

12

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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

Dr. Concetta Manker, City Manager  
Beverly Burton, Interim City Attorney  
Brittani Williams, City Clerk  
Sade' Allen, Deputy City Clerk

October 22, 2024

REGULAR MEETING

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

6:00 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A)(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 § 2.2-3711(A)(30) "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.

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 – Aquatic Facility Update – Tabitha Martinez- Recreation and Parks Director

### 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 Mayor Partin.

**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:** October 8, 2024.
- C-2 **Pending List:** December 14, 2023
- C-3 **Information for Council Review:**
- C-4 **Personnel Change Report & Financial Report:**
- C-5 **Public Hearing Announcements:** Charter change November 19, 2024
- 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. **Robert Bob 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*

**REGULAR BUSINESS**

**R-1 – Fiscal Year 2024 Surplus Investments** – Dr. Concetta Manker, City Manager

**Reports of City Manager:**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Councilors Pending Request:**

**Presentations from Boards and Commission**

**Other Council Communications**

**BOARD/COMMISSION VACANCIES**

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

Keep Hopewell Beautiful – 2 Vacancy

Recreation and Parks – 2 Vacancies

Library Board – 1 Vacancies

Department of Social Services – 4 Vacancies

District 19 – 2 Vacancies

Dock Commission – 2 Vacancies

Board of Zoning Appeals – 2 Vacancies

Bright Point Community College Local Board – 1 Vacancies

Economic Development Authority – 1 Vacancy

Architectural Review Board – 1 Vacancy

Hopewell Redevelopment and Housing Authority- 1 Vacancy

Planning Commission- 1 Vacancy

**Adjournment**



CLOSED  
MEETING

RECONVENE OPEN MEETING

# WORK SESSION

WS-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: Aquatic Facility Operations Update**

**ISSUE:** Update on the operational hours of the Hopewell Community Center Aquatic Facility to include the availability of lanes for the general public when swim team is in season. Requested by Vice Mayor Gore and Councilor Holloway at the September 10, 2024 regular City Council meeting.

**RECOMMENDATION:** N/A.

**TIMING:** N/A.

**ENCLOSED DOCUMENTS:** Aquatic Facility Operations PowerPoint and NOVA South DRAFT MOU 2024-2025.

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

**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  |                          |                          |                                          |

# AQUATIC FACILITY OPERATION UPDATE



HOPEWELL RECREATION AND PARKS  
DIRECTOR TABITHA MARITNEZ, M.Ed., CPRE



# OVERVIEW

- History
- Revenue, Expense, and Profit
- Current Hopewell Community Center (HCC) Hours
- Proposed Memorandum of Understanding
- Adjusted HCC Hours
- Strategic Plans





# HISTORY

- NOVA South
  - 15+ Years
  - 80 athletes
  - Duration of Season
  - Lane Usage
- Hopewell Recreation and Parks
  - Cost-Recovery Directive
  - Previous Membership Fees
  - New Fee Structure
  - Changes in leadership





# PAST SEASONS

NOVA South Facility Rental





# HOPEWELL COMMUNITY CENTER HOURS

- Monday – 7 am- 8 pm
  - Pool Hours – 7 am-noon and 4-8 pm
- Tuesday – 7 am- 8 pm
  - Pool Hours – 7 am-noon and 4-8 pm
- Wednesday – 7 am- 8 pm
  - Pool Hours – 7 am-noon and 4-8 pm
- Thursday – 7 am- 8 pm
  - Pool Hours – 7 am-noon and 4-8 pm
- Friday – 7 am- 8 pm
  - Pool Hours – 7 am-noon and 4-8 pm



Current Aquatic Staff: 1 Full-Time and 2 Part-Time.



# NOVA SOUTH 2024-2025 SEASON REQUEST

- Monday and Wednesdays
  - 4:45-6:15 pm – 4 lanes
  - 6:15-7:30 pm – 2 lanes
- Tuesday and Thursdays
  - 5-7 am – 6 lanes
  - 4:45-6:15 pm – 5 lanes
  - 6:15-7:30 pm – 5 lanes
- Saturdays
  - 9:15 am-12:15 pm – 4 lanes
- NOVA South pays a Legacy Guard to serve as the second guard on Tuesday and Thursdays AM Practices.
- NOVA South has offered to pay Legacy Guard to serve as second guard on Saturdays in exchange of waiving the rental fee for that day.

Indicates hours outside of current operational hours.





# HOPEWELL COMMUNITY CENTER HOURS

## Adjusted Accommodate Swim Team Request

- Monday – 7 am- 8 pm
  - Pool Hours – 7 am-noon and 4-8 pm
- Tuesday – 7 am- 8 pm
  - Only for Swim Team – 5-7 am
  - Pool Hours – 7 am-noon and 4-8 pm
    - Would need to contract guard from 4-8 pm
- Wednesday – 7 am- 8 pm
  - Pool Hours – 7 am-noon and 4-8 pm
- Thursday – 7 am- 8 pm
  - Only for Swim Team – 5-7 am
  - Pool Hours – 7 am-noon and 4-8 pm
    - Would need to contract guard from 4-8 pm
- Friday – 7 am- 8 pm
  - Pool Hours – 7 am-noon and 4-8 pm
- Saturday – 9 am-3 pm
  - Only for Swim Team – 9 am-noon





# STRATEGIC GOAL

- Department Strategic Goal
  - Increase Community Engagement and Participation – Strategic Theme #1
    - Objective 2 - Increase the number of community events and activities
  - Accessibility and Inclusivity – Strategic Theme #4
    - Objective 2 – Continue to improve accessibility and quality to ensure equitable recreational opportunities for all Hopewell citizens.
- City's Strategic Goal
  - Health and Wellness – Objective #3
    - Objective #3 - Improve Accessibility and Quality of Equitable Recreational Opportunities
    - Objective #2 – Expand and increase public awareness of Healthy Eating Active Living (HEAL)





# Facility Use Agreement & Memorandum of Understanding

This Facility Use Agreement and Memorandum of Understanding shall be governed and construed in accordance with the laws of the Commonwealth of Virginia. All rights, obligations and remedies of the parties hereto shall be determined in accordance with such laws.

This document outlines the expectations between NOVA South Swimming. (“NOVA”) and the City of Hopewell Recreation and Parks Department (“Hopewell”) regarding the utilization of the Hopewell Community Center (“Center”) for competitive swimming activities. The effective period of this Facility Use Agreement is from September 03, 2024 through June 12, 2026, with rates and lane availability subject to annual adjustments.

I. Facility Use:

NOVA is required to rent pool space for the purpose of competitive swimming activities at the Center, with a charge of \$11/lane/hour. Rates will increase by \$1/lane/hour annually until NOVA qualifies for the resident rate approved by the City Council. Per the City’s Risk Manager and Virginia Risk Sharing Association, “City staff must be present at the city facilities to ensure that proper safety is in place for staff and patrons. This keeps all parties at a lower risk of liability. IE: Use of City pool needs to have *Certified City staffed* lifeguards present while pool is being used regardless if staff, citizens, swim team, or outside party.” Hopewell retains the right to cancel practice in case of staffing constraints but will make every effort to staff practices including hiring contract lifeguards at a maximum rate of \$13.50/hour. **For each 5 am practice date, Hopewell and NOVA will each provide one guard at their own costs.** NOVA coaches, staff, or participants cannot be a lifeguard while coaching or participating in NOVA practices. Facility reservation policy requires that all applicable fees be paid prior to use of the facility however, for the 2024-2025 season payment installments will be due in two installments due in February, covering from September-January and June, covering February-June.

II. Practice Schedule:

NOVA’s practice schedule at the Center is specified, including pool usage and access to tennis courts when available. Any schedule changes must be mutually agreed upon in writing by NOVA and Hopewell, ensuring a minimum of one open lane during operating hours for members and guests. NOVA may only enter the pool when both guards are present as well as the NOVA coach.

**Monday and Wednesday - 4:45-6:15 pm (4 lanes)**

**Monday and Wednesday - 6:15-7:30 pm (2 lanes)**

Tuesday and Thursday - 5:00-7:00 am (6 lanes)

Tuesday and Thursday - 4:45-6:15 pm (5 lanes)

Tuesday and Thursday - 6:15-7:30 pm (5 lanes)

Saturday - 9:15 am-12:15 pm (4 lanes)

NOVA may use the tennis courts when not in use by Hopewell or community members engaged in the sport of tennis. Hopewell will notify NOVA in a reasonable period of time if the tennis courts are not available for use.

Any changes to this schedule including times and number of lanes must be done in writing by NOVA and Hopewell. Regardless of changes to the practice schedule, at least one lane must be left open for members and guests.

NOVA is prohibited from using the starting blocks.

NOVA is permitted a fifteen-minute grace period to use the locker rooms before and after practices. Fifteen minutes after practice is concluded all NOVA participants must vacate the building.

III. Equipment Storage:

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

IV. Use of Additional Space:

NOVA can utilize meeting spaces within the Center for board meetings and conferences at no extra cost. Requests for meeting space must be submitted in writing at least 14 business days in advance. Rental fees apply for celebration or party reservations. NOVA will be designated as “resident” of Hopewell in terms of applicable fees for rental space.

V. Parent and Swimmer Expectations:

Compliance with Center rules and the terms of the MOU is mandatory for NOVA parents and swimmers. Failure to adhere to guidelines may result in suspension from the Center. Specific expectations are detailed for NOVA coaches, participants, and spectators. The following guidelines pertain specifically to individuals involved with NOVA: (1) Children under the age of 12 must be supervised by an adult coach or guardian at all



times when using the Center. (2) Noise levels at the front desk and locker rooms should be kept to a minimum as to not interfere with the regular operations of Hopewell or the Center. (3) Parents/siblings of NOVA swimmers may use designated spectator areas at the front lobby. (4) No other areas may be accessed without a valid Center membership.

VI. Building Closure and Holidays:

The Center closure on city holidays and specific dates is outlined. Hopewell reserves the right to close the building under special circumstances, including, but not limited to, natural disasters, acts of God, and other unforeseen circumstances that otherwise create an unsafe environment with prompt notification to NOVA. In addition to city holidays, the following dates, the building will be unavailable to NOVA. 2024-2025 dates are October 12, October 26, and December 8, 2024 and April 12, 2025.

VII. Premises Liability:

All individuals associated with NOVA agree that the City of Hopewell and the Center harmless from any damages, injuries, expenses or during Center use as outlined in this agreement. **NOVA agrees to add City of Hopewell as an Additional Insured on their liability insurance with a minimal of one million dollars coverage.**

VIII. Modification and Termination of MOU:

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

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

**NOVA South Swimming**

**City of Hopewell  
Recreation and Parks Department**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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

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

Date of execution: \_\_\_\_\_

Date of execution: \_\_\_\_\_



# REGULAR MEETING

CONSENT  
AGENDA

C-1

**MINUTES OF THE OCTOBER 08, 2024 CITY COUNCIL REGULAR MEETING**

A REGULAR meeting of the Hopewell City Council was held on Tuesday October 8, 2024 at 6:00 p.m.

**PRESENT:**

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

**CLOSED MEETING:**

Councilor Holloway makes a motion to go into closed meeting pursuant to Va. Code Section § 2.2-371 1 (A)(30) 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)(I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby. Councilor Denton seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

**Reconvene Open Meeting**

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

**ROLL CALL**

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

**Motion Passes 5-0**

**CERTIFICATION:**

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

**ROLL CALL**

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

**Motion Passes 5-0**

**WORK SESSION**

## **WS-1 – Economic Development Strategic Plan– Charles Bennett- Economic Development Director**

Charles Bennett, Economic Development Director opens the presentation Showing for the first time a draft of the strategic economic development plan that they have been working on with a group from the Economic Development Authority, Hope Economic Development Authority, and a work group with the city council. Mr. Bennett introduced the document to council and shared he is not calling for any action. He stated he is not going to read the document word for word but will go over the overall structure of the document and it will be coming back in a future meeting to present an updated final document. He explained he would like to have some feedback now and then after the meeting council should take the document and spend some time with it. Mr. Bennett presented a 14-page document that is separated into three basic groups, he first part of this document speaks of about the introduction and it talks about where we are today and where we want to be in 10 years. He discussed the key areas we need to focus on to get there over the next 10 years sharing he goals and missions of this plan, unique assets as a city, some of the areas of opportunities but also recognize the reality of some of the constraints that we have that we're working with. Mr. Bennett shared on the document the vision for a future of Hopewell in 2034, if successful, 10 years from now it would be the reality that we would be living in by 2034. He shared some of the things that would be seen around the city such as the amenities, infrastructure improvements, and historical assets being fully developed. He also shared more improvements that would be seen in the community. He explained it's a vision that paints a picture of where we would want to be. He stated we have to ask ourselves as a city what is our role and what are the things we do as a city. Mr. Bennett shared when he went to a Virginia economic developers association meeting, earlier this summer in Danville Virginia, Mr. Clark Castile, who is the executive director of the Danville Foundation, give an impressive speech about how when you look at your place in your city or county you have to ask yourself where is your part and what do you do. He shared some examples that were shared at the meeting and the cities place in the community. He explained the economic development of the city rests on the back of the Foundation which is built from human development leadership, development and Community Development. He explained if you think about the economic development, it is the crop that grows out of the seeds that are planted and watered and cultivated through the human development leadership development and Community Development and that's how you sustain long-term Economic Development. He would like to focus on our business corridors the riverfront district downtown Citywide housing, history and tourism, healthcare, education and Workforce Development, and a few others. He discussed the goals and objectives

and how they are broken down in every area of the city. He explained they want to connect our future budget planning and the future focus into areas that can collectively be a catalyst, and encourage the velocity in the areas that would have people come alongside and make those investments so its not just the city alone. He shared we are doing our part to lead the way and to make things ready for the additional private investment that would come, and expanding some of the secondary commercial corridors including some of the historic commercial corridors such as Arlington Road 15 Street Corridor City point and West Broadway. He stated they could open up one more opportunity for historic tax credits which are something the private sector people necessarily cannot do with the same amount of tools. Mr. Bennett discussed the riverfront and riverfront activities sharing housing is a key being that there is a need for places for people to live at all levels and the need for diverse housing so there needs to be inventory to housing that is appealing to people who are maybe at the end of their careers or end of their life and don't really want to cut grass or deal with that type of maintenance but then also we have housing for growing families that have plenty of young people in the house that can push a mower. He then shares the health care and strategies for growing and attracting more Health Care Providers into the city and making spaces for them to be in and history and tourism. He stated this area has been a destination for business since 1613 and want to make sure that it is continued into the future. In the industrial and Manufacturing base there was a fantastic Maiden Hopewell event last Friday with the opportunity to celebrate still make things in Hopewell. He stated on page 13 they talk about education and the different opportunities to expand education and how to be a lifelong learner and how to provide those partnerships and places in the city of Hopewell. Mr. Bennett discussed his personal experiences with intentional landscaping and how you can tell the lighting is intentional, the landscaping, and the signage is intentional and even though the city is older the experience can be changed. He explained the quality of life and amenities wrap up the presentation talking about attracting new artisans and musicians to celebrate the fact that the city of Hopewell is so diverse and it is a great strength to have and the diversity should be increased. He ended the presentation sharing he would love feedback between now and the next council meeting on areas that may need to be addressed or maybe there may be something that may need to be added and the next step in the strategic plan once its figured out where we are and where we want to go, yearly around the budget season, we will be able to focus on this area with our investment and we would build out a work plan. He also shared a grant was applied for the University of Virginia Housing Community Impact grant working with owners to get approval and crater planning district is the fiscal agent hat was one of the tasks under advancing Cavalier Square and every year they would be revised and changed being able to be referred to and focused on different occasions. He

ended offering to answer any questions council had.

Councilor Pelham offered her thanks for all the successful efforts made and understanding Made in Hopewell was a successful event and appreciates the effort to bring the city forward.

Councilor Holloway also thanked Mr. Bennett for his hard work and always giving credit to the other directors and who he has met with to make sure everything is holistic.

### **REGULAR MEETING**

Councilor Pelham calls the Regular Meeting to order

#### **PRESENT:**

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

Prayer by Minister Charles Bennett, followed by the Pledge of Allegiance led by Councilor Pelham

Councilor Denton makes a motion to adopt the agenda Councilor Harris seconds the motion.

#### **ROLL CALL**

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



**Motion Passes 5-0**

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

**ROLL CALL**

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

**Motion Passes 5-0**

**INFORMATION AND PRESENTATIONS**

**Update on Classification and compensation study** – Yaosca Smith, HR Director

As HR Director is approaching Concetta thanks council for approving the FY25 budget for a compensation study. The study will help the city learn where their pay inequities are at the end of the study they will present back to council a plan for implementation. Mrs. Smith approaches council and discusses and brief overview of how they got to this point of forming a committee. She speaks about the vendor who was selected, and who was selected to be on the committee. Evergreen solutions director is present and Mrs. Smith gives him the floor to discuss their process. He gives a brief background of who evergreen is and lets council know what the steps are to get to the final result. He lets council know his company has done more than 1300 different studies in the past. He goes over an overview of some of their experience in Virginia and he mentions that Virginia is one of the states that they work in most primarily. He lets council know they have about 6 different steps that they would use to get through the imitation down to the final steps. He then goes through his slides to discuss each step in detail. He lets council know his team will be on site speaking with city employees and asking challenges that they may face. He lets council know the overall timeline does take about 4 in a half months to complete. They have already begun working so they look forward

to finishing early next year. Councilor Holloway asks after the study is complete will the team be available for questions? He confirms to council they will definitely available once its complete to ask any questions they may have. They will have a full year of support to have a full cycle to help with any adjustments with budgets to salaries. Councilor Pelham asks when the committee was comprised was any mid-level salary employees considered to be on it? Dr. Manker stated the original committee was to select the vendor but now they will start to pick a variety of people to go through the process.

### **COMMUNICATIONS FROM CITIZENS**

1. Denise Crandell: She came to council to speak on the noise ordinance as far as the pump station that has been down for 3 years. She states the noise is all day and all night long, it is so loud they cannot even open their windows or have a movie night outside because the generator is constantly going. She played a snippet to council so they can get an idea of how loud the noise is and tells council it is becoming very stressful.

### **PUBLIC HEARINGS**

**PH1** – Conditional use permit for 3000 Davidson Ave – Chris Ward  
Chris begins his presentation explaining what is CUP is about, he provided all council with a power point explaining the dimensions of what he is requesting. He let council know the contractor is available for questions at the end of his presentation. He gives details of the lot and that there are two lots that are planning to be joined together. He lets council know the conditions of this house requirements are the dwelling will have room eaves of 12 inches min, the home will have 4 in wide trim around all windows on front of house, lot will have min tree canopy coverage of 20%, driveway of asphalt or concrete, brick foundation on all sides, foundation plantings along the front, generally the house will be in substantial conformance with the plans and elevations he showed. Public hearing was opened for any public questions or concerns, there were none, public hearing was closed.

Councilor Holloway makes the motion to accept the conditional use permit with the conditions stated, Councilor Joyner seconds the motion.

Councilor Pelham asks questions regarding the floor plan and the windows for this particular home. The floor plan was provided to council for further understanding of where the windows will be.

## ROLL CALL

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

### Motion Passes 5-0

**PH2 – Proposed changes to developmental planning application fees** – Chris Ward, Planning and Development Director

Mr. Ward begins his presentation letting council know the zoning ordinance amendment and is a proposal to increase development fees. He briefly goes over the presentation he provided to council, reminding them this was discussed two work sessions ago. Primary applicants for this would be developers, real estate investors and business owners. Mr. Ward mentions staff is proposing the following fee structure. Fee structure is \$550 for site plan, staff will provide comments after first review, and there is no charge to address initial comments. The problem comes after applicants done address initial comments and that is called design by review, which gets expensive and takes a lot of time. The goal is to minimize that for additional fees for third and subsequent submittals. Staff is recommending rezoning at \$1500.00, for an application for variances special exceptions and special use permits at \$500, conditional use permits \$650, and a zoning ordinance amendment at \$1000.00. He reminds council that any vote this evening would be amending article 22 and he requests that should this past he asks this take effect beginning November 1 of 2024.

Councilor Pelham asks why don't they charge for the second visit to avoid a third visit. Mr. Ward states it is natural for there to be comments on the first submission and things to be corrected, he mentions he is almost 99.9 percent sure that every time there will be initial comments. This is the reason for not charging the second time, but if by the third time the initial comments were not resolved they will be charged at that time.

Councilor Holloway makes a motion to amend article 22 to increase the following fees, Rezoning: 1500, Variance: \$500, Special Exception: \$500, Special use \$500, conditional use \$650, zoning ordinance amend: \$1000, site plan \$550 base, third

and subsequent submission \$250, Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

Councilor Holloway makes a motion to amend his previous motion to add the effective date of November 1, 2024. The motion now reads to amend article 22 to increase the following fees, Rezoning: 1500, Variance: \$500, Special Exception: \$500, Special use \$500, conditional use \$650, zoning ordinance amend: \$1000, site plan \$550 base, third and subsequent submission \$250 to take effect November 1, 2024, Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

**R1 – Approval of updated emergency operations plan** – Robert Williams

Mr. Williams speaks to council by briefly going over the update by presentation provided to council. He speaks on the changes that were made and what the updates were going to be in relation to the layout of the covid requirements and Hopewell alerts. He opens the floor for any questions.

Councilor Denton makes a motion to approve amendment of 2024 emergency

operations plan as presented, Councilor Harris seconds the motion.

Councilor Joyner asks do we have any communications to citizens that speak specifically to shelter in place. Mr. Williams answers the questions that brochures went out and is posted on the website with shelter in place.

Councilor Holloway asks is there a system in place for alerts to phones for emergencies, Mr. Williams mentions there is a geographical area, it is the process and still need a little more training before it is in effect.

**ROLL CALL**

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

**Motion Passes 5-0**

**R2** – Virginia 250 preservation funds – Charles Bennett

Mr. Bennett begins his presentation letting council know there are three (3) separate resolutions he will be asking for action on tonight. He goes into detail about the preapplications that he submitted and they received approval. Tonight, he is seeking approval to move forward with three of the four applications he submitted. The first resolution is the Davisville school home, the former Harry E. James technical school. He gives council a brief description of the history of this building based on a presentation he provided. He mentions with council permission he is applying for a grant to do renovations to this building, the grant will fund exterior and interior renovations. He lets council know there is a 1/3 match coming from the purchase price that was submitted last year when the property was acquired.

Councilor Holloway makes a motion to accept the resolution for the to submit Virginia 250 preservation grant applications to the Virginia department of historic resources for the Davisville Plant Schoolhouse in Hopewell, Councilor Joyner

seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

Mr. Bennett begins his next resolution presentation with the Hopewell Marina, and he explains a little about the reason why he is applying for this application. He goes over an outline of the James River and the Appomattox River. He mentions they are the most historic rivers in the founding of our country. This grant application is for improvements to the center docks at the marina to give people with disabilities full access to get on those historic tour ships. The grant is specifically addressing increasing access for people to historic sites. The grant is to apply for \$255,000, and as a 1/3 match they would be using \$85,000 as source funds for the improvements that were already in the budget for this year. This would not be asking for any new funding sources.

Councilor Holloway makes a motion to submit a Virginia 250 preservation grant application to the Virginia department of historic resources for the Hopewell city marina access project for Hopewell Virginia. Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

Mr. Bennett begins his last grant application to apply for the preservation of the Shiloah lodge project. He is looking to construct ADA parking spaces and also to have wayfinding signage and sight lighting associated with accessibility to the Shiloah lodge project. The grant will also allow construction for a medication garden for reflection and contemplation of the history and some things that took place at that site. Mr. Bennet mentions he is applying for \$495,000, and it is based on the \$85,000 that they already used to acquire the property and \$50,000 from the Cameron foundation and an additional \$124,000 that was approved last year by council towards the \$750,000 preservation grant, and the 1/3 grant requirement of \$166,000 the source funds will be a combination of in kind and adjacent property acquisition which is how you get to the \$495,000.

Councilor Holloway makes a motion to submit a Virginia 250 preservation grant application to the Virginia department of historic resources for the city of Hopewell approves a one third match grant requirement for the \$166,000 source of match funds will be a combination of in kind and adjacent property acquisition for the ADA parking, Councilor Denton seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

**R3 City of Refuge report and allocation of new opioid dollars** – Dr. Manker

Dr. Manker begins her presentation by asking to request the approval of opioid settlement funds to the city of refuge. The total amount received so far is \$149,000.00. Tonight, she is asking the city for consideration of \$70,000 in order for council to discuss and consider that surrounding areas put their funds together to have a regional crisis support center. Councilor Pelham mentions she is not comfortable with the \$70,000. Councilor Holloway mentions it is the same as last year he thought. Dr. Manker mentions this money is extra because it comes from the settlement funds. The money has to be opioid related in order to be used. Councilor Joyner asks is the regional crisis center blend in with their efforts to address food and security. Dr. Manker says no it is not a topic and does not relate.

Councilor Holloway asks for a copy of what it is used for next time before taking vote on the money. Councilor Harris says there are other localities that feed into some type of general fund that would allow them to be included in in regards to money for opioids. Councilor Pelham says she is a member of the refuge board as well as councilor Harris, but they will sign the conflict form, but she thinks maybe holding back some funds to see what other uses can be could be good. She states she can't make a motion but she would like to see at least 100,000 would go to refuge and the remaining money stay instead until they find out if there any other eligible persons.

Councilor Harris makes a motion to approve the \$70,000 to be donated to city of refuge, Councilor Denton seconds the motion.

Councilor Holloway makes a substitute motion to donate 100,000 to be donated to the city of refuge, Councilor Pelhams seconds the motion.

<b>ROLL CALL</b>	Councilor Pelham-	Yes
	Councilor Holloway-	Yes
	Councilor Joyner-	Yes
	Councilor Harris-	Yes
	Mayor Partin -	--
	Vice Mayor Gore-	--
	Councilor Denton-	No

**Motion Passes 4-1**

Councilor Denton makes a motion to extend the meeting until end of council comments, councilor Pelham seconds the motion.

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

**Motion Passes 5-0**



Councilor Denton had questions regarding the protocol for motions allowing substitute motions. Councilor Pelham asks city attorney if they did it correctly, City Attorney mentions it was made correctly.

Councilor Harris mentions they are not at odds to donating money to the city of refuge, if he could he would donate all of it. He wanted to be clear he was not against giving them \$100,000 he was only making the motion based on the recommendation.

### **Reports of city Manager** – Transition plan – Dr. Manker

Dr. Manker mentions the transition plan was created to show what the Robert Bobb group has left behind. She gave historic information from last summer when RBG was hired. They are currently in the process of going through the trainings from all staff members. RBG was also hired to complete a back log from 2020 to 2024, her update provided on Friday shows they are extremely close to finishing 2020 and once complete they should be able to knock out the rest of the audits extremely quickly. Dr. Manker thanks the RBG for the efforts and time here at the City of Hopewell. She informs council all departments are not mentioned in the transition plan. She jumps to page 9 with the items the city is requesting from the RBG. She highlighted what needed to be done in order for them to be successful going forward. She goes over the organizational chart to show how the government is made up and how it extends downward. She informs council it is a live document and she will be updating it with some suggestions from RBG. She quickly goes through parts of her transition packet with council. There are two outstanding issues and she mentions they had to prioritize what was most important to get completed. She goes over the training schedules with council and shows what they have been training on and the upcoming trainings to take place. The duties outlined for each department is also a part of this packet included to council. She opens the floor for any questions from council.

Council and Dr. Manker share question and answer of details of the transitional plan.

Council shares final comments to citizens prior to adjournment.

**Meeting ends.**

**ADJOURNMENT**

Respectfully Submitted,

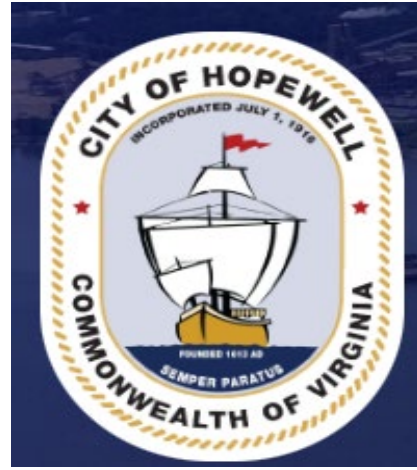
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**Johnny Partin, Mayor**

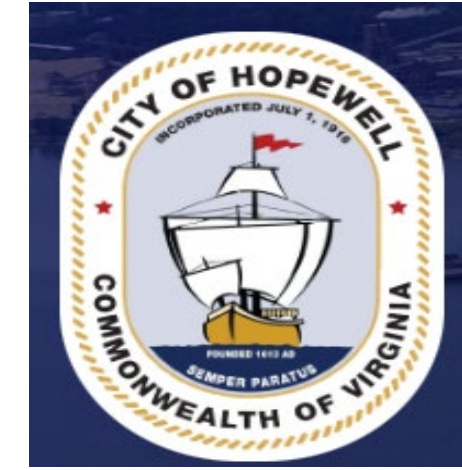
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**Brittani Williams, City Clerk**

C-2



CITY OF HOPEWELL  
COUNCILOR PENDING LIST



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

C-5

## **NOTICE OF PUBLIC HEARING**

The City Council of the City of Hopewell will hold a public hearing on Tuesday, November 19, 2024 at 7:30 PM and in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia. The following item will be considered:

The purpose of the Public Hearing is to consolidate the Treasure's accountability bank reconciliation and core accounting functions of the city of Hopewell, Virginia by executing a charter change in the auspice of the Department of Finance pursuant to §15.2-202.

If the public would like to make any comments regarding this public hearing, they may do so by submitting it to the clerk's office or email the City Clerk at [cityclerk@hopewellva.gov](mailto:cityclerk@hopewellva.gov). All written comments must be received no later than 2:00pm. Tuesday, November 19, 2024.

Anyone needing assistance or accommodations under the provisions of the Americans with Disabilities Act should contact the City Clerk at (804) 541-2408.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

# INFORMATION/PRESENTATION

# City of Hopewell

Project Management Office and  
Accounting Remediation Services

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October 22, 2024





# Agenda

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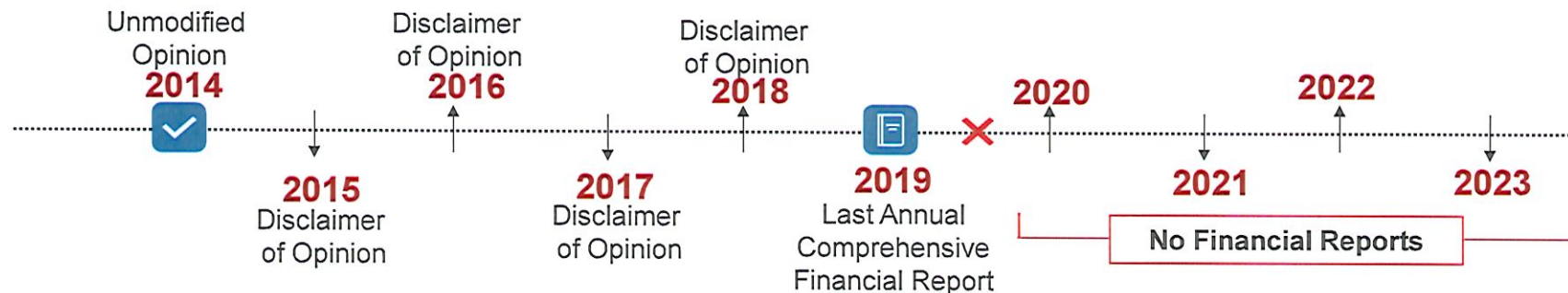
- **Engagement Objectives**
- **Current Project Status**
- **Key Accomplishments**
- **Areas of Concern – the City's Future Success**
- **Open Items**
- **Monitoring Stability**

# Engagement Objectives

# Why Were We Hired?

## Commonwealth of Virginia concerns:

- Last Audit with an unmodified opinion **FY 2014**.
- Last Annual Comprehensive Financial Report & Federal Single Audit issued was **FY 2019**.
- Auditor of Public Accounts unable to evaluate the financial vitality of the city.



**"A city's financial transparency is its lifeline. It's time to heal and strengthen ours."**

# Addressing Urgent Fiscal Distress – Obj 1

Objective	Task/Service	Description	Deliverables
<b>Establish Fiscal PMO</b>	Plan Monitoring & Transition	<b>Oversee plan implementation</b> and transition responsibilities to City leadership for long-term sustainability.	Collaborated with the City Manager to oversee the development of a comprehensive transition plan.
	Accountability Reporting	<b>Implement comprehensive reporting structures</b> for City Council, City Manager, and key officials to ensure accountability and informed decision-making.	<ul style="list-style-type: none"> <li>• 58 weekly reports</li> <li>• 10 City Council Presentations</li> </ul>
	General Ledger Reconciliation	<b>Coordinate and implement reconciliation processes</b> for cash, revenue, and general accounts to ensure financial accuracy.	Implemented Pooled Cash Fund and Bank Reconciliation Manager.
	Financial Policies & Procedures	<b>Establish standardized SOPs</b> for financial management and reporting to ensure consistency and compliance.	<ul style="list-style-type: none"> <li>• 22 SOP Word Documents</li> <li>• 22 SOP Visio Flowcharts</li> <li>• Delivered 24 <i>and Counting</i> Training Sessions (Onsite &amp; Virtual)</li> </ul>
	Wastewater	<b>Manage obligations</b> and streamline processes for efficient wastewater treatment operations.	<ul style="list-style-type: none"> <li>• Performed a Reconciliation Review</li> <li>• Developed a True-Up Process and Capital Allocation, integrating the Dewberry Report</li> </ul>



# Addressing Urgent Fiscal Distress – Obj 2

Objective	Task/Service	Description	Deliverables
<b>Accounting Remediation Services</b>	Backlog of Reconciliations	Address backlog in cash reconciliation (FY 2020-2023).	Completed Cash Reconciliations through FY 2024.
	Financial Statements	Complete pending financial statements and resolve outstanding audit findings.	Completed Financial Statements through FY 2023 to submit to external auditors
	Audit Completion & Process Optimization	Complete audits, perform fit-gap analysis on the ERP system, and ensure alignment with <b>industry best practices</b> .	<ul style="list-style-type: none"> <li>Completed Financial Statements through FY 24.</li> <li>Delivered a Comprehensive ERP Work Plan .</li> </ul>
	Monthly Fund Reconciliation	Support monthly reconciliation for various enterprise funds (Wastewater, Sewer, Storm Water, etc.).	Completed Reconciliations through FY 2024.
	Technology Optimization	Enhance data and reporting through optimized use of City technologies.	Led the implementation of ACFR, Socrata reporting initiated (to be completed by the city).

## Key Deliverables

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- **Delivered 58 weekly reports and conducted 10 presentations to City Council providing consistent project progress updates.**
- **Mitigated 44 issues** identified by the RBG Teams and addressed **14 past audit Issues** to improve compliance and financial integrity.
- **Collaborated with the city to resolve 18 key risks** encountered during the project.

# Current Project Status

# Audit Remediation Status

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## 2019/2020 Audit Progress:

- **Status:** Robinson, Farmer, Cox (external auditors) are finalizing their review of cash, enterprise funds, and school accounts.
- **Current Phase:** Drafting financial statements.
- **Update:** All outstanding auditor queries have been addressed and closed.



# Audit (City) Reconciliation Status

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## Reconciliation Progress:

- **FY 2022 & FY 2023 Bank and Fixed Asset Reconciliations:** Completed.
- **FY 2024 Bank Reconciliations:** Estimates completed; awaiting external auditor finalization of prior year balances.
- **ERP System Update:** Cash balances for Pooled Cash Fund loaded, reviewed, and posted by the Finance Department.

# Audit Remediation Status



Bank Reconciliations	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
City AP 8187	X	X	X	X	X	Estimates complete
City Industrial Safety Council 3675	X	X	X	X	X	Estimates complete
City Master 8233	X	X	X	X	X	Estimates complete
City Payroll 3144	X	X	X	X	X	Estimates complete
City Police SCU 2034	X	X	X	X	X	Estimates complete
City Police Trust and Agency 6177	X	X	X	X	X	Estimates complete
City Sheriff 1023	X	X	X	X	X	Estimates complete
Data Integrators 5986	X	X	X	X	X	Estimates complete
EMS Recovery 8426	X	X	X	X	X	Estimates complete
Rec Credit Card 4559	X	X	X	X	X	Estimates complete



# Audit Remediation Status



<b>Bank Reconciliations</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>
SB Cafe Prepay 7329	X	X	X	X	X	Estimates complete
SB Payroll 8217	X	X	X	X	X	Estimates complete
SB Treasurers 8225	X	X	X	X	X	Estimates complete
Special Welfare 1317	X	X	X	X	X	Estimates complete
Corporate Billing Acct 4540	X	X	X	X	X	Estimates complete
Beacon Theatre 2012 LLC 1811	X	X	X	X	X	Estimates complete
Beacon Theatre 2012 LLC 7967	X	X	X	X	X	Estimates complete
<b>Fixed Assets</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>
Fund 32	X	X	X	X	X	TBD Fall
Fund 72	X	X	X	X	X	TBD Fall
Fund 49	X	X	X	X	X	TBD Fall
Fund 41	X	X	X	X	X	TBD Fall

## ERP Implementation Updates (1 of 3)

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### Employee Expense Reimbursement (EER) Module

- **Current Status:** Phased rollout initiated, first payment to occur 10/17.
- **Impact:** Enhances **financial controls** and addresses **audit concerns**, particularly around **segregation of duties**.
- **Next Steps:** Complete **training** and **procedural updates** to prevent further delays.

## ERP Implementation Updates (2 of 3)

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### Annual Comprehensive Financial Report (ACFR) Implementation

- **Current Status:** ACFR training was successfully conducted on **Wednesday, October 2<sup>nd</sup>**, with system access and setup confirmed.
- **Next Steps:** Provide **prior-year ACFR balances** for system validation. **Follow-up session** scheduled for **December 2024**.



## ERP Implementation Updates (3 of 3)

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- **Long-Term Security and Workflow Updates**
  - **Current Status:** Departmental meetings completed; city to test **security updates** before moving changes to production.
  - **Next Steps:** Complete long-term updates by **December 2024** to address **audit risks** and strengthen **internal controls**.
  
- **Bank Reconciliation Manager (BRM) Implementation**
  - **Status:** BRM process is active, with **reconciliations completed** through **July 2024**. **August 2024** reconciliations are underway.
  - **Next Steps:** Complete reconciliations by **Tuesday, November 19<sup>th</sup>**, and present results at the **November Finance Committee Meeting**.

# ERP Implementation Progress Updates

Implementations	Target Date	Implemented (Y/N)	Date Implemented	Current Status
Pooled Cash Fund	7/1/2024	Y	7/1/2024	Stabilization phase.
Bank Reconciliation Manager	7/1/2024	Y (Partial)	10/4/2024 (Fully)	<ul style="list-style-type: none"> <li>• BRM is in Production.</li> <li>• Issues and errors have been cleared.</li> <li>• ZBA remains in Test/Train.</li> </ul>
Bid Management	7/1/2024	Y	7/1/2024	Stabilization phase.
Contract Management	7/1/2024	Y	7/1/2024	Stabilization phase.
Employee Expense Reimbursement (EER)	7/1/2024 New Target Date 10/14/2024	Y	10/14/2024	First payment to occur 10/17.
ACFR Statement Builder	10/02/2024 New Target Date 12/09/2024	N	TBD	The next training session is 12/09, which should allow the city to fully utilize the new module for FY 2025.
Socrata Reporting	10/1/2024 New Target Date TBD	N	TBD	Pending the accuracy of financial info and the City Council's decision on transparency. See below for note.



# ERP Security/Workflow Recommendations

Security/Workflow Recommendations	Target Date	Implemented (Y/N)	Date Implemented	Current Status
Short-Term Security Recommendations	7/1/2024	Y	6/28/2024	In Review.
Long-Term Security Recommendations	7/1/2024 New Target Date 12/31/2024	N	TBD	<ul style="list-style-type: none"> <li>In Progress.</li> <li>Departmental meetings are completed.</li> <li>City's ERP Administrator is tracking the updates.</li> <li>ERP Consultants have recommended that City ERP Administrator make the updates in the Train/Test databases, have the City personnel test them accordingly, and then move them into production only after written approval by those affected.</li> </ul>
Short-Term Workflow Recommendations	7/1/2024 New Target Date 12/31/2024	N	TBD	In Progress. Same as above.
Long-Term Workflow Recommendations	7/1/2024 New Target Date 12/31/2024	N	TBD	In Progress. Same as above.



# SOPs Documentation and Training

## Virtual SOP Training Completed

- Grants Accounting
- Payroll
- Accounts Payable
- Budget
- Procurement
- ALL City Training - Requisition, PO's, Invoice Process and Check Requests
- ALL City - P Card Training
- ALL CITY - Budgeting for Directors
- Grants Accounting for Directors

## Onsite SOP Training

- Business License Tax
- Business Franchise Tax
- Recreation & Parks
- Machinery & Tools Tax
- Public Service Tax
- Personal Property Tax
- Food & Beverage Tax
- State Income Tax
- State Estimated Tax
- Children Service Act

## Documentation

- **SOP Word Documents**
  - 22 Word Documents
  - 22 PDF Documents
- **SOP Visio Documents**
  - 22 Processes in PDF
  - 22 Process in Visio
- **Training Presentations**
  - 24 PowerPoint Documents
  - 24 PDF Documents

# Hopewell Water Renewal Agreement Status

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- **Progress**

- On **Tuesday, September 3<sup>rd</sup>**, the city and industry partners, including **AdvanSix**, reached an agreement on proposed changes to the **Hopewell Water Renewal (HWR) contract**.

- **Status**

- The city is awaiting a **red-lined version** of the agreement for legal review, which AdvanSix has stated is still under review by all partners.
- The City's **Financial Consultant** continues to engage and assist in negotiations, ensuring the agreement aligns with the city's **financial and operational goals**.

## Transition Plan

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- The **City Manager** has developed and presented a **full transition plan for each key financial department** to the City Council.
- The plan **outlines responsibilities for critical functions**, including employee training, SOP updates, audit issue management, and operational continuity.



## Transition Plan

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- **Current Challenge:**
  - **Tracking Progress:** While the transition plan has been presented to **City Council**, status tracking of its implementation across departments is not in place, potentially risking the **smooth transfer of responsibilities and continuity of operations.**
- **Recommendations:** Implement a **tracking system** to monitor progress across departments to ensure **accountability** and a **successful transition.**

# Key Accomplishments

# Key Accomplishments (1 of 5)

Activity	Details
Project planning	<ul style="list-style-type: none"> <li>Delivered a comprehensive ERP Work Plan addressing findings from the Discovery phase, including clear timelines for implementing improvements like bank reconciliation and new ERP modules.</li> </ul>
Personnel and Capabilities Assessment	<ul style="list-style-type: none"> <li>Conducted an assessment of key personnel and capabilities within the city.</li> <li>Onboarded a new CFO in August 2024 to address financial leadership gaps and assist the city in achieving its financial objectives and resolving critical gaps.</li> </ul>
Financial Business Process Documentation and Training	<ul style="list-style-type: none"> <li>Completed comprehensive documentation and citywide training on the identified 22 key financial processes.</li> <li>Improved Cash Receipts Transaction Categorization, focused on enhancing tracking and reconciliation of city revenues, especially state and federal funds.</li> </ul>
Fraud Risk Matrix	<p>Finalized a comprehensive fraud risk matrix to identify and mitigate potential risks.</p>
Internal Control Findings & Recommendations	<p>Provided detailed findings and recommendations to strengthen internal controls.</p>



## Key Accomplishments (2 of 5)

Activity	Details
Fit Gap Assessment for ERP System	<ul style="list-style-type: none"> <li>• <b>Completed a Fit Gap Assessment</b>, identifying areas for improvement and optimization.</li> <li>• <b>Performed a reconciliation</b> of the city's contract with Tyler Technologies, providing clarity on purchased modules, training sessions received, and other contracted services.</li> </ul>
Key Fiscal Benchmarks	<ul style="list-style-type: none"> <li>• <b>Established fiscal benchmarks</b> for tracking financial performance and ensuring stability.</li> <li>• Initiated contact with Data Integrators to review compliance with contractual obligations and identifying areas for process improvement.</li> </ul>
Financial Forecasting	<ul style="list-style-type: none"> <li>• <b>Initiated a Five-Year Budget Forecast Model</b>, significantly improving long-term financial planning.</li> <li>• <b>Initiated actual tax collections</b> against budgeted figures to ensure proper spending adjustments.</li> <li>• <b>Incorporated delinquent collection procedures</b> into all revenue-related Standard Operating Procedures for the city.</li> <li>• <b>Established MOA implementation</b> for the Treasurer's Financial Accountant role, providing realigned responsibilities between Finance and the Treasurer's Office.</li> </ul>



## Key Accomplishments (3 of 5)

Activity	Details
<b>Financial Reconciliation Achievements</b>	<ul style="list-style-type: none"> <li>• <b>Successfully organized all work papers and completed reconciliations</b> of city accounts for FY 2020 through FY 2023 financial reconciliations.</li> <li>• <b>Final steps taken to reconcile Public Schools for FY 2020 through FY 2023.</b></li> <li>• <b>Provided continued support to Robinson, Farmer, Cox (RFC)</b>, the external auditor for the <b>FY 2020 audit</b> and the upcoming audit reconciliation submissions in future years.</li> <li>• <b>Developed cash flow forecasts for Hopewell Water Renewal (HWR)</b>, identifying weaknesses in budget and finance controls.</li> <li>• <b>Consolidated reconciled financial accounts</b>, enabling seamless transitions to future financial periods.</li> <li>• <b>Updated chart of accounts (COA)</b>, ensuring accurate utilization by mapping the appropriate <b>General Ledger (GL) accounts</b> to the correct physical bank accounts.</li> </ul>



## Key Accomplishments (4 of 5)

Activity	Details
<p><b>ERP Milestones and Optimization</b></p>	<ul style="list-style-type: none"> <li>• <b>Reassessed the city’s security protocols</b> and workflow within the <b>ERP system</b>, providing both <b>short-term and long-term recommendations</b>.</li> <li>• <b>Implemented critical ERP modules</b>, including <b>Contract Management, Bid Management, Employee Expense Reimbursement, and Bank Reconciliation Manager</b>, enhancing <b>financial oversight</b> and reporting.</li> <li>• <b>Collaborated with IT</b> to implement <b>short-term workflow improvements</b> and robust <b>security measures</b> across the ERP system.</li> <li>• <b>Implemented a pooled cash fund</b> in the ERP system to streamline <b>reconciliation and cash management</b>.</li> <li>• <b>Automated the city’s bank reconciliation process</b> by implementing the <b>Bank Reconciliation Manager</b> program.</li> <li>• <b>Provided extensive support</b> for all ERP system module training with <b>Tyler</b>, including creating <b>topic lists</b>, scheduling <b>pre- and post-training sessions</b>, and compiling <b>recommendations</b> for the city.</li> <li>• <b>Led the creation of a milestone calendar</b> in collaboration with the ERP administrator to ensure <b>proactive planning</b> and preparation for critical city projects and initiatives.</li> </ul>

# Key Accomplishments (5 of 5)

Activity	Details
<b>Industry Engagement</b>	<ul style="list-style-type: none"> <li>• <b>Addressed challenges</b> with the <b>reconciliation review</b> of <b>Hopewell Water Renewal (HWR)</b>, including creating a <b>financial summary workbook</b> to highlight <b>liabilities and credits</b>.</li> <li>• <b>Finalized the True-Up process</b> and developed a new <b>capital allocation plan</b> for HWR, securing better <b>financial transparency</b> and planning for <b>future capital projects</b>.</li> <li>• <b>Integrated the Dewberry Report</b> into the city's <b>capital improvement and maintenance plans</b>.</li> <li>• <b>Completed FY 25 planning</b> with the <b>Water Commission</b>, aligning key activities to the <b>Dewberry Report</b>, including a <b>Consolidated Capital Improvement Spreadsheet</b>.</li> <li>• <b>Established a future project plan</b>, aligned and agreed to with <b>industry partners</b></li> </ul>



# Areas of Concern – the City's Future Success

## Areas of Concern (1 of 2)

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- **Unresolved Transactions:** 800+ unreconciled transactions since 2021.
- **Security and Workflow Delays:** Risks to financial accuracy due to delays.
- **Cash Reserves Crisis:** Little funds available for emergencies.
- **Hopewell Public Schools (HPS) ERP Implementation:** Potential disruption to school and city finances.

## Areas of Concern (2 of 2)

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- **Leadership Gaps:** No clear transition for RBG activities; leadership has yet to fully drive the turnaround and take accountability.
- **Treasurer Indictment:** Impact on financial operations.
- **ERP System Optimization:** The system is not fully utilized for financial management.
- **Future Wastewater Treatment Plant Evolution – Inclusion of Dewberry and Staffing Reports:** Key elements are integrated, but a full evaluation and action plan are still needed.
- **Strong Economic Planning:** The city needs to invest in future economic planning and move to proactively attract industry growth.

# Open Items



## Open Items (1 of 2)

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- **ACFR Statement Builder:** Training is scheduled for December 2024, fully operational for FY 2025.
- **Socrata Reporting:** On hold, pending audit completion and City Council decision.
- **Long- and Short-Term Security and Workflow Recommendations:** Implementation has not been completed by the City. Previously implemented short-term security updates have been backed out without documentation.



## Open Items (2 of 2)

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- **Hopewell Wastewater Commission Agreement:** Awaiting final legal review from industry partners.
- **Final Reconciliation for FY 2024:** Pending completion to align with the upcoming audit.
- **Treasurer Report Training & Desktop Procedures:** In progress to restore operational stability.
- **Final SOP Training:** Expected to be completed by the end of the month.

# Monitoring Stability

## Actions / Triggers (1 of 3)

Department/Area of Focus	Action/Trigger
Finance	<ul style="list-style-type: none"> <li>• <b>Cash accounts reconciled</b> within 45 days (goal: 30 days).</li> <li>• Adjust performance indicators to <b>meet new benchmarks</b> and City Manager goals.</li> <li>• <b>Adhere to fund reserve policies</b> to ensure financial stability.</li> <li>• Monitor <b>budget surplus at the end of the year</b> for future planning.</li> <li>• Ensure <b>timely debt payments</b> to maintain the city's creditworthiness.</li> <li>• <b>Timely payroll processing</b> to avoid employee dissatisfaction and disruptions.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Implement an <b>action plan for collecting delinquent accounts</b> from city residents and businesses.</li> <li>• Ensure <b>real estate bills</b> are sent <b>out on time</b> to secure revenue collection.</li> <li>• Work with Finance to <b>reconcile accounts every month</b>.</li> <li>• <b>Complete daily deposits</b> for all revenue streams.</li> </ul>



## Actions / Triggers (2 of 3)

Department/Area of Focus	Action/Trigger
Hopewell Water Renewal	<ul style="list-style-type: none"> <li>• Ensure <b>water treatment bills go out within 30 days</b> to maintain cash flow and financial planning.</li> <li>• <b>Monitor monthly and annual enterprise fund reconciliation</b> to comply with APA, GAAP, and GFOA standards.</li> <li>• Review the current <b>Data Integrators contract</b> and perform an <b>audit over the last 5-years.</b></li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Ensure <b>critical positions are filled promptly</b> to maintain operational efficiency.</li> <li>• Provide <b>bi-weekly updates on recruitment efforts</b>, including ERP Administrator II and other key positions.</li> </ul>
City Manager's Office	<ul style="list-style-type: none"> <li>• Hold <b>monthly financial committee meetings</b> with the CFO to track the city's financial progress.</li> <li>• <b>Monitor project documentation</b> through <b>centralized repository</b> updates and status reports on SOPs and corrective actions.</li> </ul>

## Actions / Triggers (3 of 3)

Department/Area of Focus	Action/Trigger
Procurement	<ul style="list-style-type: none"> <li>• Ensure <b>vendor contracts and payments</b> are <b>timely</b> to maintain service continuity.</li> <li>• <b>Oversee contract compliance</b> audits for high-priority vendors.</li> <li>• <b>Monitor</b> bids and RFPs for <b>timely delivery</b>.</li> </ul>
Commissioner of Revenue	<ul style="list-style-type: none"> <li>• <b>Implement systems</b> for <b>monitoring, collecting, and addressing</b> delinquent accounts.</li> <li>• <b>Timely processing</b> of personal property, business license, and real estate tax bills.</li> <li>• Prepare <b>monthly real estate and personal property tax reconciliation</b> with the general ledger.</li> </ul>
IT Department	<ul style="list-style-type: none"> <li>• <b>Implement and finalize security and workflow</b> updates to mitigate risks and improve efficiency.</li> <li>• Track the progress of the <b>ERP System long-term security role updates</b> for various departments and personnel.</li> </ul>
Grants	<ul style="list-style-type: none"> <li>• Timely submission and tracking of <b>financial and grant-related documentation</b>.</li> <li>• <b>Monitor</b> SEFA and APA Cardinal Reporting for <b>compliance and timely submission</b>.</li> <li>• Ensure <b>accurate drawdowns</b> for federal grants and <b>timely reporting</b>.</li> </ul>



**Thank you**

# COMMUNICATIONS FROM CITIZENS

# 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: Approval of Budget Resolution Amendment**

**ISSUE:** Amending FY25 Operating Budget

**RECOMMENDATION:** Staff recommends the approval of FY 25 budget resolution amendment to apply end-of-year funds that adhere to financial policies that designated funds to City’s Capital Reserves, Unassigned Funds, Assigned Funds, Budget Stabilization Funds and the Fund Balance accounts.

**TIMING:** Action to be taken on October 17, 2024.

**BACKGROUND:** Refer to Amending the Fiscal Year 2025 Operating Budget Resolution.

**ENCLOSED DOCUMENTS:** 2024 Breakdown of Year-End-Funds, and Budget Resolution

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

**FOR IN MEETING USE ONLY**

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

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

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

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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

**A RESOLUTION  
AMENDING THE FISCAL YEAR 2025 OPERATING BUDGET**

**WHEREAS**, the City Council of the City of Hopewell accepted and adopted its original budget on May 28, 2024 for FY25; and,

**WHEREAS**, the City of Hopewell will Fiscal Year 2024 (FY24) end-of-year funds to apply financial policies be designated to City's Capital Reserves, Unassigned Funds, Assigned Funds, Budget Stabilization Funds and the Fund Balance accounts; and,

**WHEREAS**, the City Council adopted Financial Policies on September 17, 2024; and,

**WHEREAS**, the City Council will designate to Capital Reserves in the amount of \$1,550,000.00; and,

**WHEREAS**, the City Council will designate to the Unassigned Funds Balance in the amount of \$1,355,218.00; and,

**WHEREAS**, the City Council will designate to the Assign Funds Balance in the amount of \$1,642,638.00; and,

**WHEREAS**, the City Council will designate to the Budget Stabilization Fund in the amount of \$500,000; and,

**WHEREAS**, the City Council will designate to the Fund Balance in the amount of \$500,000; and,

**WHEREAS**, the City Council will designate in the amount of \$375,000 from the Assigned Fund Balance to the City Manager's Office to assist Hopewell Public Schools in Munis ERP Implementation; and,

**WHEREAS**, the City Council will designate in the amount of \$192,638 from the Assigned Fund Balance to the City Manager's Office to assist the City of Hopewell with Data Integrators (DI) Fund Analysis and Recovery; and,

**WHEREAS**, the City Council will designate in the amount of \$500,000 from the Assigned Fund Balance to the Department of Economic Development for Marina Repairs; and,

**WHEREAS**, the City Council will designate in the amount of \$280,000 from the Assigned Fund Balance to the Fire Department for a grant cost match for a generator for City Hall; and,

**WHEREAS**, the City Council will designate in the amount of \$85,000 from the Assigned Fund Balance to the City Attorney Office for the creation of an Administrative Legal Assistant position which includes salary and benefits; and,

**WHEREAS**, the City Council will designate in the amount of \$105,000 from the Assigned Fund Balance to the City Information Technology Department for the creation of a Senior Enterprise Resource Planning Administrator (ERP) position which includes salary and benefits; and,

**WHEREAS**, the City Council will designate in the amount of \$105,000 from the Assigned Fund Balance to The Department Economic Development and Tourism for the creation of an Economic Development Specialist position which includes salary and benefits.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Hopewell hereby approves and adopts the Fiscal Year 2025 budget amendment and appropriate all funds as set forth in the resolution below:



**ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL ON OCTOBER 22, 2024.**

Witness this signature and seal

\_\_\_\_\_  
Johnny Partin, Mayor  
City of Hopewell

VOTING AYE:  
VOTING NAY:  
ABSTAINING:  
ABSENT:

**ATTEST:**

\_\_\_\_\_  
City Clerk, Brittani Williams  
City of Hopewell

# ADJOURNMENT