham asked Ms. Foskey, "How much of that do you pay them?" Ms. Shannon Foskey advanced her statements moving forward with giving the floor to "Shera" as she is the delinquent tax collector for the city of Hopewell treasurer's office. Ms. Shera states, how if a citizen owes \$100, the department will add an additional 20%. Council woman Pelham asked "So the amount you're showing is the amount you get \$3,100 or whatever, the citizen will pay 20% of over that amount, right?" Ms. Shannon Foskey emphasized how Jason Dunn has done extremely well cutting down on the delinquencies. Councilwoman Pelham asked Ms. Foskey, "You haven't seen the contract for Sands Anderson?" Further Councilwoman petitioned, "Is there one? Our city manager or our attorney would know." As well as stating, "They probably should have been read every five years anyway right so, that means it need they to turn them over if they not going to work them." City Manager Concetta Manker reassured the treasurer's department that "They have the authority to remove Sands Anderson and hand the duties over to Jason Dunn." Mayor John Partin followed up with "If they're not performing, don't fiddle with them." Councilwoman Pelham asked, "How do you be delinquent with the business license?" "Whose responsibility is to collect the money from the business you or

commissioner? Mayor John Partin suggested that “Once the treasurer’s office decide to go after those businesses, take a deputy sheriff or a police officer with you for those who don’t want to pay taxes or have a legitimate business. Because in this day and time I highly recommend it.” Councilwoman Denton proceeded to tell Ms. Foskey that as “For business license the Commissioner Revenue does not have the power to do anything to that business if they do not pay their tax. If they are not paying their taxes, and they have a list of those businesses that are not paying for their license.” Mayor John Partin was sure to affirm the treasurer and those citizens present that “If there's a gap in the law that needs to be addressed that's a great opportunity as our legislative committee is going to be meeting here, I think in the next couple weeks that we can pass a recommendation off to councilor Joyner and Vice Mayor Gore you put something in our packet for the state house to look at.”

Ms. Shannon Foskey turned the floor over to Neika Hart of the treasurer’s office for presentation on banking statements. Mrs. Nieka Hart elaborated on the banking statements and they were pertaining to revenues they’ve received from federal grants, payroll for schools, city debt, and credit inflows. Councilwoman Pelham asked, “why in the city payroll one week is 960 million I mean \$960,000 thousand and then the next week is 50,000? “And does that payroll include a few people?” Ms. Hart gave a response to Councilor Pelham in detail of how the payroll works.

Councilor Denton makes a motion to adjourn, Councilor Pelham seconds the motion. No discussion.

### **ADJOURNMENT**

Mayor Partin motions to adjourn,

Yes- 5

No- 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

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

A SPECIAL meeting of the Hopewell City Council was held on Tuesday July 23<sup>rd</sup>, 2024 at 6:30 p.m.

**PRESENT:**

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

Motion by Councilor Denton and seconded by Councilor Pelham to appoint Kelly Pratt to the architecture review board Robert Sergeant to the board of Building Code and Fire Prevention Code Appeal and Matthew Melon to the Dock commission

**ROLL CALL**

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

**Motion Passes 7-0**

**Reconvene Open Meeting**

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

**WS-1- Conditional Use Permit for 3104 St. Charles - Chris Ward, Director of Development**

Beginning with a request to construct a single-family dwelling on a non-conforming lot, Mr. Chris Ward explained how the applicant is MMS Rental Group LLC this particular property is located in ward five. It is a vacant lot without a structure on it in with the minimum lot size is 75ft wide and 10,000 square ft for single family dwelling this particular parcel is only 60 ft wide and a total of 8,700 square ft. Mr. Chris Ward informed the council that the staff recommends approval of the CMP request. Mr. Ward explained the new structure details to the council and the planning commission agreed to all but the third option. Adding that a driveway of asphalt or concrete will be installed. Councilor Pelham asked, when would the driveway be taken care of?" Councilor Denton made a request to have city manager Dr. Concetta Manker to "implement a process to make sure that when the lots are for sale that all taxes, expenses, liens be taken care of." City Manager Manker asked Mr. Ward "Is there a process in place?" Mr. Chris Ward proceeded to illuminate various processes such how the city incurs the cost whether it is a demolition, etcetera and the owner has 30 days to pay those funds. Mr. Ward stated how the actual sale of this property has not occurred and the at the end of sale will liens and back taxes are settled. Th council was stern to be sure that the city received those funds back from the owner.

**WS-1- Conditional Use Permit for 3421 Oaklawn – Mr. Chris Ward, Director of Development**

Mr. Chris Ward announced a conditional use permit request to allow single family dwelling use in the B4 District also identified as 3421 Oaklawn Boulevard the applicant for this property is River City Ventures LLC and the property itself is located in Ward 7- and single-family dwelling use is allowed. The property has been renovated, per Chris Ward. The property has been vacant for over two years and now requires a CUP. The property is now against city code. The applicant meets the requirements and can gain approval under two requirements. One, applicant will complete and administer a resub division. Next, the applicant will address the and improve the gravel driveway with new dressing.

**REGULAR MEETING**

**Mayor Partin calls the regular meeting to order and asks for attendance roll call.**

**ROLL CALL**

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

Prayer by Pastor Collier, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Pelham



**Councilor Denton makes a motion to adopt the regular meeting agenda, Councilor Pelham seconds the motion.**

**ROLL CALL**

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

**Motion Passes 7-0**

**Councilor Denton makes a motion to adopt the consent agenda, Councilor Pelham seconds the motion.**

**ROLL CALL**

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

**Motion Passes 7-0**

**INFORMATION/PRESENTATIONS**

**“Safe Streets” by Marshal Hartless** - Marshal Hartless introduces Larry Marcus to council concerning Safe Streets Mr. Larry Marcus went into clarify his presentation with how it is an outreach and enforcement attempt for the community. This insight was explained from a federal and progressive city perspective. Mr. Marcus and team are looking to make aware and improve areas of vulnerability for walkers and travelers. Mr. Marcus also emphasized his agenda to work with local police on the high-risk areas and to review that data. Councilman Harris expounded upon the dangers of having the tractor trailers on route 10 near his residence and wanted to know a process to what could be done to alleviate such traffic. Vice Mayor Gore expressed her concern of where did “Safe Streets” fit into the process of the community.

**“Guys with Ties” by Sha’rah Fuller** – Sha’rah Fuller explains to the council the functionality of “Guys with Ties.” Ms. Fuller spoke about her concern, process and results of the young men and how they excelled all year and how the young men tackled every task with zero failure. Ms. Fuller also spoke to the violence within Hopewell and what should and needs to be addressed. The mayor and council then had all guys with ties present to approach and receive their letter of recognitions and take photos.

### **COMMUNICATIONS FROM CITIZENS**

Richard Commander of the Hopewell Food Pantry/Clothing Place enlightened the room and council of the 20,000 plus residents that were served within the last fiscal year. Mr. Commander shared how the pantry raised \$130,000 on food for the residents. Also, Mr. Commander described what took place with the “Shepherd’s Place” now being called the “Clothing Place” which takes in \$3-\$4,000 in sales a month.

Councilor Pelham makes a motion for Mr. Commander to complete his presentation, Councilor Joyner seconds the motion.

#### **ROLL CALL**

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

#### **Motion Passes 6-0**

Mr. Commander wrapped up his statements by saying how The Clothing Place has scaled up 50% since new management and has partnered with the Social Services to help clothe citizens if they are less fortunate.

#### **PH-1 – Modification to Development Standards for 5105 Oaklawn Blvd – Chris Ward, Director of Development**

Mr. Ward opened with a petition to have a modification for a freestanding (sign) added to the new “Cookout” building. There will be a two-way opening and the builder would like the council’s consent. Mr. Ward went on to remind the council that the city’s ordinance only allows one sign, but the council has approved a second sign in the past. Councilor Pelham asked “Is it possible to have zoning ordinance changed for one sign unless it is a safety hazard?”

Councilor Denton makes a motion to approve the modification to development standard as presented. Councilor Joyner seconds the motion.

#### **ROLL CALL**

Councilor Harris-	Yes
Mayor Partin-	Yes

Vice Mayor Gore- Yes  
 Councilor Denton- Yes  
 Councilor Pelham- Yes  
 Councilor Holloway- Yes (Virtual)  
 Councilor Joyner- Yes

**Motion Passes 7-0**

**PH-2 – CDBG Funding for FY24/FY25 – Chris Ward, Director of Development**

Mr. Chris Ward spoke about the CDBG Fund being an entitled entity where the program doesn't have to petition for funds, they're regularly given funds on a yearly basis. However, one of the requirements are to benefit low to moderate income persons. Mr. Ward stated how the program is in its fifth and final year. Mr. Ward displayed via PowerPoint how HUD plays a crucial role in the funding of the program. Mr. Ward is asking for 48,483 which meet the 20% standard that HUD sets. Various programs (i.e. Rocks 2 Rulers) have benefitted from previous funds and will benefit in the future, according to Mr. Chris Ward. Mr. Ward elucidated to the Winston Churchill project to which Public Works declared an "emergency situation." Mr. ward asked council to approve the budget of \$242,214 also, an additional \$200,000 for a total of \$424,214. Councilor Joyner asked concerning "unspent funds and the timeframe for those funds?" Vice Mayor Gore expressed her concern about how those funds are being spent, and should be invested into particular wards. There are wards who are in need of significant improvements and they're being overlooked." Councilor Denton alluded to the city of Hopewell not having those funds in the current budget."

Councilor Denton makes a motion to approve the \$242,214 for 2024/2025 CDBG budget.  
 Councilor Pelham seconds the motion.

**ROLL CALL**

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

**Motion Passes 7-0**

**R-1 Revised Language for Chapter 14 Erosion and Settlement control and Stormwater Ordinance – Marshal Hartless, Deputy Director of Engineering and Stormwater**

Marshal Hartless began giving the council knowledge about how Department of Environmental Quality had a Norm water program and Erosion and Sediment Control that they were separate but now they're combined. This act was done meet the requirement needs for an ordinance with the Department of Environmental

Quality. Mr. Hartless went to explain that the city owns a municipal separate storm sewer system which is the MS4 program, regulated under the federal Clean Water Act through a permit. The Department of Environmental Quality has engaged the community with a sample ordinance. Mr. Hartless explained the intention behind these regulation changes is to eliminate confusion, redundancy and conflicts that may have existed between the State storm water management and erosion and sediment control regulations and the extent of the revisions made to the ordinance include but not limited to minute changes to definitions to align with the state codes.

**R-2 -Request for part-time to full-time position for real estate clerk- Russell Branson, Interim Finance Director**

Russ Branson set out to alert the council of an immediate need within the assessor's office to increase an existing position from part-time to full-time. Mr. Branson made the council aware that this adjustment would save the city \$300,000 and will only cost about \$11,000 covered by salary savings.

Councilor Denton makes a motion grant the full-time position for the assessor's office changing the position from part time to full-time. Councilor Pelham seconds the motion.

**ROLL CALL**

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

**Motion Passes 7-0**

Councilor Pelham made remarks concerning the recent shooting murder of two youths on early Sunday morning July 21<sup>st</sup>, 2024. Councilor Pelham gave honor to Chief Talyor and his team as "no one was further harmed thanks to your leadership." Mayor Partin added an extra "kudos" to the Chesterfield and Prince George Counties police departments for their joint efforts concerning this matter. Mayor Partin went on to remind the citizens of Hopewell that "this town's police department doesn't mind going out to check on things. You're not a burden," says Partin. Councilor Denton makes a motion to adjourn, second by Councilor Pelham no discussion.

**ADJOURNMENT**

Mayor Partin motions to adjourn,

Yes- 7

No- 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**



**MINUTES OF THE JULY 24, 2024 CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Wednesday July 24, 2024 at 6:30 p.m.

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

Mayor calls the meeting to order, roll call begins.

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

Councilor Joyner makes a motion to allow Vice Mayor Gore to participate remotely. Councilor Pelham seconds the motion. Vice Mayor Gore states for record why she is participating remotely.

<b>ROLL CALL</b>	Mayor Partin	Yes
	Vice Mayor Gore	Abstain
	Councilor Denton	Yes
	Councilor Pelham	Yes

Councilor Holloway	Absent
Councilor Joyner	Yes
Councilor Harris	Yes

**Motion Passes 5-0**

Councilor Denton makes a motion to go into closed meeting pursuant to VA Code § 2.2-3711(A)(29) "Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body." and to the extent such discussion will be aided thereby, Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 6-0**

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

**ROLL CALL**

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

**Motion Passes 5-0**

**RECONVENE OPEN MEETING**

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

**ROLL CALL**

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

**Motion Passes 5-0**

Councilor Joyner makes a motion to cancel the interim Finance Director's contract for \$37,000 a month to reallocate and reappropriate up to 330,000 for the commonwealth reporting and Finance director transition and associated training and SOP implementation, Councilor Harris seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

**R-1— Munis Financial System School Board Discussion** – Dr. Manker opens the floor with discussion with city council and school board to discuss the school board implementation plan. She gives the floor to Dr. Hackney to give a brief presentation. The school board begins to walk council through the implantation

plan and the timeline. They mention they have training an average of twice a week, they have gone through chart of accounts, system admin, ledger project counting, budget module purchasing, and they are still going into training for general billing for cash management. They are going to add employee expense module and the plan is to go live July 1, 2025. They still need to go through training to set up payroll and HR talent management recruiting. They open the floor for any questions or discussion. Councilor Joyner asks how do they feel about going through an implementation of Munis do they anticipate troubles since there is no additional help? The response was if there is help available, they are not opposed to receiving help. They do not have additional funds in their budget to go towards that. Mayor mentions to make sure they do this properly and thoroughly so you don't have to pay 2.5 million in clean up. Mayor recommends Dr. Manker and RBG sit down and talk about additional assistance and get back with council in a couple of weeks. Vice Mayor Gore suggests brining the sub committee together and Mayor says that's fine. Councilor Pelham says does anyone from RBG know how many additional personnel it would take to do the conversion. She asks how many it would take to implement a Munis system; Heather Ness answers she has not done any in depth conversations with the schools so she does not know right now. Councilor Joyner says she thinks it would be a good thing for them to meet on a more regular basis so everyone knows what is going on. The school board core mission is to educate, and finances make things go, she wants to make sure that piece is right and they are in agreement with things and there are no surprises. Councilor Joyner asks the mayor to provide city manager with the directive to set up quarterly meetings, the mayor does so he asks to include HRHA in the quarterly meetings as well. Councilor Denton says she will be watching because it worries her and she is concerned. Councilor Joyner asks about the timeline and asks have they missed a deadline for this, were they supposed to be further in on this or an operational plan done by now. The answer given was a deadline has not been missed. The current project manager is Peter Pilato. Adriana in the zoom chat asks if the chart account was compliant with state reporting requirements. The response given was yes they have built those based on the state chart of accounts website that they have to use to complete their annual school report. Further discussion was had between Adriana and the school board regarding the accounts and pulled cash. No further questions were asked.

**R-2 - Project Management Office and Accounting Remediation Services Robert Bobb Group** – Heather Ness begins her presentation with an agenda guideline of

what will be discussed tonight. She mentions she requested this meeting a couple months ago to though tough some progress to date. She goes over key points such as sharing progress, future outlooks. Fiscal year 2024 is underway, the estimates are actually already completed and they had to get as close as possible for the pulled cash implementation. SOP's they are in final approval for budget personal property public service bank franchise tax SOP word documents and all of the respective departments of 22. She mentions they have come to an agreement with the industry partners on the true up process in doing so and in explaining the process, they have also taken the additional step with Russ of actually documenting an agreement with the process moving forward. Fiscal year 19 to 23 bank reconciliations are complete. For fiscal year 24 they cannot finalize those until the cities closes their books. She goes into further detail about other reconciliations with council. She goes over her PowerPoint that shows where they are currently. She mentions Robinson Farmer Cox has everything for 19 to 2021. The expected results she goes over security roles, password security controls and they are expecting 21 through 24 for financials to be a clean opinion but will still see the material weaknesses in there for the items because they are still going to be doing the manual audit. She gives a detailed definition of what a material weakness is with council. Heather mentions if there are shared passwords people to be able to add and delete with no audit trails or those kinds of things that would lead up to one Information technology weakness because they cannot alpine and that raises the risk of fraud or material misstatement. She lets council know she is always trying to find ways to do things for efficiently. She talks about the idea of everyone doing things the same through standard operating procedures. Councilor Pelham asks what is the beacon theater a departmental or what. Heather mentions they finished through 2023 manually because they are small because they are not on a big system. Heather goes through deeper detail of their progress and updates up to this point. She goes over repository updates; she mentions they are putting them out there and are now working with security to ensure that that it is not accessible to just anyone because there needs to be agreement on the whole process so what will be available to everyone except for a small group will be just PDF's that are readon that they are going to figure out a security structure for the originals and also moving through the month of August for training. Heather moves into ERP implementations with Adriana as a second person to assist in this topic. She goes through the basics with council based on the slides she previously provided to them.



Councilor Joyner makes a motion to extend the meeting, councilor Pelham seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

Heather continues her presentation about pulled cash, says it is successfully in, it went in July 1<sup>st</sup>. City staff is now using pulled cash for all Fiscal year 2025. Testing for the balances are being tested this week and once that gets done, they will be moving through to bank reconciliation testing. Heather mentions the timeline for training, and it was requested to being early August and the city then caused the delay she states the city did not want to do the training the first dates that were available, they opted for the later dates that were available. She mentions if you read the status reports they put out every Monday this is newly identified items keeping them from moving forward. She mentions the fear is the risk here if they don't start the training until late August the earliest implementation for employee expense reimbursement isn't going to come until at least October 1<sup>st</sup> and their ERP consultants are only on contract through October 31<sup>st</sup>. She goes on to say that if everything goes swimmingly with no problem then they are good, if everything does not go swimmingly and things don't stabilize, they start pushing things back to October 15 to October 31 which will be the danger zone. Mayor asks what is the reason for the city doing it later opposed to now. Heather asks Dr. Manker what was the reason, and she gave a response of changing project manager. Mayor lets audience know the audio will go down temporarily for IT to reset the system. Mayor tells Dr. Manker to push her staff or if someone is gone to be able to do this training early on and not wait three weeks for the employee expense reimbursements.

\*Audio Cuts out\*

She lets audience know she is on page 33 of her presentation discussing they have been delayed and they cannot take on anymore delays. Next actions are to complete

the remaining training. The earliest they can move forward is October 1. Heather discusses security workflow optimization and improving segregation of duties improving internal controls. She goes through the remainder of her presentation and opens the floor for any questions.

Councilor Joyner makes a motion to adjourn. Meeting is adjourned.

**ADJOURNMENT**

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

**MINUTES OF THE AUGUST 6TH, 2024 CITY COUNCIL SPECIAL MEETING**

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

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

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

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

**Motion Passes 6-0**

**CLOSED MEETING:**

Councilor Joyner makes a motion to go into closed meeting pursuant to Va. Code Section § 2.2-371 1 (A)(I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and Va. Code Section 2.2-3711 (A)

(29) for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders and offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and to the extent such discussion will be aided thereby, Councilor Pelham seconds the motion.

**ROLL CALL**

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

**Motion Passes 7-0**

**Reconvene Open Meeting**

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

**ROLL CALL**

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

**Motion Passes 6-0**

**CERTIFICATION:**

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

**ROLL CALL**

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

**Motion Passes 6-0**

Councilor Denton motions to adjourn,

Yes- 6

No- 0

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**



C-2



CITY OF HOPEWELL

COUNCILOR PENDING LIST



<u>REQUEST</u>	<u>REQUESTOR</u>	<u>DATE</u>	<u>NOTES</u>
Delinquent Funds	Jasmine Gore	12/14/2023	City Manager
Housing Commission	Jasmine Gore	12/14/2023	CCR - Hold
Poet Lareate	Brenda Pelham & Jasmine Gore	12/14/2023	CCR (Defer to Pelham)
Beacon Theater LLC	Jasmine Gore	12/14/2023	City Manager
Crisis Support	Jasmine Gore	12/14/2023	<b>HOLD</b>
City Human Resource Policy	Brenda Pelham	12/14/2023	<b>HOLD</b>
Business License Policy	Jasmine Gore	12/14/2023	<b>HOLD</b>
City Credit Card Policy	Brenda Pelham	12/14/2023	CCR
RFP For Financial Services	Councilor Joyner	12/14/2023	<b>HOLD</b>
Meeting with School Board	Vice Mayor Gore	6/11/2024	Pending

C-3

# Hopewell Police Department Crime Summary

Aug 27, 2024





HOPEWELL POLICE DEPARTMENT  
CRIME SUMMARY

Reporting Date: Aug 19, 2024

Year-to-Date Comparison	Thru August 18th				5 Year Average	% Change to Average
	2023	2024	# Change	% Change		
MURDER	5	4	-1	-20%	4	-5%
FORCIBLE RAPE	2	3	1	50%	3	-12%
ROBBERY	6	2	-4	-67%	12	-83%
AGGRAVATED ASSAULT	41	48	7	17%	39	22%
<b>Violent Crime Total</b>	<b>54</b>	<b>57</b>	<b>3</b>	<b>6%</b>	<b>59</b>	<b>-3%</b>
ARSON	5	3	-2	-40%	1	114%
BURGLARY	23	20	-3	-13%	39	-48%
LARCENY	173	194	21	12%	220	-12%
MOTOR VEHICLE THEFT	34	77	43	126%	38	104%
<b>Property Crime Total</b>	<b>235</b>	<b>294</b>	<b>59</b>	<b>25%</b>	<b>298</b>	<b>-1%</b>
<b>Total Major Crime</b>	<b>289</b>	<b>351</b>	<b>62</b>	<b>21%</b>	<b>356</b>	<b>-2%</b>

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

5 Year Average to 8/31



HOPEWELL POLICE DEPARTMENT  
Reporting Date: August 19, 2024

Suspected Opioid Overdoses 8/31						
	2019	2020	2021	2022	2023	2024
Fatal	8	8	13	6	16	6
Non-fatal	34	61	61	53	61	40
<b>Grand Total</b>	<b>42</b>	<b>69</b>	<b>74</b>	<b>59</b>	<b>77</b>	<b>46</b>
						<b>367</b>

Subject to change as  
forensic results are returned



HOPEWELL POLICE DEPARTMENT  
Reporting Date: August 19, 2024

Verified Shots Fired Jan 1 2023-Aug19 2023 Vs Jan 1 2024-Aug 19 2024		
	2023 Yearly	2024 Total-60
2023		38
40		



# Neighborhood Watch Meetings

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

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

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

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

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

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

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



# Hiring-Recruitment

## August 2024

- 11 - Sworn Vacancies, 1 - Emergency Communications Vacancy, 1
- LE Panel Interviews are scheduled for August 29, 2024.
- On August 7, 2024 Sean Hart begin employment as an Animal Control Custodian.
- 8 Police applicants were tested on August 14, 2024.
- 2 LEO are in background investigation.



# Recruitment Banner

**HOPEWELL POLICE DEPARTMENT**

**NOW HIRING**

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

**HIRING  
BONUS  
AVAILABLE**



**APPLY TODAY**

**(804) 541-0055**

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



## Community Policing Officers by Ward

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



# Downtown Community Engagement Thursdays & Fridays Evenings

- Foot Patrols were completed.
- Business Checks were completed.
- Directed Patrols were completed.
- Citizens contact/Business Owner contacts were made.



# Community Engagement Scheduled Activities

## August 2024

- On August 27, 2024, the “Cover the Cruiser” for Special Olympics will be held from 0800-1200Hrs at WAWA
- The Tow Advisory Board is scheduled to meet on August 28, 2024 in the Police Multipurpose Room.
- On October 26, 2024, a Drug Take Back Event will be held at Police Headquarters from 10 am-2 pm.



## Homicide North Radford Dr

On July 30, 2024, Razzaq Ford Martin, 30, of Chesterfield, was arrested and charged with Felony Tampering with Evidence. Subsequently, on August 9, 2024, Ronnie Harold Monroe Jr., 26, of Hopewell, was arrested and charged with Felony Assault on a Law Enforcement Officer and Felony Tampering with Evidence.

Razzaq F. Martin



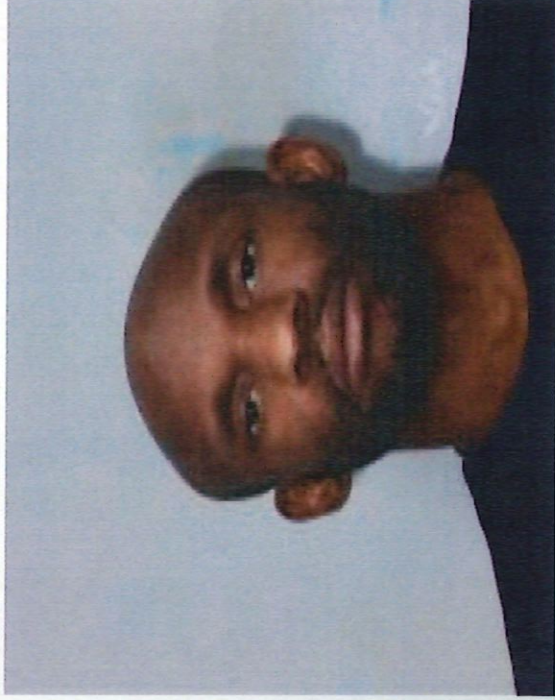
Ronnie H. Monroe Jr.





## Significant Arrests Aggravated Assault-200 Block South 8<sup>th</sup> Ave

On August 15, 2024, Marlone Ramone Peterson, 47 of Hopewell was arrested and charged with Felony Possession of a Firearm by a Convicted Felon and Felony Discharging a Firearm in a Public Place.





## Homicide Arrest 900 Block Davisville

On Monday, August 19, 2024, Dallas Lee Sydnor of Richmond, was charged with 2<sup>nd</sup> Degree Murder and Use of a Firearm in Commission of a Felony.



C-4

**DATE:** August 13, 2024  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, Director of Human Resources  
**SUBJECT:** Personnel Change Report – July 2024

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**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
PAGE, DYAN	RECREATION	REC PROGRAM SUPV	07/10/2024

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
WILLIAMS, BRIDGETTA	CITY CLERK	ASSISTANT CITY CLERK	07/09/2024
THOMPSON, RICHARD	HOPEWELL WATER RENEWAL	DIRECTOR WATER RENEWAL	07/01/2024
BARDSLEY, AUSTIN	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	07/11/2024
BETLEY, CODY	RECREATION	PT ATHLET SITE ASST	07/18/2024
WESTON, MADISON	RECREATION	PT LIFEGUARD	07/23/2024
STOKE, ZOE	RECREATION	PT LIFEGUARD	07/31/2024
RICKS, KEISHA	RECREATION	PT RESP LEADER ASST	07/30/2024
WILSON, ELIZABETH	SHERIFF	SHERIFF DEPUTY FT	07/09/2024
BREDBENNER, JENNIFER	SOCIAL SERVICES	BEN PROG SPC I	07/12/2024

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

# INFORMATION/PRESENTATION





**September 6th 7th & 8th**

- Downtown Hopewell & City Park
- Hopewell Marina
- Appomattox Manor

Fishing Tournament ⇨ Live Music ⇨ Family Friendly  
5 & Dime Motorcycle Ride ⇨ Vendors & Libations

# **H O P E W E L L R I V E R S & R O A D S F E S T I V A L**

**Staff Sponsor: Ginger Holland, Communications Manager**

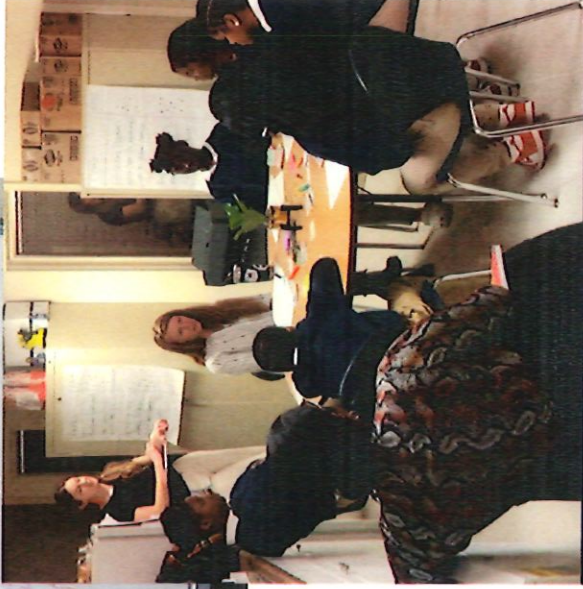
**Heather Lyne, Hopewell Downtown Partnership**

**Rosie Reighley, Hopewell/Prince George Chamber of Commerce & Visitors Center**



# WHY & VISION

- Hooray for Hopewell
- Idea Sessions & Surveys
- Council Ask
- Something HOPEWELL...for Everyone
- Locals Supporting Local
- Planning Committees & Tournament Directors

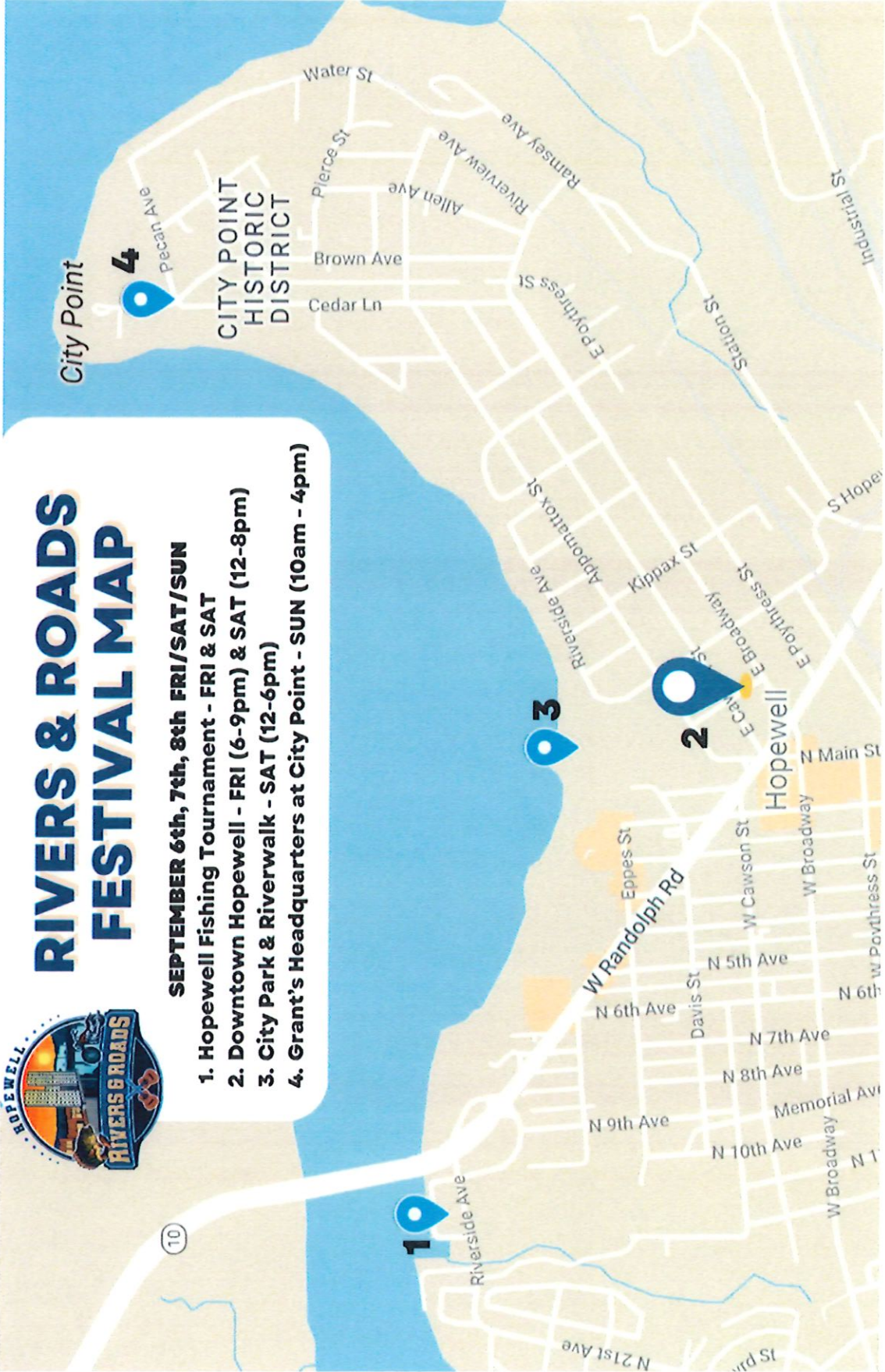





# RIVERS & ROADS FESTIVAL MAP

## SEPTEMBER 6th, 7th, 8th FRI/SAT/SUN

1. Hopewell Fishing Tournament - FRI & SAT
2. Downtown Hopewell - FRI (6-9pm) & SAT (12-8pm)
3. City Park & Riverwalk - SAT (12-6pm)
4. Grant's Headquarters at City Point - SUN (10am - 4pm)









**FRIDAY ♦ SATURDAY ♦ SUNDAY**  
**SEPTEMBER 6TH - 8TH**

6 DIME GROUP RIDE  
 LIVE MUSIC  
 FISHING TOURNAMENT  
 VENDORS & LIBATIONS  
 FAMILY FRIENDLY



# THE FESTIVAL

• FRIDAY • SATURDAY • SUNDAY



[www.visitpg.com/rivers-roads-fest/](http://www.visitpg.com/rivers-roads-fest/)

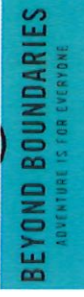




# SPONSORS & PARTNERS



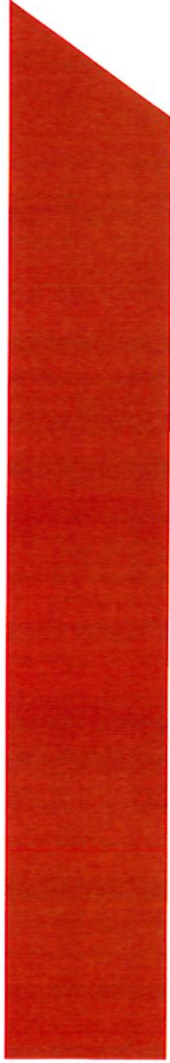
# DOWN TOWN BUSINESSES & ORGANIZATIONS



FT. GREGG-ADAMS



# QUESTIONS?



# City of Hopewell

Project Management Office and  
Accounting Remediation  
Services

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August 27, 2024





## Agenda

- 1. Report from Robinson, Farmer, Cox on the FY 2020 Audit**
- 2. Project Status**
  - **New Hopewell Water Renewal Agreement with Industry Partners**
  - **SOP Finalization and Training**
  - **MUNIS Upgrade and Security Progress**
- 3. Short-term and Longer-term Risks to City Stabilization**



COMMUNICATIONS FROM CITIZENS

# PUBLIC HEARING

PH-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Cigarette Tax Ordinance**

**ISSUE:** Staff began working on the Cigarette Tax Ordinance upon the adoption of the Tax Resolution and the FY 25 Budget Resolution. Ordinance will take effect on January 1, 2025 after a 6-month implementation timeframe.

**RECOMMENDATION:** Staff recommends that council approve the Cigarette Tax Ordinance that coincides with the tax rate of \$.40 that was approved on April 16, 2024 Tax Resolution and the FY24 Budget Resolution

**TIMING:** Take action on August 27, 2024

**BACKGROUND:** Council approved the tax rate resolution which also included the cigarette tax at a public hearing on April 16, 2024. The FY 2025 Budget Resolution was approved at the second public hearing on May 28, 2024.

**ENCLOSED DOCUMENTS:** Cigarette Tax Ordinance

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

**FOR IN MEETING USE ONLY**

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

**SUMMARY:**

- |                          |                          |                                   |                          |                          |  |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| <b>Y</b>                 | <b>N</b>                 |                                   | <b>Y</b>                 | <b>N</b>                 |  |
| <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  |                          |                          |  |



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## Roll Call

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### SUMMARY:

Y N

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

Y N

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



City of  
**HOPEWELL**  
VIRGINIA

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE ESTABLISHING TAX CLASSIFICATIONS AND TAX RATES**  
**Tax Year beginning January 1, 2024 and ending December 31, 2024**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL** this 16<sup>th</sup> day of April, 2024 that the following tax classifications and tax rates are approved and adopted for tax year beginning January 1, 2024 and ending December 31, 2024. All levies are per one hundred dollars of assessed valuation at fair market value as of January 1, 2024. Real and personal property owned by a Public Service Corporation shall be taxed in accordance with Va. Code 58.1-2600, *et seq.*

**CIGARETTE**

2023 \$0.00  
2024 \$.40/pack

**REALESTATE**

2023 \$1.13/100  
2024 \$1.17/100

**LODGING**

2023 8%  
2024 10%

**MACHINERY & TOOLS**

2023 Levy \$3.10  
2024 Levy \$3.10

**VOLUNTEER FIRE & EMS (EMERGENCY CREW) MOTOR VEHICLE** (*applicable to one vehicle only owned or leased by bona fide member who regularly responds to emergency calls. Must meet statutory qualifications as provided by Va. Code §58.1-3506, as amended.*)

2023 Levy \$0.10  
2024 Levy \$0.10

**TANGIBLE PERSONAL PROPERTY** (*household goods and personal effects exempt*)

2023 Levy \$3.50  
2024 Levy \$3.50



City of  
**HOPEWELL**  
VIRGINIA

Witness this signature and seal

\_\_\_\_\_  
Mayor Johnny Partin,

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

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

**AN ORDINANCE AMENDING CHAPTER 34 TAXATION AND  
CREATION OF ARTICLE XXIII (CIGARETTE TAX)**

**WHEREAS**, pursuant to Va. Code Ann. §§15.2-1100, 15.2-1425, 15.2-1427, and Chapter IV of the Hopewell City Charter, the Hopewell City Council which is also authorized to adopt, amend, or repeal an ordinance; and

**WHEREAS**, pursuant to Va. Code Ann. §58.1-3830, which allows for localities to levy taxes upon the sale and use of cigarettes; and

**WHEREAS**, certain provisions of the Act related to cigarette taxes imposed by localities become effective on January 1, 2025; and

**WHEREAS**, the City Council of the City of Hopewell, Virginia desires to adopt this Ordinance with an effective date of January 1, 2025 in order to provide for the orderly administration of a cigarette tax in the City of Hopewell, Virginia; and

**WHEREAS**, on May 28, 2024 the Hopewell City Council adopted budget resolution which set the Cigarette tax rate; and

**WHEREAS**, the full text of this proposed ordinance was available for the public at a City Council meeting held on June 25, 2024; and

**WHEREAS**, the proposed ordinance was adopted by City Council at the June 25, 2024 City Council meeting; now therefore

**BE IT ORDAINED** and enacted by the Council of the City of Hopewell, Virginia this 25<sup>th</sup> day of June, 2024 that the following amendments to Chapter 34 (Taxation) and creation of Article XXIII (Cigarette Tax) as set forth below:



Ordinance No: \_\_\_\_\_

**BE IT FURTHER ORDAINED** by City Council of The City of Hopewell, Virginia, that in accordance with Va. Code Ann. §58.1-3830, the Commissioner of Revenue is authorized to enter into an arrangement with the Department of Taxation under which a tobacco wholesaler who so desires may use a dual die or stamp to evidence the payment of both the city and the state tax;

**BE IT FURTHER ORDAINED** by the City Council of the City of Hopewell, Virginia, that this ordinance shall be effective January 1, 2025.

Ordinance No: \_\_\_\_\_

**[INTENTIONALLY LEFT BLANK]**

## SEC. 34-192. DEFINITIONS

The following words and phrases, when used in this article, the following words and phrases shall have these meaning unless the context clearly indicates a different meaning.

**Cigarette** means any product that contains nicotine, is intended to be burned and produces smoke from combustion under ordinary conditions of use, and consists of or contains (i) any roll of tobacco wrapped in paper or in any substance not containing tobacco; (ii) tobacco, in any form, that is burned and functional in the product, which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette; or (iii) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described in clause (i) of this definition. The term "cigarette" includes "roll-your-own" tobacco, which means any tobacco which, because of its appearance, type, packaging, or labeling, is suitable for use and likely to be offered to, or purchased by, consumers as tobacco for making cigarettes. For purposes of this definition of "cigarette," 0.09 ounces of "roll-your-own" tobacco shall constitute one individual "cigarette."

**City** means the City of Hopewell, Virginia.

**Commissioner of Revenue** means the commissioner of revenue of the city, or if the city has abolished the officer of commissioner of revenue, the official executing the duties that would otherwise be carried out by the commissioner of revenue.

**Dealer** means any manufacturer, manufacturer's representative, self-wholesaler, wholesaler, retailer, vending machine operator, public warehouseman or other person who shall sell, receive, store, possess, distribute or transport cigarettes within or into the City.

**Pack** means a package containing either 20 or 25 cigarettes.

**Package** means any container, regardless of the material used in its constructions, in which separate cigarettes are placed without such cigarettes being placed into any container within the package. Packages are those containers of cigarettes from which individual cigarettes are ordinarily taken when they are consumed by their ultimate user. Ordinarily a package contains twenty (20) cigarettes; however, "package" includes those containers in which fewer or more than twenty (20) cigarettes are placed.

**Person** means any individual, firm, unincorporated association, company, corporation, joint stock company, group, agency, syndicate, trust or trustee, receiver, fiduciary, partnership and conservator. The word "person" as applied to a partnership, unincorporated association, or other joint venture means the partners or members thereof, and as applied to a corporation, shall include all the officers and directors thereof.

**Purchaser** means any person to whom title to any cigarettes is transferred by a seller within the corporate limits of the city.

**Registered agent** means every dealer and other person who shall be required to report and collect the tax on cigarettes under the provisions of the chapter.

**Retail dealer** includes every person other than a wholesale dealer, as defined in this section, who sells or offers for sale any cigarettes and who is properly registered as a retail trade with the Commonwealth in accordance with the Virginia Department of Taxation Business Registration Application (Form R-1).

**Sale** means any act or transaction, irrespective of the method or means employed, including the use of vending machines and other mechanical devices, whereby title to any cigarette shall be transferred from the seller, as defined in this section, to any other person within the corporate limits of the city.

**Self-wholesaler** means any person who owns and operates one (1) or more retail stores and purchases cigarettes directly from a dealer, as herein defined, and whose function it is to store or warehouse cigarettes for distribution to his several retail outlets for sale at retail.

**Seller** means every person who transfers title to any cigarettes or in whose place of business title to any cigarettes is transferred, within the jurisdictional limits of the city, for any purpose other than resale.

**Stamp** means the stamp or stamps by the use of which the tax levied under this chapter is paid and shall be officially designated as Virginia revenue stamps. The Commissioner of Revenue is hereby authorized to provide for the use of any type of stamp that will effectuate the purposes of this chapter, including but not limited to decalcomania and metering devices.

**Stamping agent** has the same meaning as provided in § 3.2-4204. For the purposes of provisions relating to "roll-your-own" tobacco, "stamping agent" includes "distributor" as that term is defined in § 58.1-1021.01. "Stamping agent" means (i) a person who is authorized by the Tax Commissioner pursuant to § 58.1-1011 to affix Virginia tax stamps to packages, packs, cartons, or other containers of cigarettes; or (ii) any person who is required to pay the excise tax imposed on cigarettes pursuant to § 58.1-1001. Only manufacturers, wholesale dealers and retail dealers may be permitted as stamping agents. 58.1-1011.

**Treasurer** means the treasurer of the city, or if the city has abolished the officer of treasurer, the official executing the tax collection duties that would otherwise be carried out by the treasurer.

**Use** means the exercise of any right or power over any cigarettes or packages of cigarettes incident to the ownership or possession of those cigarettes or packages of cigarettes including any transaction where possession is given or received or otherwise transferred, other than a sale.

**User** means any person who exercises any right or power over any cigarettes or packages of cigarettes subject to the provisions of this chapter incident to the ownership or possession of those cigarettes or packages of cigarettes or any transaction where possession is given or received or otherwise transferred, other than a sale.

**Wholesale dealer** includes persons who are properly registered as tobacco product merchant wholesalers with the Commonwealth in accordance with the Virginia Department of Taxation



Business Registration Application (Form R-1) and who (i) sell cigarettes at wholesale only to retail dealers for the purpose of resale only or (ii) sell at wholesale to institutional, commercial, or industrial users. "Wholesale dealer" also includes chain store distribution centers or houses that distribute cigarettes to their stores for sale at retail.

**SEC. 34-193. Tax levied; rate.**

- a) There is hereby levied and imposed by the City upon each sale of cigarettes a tax equivalent to two (\$.02) cents for per cigarette, or forty (\$.040) cents per pack or package of cigarettes, sold within the City, the amount of such tax to be paid by the seller, if not previously paid, in the manner and at the time provided in the following provisions of the article.
- b) The tax levied and imposed by this article shall be in addition to all other taxes of every kind levied and imposed by any other ordinance of law.

**SEC. 34-194. Registration and Bond Required.**

- a) Any distributor, wholesaler, vendor, retailer or other person selling, storing or possessing cigarettes within or transporting cigarettes within or into the city of Hopewell for sale or use shall first register with the Commissioner of Revenue. The application form, which shall be supplied upon request, shall require such information relative to the nature of the business engaged in by the applicant, as the commission of revenue deems necessary for the administration and enforcement of this article. Approval of application is conditioned upon the filing of a bond with a surety company authorized to do business in Virginia as surety, which bond shall not exceed one and one-half times the average monthly liability of such taxpayer. The Commissioner of Revenue may revoke registration if such bond is impaired, but for no other reason.
- b) Any such distributor, wholesaler, retailer or other person whose business and residence is outside the city of Hopewell, who shall sell, store or possess in the taxing jurisdiction therein any cigarettes shall, by virtue of such sale, storage or possession submit himself to its legal jurisdiction and appoint as his attorney for any service of lawful process such officer. A copy of any such process served on the said officer or person shall be sent forthwith by registered mail to the distributor, wholesaler or retailer.

**SEC. 34-195. Method of Payment.**

- a) The tax imposed by this article shall be paid by affixing or causing to be affixed a stamp or stamps, of the proper denominational or face value, to every package of cigarettes sold within the city, in the manner and at the time or times provided in the following

provisions of this article. Every dealer and every seller in the city, once registered, shall have the right to buy such stamps from the Commissioner of Revenue and to affix the same to packages of cigarettes as provided in this article.

- b) The Commissioner of Revenue may permit the payment in advance of the tax levied and imposed by this article by the method of placing imprints of the stamps upon original packages by the use of meter machines, in lieu of the method of paying such tax by the purchase and affixing of stamps, and may prescribe and enforce the necessary regulations setting forth the method to be employed and the conditions to be observed in the use of such meter machines.

**SEC. 34-196. Preparation and sale of stamps by the Commissioner of Revenue.**

For the purpose of making stamps available the Commissioner of Revenue shall prescribe, prepare and sell stamps of such denominations and in such quantities as may be necessary for the payment of the taxes imposed by this article. In the sale of such stamps, the Commissioner of Revenue shall allow a discount of five percent (5%) to cover the costs that will be incurred in affixing the stamps to packages of cigarettes. However, the Commissioner of Revenue shall add to the denominational value of such stamps, and the dealer or seller shall pay the Commissioner of Revenue any added amount equal to the actual cost of shipping and handling.

**SEC. 34-197. General duties of dealers and sellers.**

- a) Every dealer in cigarettes is hereby required and it shall be his duty to purchase such stamps at the office of the City's Commissioner of Revenue, as shall be necessary to pay the tax levied and imposed by this article, and to affix or cause to be affixed a stamp or stamps of the monetary value prescribed by this article to each pack or package of cigarettes prior to delivering or furnishing such cigarettes to any seller. Nothing herein shall preclude any dealer from using a stamp meter machine in lieu of stamps to effectuate the provisions of this article.
- b) Every seller is hereby required and shall examine each package of cigarettes prior to exposing the same for sale, for the purpose of ascertaining whether such packages have the proper stamps affixed thereto or imprinted thereon, as provided by this article. If, upon such examination, unstamped or improperly stamped packages of cigarettes are discovered the seller shall immediately notify such dealer, and upon such notification, such dealer shall forthwith either:
  - (1) affix to or imprint upon such unstamped or improperly stamped packages the property number of stamps, or
  - (2) shall replace such packages with others to which stamps have been properly affixed or imprinted thereon.

- c) Should a seller obtain or acquire possession of, from any person other than a dealer, any unstamped or improperly stamped cigarettes, such seller shall forthwith, before selling or offering or exposing such cigarettes for sale in the city, purchase and affix or cause to be affixed to such packages of cigarettes the proper stamps, or the markings of a meter machine, covering the tax imposed by this article.
- d) In the event any seller elects to purchase and affix stamps before offering cigarettes for sales, the dealer delivering and furnishing such cigarettes shall not be required to purchase and affix stamps to such cigarettes so sold or furnished; provided that any such dealer shall, on the day following the day of such delivery, file with the Commissioner of Revenue a copy of the delivery memorandum showing the name and address of such seller and quantity and type of cigarettes so delivered and furnished.
- e) All cigarette vending machines shall be plainly marked with the name, address and telephone number of owner of the machine and, if different from the owner, the name, address and telephone number of the seller or dealer responsible for supplying the cigarettes contained within the vending machine.

**SEC. 34-198. Visibility of stamps or meter markings.**

Stamps or the printed marking of the meter machine shall be placed upon each package of cigarettes in such a manner as to be readily visible to the purchaser. Cigarettes shall be placed in the vending machines as to allow visual inspection of the stamp through the viewing areas as provided for by the vending machine manufacturer.

**SEC. 34-199. Altering design of stamps.**

The Commissioner of the Revenue may, from time to time, and as often as it may deem advisable, provide for the issuance and exclusive use of stamps of a new design, and forbid the use of stamps of any other design.

**SEC. 34-200. Monthly report requirements for dealers; penalty.**

- a) It shall be the duty of each dealer to file a monthly report to the Commissioner of Revenue by the 20<sup>th</sup> day of each month, covering the purchase or receipt by them of all cigarettes during the preceding month.
- b) The report shall clearly indicate the different kinds and quantities of cigarettes purchased or received by each dealer, seller, or entity within the City. The report shall also list all

orders for cigarettes purchased through wholesale dealer from without this Commonwealth on a drop shipment and consigned direct to the person ordering such cigarettes.

- c) Upon request by the Commissioner of Revenue, any seller shall provide the commissioner of revenue, in writing, with the name and address of the dealer who provide the seller with cigarettes.
- d) If, upon examination of invoices of any dealer, such agent is unable to furnish evidence to the Commissioner of Revenue of sufficient stamp purchases to cover unstamped cigarettes purchased by him, the prima facie presumption shall arise that such cigarettes were sold without the proper stamps affixed thereto in violation of § 58.1-1003.
- e) The Commissioner of Revenue may impose a penalty of \$250, to be assessed and collected by the Commissioner of Revenue for each failure or refusal to file the report, or portion thereof, required by this section or by § 3.2-4209 in the manner and time allowed.
- f) The Commissioner of Revenue may revoke a stamping permit for up to one year if the dealer fails to file more than one of the required reports in a timely manner in any calendar year. After such time, the dealer must reapply to the Commissioner of Revenue for a permit.
- g) The Commissioner of Revenue may also impose a penalty, to be assessed and collected by the Commissioner of Revenue, of \$250 per pack of cigarettes on any person found to be selling cigarettes in Virginia after his stamping permit has been revoked. Each pack of cigarettes sold shall be considered a separate offense. Where willful intent exists, as defined in § 58.1-1013, the penalty shall be \$2,500 per pack.

**SEC. 34-201. Record Keeping; penalty.**

It shall be the duty of every person receiving, storing, selling, handling or transporting cigarettes in this City cigarettes subject to the provisions of this article to keep and preserve all invoices, books, papers, cancelled checks, or other memoranda touching the purchase, sale, exchange, receipt, ownership, storage, use or other consumption of such cigarettes for a period of three years. All such invoices, books, papers, cancelled checks, or other memoranda shall be subject to audit and inspection by any duly authorized representative of the Commissioner of Revenue at any reasonable time. Any person who fails or refuses to keep and preserve the records as herein required shall be guilty of a Class 2 misdemeanor. Any person who fails or refuses to allow an audit or inspection of the records as herein provided, shall be assessed a penalty of \$1,000 for each day the person fails or refuses to allow an audit or inspection of the records, to be assessed and collected by the Commissioner of Revenue.

**SEC. 34-202. Assessment of tax by the Commissioner of Revenue**

- a) When upon examination and audit of any invoices, records, books, canceled checks or other memoranda touching on the purchase sale, receipt, storage or possession of cigarettes taxes herein, and dealer, seller, or other person liable for the tax is unable to furnish evidence to the commissioner revenue of sufficient tax payments and stamp purchases to cover cigarettes which were sold, used, stored, received, purchases or possessed by them, a rebuttal prima facie presumption shall arise that such cigarettes were received, sold, used, stored, purchase, or possessed by him without the proper tax having been paid. The commissioner of revenue shall from the results of such examination and audit base upon such direct or indirect information available, assess the tax due and unpaid.
- b) The dealer, seller, or other person liable for the tax shall be notified by certified mail or hand delivery of such deficiency, and such tax, penalty and interest assessed and shall be due and payable within ten days after notice of such deficiency has been issued by the commissioner of revenue.

**SEC. 34-203. Refund for unused stamps and meter imprints.**

- a) Should any person, after acquiring from the Commissioner of Revenue any stamps provided for in this article, cease to be engaged in a business necessitating the use thereof, or should any such stamps become mutilated and unfit for use, other than by cancellation as provided in this article, such person shall be entitled to a refund of the denominational or face amount of stamps so acquired and not used by him, less five percent (5%) of the denominational or face amount thereof, upon presenting such stamps to the Commissioner of the Revenue and furnishing the Commissioner of Revenue with an affidavit showing to his satisfaction that such stamps were acquired by such person and have not in any manner been used, and the reason for requesting such refund. In the case of any authorized meter machine, should any imprints of such machine theretofore paid for not be used, such persons shall, upon furnishing the Commissioner of Revenue with a similar affidavit, be entitled to a refund of the denominational or face amount thereof, less six percent (6%) of the denominational or face amount of such imprints of such machine not so used.
- b) All refunds for unused and mutilated stamps and for nonuse of imprints of stamps by meter machines provided for under this section are hereby authorized to be made on vouchers approved by the Commissioner of Revenue and, when made, the same shall be charged against the sums collected for the sale of such stamps and for the use of imprints.

**SEC. 34-204. Rules and regulations for enforcement and administration or article; examination of books, records, etc.**



- a) The commissioner of the revenue may prescribe, adopt, promulgate, and enforce rules and regulations relating to the method and means to be used in the cancellation of stamps and to all other matters pertaining to the administration and enforcement of the provisions of this article. It shall be unlawful for any person to fail, neglect, or refuse to comply with such rules and regulations.
- b) The commissioner of revenue may examine books, records, invoices, papers and any and all cigarettes in and upon any premises where the same are placed, stored, sold, offered for sale or displayed for sale by a seller.

**SEC.34-205. Prohibited acts enumerated.**

It shall be unlawful and a violation of this article for any person:

- a) To perform any act or fail to perform any act, for the purpose of evading the payment of any tax imposed by this article or of any part thereof; or for any dealer or seller, with intent to violate any provisions of this article, to fail or refuse to perform any of the duties imposed upon him under the provisions of this article or to fail or refuse to obey any lawful order which the commissioner of revenue may issue under this article.
- b) To falsely or fraudulently make, forge, alter, or counterfeit any stamp or the printer markings of any meter machine or to procure or cause to be made, forged, altered, or counterfeited any such stamp or printed markings of a meter machine or to knowingly and willingly alter, publish, pass, or tender as true any false, altered, forged, or counterfeited stamp or stamps or printed markings of a meter machine.
- c) To sell any cigarettes upon which the tax imposed by this article has not been paid and upon which evidence of payment thereof is not shown on each package of cigarettes.
- d) To reuse or refill with cigarette any package from which cigarettes, for which the tax imposed has been theretofore paid, have been removed.
- e) To remove from any package any stamp or the printed marking of a meter machine with intent to use or cause the same to be used after the same have already been used, or to buy, sell, or offer for sale or give away any used, removed, altered or restored stamps or printed markings of a meter machine which had theretofore been used for evidence of the payment of any tax prescribed by this article, or, except as to the commissioner of revenue, to sell, or offer to sell, any stamp or printed marking of a meter machine provided for this article.

**SEC. 34-206. Presumption of violation by seller.**

- a) In the event any package of cigarettes is found in the possession of a seller without the proper stamps being affixed thereto or without authorized printed markings of a meter machine thereon, and the seller shall be unable to submit evidence establishing that he received such package within the immediately preceding forty-eight hours (48), and that he has not offered the same for sale, the presumption shall be that such package is being kept by such seller in violation of the provisions of this article and shall subject him to the penalties provided.
- b) Any cigarettes placed in any vending machine located within the city shall be presumed for sale within the city. Any vending machine located within the city containing cigarettes upon which the stamp has not been affixed or containing cigarettes placed so as not to allow visual inspection of the stamp through the viewing areas as provided for by the vending machine manufacturer shall be presumed to contain untaxed cigarettes in violation of this article.

**SEC. 34-207. Civil tax penalties.**

- a) Any person who has been issued a permit to affix revenue stamps by the Commissioner of Revenue and fails to properly affix the required stamps to any cigarettes pursuant to the provisions of this chapter shall be required to pay as part of the tax imposed hereunder, a civil penalty, to be assessed and collected of
  - (1) \$2.50 per pack, up to \$500, for the first violation by a legal entity within a 36-month period;
  - (2) \$5.00 per pack, up to \$1,000, for the second violation by the legal entity within a 36-month period; and
  - (3) \$10 per pack, up to \$50,000, for the third and any subsequent violation by the legal entity within a 36-month period.
- b) Where willful intent exists to defraud the City of the tax levied under this chapter, such person shall be required to pay a civil penalty of \$25 per pack, up to \$250,000. It shall be prima facie evidence of intent to defraud when the number of such unstamped cigarettes exceeds either 30 packs or five percent of the cigarettes in the place of business of such person, whichever is greater. Notwithstanding the immediately preceding threshold limits, if the number of unstamped packs exceeds 500 packs, it shall be prima facie evidence of intent to defraud.
- c) Any cigarettes in the place of business of any person required by the provisions of this chapter to stamp the same shall be prima facie evidence that they are intended for sale.

**SEC. 34-208. Criminal tax penalties.**

- a) Any person violating any of the provisions of this article shall be guilty of a class 1 misdemeanor and required to pay the following, as applicable:
  - (1) Penalty of ten (10) percent per month for late payment calculated from the day such tax became due;
  - (2) Penalty of fifty (50) percent of any tax found to be overdue and unpaid for any act to failure to act constitution fraud or evasion of the payment of any tax imposed by this article; and
  - (3) Interest not to exceed three quarters of one percent per month upon any tax found to be overdue or unpaid.
  
- b) Each violation or event of noncompliance with any of the provisions of this article shall be and constitute a separate offense and shall subject every person convicted thereof to the penalties prescribed. Conviction and payment of a fine or penalties for such violation shall not relieve a person from the payment of any tax imposed by this article.
  
- c) Any cigarettes, vending machines, counterfeit stamps, or other property found to be in violation of this article shall be declared contraband goods and may be seized by the commissioner of revenue. In addition to any tax due, the dealer or other person liable for the tax possessing such untaxed cigarettes shall be subject to civil and criminal penalties herein provided.

**SEC. 34-209. Seizure and sale of vending machines and counterfeit stamps or impression devices.**

- a) Whenever the Commissioner of the Revenue shall discover cigarettes in quantities of more than six (6) cartons within the City which are subject to the tax imposed by this article and upon which the tax has not been paid, or upon which stamps have not been affixed or are without evidence of such tax shows thereon by the printed markings of an authorized meter machine, as in this article requires, such cigarettes shall be conclusively presumed for sale or use within the City. The Commissioner of Revenue and law enforcement may forthwith seize and confiscate such cigarette if:
  - (1) They are in transit, and are not accompanied by a bill of lading or other document indicating the true name and address of the cosigner or seller and of the cosigner or purchaser, and the brands and quantity of cigarettes so transported; or are in transit and accompanied by a bill of lading or other document which is false or fraudulent in whole or in part; or
  
  - (2) They are in transit and are accompanied by a bill of lading or other documents indicating:

(3)

- a. A consignee of purchaser in another state or the District of Columbia who is not authorized by the law of such other jurisdiction to receive or possess such tobacco products on which the taxes imposed by such other jurisdiction have not been paid, and unless the tax of the state of district of destination has been paid and the said products bear the tax stamp of that state or district; or
  - b. A consignee or purchaser in the Commonwealth but outside the city who does not possess a Virginia sale and use tax certificate, a Virginia retail tobacco license and where applicable, both a business license and retail tobacco license issued by the local jurisdiction of destination; or
  - c. They are not in transit and the tax has not been paid, nor have approved arrangements for payment been made, provided that this subsection shall not apply to cigarettes in the possession of distributors or public warehouses which have filed notice and appropriate proof with the Commissioner of Revenue that those cigarettes are temporarily within the City and will be sent to consignees or purchasers outside the city in the normal course of business.
- b) All cigarettes and other property, other than motor vehicles, used in the furtherance of any evasion of the tax imposed by this article, seized and confiscated according to subsection (a) of this section shall thereupon be deemed to be forfeited to the city and may be disposed of by sale or other method deemed appropriate by the Commissioner of Revenue within a reasonable time thereafter.
- c) Notice of such seizure shall be given to known holders of property interests, if any, by certified mail at least seven (7) days before the date of sale. Such notice shall contain the time and place at which the sale is to occur and procedures for administrative appeal as well as affirmative defenses which may be asserted by such holders. All moneys collected under this section shall be paid to the City Treasurer and treated as other taxes collected under this article. No credit from any sale or other disposition shall be allowed any tax or penalties owed.

Ordinance No: \_\_\_\_\_

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

\_\_\_\_\_  
Johnny Partin, Mayor

ATTEST:

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



PH-2



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Public Hearing to permit Single-Family Dwelling Use in the B-4 District at 3421 Oaklawn Blvd., also identified as Parcel #089-1060**

**ISSUE:** The B-4 District allows Single-Family Dwelling use with the approval of a Conditional Use Permit.

**RECOMMENDATION:** The City Administration recommends approving the CUP request with conditions.

**TIMING:** City Council action is requested on August 27, 2024

**BACKGROUND:** This CUP application was first presented to City Council at a work session on July 23, 2024.

**ENCLOSED DOCUMENTS:** CUP Application, Staff Report, Presentation

**STAFF:** Christopher Ward, Director of Development

**FOR IN MEETING USE ONLY**

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

**SUMMARY:**

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

# Roll Call

---

**SUMMARY:**

Y N

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

Y N

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



The City  
of  
Hopewell, Virginia

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

42487-0601 inspect... 202406451CUP - 2024  
Rimberly... 05/20/2024 12:35PM  
CONDITIONAL USE PERMIT - REVIEW  
Payment Amount:  
Transaction Amount:  
CHECK: 002761  
300.00  
300.00

RECEIVED  
MAY 20 2024

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

Application # 20240645

Permit #:

APPLICATION #

By River City Ventures, LLC  
APPLICANT: River City Ventures, LLC  
ADDRESS: 710 N Hamilton St.  
Richmond, Va 23221  
PHONE #: 804-201-8214 FAX #: 804-358-6206  
EMAIL ADDRESS: ERICA.P@AYERSLAW.COM

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

OWNER: River City Ventures, LLC  
ADDRESS: 710 N Hamilton St.  
Richmond, Virginia 23221  
PHONE #: 804-201-8214 FAX #: 804-358-6206

PROPERTY ADDRESS / LOCATION:  
3421 Oaklawn Blvd.

PARCEL #: 0891060 ACREAGE: .298 ZONING: B4

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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



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

PRESENT USE OF PROPERTY:

SINGLE FAMILY RESIDENCE w/garage

THE CONDITIONAL USE PERMIT WILL ALLOW:

SINGLE FAMILY RESIDENCE w/garage

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

NO AFFECT ADVERSELY - EXISTING

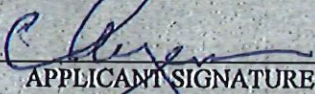
PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

WILL NOT BE DETRIMENTAL - EXISTING

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

MAJORITY OF PROPERTY IS RESIDENTIAL

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

  
APPLICANT SIGNATURE

5/16/24  
DATE

CHARLES AYERS - MANAGER/OWNER  
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 5-20-24 DATE OF ACTION \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_ APPROVED WITH THE FOLLOWING CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Hopewell, VA

## Summary

**Parcel ID** 0891060  
**Tax ID** 0891060  
**Neighborhood** 400  
**Property Address** 3421 Oaklawn Blvd  
 Hopewell, VA 23860  
**Legal Description** REM PT OF LOTS 25-26-27 BLK 20 SUBDIVISION: WOODLAWN  
 (Note: Not to be used on legal documents)  
**Acreeage** N/A  
**Class** 1 - 1 Single Family Urban  
**Tax District/Area** 07

[View Map](#)



## Owner

**Primary Owner**  
River City Ventures LLC  
 710 N Hamilton St #300  
 Richmond, VA 23221

## Site Description

ZonIng B4

## Land

Land Type	Soil ID	Actual Front	Acreeage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Primary Commercial/Indust Land		75.000	0.298		177.500	1.00		13,485	6.50	6.50	87,700.00	9 -15% E	87,700.00
												18%	

Land Detail Value Sum 87,700.00

## Residential Dwellings

**Card 01**  
**Residential Dwelling 1**  
**Occupancy**  
**Story Height** 1.50  
**Roofing** Material: Asphalt shingles  
**Attic** None  
**Basement Type** None  
**Basement Rec Room** None  
**Finished Rooms** 8  
**Bedrooms** 4  
**Family Rooms** 0  
**Dining Rooms** 0  
**Full Baths** 2; 6-Fixt.  
**Half Baths** 0; 0-Fixt.  
**4 Fixture Baths** 0; 0-Fixt.  
**5 Fixture Baths** 0; 0-Fixt.  
**Kitchen Sinks** 1; 1-Fixt.  
**Water Heaters** 1; 1-Fixt.  
**Central Air** ~~NO~~ YES  
**Primary Heat** Heat pump  
**Extra Fixtures** 0  
**Total Fixtures** 8  
**Fireplace** Yes  
**Features** Masonry fireplace  
**Porches and Decks** Open Frame Porch 212  
**Yd Item/Spc Fture/Outblgd** Wood frame w/sheathing Residential Detached Garage 540 SF  
**Last Updated** 11/29/2023

Construction	Exterior Cover	Floor	Base Area (sf)	Fin. Area (sf)
Wood frame	Alum siding	1.0	1174	1174
Wood frame	Alum siding	1.5	1018	614
		Crawl	1174	0
		Total	2192	1788

Improvements

Card 01

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
D	DWELL		C-	1950	2005	G	0.00	MAS	0	1788	183440	5	0	100	100	174300
01	DETGAR	Wood frame w/sheathing	C	1950	1950	AV	31.33		31.33	20x27	16920	55	0	100	100	7600

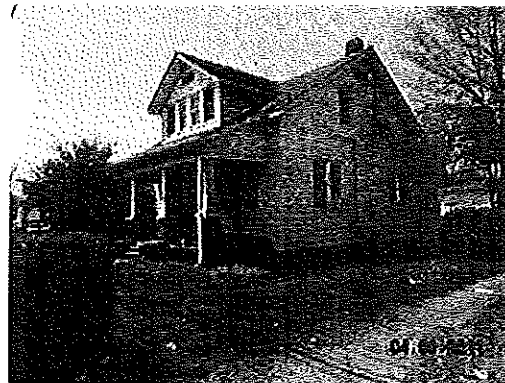
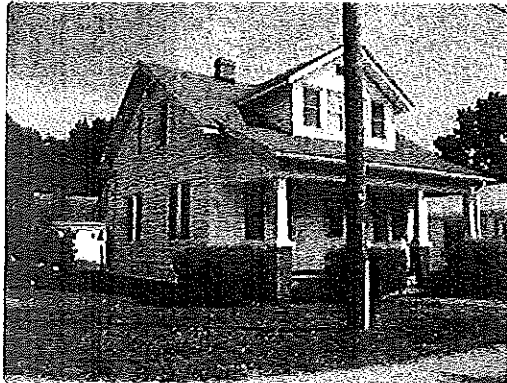
Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
6/7/2023	COMPASSIONATE CARE FOR YOU LLC			230001199	\$159,000
12/1/2021	HARRISON EARNEST W			210003596	\$350,000
12/1/2021	HARRISON EARNEST W & SUSAN P HOLZNER			210003595	\$100,000
8/8/2019	HARRISON EARNEST W & DTS FLAT BED SE			190001686	\$0
12/29/2015	THOMAS JULIE B & JOHN BURNETT JR			150002407	\$155,000
11/21/2013	BURNETT PEGGY H			CWF130000111	\$0
11/21/2013	BURNETT PEGGY H AND JOHN R			CWF130000110	\$0
4/19/1999	BURNETT PEGGY H		316/550		\$1
12/29/1998	HACHELL LILLIAN C		WB 19/854		\$1
4/15/1990	HACHELL J H		WB 15/41		\$0
1/1/1932	PRINCE GEORGE DEED			PRIGEO	\$0

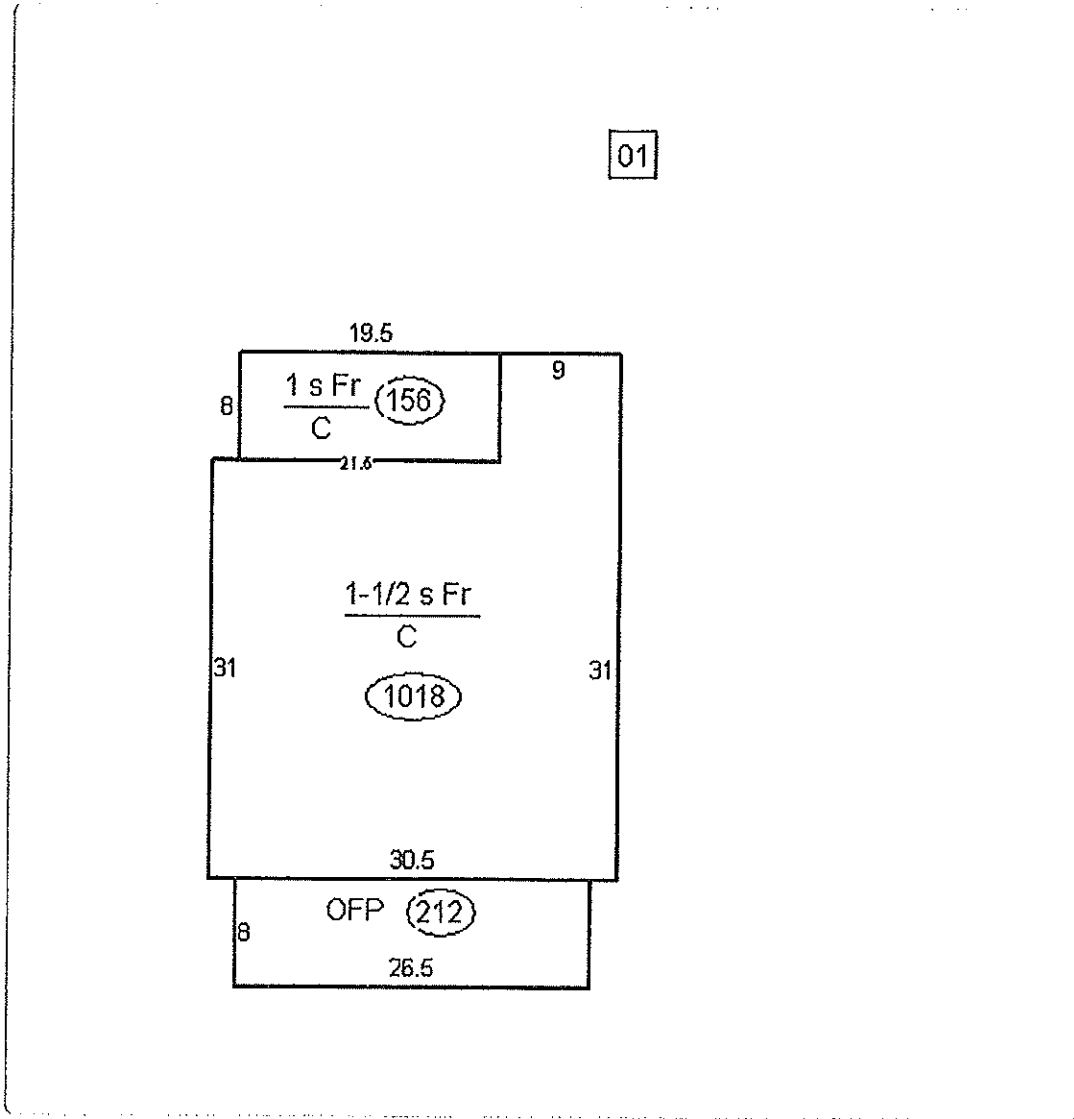
Valuation

Assessment Year		12/31/2023	01/01/2023	01/01/2021	01/01/2019	01/01/2017
Reason for Change		NC	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$87,700	\$87,700	\$87,700	\$87,700	\$87,700
(Assessed Value)	Improvements	\$181,900	\$70,000	\$17,000	\$14,700	\$14,700
	Total	\$269,600	\$157,700	\$104,700	\$102,400	\$102,400

Photos



Sketches



No data available for the following modules: 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: 5/13/2024, 11:40:29 AM

Contact Us

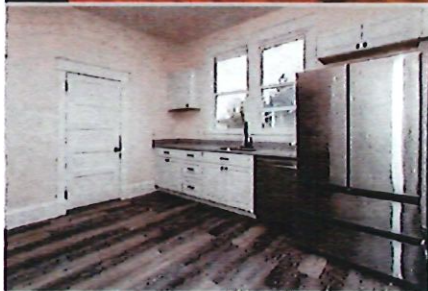
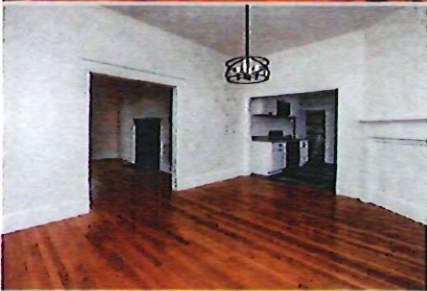
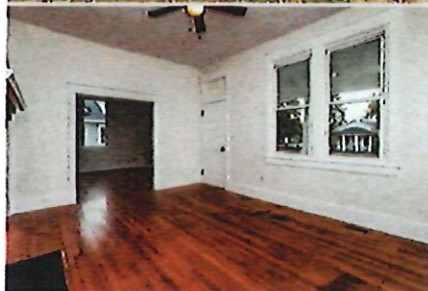




360 Property View

3421 Oaklawn Blvd, Hopewell, VA 23860-4705, Hopewell County

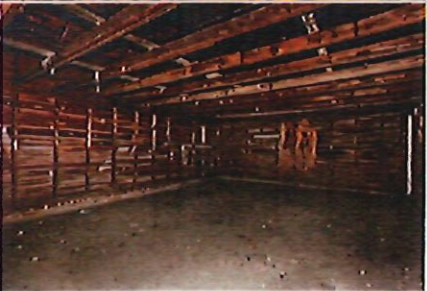
Photos













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

05/20/2024 12:35PM Kimberly  
 025487-0001 000223536  
 Payment Effective Date 05/20/2024

PERMITS / INSPECTIONS  
 CONDITIONAL USE PERMIT -  
 REVIEW

2024 Item: 20240545|CUP \$300.00  
 Payment Id: 353991

Subtotal \$300.00  
 Total \$300.00

CHECK \$300.00  
 Check Number:002761

Change due \$0.00



Thank you for your payment.  
 City of Hopewell, VA COPY  
 DUPLICATE RECEIPT

Chesapeake Bank 3421 Oaklawn Blvd

300.00

River City Ventures, LLC  
 City of Hopewell

051624 City of Hopewell/Conditional Use Permit App  
 5/16/2024

300.00

00276



**CONDITIONAL USE PERMIT REQUEST**  
to allow Single-Family Dwelling use (B-4)  
**Parcel #089-1060 - 3421 Oaklawn Blvd.**

CITY COUNCIL PUBLIC HEARING  
August 27, 2024



## CUP REQUEST: SFD Use in B-4

Parcel #0889-1060

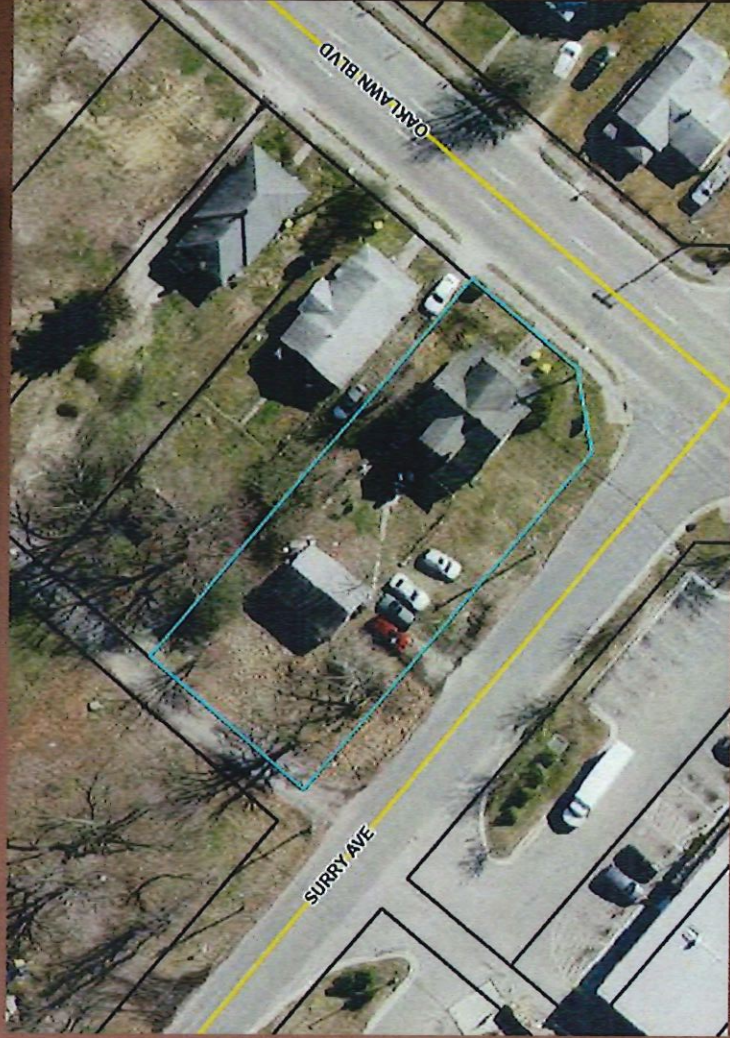
- **APPLICANT:** River City Ventures, LLC
- **WARD:** 7
- **CURRENT ZONING:** B-4 Corridor Development District
- **REQUEST:** Allow SFD Use in B-4
- **PUBLIC NOTICE:** Ads in Progress-Index, letters to adjacent property owners, sign placed at property





CUP REQUEST: SFD Use in B-4

Parcel #089-1060





## Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓

- Property was originally constructed for and always used as a single-family dwelling.
- Property has been vacant for more than two years.

### **Impacts on the Neighborhood**

- A proper driveway does not exist and vehicles are often parked in the grass.



CUP REQUEST: SFD Use in B-4

Parcel #089-1060





# CUP REQUEST: SFD Use in B-4

Parcel #089-1060

1. Will the proposed conditional use be in compliance with all regulations of the applicable zoning district?
2. Will the proposed conditional use endanger the public health, safety, morals, comfort, or general welfare?
3. Will the proposed conditional use be injurious to the use and enjoyment of other property in the immediate vicinity?
4. Will the proposed conditional use conform to the character of the neighborhood within the same zoning district in which it is located?
5. Will the exterior architectural appeal and functional plan of any proposed structure be at variance with the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood?
6. Does the public interest and welfare supporting the proposed conditional use sufficiently outweigh the individual interests which are adversely affected by the establishment of the proposed use?
7. Will the proposed use result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance?

• Adapted from Article XXI, D. 1(d) of the Hopewell Zoning Ordinance; see staff report pg 3 for full text



## Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. The applicant will complete an Administrative Resubdivision to combine Lots 25, 26, and 27 into one lot.
1. The applicant will improve the existing overgrown gravel driveway in the rear yard with a new top dressing of gravel.



## Public Comment

Staff has not received any written or spoken comment.

Planning Commission public hearing held on July 11, 2024.



## Planning Commission Recommendation

Planning Commission voted 3-2 (July 11, 2024) to recommend approval with the following conditions:

1. The applicant will complete an Administrative Resubdivision to combine Lots 25, 26, and 27 into one lot.
2. The applicant will improve the existing overgrown gravel driveway in the rear yard with a new top dressing of gravel.



CUP REQUEST: SFD Use in B-4

Parcel #0889-1060

## Questions?

Applicant: River City Ventures, LLC, Charles Ayers





**REQUEST FOR CONDITIONAL USE PERMIT  
TO UTILIZE AN EXISTING STRUCTURE AS A SINGLE-  
FAMILY DWELLING ON PARCEL #089-1060 IN THE  
B-4 DISTRICT, LOCATED AT 3421 OAKLAWN BLVD.**



CITY COUNCIL

**STAFF REPORT**

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

**I. EXECUTIVE SUMMARY**

The applicant, Charles Ayers of River City Ventures, LLC, requests a Conditional Use Permit to utilize an existing structure on Parcel #089-1060, also identified as 3421 Oaklawn Blvd., as a Single-Family Dwelling in the Corridor Development District (B-4). Staff recommends approval with conditions.

**II. TENTATIVE SCHEDULE OF MEETINGS**

BODY	DATE	TYPE	RESULT
Planning Commission	July 11, 2024	Public Hearing	Pending
City Council	July 23, 2024	Work Session	No Action
City Council	TBD	2 <sup>nd</sup> Reading / PH	Pending

**III. IDENTIFICATION AND LOCATIONAL INFORMATION**

Existing Zoning	B-4, Corridor Development District
Requested Zoning	N/A
Acreage	0.298 acres / 13,312.5 sf
Legal Description	REM PT OF LOTS 25-26-27 BLK 20 SUBDIVISION: WOODLAWN
Election Ward	7
Future Land Use	Corridor Commercial
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #089-1060



**IV. PUBLIC NOTIFICATION**

<b>PUBLIC HEARING</b>	<b>NOTIFICATION TYPE</b>	<b>DATE</b>	<b>DATE</b>
Planning Commission	Progress-Index Ad	6/28/2024	7/5/2024
	Letter to Adj. Properties	6/28/2024	
City Council	Progress-Index Ad	8/13/2024	8/20/2024
	Letter to Adj. Properties	8/16/2024	

**V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL**

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

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

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

**VI. APPLICABLE CODE SECTIONS**

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article XI-A, Section A, Item 41, Corridor Development District \(B-4\)](#)

**VII. SUBJECT PROPERTY**

The subject property, Parcel #089-1060, is a non-conforming lot on Oaklawn Boulevard towards the middle of block between Surry Avenue and Wilmington Avenue. The property dimensions are 75 feet wide by 177.5 feet deep for a total of 13,312.5 square feet. The B-4 Corridor Development District sets the minimum lot width at 100 feet and the minimum lot size for a single use at 12,00 square feet. The lot width is less than the required minimum,

making it non-conforming to the B-4 District. In addition, the B-4 District requires an approved Conditional Use Permit prior to the use of a property as a Single-Family Dwelling.

Lastly, the property does not have a driveway that conforms to city standards.

#### **VIII. APPLICANT POSITION**

The applicant argues that a majority of property in the area is currently used as single-family dwellings and the continued use of this property as a single-family dwelling will not have an adverse effect on neighboring properties.

#### **IX. STAFF ANALYSIS**

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

Staff submits that this property has always been used as a single-family dwelling and its continued use as a single-family dwelling will not adversely impact the surrounding area.

#### **X. RELATIONSHIP TO THE COMPREHENSIVE PLAN**

##### **AGE OF HOUSING**

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

##### **THE FUTURE LAND USE PLAN**

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



movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

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

#### **XI. STAFF RECOMMENDATION**

Of the fifteen (15) properties on this block of Oaklawn Boulevard, thirteen (13) were originally constructed and are currently used as single-family dwellings. The Hopewell Zoning Ordinance has permitted single-family dwellings with a Conditional Use Permit in the B-4 district for many decades and does not detract from the overall commercial nature of the district or prevent future commercial development.

Staff recently recommended the approval of a Conditional Use Permit to use a property at the other end of this block as a single-family dwelling (3400 Oaklawn). In that particular case, a sunset provision on the use was recommended (and ultimately approved by City Council) because the property had previously been used as a commercial property. Staff's research of the property in question has revealed that it has always been used as a single-family dwelling.

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

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

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

- a. The applicant must complete an administrative resubdivision to combine Lots 25, 26, and 27 into one lot.
- b. The applicant will improve the existing, overgrown gravel driveway in the rear yard with a new top dressing of gravel.

**XII. PLANNING COMMISSION RECOMMENDATION**

The Hopewell Planning Commission voted 3-2 to recommend approval of the CUP application with the following conditions:

1. The applicant will complete an Administrative Resubdivision to combine Lots 25, 26, and 27 into one lot.
2. The applicant will improve the existing overgrown gravel driveway in the rear yard with a new top dressing of gravel.

**XIII. PUBLIC COMMENT**

To date, no public comment has been received.



**APPENDIX A - MAPS**

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Red box indicates Parcel #089-1060



APPENDIX B – SURROUNDING AREA DATA

ADDRESS	PARCEL	USE
3416 Oaklawn	089-1365	Single-Family Dwelling use
3414 Oaklawn	089-1370	Single-Family Dwelling use
3412 Oaklawn	089-1375	Commercial use
3410 Oaklawn	089-1380	Single-Family Dwelling use
3404 Oaklawn	089-1385	Single-Family Dwelling use
3402 Oaklawn	089-1390	Single-Family Dwelling use
3400 Oaklawn	089-1395	Single-Family Dwelling use
3401 Oaklawn	089-1105	Commercial use
3403 Oaklawn	089-1100	Single-Family Dwelling use
3405 Oaklawn	089-1096	Single-Family Dwelling use
3407 Oaklawn	089-1095	Single-Family Dwelling use
3409 Oaklawn	089-1090	SFD use CUP under consideration
3417 Oaklawn	089-1070	Single-Family Dwelling use
3419 Oaklawn	089-1065	Single-Family Dwelling use

PH-3





# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Public Hearing to allow single-family dwelling construction on a non-conforming lot at 3104 St. Charles St., also identified as Parcel #123-0055**

**ISSUE:** City Zoning Ordinance allows for the construction of single-family dwellings on non-conforming lots with the approval of a CUP. Conditions of approval can be set.

**RECOMMENDATION:** The City Administration recommends approving the CUP request with conditions.

**TIMING:** City Council action is requested on August 27, 2024

**BACKGROUND:** This CUP application was first presented to City Council at a work session on July 23, 2024.

**ENCLOSED DOCUMENTS:** CUP Application, Staff Report, Presentation

**STAFF:** Christopher Ward, Director of Development

### FOR IN MEETING USE ONLY

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

**SUMMARY:**

- |                          |                          |                                   |                          |                          |  |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| <b>Y</b>                 | <b>N</b>                 |                                   | <b>Y</b>                 | <b>N</b>                 |  |
| <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  |                          |                          |  |



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## Roll Call

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### SUMMARY:

Y N

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

Y N

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



The City  
of  
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: MMS Rental Group, LLC

ADDRESS: 10709 Cliffmore Dr, Glen Allen, VA 23060

PHONE #: (804) 517-8667 FAX #: \_\_\_\_\_

EMAIL ADDRESS: Raintreeinvestmentholdings@gmail.com

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

OWNER: Robert A. Kneaul

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

PROPERTY ADDRESS / LOCATION:

3104 St Charles St, Hopewell, VA 23860

PARCEL #: 1230055 ACREAGE: 0.2164 ZONING: R1-A

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

**PRESENT USE OF PROPERTY:**

Vacant Land where a previous single family home was located that burned down.

**THE CONDITIONAL USE PERMIT WILL ALLOW:**

A single family home to be built under previous zoning requirements that allowed for lot square footage to be under 10,000 SQFT.

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

The proposed new single family home will be built to code and the process will follow all city regulations

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

The proposed new single family home will be built to code and the process will follow all city regulations.

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

The proposed property will meet all set back requirements per the city. The property is already zoned for a single family home. The new home will bring value to the neighborhood and freshen up an otherwise unkept piece of land in a nice neighborhood.

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

Parker Smith

06/06/2024

APPLICANT SIGNATURE

DATE

Parker Smith

APPLICANT PRINTED NAME

**OFFICE USE ONLY**

DATE RECEIVED \_\_\_\_\_ DATE OF ACTION \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_ APPROVED WITH THE FOLLOWING CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CONDITIONAL USE PERMIT REQUEST

Single-Family Dwelling on a Non-Conforming lot (R-1A)

**Parcel #123-0055 - 3104 St. Charles**

CITY COUNCIL PUBLIC HEARING

August 27, 2024



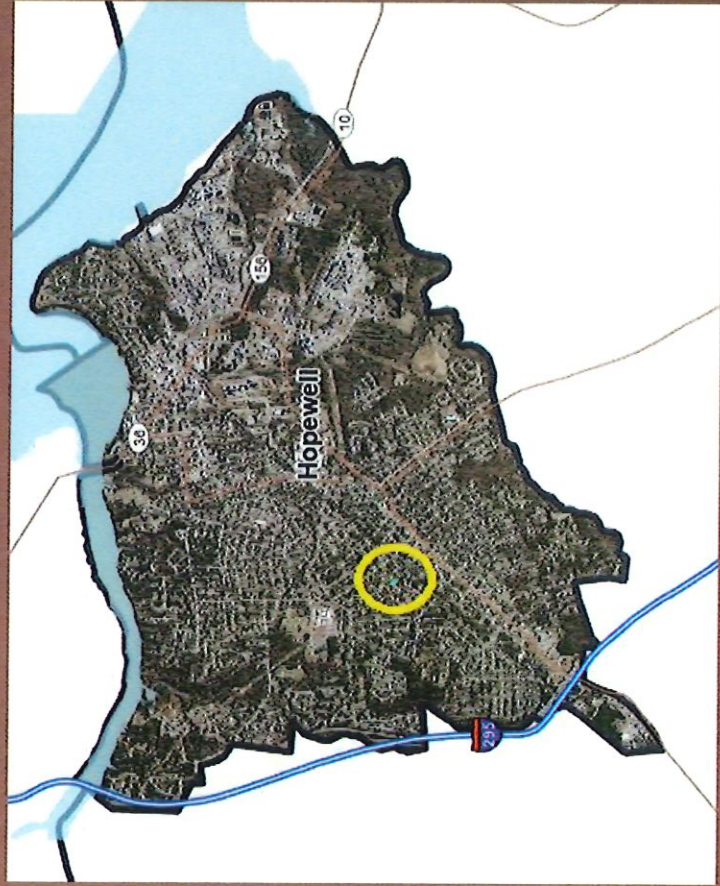
## CUP REQUEST: SFD on Non-Conforming Parcel #123-0055

- APPLICANT: MMS Rental Group, LLC
- WARD: 5
- CURRENT ZONING: R-1A Residential Low Density
- REQUEST: Approve CUP request
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners





CUP REQUEST: SFD on Non-Conforming Parcel #123-0055





CUP REQUEST: SFD on Non-Conforming Parcel #123-0055


Minimum lot size in R-1A is 75 ft. wide and 10,00sf for SFD.

St. Charles— Parcel #123-0055 is 60 feet wide and ~8,700sf.

**Non-Conformity** – Lot Width less than 75ft. & total lot size less than 10,000sf.



# CUP REQUEST: SFD on Non-Conforming Parcel #123-0055



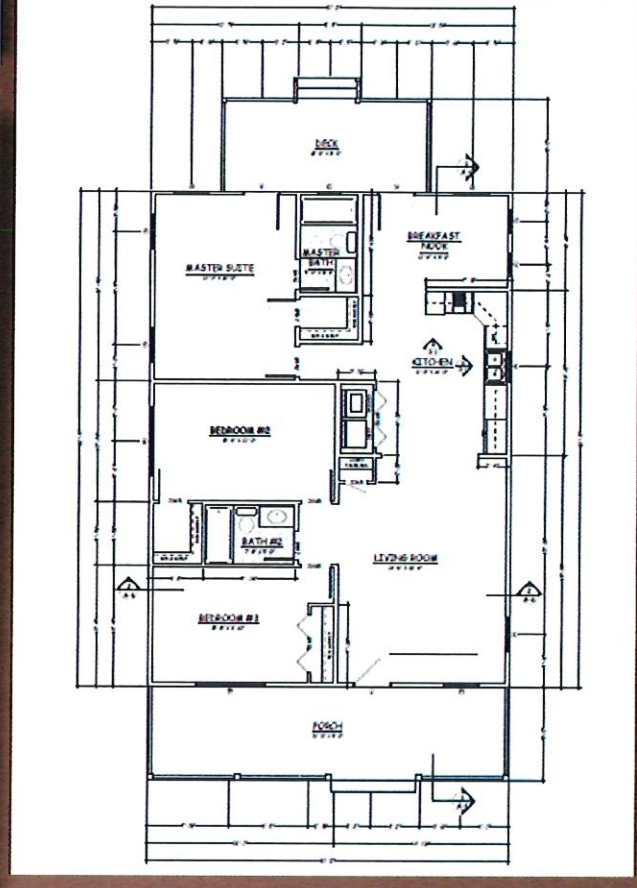
**PLAN # 873**

C-1

**ROOM EGRESS**

**NO**

**COVER**



- 1-story SF Dwelling
- 3 Bedroom; 2 Bath
- 1,318sf



# CUP REQUEST: SFD on Non-Conforming Parcel #123-0055

**ELEVATIONS**

**RES FLOOR**

**NO. 123-0055**

**A-3**

Architectural drawings for the front elevation of the second floor. The drawings include a side view labeled "LEFT ELEVATION" and a perspective view labeled "FRONT ELEVATION". The drawings show a two-story building with a gabled roof, multiple windows, and a central entrance. A small box with text is located at the bottom right of the drawing area.

**ELEVATIONS**

**RES FLOOR**

**NO. 123-0055**

**A-4**

Architectural drawings for the rear elevation of the second floor. The drawings include a side view labeled "RIGHT ELEVATION" and a perspective view labeled "REAR ELEVATION". The drawings show a two-story building with a gabled roof, multiple windows, and a central entrance. A small box with text is located at the bottom right of the drawing area.



# Staff Analysis

## 7 CUP Approval Criteria

### Comprehensive Plan



1. Will the proposed conditional use be in compliance with all regulations of the applicable zoning district? **YES**
2. Will the proposed conditional use endanger the public health, safety, morals, comfort, or general welfare? **NO**
3. Will the proposed conditional use be injurious to the use and enjoyment of other property in the immediate vicinity? **NO**
4. Will the proposed conditional use conform to the character of the neighborhood within the same zoning district in which it is located? **YES**
5. Will the exterior architectural appeal and functional plan of any proposed structure be at variance with the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood? **NO**
6. Does the public interest and welfare supporting the proposed conditional use sufficiently outweigh the individual interests which are adversely affected by the establishment of the proposed use? **YES**
7. Will the proposed use result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance? **NO**



## Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓

- Architectural style of proposed dwelling (1-story, 3-BR, 2-BA) will enhance neighborhood of primarily vernacular design.
- Average size of dwellings in the surrounding area is 1,353sf.
- Proposed dwelling is 1,318sf, larger than the approx. 1,000sf dwelling that was previously there.



## Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. The new structure will have 12” minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. A driveway will be installed in accordance with the City’s driveway policy:
  1. If installed in front yard, the driveway is to be asphalt or concrete.
  2. If installed in rear yard (off alley), driveway is to be concrete, asphalt or gravel.



## Public Comment

Staff has not received any written or spoken comment.



## Planning Commission Recommendation

At the public hearing held on July 11, 2024, Planning Commission voted 5-0 to recommend approval of the CUP request with the following conditions:

1. The new structure will have 12” minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. A driveway of asphalt or concrete will be installed in accordance with the City’s driveway policy.



CUP REQUEST: SFD on Non-Conforming Parcel #123-0055

# Questions?

Applicant: MMS Rental Group, LLC, Parker Smith





**REQUEST FOR CONDITIONAL USE PERMIT  
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-  
CONFORMING PARCEL #123-0055 IN THE R-1A  
DISTRICT, LOCATED AT 3104 ST. CHARLES ST.**



CITY COUNCIL

**STAFF REPORT**

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

**I. EXECUTIVE SUMMARY**

The applicant, MMS Rental Group, LLC, agent for the owner, Robert A Kneaul, requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #123-0055, also identified as 3104 St. Charles St. in the R-1A District. Staff recommends approval with conditions.

**II. TENTATIVE SCHEDULE OF MEETINGS**

BODY	DATE	TYPE	RESULT
Planning Commission	July 11, 2024	Public Hearing	Pending
City Council	July 23, 204	Work Session	No Action
City Council	August 27, 2024	1st Reading / PH	Pending

**III. IDENTIFICATION AND LOCATIONAL INFORMATION**

Existing Zoning	R-1A Residential Low Density
Requested Zoning	N/A
Acreage	0.216 acres / 9,425 sf
Legal Description	LOT 12 SUBDIVISION: WESTWOOD PLAZA
Election Ward	5
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #123-0055

**IV. PUBLIC NOTIFICATION**

<b>PUBLIC HEARING</b>	<b>NOTIFICATION TYPE</b>	<b>DATE</b>	<b>DATE</b>
Planning Commission	Progress-Index Ad	6/28/2024	7/5/2024
	Letter to Adj. Properties	6/28/2024	
City Council	Progress-Index Ad	8/13/2024	8/20/2024
	Letter to Adj. Properties	8/16/2024	

**V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL**

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

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

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

**VI. APPLICABLE CODE SECTIONS**

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

**VII. SUBJECT PROPERTY**

The subject property, Parcel #123-0055, is a non-conforming lot on St. Charles Street towards near the intersection with Terrace Avenue. The property dimensions are 60 feet wide by 145 feet deep for a total of 9,425 square feet. The R-1A District sets the minimum lot width at 75 feet and the minimum lot size for a single use at 10,00 square feet. The lot width and total area are less than the required minimums, making it non-conforming to the R-1A District.



## **VIII. APPLICANT POSITION**

The subject property previously contained a single-family dwelling (approximately 1,000sf) that was likely constructed in the 1960s but substantially burned down a few years ago. Due to its unsafe condition, the property ended up on the City's Spot Blight list and was ultimately demolished and cleared. The applicant proposes to construct a new, 1-story, 3-bedroom, 2 full bath, 1,318 square foot house on an unkept lot and will bring value to the neighborhood.

## **IX. STAFF ANALYSIS**

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

The surrounding properties are typical 1-story ranchers with brick, aluminum or vinyl siding with an average size of 1,353sf.

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

## **X. RELATIONSHIP TO THE COMPREHENSIVE PLAN**

### **AGE OF HOUSING**

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

### **THE FUTURE LAND USE PLAN**

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to distinguish between the two. Infill attempts to "seed" (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of

properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

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

#### **XI. STAFF RECOMMENDATION**

A survey of the properties on this block reveals a homogenous collection of 1-story homes ranging in size from 988sf to 2,314sf with mostly vinyl or aluminum siding. A large majority of the lots meet the minimum lot size and width requirements; however, the two closest to the subject lot are similar in size and non-conforming to the district, as well. The proposed house falls just short of the average size but the style and materials are consistent with the neighborhood.

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

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

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

1. The new structure will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. A driveway will be installed in accordance with the City’s driveway policy:
  - a. if installed in the front yard, the driveway will be constructed of asphalt or concrete
  - b. If installed in the rear yard, the driveway will be constructed of gravel, asphalt or concrete.



## **XII. PLANNING COMMISSION RECOMMENDATION**

The Hopewell Planning Commission voted 5-0 to recommend approval with the following conditions:

1. The proposed single-family dwelling will be in substantial conformance with the house design submitted with the CUP application.
2. The proposed single-family dwelling will have a minimum of 12" eaves along all roof edges.
3. The lot will have a minimum tree canopy coverage of at least 20% at time of full maturity.
4. A driveway of concrete or asphalt will be installed in accordance with the City's driveway policy.

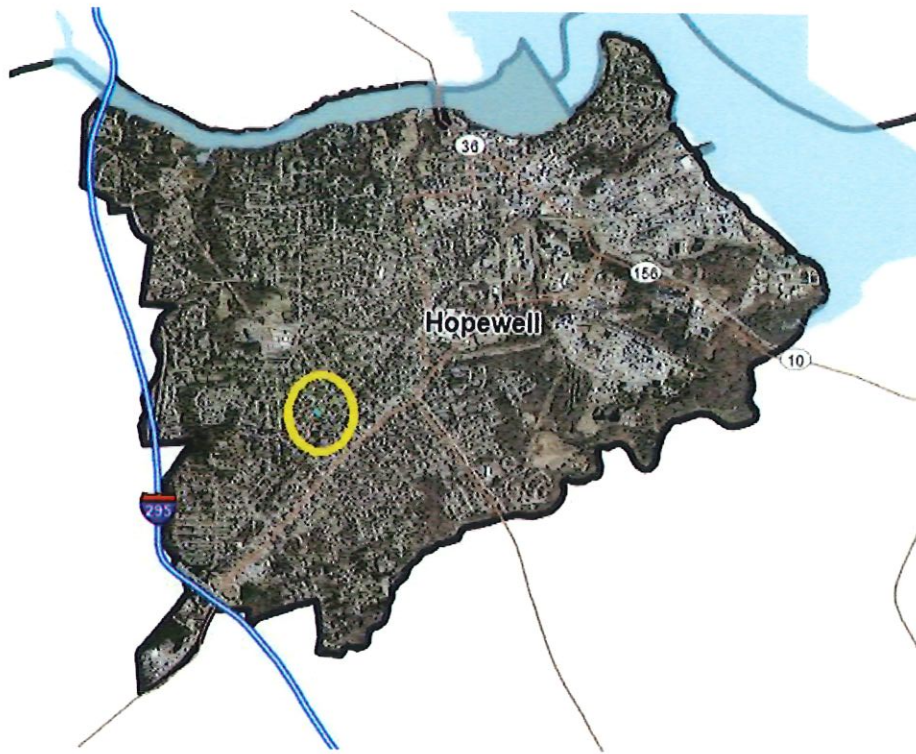
## **XIII. PUBLIC COMMENT**

To date, no public comment has been received.



**APPENDIX A - MAPS**

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Red box indicates Parcel #123-0055



**APPENDIX B – SURROUNDING AREA DATA**

**SURROUNDING PROPERTIES - PARCEL #123-0055**  
 3104 St.  
 Charles

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	3106 ST CHARLES	1	1260	62.5	145	9,062.5	BRICK	1964	SF
2	3108 ST CHARLES	1	1182	60	145	8,700	VINYL	1970	SF
3	3200 ST CHARLES	1	1272	75	145	10,875	VINYL	1962	SF
4	3201 ST CHARLES	1	1305	75	145	10,875	ALUM	1962	SF
5	3202 ST CHARLES	1	1516	75	145	10,875	VINYL	1962	SF
6	3203 ST CHARLES	1	1228	75	145	10,875	VINYL	1962	SF
7	3204 ST CHARLES	1	1226	75	145	10,875	BRICK	1962	SF
8	3205 ST CHARLES	1	1289	75	145	10,875	ALUM	1962	SF
9	3206 ST CHARLES	1	2314	75	145	10,875	VINYL	1962	SF
10	3207 ST CHARLES	1	988	75	145	10,875	VINYL	1962	SF
11	3208 ST CHARLES	1	1306	75	145	10,875	ALUM	1962	SF
	AVERAGE	1	1,353	72.5	145	10,512	VINYL		
	#123-0055	1	1,318	60	145	9,425	VINYL		SF

BLUE = Proposed house

# REGULAR BUSINESS



R-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Certified Local Government contract**

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

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

**TIMING:** City Council action is requested on August 27, 2024

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

**ENCLOSED DOCUMENTS:** CLG contract

**STAFF:** Christopher Ward, Director of Development

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

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

## CERTIFIED LOCAL GOVERNMENT AGREEMENT

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

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

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



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

\_\_\_ a. Develop historic district guidelines for the B-1 Downtown Historic District that meets the Secretary of Interior's Standards and Guidelines for Historic Preservation.

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

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

**Signatures**

For the *Certified Local Government*:

\_\_\_\_\_, Chief Elected Local Official

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the *Department of Historic Resources*

\_\_\_\_\_, State Historic Preservation Officer

Printed name: \_\_\_\_\_

Date \_\_\_\_\_

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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:** Winston Churchill Emergency Pipe/Road Repair

**ISSUE:** Allocation of funds for Winston Churchill Emergency Pipe/Road Repair

**RECOMMENDATION:** Allocate funds per Finance Committee recommendation enabling payment for services rendered,

**TIMING:** The project should complete the second week of September. All invoices will be due.

**BACKGROUND:** In May 2024 Winston Churchill Drive experienced a critical failure of the roadway and storm drain infrastructure. Subsequently the roadway was closed and efforts to secure an emergency repair contract were undertaken. This contract has been pursued under the VDOT force account method. This method uses a time & material plus markup approach. The project total is estimated to be completed at a cost of \$1.2M. This figure includes all engineering, inspection and construction activities.

**ENCLOSED DOCUMENTS:**

**STAFF:** Michael Campbell, Director, DPW

**FOR IN MEETING USE ONLY**

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

**SUMMARY:**

Y N

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

Y N

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



# Roll Call

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**SUMMARY:**

**Y N**

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

**Y N**

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

R-3



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: School Division Rollover of Purchase Order from FY24 to FY25**

**ISSUE:** A project that the school division was completing was not finished by 06/30/24. Therefore, they need to roll the purchase order to FY25

**RECOMMENDATION:** Approve an additional appropriation in the amount of \$155,905 to the school division. This will re-appropriate the funds from FY24 to FY25.

**TIMING:**

**BACKGROUND:** An approved purchase order was issued to re-seal and re-stripe the division parking lots. The project was scheduled to be completed prior to 06/30/24. However, the contractor was not able to finish the project until the month of July. Therefore, the school division is requesting that the funds be re-appropriated from FY24 to FY25.

**ENCLOSED DOCUMENTS:** Copy of the original purchase order from FY24

**STAFF:** Dr. Melody D. Hackney, Superintendent of Schools

Janel F. English, Director of Finance, Hopewell Public Schools

**FOR IN MEETING USE ONLY****MOTION:** \_\_\_\_\_**SUMMARY:**

Y N

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

Y N

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



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# Roll Call

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## SUMMARY:

Y N

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

Y N

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



**HOPEWELL CITY SCHOOL BOARD**

103 N. 12TH AVENUE  
 HOPEWELL, VIRGINIA 23860  
 PHONE (804)541-6400 / FAX (804)541-6401

**PURCHASE ORDER NO. 24002412**

PAGE NO. 1

VENDOR 96 FAX: 804-232-8948  
 A&T STRIPING COMPANY INC.  
 100 LABROOK CONCOURSE  
 RICHMOND VA 23224

SHIP TO MAINTENANCE  
 HOPEWELL SCHOOL BOARD  
 103 NORTH 12TH AVENUE  
 HOPEWELL, VA 23860  
 ATTN: JAMES BULLS  
 accountspayable@hopewell.k12.va.us

ORDER DATE: 05/22/24 BUYER: TRINA DRAKULICH REQ. NO.: 0 REQ. DATE:

TERMS: NET 30 DAYS F.O.B.: DESTINATION DESC.: SEALING AND STRIPING

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	1.00		DIVISION WIDE ASPHALT SEALING AND STRIPING OF PARKING LOTS	155905.0000	155,905.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	155,905.00
01	14420000000000 E3300	155,905.00		TOTAL \$	155,905.00

- INSTRUCTIONS TO VENDOR**
1. P.O. NUMBER MUST APPEAR ON EACH INVOICE AND PACKING LIST.
  2. MATERIAL ON THIS ORDER IS EXEMPTED FROM VIRGINIA SALES TAX AND FEDERAL EXCISE TAXES.
  3. SHIP ALL GOODS WITHIN 60 DAYS OR CANCEL.
  4. BACKORDERS AFTER 60 DAYS WILL NOT BE ACCEPTED.

APPROVED BY James F. English

R-4





# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

COUNCIL AGENDA ITEM TITLE:

ISSUE: *Employment of PARA legal to assist Attorneys*

RECOMMENDATION:

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

FOR IN MEETING USE ONLY

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

Roll Call

**SUMMARY:**

- |                          |                          |                                   |
|--------------------------|--------------------------|-----------------------------------|
| Y                        | N                        |                                   |
| <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 |

**Paralegal**

**Locality:** Hopewell

**Job Title:** Paralegal

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

**Start Date:** January 1, 2025

**Closing Date:** When filled.

**Description of Job:**

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

**Other Responsibilities:**

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

**Special Requirements:**

- Extensive background experience in a legal environment.

**Contact:** Richard K. Newman

**Title:** Commonwealth Attorney

**Email:** Resumes to [rnewman@hopewellva.gov](mailto:rnewman@hopewellva.gov)

# Position Funding Worksheet

Full Time

Title: Paralegal

Salary: \$75,000.00

Benefits:

FICA	0.0765	5,737.50.50
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VRS	0.146	10,9500.00
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Insurance	17,640	17,640.00
-----------	--------	-----------

VRS Life	0.52	
----------	------	--

Worker's Comp	0.0011	82.50
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STD	18	18
-----	----	----

LTD	0.315	
-----	-------	--

Total Benefits

Salary and Benefits





CITY OF HOPEWELL  
CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

ISSUE: *Employment of cold case attorney*

RECOMMENDATION:

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

FOR IN MEETING USE ONLY

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

Roll Call

SUMMARY:

Y N

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

Y N

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

## **Deputy Commonwealth's Attorney Positions**

**Locality:** Hopewell

**Job Title:** Senior Assistant Commonwealth's Attorney

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

**Start Date:** January 1, 2025

**Closing Date:** When filled.

### **Description of Job:**

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

### **Specific Responsibilities:**

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

### **Other Responsibilities:**

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

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

**Special Requirements:**

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

**Contact:** Richard K. Newman

**Title:** Commonwealth Attorney

**Email:** Resumes to [rnewman@hopewellva.gov](mailto:rnewman@hopewellva.gov)



Position Funding Worksheet

Full Time

Title: Senior Assistant Commonwealth's Attorney

Salary: \$115,000.00

Benefits:

FICA	0.0765	8,797.50
VRS	0.146	16,790.00
Insurance	17,640	17,640.00
VRS Life	0.52	
Worker's Comp	0.0011	126.50
STD	18	18
LTD	0.315	

Total Benefits

Salary and Benefits

R-5



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Request to consolidate aquatic part-time positions into a full-time position.**

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

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

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

**SUMMARY:**

Y N

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

Y N

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



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

**TIMING:** Staff recommends approval action at the August 27, 2024 City Council meeting.

**ENCLOSED DOCUMENTS:** Position Funding Worksheet

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

**FOR IN MEETING USE ONLY**

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

**Roll Call**

---

**SUMMARY:**

Y N

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

Y N

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



### Position Funding Worksheet

#### Full-time

Title:	Full-Time Lifeguard	
Salary	\$ 31,200	<u>\$ 31,200</u>
<b>Benefits:</b>		
FICA & Medicare	0.0765	2,387
VRS	0.1473	4,596
Insurance (single)	8796	8,796
VRS Life	0.47	176
Worker's Comp	0.0252	786 (Rate From Table)
STD	0.283	106
LTD	0.283	106
<b>Total Benefits</b>		<u>\$ 16,953</u>
<b>Salary and Benfits</b>		<u><u>\$ 48,153</u></u>

#### Part-time

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

R-6





# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Adoption of City of Hopewell Financial Policy's

**ISSUE:** To present and adopt the Draft City of Hopewell Financial Policies

**RECOMMENDATION:** Finance recommends that City Council adopts the presented policies.

**TIMING:**

**BACKGROUND:** Draft Financial policies were presented at the July 2024 Finance Committee meeting. Financial Policies are guideline and goals that manage the practices of the City and are the cornerstone of sound financial management.

**ENCLOSED DOCUMENTS:** City of Hopewell Financial Policy's

**STAFF:** Stacey Jordan

### FOR IN MEETING USE ONLY

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

**Roll Call**

**SUMMARY:**

Y N

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

Y N

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



CITY OF Hopewell, VA

FINANCIAL POLICY GUIDELINES  
Amended \_\_\_\_\_

City of Hopewell, VA

Contents

1. Financial Policy Objectives	1
2. Budget Development Policies	2
3. Capital Improvement Policies	6
4. Debt Policies	7
5. Reserve Policies	8
6. Expenditures Policies	11
7. Investment Policies	13



## 1. FINANCIAL POLICY OBJECTIVES

This financial policy is a statement of the guidelines and goals that will influence and guide the management practice of City of Hopewell, Virginia. Financial Policy Guidelines that are adopted, adhered to, and regularly reviewed are recognized as the cornerstone of sound financial management. Effective financial policy guidelines:

- Contribute significantly to the City's ability to insulate itself from fiscal crisis
- Enhance short-term and long-term financial credit of the City by helping to achieve the highest credit and bond ratings possible
- Promote long-term financial stability by establishing clear and consistent guidelines
- Direct attention to the total financial picture of the City rather than single-issues
- Promote the view of linking long-term financial planning with day-to-day operations
- Provide the City Council and the citizens with a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines
- Ensure that the organization has sufficient resources to perform mandated responsibilities

While adherence to this policy is expected, the City understands that changes in the capital markets, City programs, or other unforeseen circumstances may from time to time produce situations that are not covered by this policy and will require modifications or exceptions to achieve the policy goals. In these cases, the City's management may act, provided specific authorization from the City Council is obtained. These Financial Policy Guidelines shall be reviewed at least every two years by the Finance Committee, who shall in turn report their findings to the City Manager and City Council.

## 2. BUDGET DEVELOPMENT POLICIES

### Principles

- The budget development process will be a collaborative process to include residents, businesses, City Council, and staff
- The City will strive to maintain diversified and stable revenue streams to protect the government from fluctuations in any single revenue source and provide stability to ongoing services
- The City will avoid dedicating general revenue to a specific project or program because of the constraint this may place on flexibility in resource allocation except in instances where programs are expected to be self-sufficient or where revenue is dedicated to a program for statutory or policy reasons.
- The budget sets the annual appropriations levels, as set out in the annual budget ordinance. No expenditures can exceed the established appropriation limits. If a budget will exceed such limit, the Council must approve any increases
- The budget process will be coordinated in a way that major policy issues are identified for City Council several months prior to consideration of budget approval. This will allow adequate time for appropriate decisions and analysis of financial impacts.

### Policies

- City Council shall adopt an annual balanced budget in accordance with all legal requirements
- All operating budget appropriations shall lapse at the end of the fiscal year to the extent that they are not expended, encumbered, or restricted to specific purposes such as capital projects, reserves, grants, and donations.
- All outstanding encumbrances, both operating and capital, at the end of the fiscal year shall be re-appropriated to the following fiscal year to the same department and account for which they are encumbered in the previous year. Such re-appropriation shall be presented to Council by its second meeting in July each year before being added to the new fiscal year budget.
- Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. Prior to re-appropriation, the Council must be advised of the available funding to continue these projects and the impact re-appropriation may have on total fund balances. Appropriations that span two fiscal years, must be re-appropriated before being added to a third budget.
- The City Manager may approve necessary accounting transfers between capital funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to

City of Hopewell, VA

close out the projects and transfer to the funding source any remaining balances. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

- The budget shall be adopted by the favorable vote of a majority of members of City Council.
- The Vision and priorities established by City Council as well as the Strategic Plan will serve as the framework for the budget proposed by the City Manager.
- Current revenues will fund current expenditures. One-time or other special revenues will not be used to finance continuing City operations but instead will be used for funding special projects or other one-time expenses.
- The City Manager may make all necessary fund and expense adjustments for the following items of non-budgetary revenue that may occur during the fiscal year:
  - Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
  - Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
  - Any revenue source not to exceed \$25,000.
- The City Manager may utilize revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. All such funds received from asset forfeiture in a fiscal year shall not lapse but be carried forward into the next fiscal year.
- The City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded and all transfer activity is to be reported to City Council on a monthly basis. Upon approval of City Council, the City Manager is authorized to transfer between funds should fiscal conditions or circumstances prescribe that the transfer is required. The transfer amount must not result in a deficit balance in the fund that the transfer is being made from.
- The City will pursue an aggressive policy seeking the collection of delinquent real estate, utility, licenses, permits and other taxes and fees due to the City via the utilization of third-party collection agencies.
- The City will prepare and annually update a long range (5 year) financial forecast model utilizing trend indicators and projections of annual operating revenue, expenditures, capital improvements with related debt service and operating costs, and fund balance levels.
- Expenditure and revenue projections will be developed monthly and reviewed with Departmental Directors, the City Manager, and City Council. The City Manager, through the Finance Department, will exercise appropriate fiscal management as necessary to live within the limits of the adopted budget.



- The City Manager must annually prepare and present a Proposed Budget for City Council review no later than April 1<sup>st</sup>. The Proposed Budget shall serve as a financial plan for the upcoming fiscal year and shall contain the following information.
  1. A budget message that outlines the proposed revenue and expenditures for the upcoming fiscal year together with an explanation of any major changes from the previous fiscal year. The budget message should also include any proposals for major changes in financial policy.
  2. Charts indicating the major revenues and expenditures in each major fund (General, Utilities, Grants, CDBG, Streets, Stormwater, Social Services, etc.) as well as changes in fund balance for all funds.
  3. Summaries of proposed expenditures for all funds proposed to be expended in a fiscal year.
  4. A schedule of estimated requirements for the principal and interest of each bond issue.
  5. A three-year history of revenues and expenditures to include the prior year actual, current year adopted, revised, and proposed budgets for each major fund.
- The City Council shall hold a public hearing on the budget submitted by the City Manager for interested citizens to be given an opportunity to be heard on issues related to the proposed budget, including the Capital Improvement Plan.
- Following the public hearing on the Proposed Budget, City Council may make adjustments. The City Council can only make recommended changes that keep the budget in balance and that are adopted with at least four members of City Council's prior approval.
  - In instances where City Council increases the total proposed expenditures, it shall also identify a source of funding at least equal to the proposed expenditures.

### 3. Finance Committee

- The City will established a Finance Committee that will meet monthly to review the financial affairs of the City generally. The Finance Committee will be composed of:
  - Appointed City Council Members
  - City Manager
  - Chief Financial Officer
  - Commissioner of the Revenue
  - Treasurer
  
- Its specific duties shall include, but not be limited to:
  - Monthly tracking of revenues and expenditures versus Budget and Prior Year (i.e. year-over-year trends).
  - Review of the City's reconciled cash balances/position for all accounts and funds based on the most recent month end close (understanding that the report should not be more than 2 months old).
  - Compliance with the Financial Policy Guidelines.
  - Consideration and recommendations concerning candidates for financial management positions.
  - Report on the City's approach to the strategic investment plan to include, but not be limited to:
    - Investment strategy;
    - Amounts invested and return;
    - Amounts anticipated/projected to be available for investment;
    - Current and historic portfolio returns; and
    - Any other information that may benefit the City in its overall investment approach.

*[Remainder of page intentionally left blank]*



#### 4. CAPITAL IMPROVEMENT POLICIES

During the budget process each year, the City will develop a five-year Capital Improvement Plan which will serve as the basis for planning and prioritizing the City's capital improvement needs based on affordability and compliance with Debt and Reserve Policies. The Capital Improvement Plan will only include projects with identified and known realistic funding sources. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.

1. The City will consider all capital improvements in accordance with an adopted Capital Improvement Plan.
2. The City, in consultation with the City of Hopewell Public School System, will develop a five-year Capital Improvement Plan that includes funding sources and uses and review and update the plan annually.
3. The City will enact an Annual Capital Budget based on the five-year Capital Improvement Plan. The first year of the Capital Improvement Plan will be used as the basis for the Annual Capital Budget.
4. The subsequent four years of the Capital Improvement Plan will be used for planning purposes.
5. The City will coordinate development of the Annual Capital Budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
6. The City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
7. The City will project its equipment replacement and maintenance needs in conjunction with the five-year Capital Improvement Plan and will develop a maintenance and replacement schedule to be followed.
8. The City will attempt to determine the least costly and most flexible financing method for all new projects.
9. Upon reaching the Minimum Initial Target of the Unassigned Fund Balance, the City shall budget \$500,000 toward the Fund Balance Replenishment and \$500,000 to fund Pay-Go Capital Projects.



## 5. DEBT POLICIES

The City will take on, manage and repay debt according to the following debt policies:

1. The City will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
2. When the City finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
3. Direct Net Debt as a percentage of the Assessed Value of All Taxable Property shall not exceed 4.5%. Direct Net Debt is defined as any and all debt that is tax-supported. This ratio will be measured annually.
4. The ratio of Direct Net Debt Service expenditures as a percent of Total Governmental Fund Expenditures should not exceed 10%. Direct Net Debt Service is defined as any and all debt service that is tax-supported. Utility Fund debt service that is self-supporting shall be excluded. Total Governmental Fund Expenditures includes the Budgeted General Fund Expenditures and School Operating Fund Expenditures less the City's Transfer to Schools (as reflected in the Budget Document). This ratio will be measured annually.
5. Payout of aggregate outstanding tax-supported Direct Net Debt principal shall be no less than 50% repaid in 10 years.
6. The City's Fixed Costs shall not exceed a range of 15.0%-17.5% of Total Governmental Fund Expenditures (as defined above). Fixed Costs include the City's budgeted Debt Service and both the City's and Schools' budgeted contributions to Pension and Other Post-Employment Benefits in a given fiscal year.
7. The City recognizes the importance of underlying and overlapping debt in analyzing financial condition. The City will regularly analyze total indebtedness including underlying and overlapping debt.
8. Where feasible, the City will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
9. The City will retire tax anticipation debt and revenue anticipation debt, if any, annually.

## 6. RESERVE POLICIES

The City believes that sound financial management principles always require that sufficient funds be retained by the City to provide a stable financial base. To retain this stable financial base, the City needs to maintain fund balance reserves sufficient to fund all cash flows of the City, to provide financial reserves for unanticipated or emergency expenditures and/or revenue shortfalls, and to provide funds for all existing encumbrances. The purpose of this policy is to specify the composition of the City's financial reserves, set minimum levels for certain reserve balances, and to identify certain requirements for replenishing any fund balance reserves utilized.

1. Fund Balance Categories: For documentation of the City's fund balance position, communication with interested parties and general understanding, a clear and consistent system of classification of the components of the City's fund balances is necessary. The City's reporting and communication relating to fund balance reserves will utilize the classifications outlined in generally accepted accounting principles (GAAP). GAAP dictates the following hierarchical fund balance classification structure based primarily on the extent to which the City is restricted in its use of resources.
  - a. Non-spendable Fund Balance: These are fund balance amounts that are not in a readily spendable form, such as inventories or prepayments, or trust or endowment funds where the balance must remain intact.
  - b. Restricted Fund Balance: These are amounts that have constraints placed on their use for a specific purpose by external sources such as creditors, or legal or constitutional provisions.
  - c. Committed Fund Balances: These amounts are designated for a specific purpose or constraints have been placed on the resources by City Council. Amounts within this category require City Council action to commit or to release the funds from their commitment.
  - d. Assigned Fund Balances: These are amounts set aside with the intent that they be used for specific purposes. The expression of intent can be by City Council and requires City Council action to remove the constraint on the resources





- e. **Unassigned Fund Balances:** These are amounts not included in the previously defined categories. The City General Fund is the only fund that should report a positive Unassigned Fund Balance. Amounts in this classification represent balances available for appropriation at the discretion of City Council. However, City Council recognizes that the Unassigned Fund Balance needs to be sufficient and comprised of liquid cash and investments to meet the City's cyclical cash flow requirements and allow the City to avoid the need for short term tax anticipation borrowing. The Unassigned Fund Balance should also allow for a margin of safety against unforeseen expenditures or sudden loss of revenues that could include, but not be limited to, natural disasters, severe economic downturns, and loss of industry—and associated taxes— in the City.

Unassigned Fund Balance shall not be used for annual recurring expenditures, except for unforeseen emergency circumstances. The City shall have a Minimum Unassigned Fund Balance of 20% of Budgeted General Fund Expenditures.

Example Calculation: Based on the City's FY 2025 Budgeted General Fund Expenditure of \$54,592,000 20% translates to a minimum balance of \$10,900,000. To the extent that the City has any remaining operating surplus after all expenditures (including the Annual Budgeted Amount) have been satisfied, the City shall apply at a minimum 75% of such remaining operating surplus to further accelerate the build- up of the Unassigned Fund Balance.

City Council recognizes that if amounts above the minimum policy level exist, City Council could contemplate strategically utilizing these amounts, if appropriate. However, City Council also recognizes that maintaining an Unassigned Fund Balance above the minimum policy levels may be beneficial to the overall wellbeing of the City. Should any amounts above the minimum policy level exist, they should only be appropriated for non-recurring expenditures as they represent prior year surpluses that may or may not materialize in subsequent fiscal years. Amounts above the minimum policy level could be used for the following purposes (listed in order of priority):

- i. Increase Restricted Fund Balances as needed.
- ii. Fund an additional reserve for use during an emergency or during periods of economic uncertainty or budget adversity. Such additional reserves shall be determined by City Council.
- iii. Allocating such amounts toward equity funding of the Capital Improvement Plan or transfer to the Capital



City of Hopewell, VA

Improvement Fund.

2. Budget Stabilization Fund

The City shall separately establish a Budget Stabilization Fund, which shall be considered a part of the City's Committed Fund Balance. The Budget Stabilization Fund shall be used for unforeseen, emergency expenditures or unplanned, unforeseen declines in revenues. The Budget Stabilization Fund shall be initially established in an amount equal to 5% of General Fund Budgeted Revenues. Expenditures.

- i. Example Calculation: Based on the City's FY 2025 Budgeted General Fund Expenditure of \$54,592,000, 5% translates to a balance of \$2,700,000.

3. Debt Service/Capital Reserve Fund

The City shall separately establish a Debt Service/Capital Reserve Fund, which shall be considered a part of the City's Committed Fund Balance. The Debt Service/Capital Reserve Fund shall be utilized as needed in the City's multi-year capital plan. The required balance of the Debt Service/Capital Reserve Fund will be determined based upon the City's most current multi-year capital plan. Initially as of the end of fiscal year 2023, the City will establish a minimum balance of \$3,000,000 to be applied to debt service payments in future years, thus mitigating the impact of new projects on the City's budget.

4. Prioritization of Fund Balances: As indicated, the fund balance classifications outlined above are based on the level of restriction. In the event expenditures qualify for disbursement from more than one fund balance category, it shall be the policy of City of Hopewell that the most available balance available will be used first. Restricted or limited fund, fund balance, will be used last.
5. Accounting for Encumbrances: Amounts set aside for encumbered purchase orders may be either restricted, committed or assigned fund balance depending upon the resources to be used to fund the purchases. Amounts set aside for encumbrances may not be classified as unassigned since the creation of an encumbrance signifies a specific purpose for the use of the funds.
6. Annual Review: During the annual budget process, the City will review the estimated Fund Balance levels in relation to the proposed budget under consideration for adoption. Any addition to the Fund Balances, if necessary, to maintain compliance with policy levels and/or replenish any amounts used shall be incorporated into the proposed budget under consideration for adoption. In addition, the City shall also review the Fund Balance policy levels and increase such levels as may be necessary in order to further the goals of this policy.

7. Replenishment of the Unassigned Fund Balance/Budget Stabilization Fund: Upon the use of any Unassigned Fund Balance or Budget Stabilization Fund, which causes such fund balance to fall below either the Policy Goal and/or Minimum levels, City Council must approve and adopt a plan to restore amounts used within 24 months. If restoration of the amount used cannot be accomplished within such period without severe hardship to the City, then the City Council will establish a different time period. If both of these funds have been used then priority of replenishment shall first be to the Unassigned Fund Balance, then the Budget Stabilization Fund.
8. Replenishment of the Debt Service/Capital Reserve Fund: Given that this fund is intended to be used as needed in the City's multi-year capital plan, the City shall evaluate on an annual basis the amounts used/projected to be used in such plan and provide for replenishment as may be necessary. The amount of this fund shall be evaluated on an annual basis and shall be amended as needed in order to effect the implementation of the City's multi-year capital plan.

## 7. EXPENDITURES POLICIES

The City intends to manage cash in a fashion that limits borrowing to meet daily operational needs. The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues. Exceptions to this must be approved by Council.

The City will utilize a balanced approach to capital project funding, using a combination of debt financing, draws on unassigned fund balance, and pay-as-you-go current year appropriations based on the combination that is best for the City's financial condition. Debt will be repaid within a period not to exceed the expected useful life of the project. It is the City's intention to develop and update, at least annually, a Capital Improvement Funding Plan that identifies all funding sources for existing and proposed debt service and pay-go capital expenditures.

As part of this Plan, the City will strive to provide a current year revenue appropriation for debt service that is consistent from year-to-year whereby excess funding resulting from declines in debt service payments will be carried forward to be applied to future debt service payments and/or other capital expenditures. This budgeting approach will help to create future debt and capital affordability and will provide budgeting consistency for debt and capital purposes. Target debt ratios will be annually calculated and included in the review of financial trends.



In the event that the City anticipates exceeding the debt policy requirements stated herein, staff may request an exception from City Council stating the reason and length of time. City staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. The City will seek to maintain its current bond ratings and comply with continuing disclosure of financial and pertinent credit information relevant to outstanding debt issues.

### **Expenditure Accountability**

The Budget Director and Procurement Officer shall maintain ongoing contact with department managers and Constitutional Officers throughout the budget implementation and execution process. Department managers and Constitutional Officers have the ability to review their expenditures at any time within the City's on-line financial system. Monthly financial reports shall be prepared for City Council to monitor budgeted and actual expenditures and revenues.

The City shall appropriate as part of its annual budget, or any amendments thereto, amounts for salaries, expenses and other allowances for its Constitutional Officers that are not less than those established for such offices by the State Compensation Board.

### **Appropriation Amendments and Transfers**

Appropriation amendments to the operating budget shall be brought before City Council for approval throughout the fiscal year. Per the Code of Virginia, any additional appropriation which exceeds 1% of the total expenditures shown in the currently adopted budget must be accomplished by publishing a notice of a meeting and a public hearing once in a general circulation newspaper at least seven days prior to the meeting date.

The notice shall state the Council's intent to amend the budget and include a brief synopsis of the proposed budget amendment. The amendment may be adopted at the meeting after the public hearing.

All appropriations lapse on June 30 of each fiscal year for all budgets.

City of Hopewell, VA

## 8. Hopewell Regional Water

The City of Hopewell Regional Water Fund (HRW) is a regional wastewater facility primarily serving City residents and the four major industries in the City of Hopewell – West Rock, AdvanSix, Ashland, and Virginia American Water Company. Operation and maintenance of HRW is funded jointly by all five partners and is governed by a 1995 Agreement and subsequent amendments, the latest begin 2017. The following are financial policies that shall govern HRW.

**Budgeting.** The City will create annual operating and capital budgets for the ongoing operation of the HRW facilities.

The operating budget will include the cost of general operations and ongoing maintenance of the facility. Funding the operating costs will be shared by the partners in accordance with the latest agreement outlining the rate-setting process. Bills will be sent monthly by the City for recovery of operations expense. The annual budget will be reviewed and approved by the HRW Commission prior to being presented to the City Council for adoption. The draft budget must be approved by the Commission by March 15<sup>th</sup> each year.

Capital budgets will be reviewed by the Commission's Technical Advisory Committee (TAC) and presented to the Commission for approval prior to being presented to City Council. The capital budget will also be completed by March 15<sup>th</sup> each year. The capital budget shall include a 5-year expenditure plan necessary for the maintenance and upkeep of the facility. The annual capital budget will include projects that expected to be funded in the fiscal year. Payment of the capital projects by HRW partners will be based on amounts actually paid by the City for capital projects. HRW partners will be billed for capital project work in the month after it is billed to the City. This allows the City to keep monthly operating rates low and only charge partners for capital project work actually completed.

**Annual True-Ups.** At the end of each fiscal year, the City will calculate the actual cost of HRW operations and compare with the amounts charged to each partner during the year. The difference in these amounts is termed the "true-up" and may be positive (a payment due) or negative (a payment owed). These amounts are due to/from once the City's annual financial report is completed. The allocation of final expenses to the partners will be based on most current agreement detailing expense allocations.

**Use of Miscellaneous Revenue.** The HRW charges fees for: waste hauled to the HRW for treatment, permits to haul such waste, recycling of scrap metal, etc. These are classified loosely as "miscellaneous revenues." Because the partners fund 100% of the facility operations and capital needs, these revenues are used to reduce the cost to partners. Miscellaneous revenues will be used to off-set costs in the following order:



## City of Hopewell, VA

1. Capital expenses
2. Operating cost overruns in a given year that will reduce any true-up payments from partners

If Miscellaneous Revenues remain at the end of a fiscal year, they will be reserved for future-year capital projects or operating cost overruns.

Facility Maintenance Program. The HRWTF will maintain a 5-year preventative maintenance and replacement program as a part of its 5-year Capital Improvement Program (CIP). The purpose of this plan is to limit any down time in facility operations. This will also provide a roadmap for ongoing investments needed in the facility.

## 9. Sewer Utility

The City's Sewer utility is an enterprise fund. As such, it is expected to fund 100 percent of expenses from user-generated rate revenues and other non-General Fund monies. To ensure this, the following policies are established by the City:

**User Rates.** Sewer rates shall be set to recover the full cost of providing sewer services in the City. To accomplish this, the City will update the sewer rate study every three years. All rates should include an annual escalation based on the City's share of the HRW operating costs.

Rates should include the full cost of operating the sewer system, including: sewage treatment in the City's regional water facility, City allocation of overhead costs to the Sewer utility, funding of annual maintenance needs, Sewer-related debt service, and set-aside of pay-go funding for long-term capital investment in the sewer collection system.

**Sewer Reserves.** The Sewer Fund should maintain unassigned reserves of at least 16.7 percent for rate stabilization and emergency capital needs. Use of assigned reserves shall be reported to the City Council and an update of the amount of reserves will be provided in the annual budget and in the three-year rate study.

**Collection System Maintenance Plan.** The City shall develop a Sewer collection system maintenance plan to ensure proper functioning of the City and to avoid sewer spills or other health and safety issues. This plan shall be reviewed annually and updated at least every three years in conjunction with the rate study.

## 10. Storm Water.

The City charges real property for impacts related to storm water run-off from parcels. This is based on estimated permeable area for parcels. Storm water fees are then used to pay for improvements in the storm water system to channel and

City of Hopewell, VA

treat storm water to reduce negative impacts on local rivers, streams, and drinking water.

Commercial and multi-family properties are charged the single-family property rate based on a ratio of one equivalent dwelling unit (EDU) per a set square footage of land area. Industrial users are provided with a discount on this rate if they provide active mitigation to run-off from the industrial property. Fee reductions of this sort shall be disclosed in the annual budget document and reviewed at least every five years to ensure ongoing compliance with run-off mitigation measures.

## 11. Solid Waste

It is the City's policy to set rates at a level that will pay all costs for the Solid Waste function from user charges. This includes: 1) the City's contract with the solid waste vendor, 2) Public Works costs to manage this contract, 3) City cost-allocation plan costs, and 4) any capital replacement costs.

Rates should be reviewed annually with the proposed budget and adjusted as needed in the new fiscal year. It is the Council's intent that no General Fund subsidy will be provided to fund Solid Waste services.

## 12. INVESTMENT POLICIES

An investment policy is designed to serve as a guideline from which all City deposits and investments will be managed. In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the policy of the City that all investable balances be invested with the same care, skill, prudence and diligence that a person would exercise when undertaking an enterprise of like character and aims under circumstances prevailing at that time.

Unless otherwise specifically referenced, all investment actions, controls and reporting shall be the responsibility of the Treasurer's Office with the exceptions to the policy to be properly documented, approved in writing by the Treasurer and communicated to the City officials. Any modification to this policy shall require the approval of the Treasurer and City Council. It is recognized that the Treasurer is an elected official whose responsibilities are delineated by the Code of Virginia and that this policy is meant to illustrate strong fiscal management of a City and not to circumvent the powers of the constitutional officer. This policy is based on guidelines established in the State Code, and is used regarding compliance on investments.

### 1. Investment Objectives

The primary investment objectives for all assets and/or asset groups shall be:

- a. Safety – Safety of principal is the foremost objective of the investment of City funds. Investments in all asset groups shall be undertaken in a manner that seeks to ensure preservation of

capital in the overall portfolio.

- b. Liquidity – Each investment/investment portfolio will remain sufficiently liquid to enable it to meet all operational requirements, which might be reasonably anticipated.
- c. Return on Investment – Each investment/investment portfolio shall be managed to maximize the return on investments within the context and parameters set forth by objectives (a) and (b) above.

2. Standards of Care

- a. Standard of Prudence – Investments shall be made with judgment and care, under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering first the safety and liquidity of capital and next the probable income to be derived.
- b. Ethics and Conflicts of Interest – City employees and investment officials involved in the investment process shall refrain from personal business that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment



officials shall disclose any material financial interest in financial institutions with which they conduct business, and they shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees shall refrain from undertaking personal investment transactions with the same broker or account representative with whom business is conducted on behalf of the City.

### 3. Safekeeping/Delivery of Investments

In accordance with the Section 2.2-4515 of the Code of Virginia: All investment securities purchased by the City shall be held in third-party safekeeping at a qualified public depository that may not otherwise be a counterparty to the investment transaction. (A qualified public depository is defined under Virginia law as a national banking association, federal savings and loan association or federal savings bank located in Virginia and any bank, trust company or savings institution organized under Virginia law that receives or holds public deposits which are secured pursuant to Section 2.2-4400 of the Code of Virginia (the "Virginia Security for Public Deposits Act").

All securities in the City's portfolio shall be held in the name of the City and will be free and clear of any lien. All investment transactions will be conducted on a delivery-vs-payment basis. The depository shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and other pertinent information. On a monthly basis, the depository will also provide reports that list all securities held for the City, the book value and the market value as of month end.

Appropriate City officials and representatives of the depository responsible for or in any manner involved with the safekeeping and custody process of the City shall be bonded in such a fashion as to protect the City from losses from malfeasance and misfeasance. Securities purchased for the City shall be held by the Treasurer or the City's designated custodial agent. Securities held by a custodial agent shall be recorded in name of the City on the custodian's records. If a custodial agent is used, a written agreement defining the responsibilities of the agent and the custodial agent shall not be a counterpart to purchase of securities held by the custodial agent. This shall not apply to investments with a maturity of less than thirty-one calendar days.

Collateral for savings and time deposits shall be pledged according to the provisions of the Virginia Security for Public Deposits Act and the requirements of the state Treasury Board regulations.

#### 4. Authorized Investments

Unless otherwise stated in this section the City may not invest in any security not specifically authorized by this policy. To the extent permitted by law, the City may invest in the following types of securities:

- a. United States Treasury Obligations – Bonds, notes and bills issued by the United States Treasury or certificates representing ownership of treasury bond principal or coupons.
- b. Agency Securities (FHLB, FNMA, FFCB, FHLMC) – Fixed rate obligations issued and guaranteed as to principal and interest by the Federal Home Loan Bank, the Federal National Mortgage Association, the Federal Farm Credit Bank or Federal Home Loan Mortgage Corporation.
- c. Prime Commercial Paper – Commercial Paper maturing within 270 days of the date of purchase with at least two of the following ratings: P-1 or higher by Moody's, A-1 or higher by Standard & Poor's, F-1 or higher by Fitch, provided that the issuing corporation (or guarantor) has a net worth of at least \$50 million, average net income of \$3 million for the past 5 years and a long-term debt rating of A or better by at least two of the following National Credit Rating Agencies: Moody's, Standard & Poor's or Fitch.
- d. Certificates of Deposit – Certificates of Deposit (CD) maturing within one year and issued by domestic banks rated P-1 or higher by Moody's AND A-1 or higher by Standard & Poor's. For CD's maturing from 1 to 5 years the bank must be rated Aa or higher by Moody's AND AA or higher by Standard & Poor's. Funds must be secured in the manner required by the Virginia Security for Public Deposits Act.
- e. Banker's Acceptances – Banker's Acceptances maturing within 180 days rated P-1 or higher by Moody's AND A-1 or higher by Standard & Poor's, provided that the issuer is a major domestic bank or the domestic office of an international bank rated Aa or higher by Moody's AND AA or higher by Standard & Poor's.
- f. Commonwealth of Virginia and Virginia Local Government Obligations – General Obligation bonds maturing within 5 years from date of purchase and rated AA or higher by at least two of the following National Credit Rating Agencies: Moody's, Standard & Poor's or Fitch.
- g. Repurchase Agreements – Repurchase Agreements collateralized by securities listed in items (a) and (b) above. The collateral on overnight, one day, or longer-term repurchase agreements is required to be at least 102% of the value of the repurchase

agreement. Structured notes are not permitted collateral. Collateral must be marked to market weekly with option to liquidate if deficiency is not corrected. The counterparty must be rated A or higher by Moody's AND Standard & Poor's and insured by FDIC, or is a Broker-Dealer subject to SIPC protection.

- h. Open-End Investment Funds (Mutual Funds) – Open-end investment funds (mutual funds) which trade on a constant net asset value and are registered under the Securities Act of the Commonwealth of Virginia or the Federal Investment Co. Act of 1940 and which invest solely in instruments otherwise permitted under items (a) through (g) above.
- i. Virginia Local Government Investment Pool – The pooled fund known as the Virginia Local Government Investment Pool ("LGIP") as provided for in Section 2.2-4600 of the Code of Virginia.
- j. Virginia State Non-Arbitrage Program

**5. Investment Approach/Maturity Restrictions**

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements based on a monthly (at a minimum) cash flow analysis of its revenue and expenditures. Such analysis shall be used to develop a strategic investment plan to meet the City's Investment Objectives. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances.

Reserve funds and other funds with longer-terms investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.

**6. Investment of Bond Proceeds**

Proceeds of debt issuances shall be invested with the Virginia State Non-Arbitrage Program (SNAP) or other investment options that may provide higher interest earnings, while safeguarding the principal of the amount invested. Such other investment options/strategies shall be explored with the consultation of the City's Financial Advisor and Bond Counsel if it is deemed to be in the best interest of the City and is permitted by the Public Finance Act of the Virginia State Code. In any event, unexpended funds shall be held in a segregated account to facilitate the tracking of expenditures and investment earnings.



**RESOLUTION TO ADOPT THE CITY OF HOPEWELL FINANCIAL POLICIES FOR  
300N MAIN STREET  
HOPEWELL, VIRGINIA**

**WHEREAS**, the City Administration recommends the adoption of the City of Hopewell Financial Policies in furtherance of this end, and to meet the current needs of the City: and

**WHEREAS**, these financial policies are attached hereto and incorporated as if fully set forth herein; and

**WHEREAS**, this Resolution shall be referenced as the City of Hopewell Financial Policies;

**NOW, THEREFORE, BE IT RESOLVED** by City Council of the City of Hopewell, Virginia as follows:

**Section 1. Adoption of Recitals.** The foregoing recitals are deemed true and material to this Resolution and are fully incorporated herein by reference.

**Section 2. Adoption of the Financial Policies.** The City hereby approves and adopts the City of Hopewell financial policies.

**Section 3. Repeal of Prior Inconsistent Resolutions.** All prior resolutions, or parts of resolutions, in conflict herewith, are hereby repealed to the extent of the conflict but not more.

**Section 4. Severability.** If any section, sentence, clause, or phrase of this Resolution shall be held to be invalid, unlawful, or unconstitutional, said determination shall not be held to impair the validity, force, or effect of any other section, sentence, phrase, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 5. Effective Date.** This Resolution shall become effective upon passage and adoption by City Council.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL** on August 27,  
2024.

Witness this signature and seal

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Johnny Partin, Mayor  
City of Hopewell

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Brittani Williams, City Clerk  
City of Hopewell

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# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: CSA Budget Adjustment for Other Purchased Services**

**ISSUE:** The FY24 amended budget amount of \$4.3M for “Direct Services” in Fund 015 has been expended with two months of payments to foster parents in the City remaining. The June payment is \$300,000 to close out the FY24. An increase in authorized spending for this fund will allow for on-time payments to the CSA vendors.

The State reimburses approximately 76 percent of these costs to the City. Therefore, the \$300,000 in additional budget authority will be reimbursed by the State and the City’s actual additional cost will be roughly \$72,000. This amount will be funded by an increase allocation to Fund 015 from the General Fund.

**RECOMMENDATION: Approve an increase in budget appropriation for FY24 for the Children’s Services Act Fund-015 from \$4,300,000 to \$4,600,000.**

**TIMING:** Timing is of the essence in order to pay vendors for June prior to the City’s August 31, 2024 year-end closeout. The City budget ordinance requires Council approval if a department’s appropriation limit is exceeded.

**ENCLOSED DOCUMENTS:** None

**STAFF:** Wanda Brown, CSA Director; Stacey Jordan, CFO

**SUMMARY:**

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

**FOR IN MEETING USE ONLY**

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

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**Roll Call**

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**SUMMARY:**

**Y N**

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

**Y N**

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

ADJOURNMENT