

# 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

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November 19, 2024

REGULAR MEETING

Closed Meeting- 6:30 PM

Open Meeting: 7:30

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6:30 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

SUGGESTED MOTION: Move to go into a closed meeting pursuant to Va. Code Section § 2.2-3711 (A)(1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointees 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 the closed meeting?

### REGULAR MEETING

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

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

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

### **CONSENT AGENDA**

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

- C-1 **Minutes:** Oct 8, Oct 15, 2024, Oct 17, Oct 22
- C-2 **Pending List:** December 14, 2023
- C-3 **Information for Council Review:** Police Report, COH Council Pre-Renewal Planning
- 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:** Storm Water Fee Study (2<sup>nd</sup> Reading)
- C-8 **Routine Grant Approval:**

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

### **COMMUNICATIONS FROM CITIZENS**

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

### **PUBLIC HEARING**

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

*motion. (See Rules 405 and 406)*

**PH-1 – Conditional Use Permit for single-family dwelling on a non-conforming lot on Suffolk St.–**

Chris Ward, Planning and Development Director

**PH-2 – Ordinance Charter Change –** Dr. Manker, City Manager

### **REGULAR BUSINESS**

**R-1 – Storm Water Fee Study (1<sup>st</sup> Reading)** – Michael Campbell, Public Works Director

**R-2 – Aquatic Facility Update** – Tabitha Martinez- Recreation and Parks Director

**R-3 – HR Conflict of Interest Policy Update** – Beverly Burton, Interim City Attorney

**R-4 – Raising Awareness of Men’s Health** – Charles Bennett, Economic Development Director

**Reports of City Manager:** Dashboard – Security Roles and Business Workflow

**Reports of City Attorney:**

**Reports of City Clerk:**

**Councilors Pending Request:**

### **Presentations from Boards and Commission**

### **Other Council Communications**

### **BOARD/COMMISSION VACANCIES**

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

Keep Hopewell Beautiful – 5 Vacancies

Recreation and Parks – 3 Vacancies

Library Board – 1 Vacancy

Department of Social Services – 3 Vacancies

District 19 – 2 Vacancies

Dock Commission – 2 Vacancies

Board of Zoning Appeals – 2 Vacancies

Bright Point Community College Local Board – 1 Vacancy

Economic Development Authority – 1 Vacancy

Architectural Review Board – 1 Vacancy

Planning Commission – 2 Vacancies

Hopewell Redevelopment and Housing Authority – 1 Vacancy

### **Adjournment**

**CLOSED  
MEETING**

RECONVENE OPEN MEETING

# 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, Jr. 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 a closed meeting under 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 appointees 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 an 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 under 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 a 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, opened the presentation, showing for the first time a draft of the strategic economic development plan they have been working on with a group from the Economic Development Authority and a workgroup with the city council. Mr. Bennett introduced the document to the council and said he was not calling for 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 come back in a future meeting to present an updated final document. He explained he would like to have some feedback now, and after the meeting, the council should take the document and spend some time with it. He discussed the key areas we need to focus on to get there over the next 10 years, sharing the goals and missions of this plan, unique assets as a city, and some of the areas of Opportunities; however, he also recognized the reality of some of the constraints that we have. Mr. Bennett shared on the document the vision for the 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 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 want to be. He stated we have to ask ourselves as a city what our role is and what we do as a city. He explained that the city's economic development rests on the back of the foundation, which is built from human development leadership and community development. He explained that if you think about economic development, it is the crop that grows out of the seeds planted and watered and cultivated through 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 others. He discussed the goals and objectives and how they are broken down in every city area. 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 it's not just the city alone. He shared that we are doing our part to lead the way, make things ready for the additional private investment that would come, and expand some of the secondary commercial corridors, including some of the historic commercial corridors such as Arlington Road 15<sup>th</sup> Street Corridor, City Point Rd., and West Broadway Ave. Mr. Bennett discussed the riverfront and riverfront activities. Sharing housing is key to the need for places where people can live at all levels and diverse housing. There

needs to be an inventory of housing appealing to people who are at the end of their careers or the end of their lives and don't want to cut grass or deal with that type of maintenance. Still, we also have housing for growing families with plenty of young people who can push a mower. He then shares the healthcare and strategies for growing and attracting more healthcare providers into the city and making space for them to be in history and tourism. He stated this area has been a destination for business since 1613 and wants to ensure that it continues. Last Friday, there was a fantastic Made in Hopewell event in the industrial and manufacturing base. He stated on page 13 that they talk about education and the different opportunities to expand education, how to be a lifelong learner, and how to provide those partnerships and places in Hopewell. Mr. Bennett discussed his experiences with intentional landscaping and how you can tell the lighting and signage are intentional. Even though the city is older, the experience can be changed. He explained the quality of life and amenities as he wrapped up the presentation, talking about attracting new artisans and musicians to celebrate the fact that Hopewell is so diverse. It is a great strength, and the diversity should be increased. He ended the presentation by sharing that he would love feedback between now and the next council meeting on areas that may need to be addressed or something that may need to be added. We can focus on this area yearly with our investment and build a work plan around the budget season. He also shared a grant was applied for the University of Virginia Housing Community Impact. The grant is working with owners to get approval, and the crater planning district is the fiscal agent, which is one of the tasks under advancing Cavalier Square. Every year, they would be revised, changed, and could be referred to and focused on different occasions. He ended by offering to answer any questions the council had.

Councilor Pelham expressed her gratitude for all the successful efforts, understanding that Made in Hopewell was a successful event and appreciating the effort to bring the city forward.

Councilor Holloway also thanked Mr. Bennett for his hard work and for always crediting the other directors he met with to ensure holistic progress.

### **REGULAR MEETING**

Councilor Pelham calls the Regular Meeting to order

**PRESENT:**

John B. Partin Jr., 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, and 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 seconded 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 the HR Director approaches, Concetta thanks the 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 research, and they will present a plan for implementation to the council. Mrs. Smith approaches the council and discusses a 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 provides a brief background of who Evergreen is and lets the council know the steps to get to the final result. He enables the council to know his company has done more than 1,300 different studies in the past. He reviews an overview of some of their experiences in Virginia and mentions that Virginia is one of the states where they primarily work. He lets the council know they have about six 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 the council know his team will be on-site, speaking with city employees and asking about the challenges that they may face. He enables the council to understand that the overall timeline takes about four and a half months to complete. They have already begun working and look forward to finishing early next year. Councilor Holloway asks when the study is complete and if the team is available to ask questions. He confirms to the council they will be available once it's complete to ask any questions they may have. They will have a full year of support to have a complete cycle to help with any budget adjustments to salaries. Councilor Pelham asked when the committee was comprised if any mid-level salary employees were considered to be on it. Dr. Manker stated the original committee was to select the vendor, but now they will start picking various people to go through the process.

## **COMMUNICATIONS FROM CITIZENS**

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

loud the noise was and told the council it was becoming very stressful.

### **PUBLIC HEARINGS**

#### **PH1** – Conditional use permit for 3000 Davison Ave – Chris Ward

Chris began his presentation by explaining what the CUP is about; he provided the council with a PowerPoint explaining the dimensions of his request. He let the council know the contractor was available to answer questions at the end of his presentation. He details the lot and that two lots are planning to be joined together. He let the council know the conditions of this house's requirements are the dwelling will have roof eaves of 12 inches min; the home will have 4 in wide trim around all windows on the front of the house; the lot will have a 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. A public hearing was opened for any public questions or concerns; there were none, and a public hearing was closed.

Councilor Holloway moves to accept the conditional use permit with the stated conditions; Councilor Joyner seconds the motion.

Councilor Pelham asks questions regarding this particular home's floor plan and windows. The floor plan was provided to the council to help them understand 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 by letting the council know the zoning ordinance amendment is a proposal to increase development fees. He briefly reviews his



presentation to the council, reminding them this was discussed two work sessions ago. Developers, real estate investors, and business owners are primary applicants. Mr. Ward mentioned that the staff proposed the following fee structure: The fee structure is \$550 for the site plan. Staff will provide comments after the first review; there is no charge to address initial comments. The problem comes after applicants have addressed initial remarks, 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 recommends rezoning at \$1,500.00 for an application for variances, special exceptions, special use permits at \$500, conditional use permits at \$650, and a zoning ordinance amendment at \$1,000.00. He reminds the council that any vote this evening would be amending article 22, and he requests that should this pass, he asks this take effect beginning November 1, 2024.

Councilor Pelham asks why they don't charge for the second visit to avoid a third visit. Mr. Ward states that 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 there will be initial comments every time. This is the reason for not charging the second time, but if the initial comments are not resolved by the third time, they will be charged at that time.

Councilor Holloway makes a motion to amend Article 22 to increase the following fees: Rezoning: 1,500, Variance: \$500, Special Exception: \$500, Special use: \$500, Conditional Use: \$650, Zoning Ordinance Amendment: \$1,000, 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: \$1,500, Variance: \$500, Special Exception: \$500, Special use: \$500, Conditional Use: \$650, Zoning Ordinance Amendment: \$1,000, 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 the council by briefly going over the update by a presentation provided to the council. He speaks on the changes that were made and what the updates would be in relation to the layout of the COVID requirements and Hopewell alerts. He opens the floor for any questions.

Councilor Denton moves to approve the amendment to the 2024 emergency operations plan as presented; Councilor Harris seconds the motion.

Councilor Joyner asks if we have any communication with citizens who speak specifically about shelters in place. Mr. Williams answered that brochures went out and were posted on the website with shelters in place.

Councilor Holloway asks if a system is in place to alert phones in emergencies. Mr. Williams mentions a geographical area. It is in process, and we still need more training before it is implemented.

**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 by letting the council know there are three (3) separate resolutions he will be asking for action on tonight. He details the pre-applications that he submitted, and they received approval. Tonight, he seeks approval to proceed 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 the council a brief description of the history of this building based on a presentation he provided. He mentions that, with council permission, he is applying for a grant to renovate this building; the grant will fund exterior and interior renovations. He lets the council know there is a 1/3 match coming from the purchase price submitted last year when the property was acquired.

Councilor Holloway makes a motion to accept the resolution 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 our country's founding. This grant application is for improvements to the center docks at the marina to give people with disabilities full access to those historic tour ships. The grant explicitly addresses increasing people's access 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 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 Shiloh Lodge project. He is looking to construct ADA parking spaces and have wayfinding signage and sight lighting associated with accessibility to the Shiloh Lodge project. The grant will also allow the construction of 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. It is based on the \$85,000 that they already used to acquire the property, \$50,000 from the Cameron Foundation, and an additional \$124,000 that was approved last year by the council towards the \$750,000 preservation grant. 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 to approve 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, and 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 requesting approval for opioid settlement funds for the City of Refuge. The total amount received so far is \$149,000.00. Tonight, she is asking the city to consider \$70,000 for the 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 mentioned it was 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 to be used. Councilor Joyner asks if the regional crisis center blends 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 voting on the money. Councilor Harris says other localities feed into some general fund that would allow them to be included regarding 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. She thinks maybe holding back some funds to see what other uses can be good. She states she can't make a motion, but she would like to see at least 100,000 go to the refuge and the remaining money stay instead until they find out if there are any other eligible persons.

Councilor Harris makes a motion to approve the \$70,000 donation to the 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, and Councilor Pelhams seconds the motion.

**ROLL CALL**

Councilor Pelham-	Yes
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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 the end of council comments, and Councilor Pelham 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 Denton had questions regarding the protocol for motions allowing substitute motions. Councilor Pelham asked the city attorney if they did it correctly, and the City Attorney mentioned that it was made correctly.

Councilor Harris mentions they are not at odds with donating money to the City of Refuge; he would donate all of it if he could. He wanted to be clear: He was not against giving them \$100,000; he only made 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 historical information from last summer when RBG was hired. They are currently in the process of going through the training for all staff members. RBG was also hired to complete a backlog from 2020 to 2024; the update provided on Friday shows they are incredibly 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 at the City of Hopewell. She informed the council that not all departments are mentioned in the transition plan. She jumps to page 9 with the items the city requests from the RBG. She highlighted what needed to be done for them to succeed going forward. She goes over the organizational chart to show how the government is made up and how it extends downward. She informed the council that it is a live document and that she will update it with some RBG suggestions. She quickly goes through parts of her transition packet with the council. There are two outstanding issues; she mentions they had to prioritize what was most important to complete. She goes over the training schedules with the council and shows what they have been training on and the upcoming training to take place. The duties outlined for each department are also a part of this packet, including to the council. She opens the floor for any questions from council.

Council and Dr. Manker shared questions and answers regarding the details of the transitional plan.

Council shares final comments with citizens before adjournment.

**Meeting ends.**

### **ADJOURNMENT**

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

**MINUTES OF THE OCTOBER 15, 2024, CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Tuesday, October 15, 2024, at 6:30 p.m.

**PRESENT:**

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

**CLOSED MEETING**

Councilor Joyner moves to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A) (1) to discuss an 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. Mayor Partin seconds the motion.

**ROLL CALL**

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

**Motion Passes 4-0**



## **RECONVENE OPEN MEETING**

Councilor Harris makes a motion to come out of the closed meeting. Mayor Partin seconds the motion.

### **ROLL CALL**

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

### **Motion Passes 5-0**

Councilor Joyner makes a motion to appoint Bridgett Bowman to the Economic Development Board; Mayor Partin seconds the motion.

### **ROLL CALL**

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

### **Motion Passes 4-0**

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

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

**ROLL CALL**

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

**Motion Passes 4-0**

**REGULAR BUSINESS**

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

Stacy opens the presentation, sharing she is presenting the first quarter Finance Committee minutes, the last meeting fiscal year 2025 actual budgets, with the first quarter to include citywide general fund, enterprise, schools, and departmental. She shared it will also include fiscal year 25 change in fund balance, first quarter overtime report by department, first quarter collections report, data integrators, an overview of accounts payables and debt services paid, HRW True-up analysis, and the Marina. She also advised Fiscal year 2024 surplus of funds and allocation, and additional reports from the commissioner of the treasurer’s office. Stacy stated Citywide for the first quarter was trending 0.59% lower in revenues for 2025 versus 2024. Expenses for the first quarter are trending 0.74% lower for 2025 and 2024, and overall, we are trending 8.79% or 19 million less than where we should be for the first quarter. She advised the city should be roughly 25% or 56.5. She explained the due dates for the city of Hopewell are December, June and February for larger due dates. Stacy showed the council the citywide fiscal year 2025 budgets to actuals for the first quarter and how it is broken down by revenues as

well as expenditures by our main code. She explained the presentation shows comments on each line item as to versus 2024 and 2025, where a slight increase is coming from. She also explained public service, personal property, machinery, and tools have later due dates, and what they are getting in revenue is based on collections, just the same as penalties and interest, and if they are getting additional collections, they are collecting more. She stated if they are collecting less, its going to be lower for anything outstanding. Stacy goes on to explain the general fund budget to actuals for the fiscal first quarter, saying it is trending 1.61 or \$400,000 lower in revenue from 2025 versus 2024, and expenses for 2025 are trending 1.6 or \$320,000 higher than the fiscal year 2024 for the same concept applies for each fund across the city. She states we should be roughly at 25% or 17 million, and the key due dates for the city of Hopewell are December, February, and June. She showed the council the General Fund breakdown for the budget to actuals for the first quarter, sharing enterprise funding is trending 1.97 or \$2.4 million higher in revenues for 2025 versus 2024 due to one-time billing. She stated last year, there was a lot of late billing, and the enterprise funds were on time. She explained the deadline to make sure the billing is going out by the 20<sup>th</sup> of every month moving forward, and expenses for 2025 are trending 6.3 or \$1.8 million less than expenses in 2024. She stated the same concept applies to the enterprise as it does to any other funding within the city. Stacy moved on to the schools and shared they are trending 2.74 or \$1.3 million less in revenues for 2025 versus 2024, also stating there could be a timing difference due to funding coming in on the 16<sup>th</sup>. She has been working with the treasurer's office to make sure that the cash flow is being monitored to make sure the city is meeting payroll and accounts payable and making debt payments on time also depending on if they have grant funding. She expressed expenses are trending 0.87% or \$148,00 more in 2025 versus 2024. Stacy showed the council a new report that was put together for the department budget actuals. She stated the first quarter shows an adopted budget for the fiscal year 2025 by department, the year-to-date amount spent per department, the remaining budget, the percent of the budget year to date, and if it's on trend or not, showing a yes, true, or false. She also shared there will be a comment as to why it is not on trend moving forward. Stacy informed the council they would be presented with a new report going forward showing a change in fund balance. The new report was explained to the council as a report that shows preliminary figures as to where the city is standing throughout the fiscal year. She explained the preliminary figures come from the fiscal year 2024 preliminary numbers using it as the beginning balance. Stacy continued the presentation by explaining the overtime

by the department for the first quarter, stating they are just the departments that had overtime so far this fiscal year. She expressed it is similar to the other reports where they have what was budgeted for overtime, year-to-date, actuals, the remaining balance, the percent of the budget, whether or not it's on trend, and the reason why it's not on trend. She shared that in Fire and larger departments like Police, Social Services, and HRW, there are a lot of vacancies that exist, so their overtime will be higher. Stacy shared the collection rates for data integrators showing it broken down by July, August, and September. Stating it is going to be stormwater, solid waste, and wastewater, what was being billed and what was collected, and the percentage amount. Stacy showed the council an overview of Accounts Payable and debt service. She explained it shows the city is paying their debt on time and as they are required. She stated the Accounts Payable first quarter is the number of invoices that have been processed for three months, as well as the amount paid out. She went on to explain HRW True-up analysis and how it is cumulative from 2018 through 2024. It shows credits and the amounts due from the industry for 2018 to 2024. She reiterated the figures are preliminary figures based on the information that was received for a year-to-date budget to actuals, as well as any other accrued invoices for the fiscal year 2024 but paid in 2025. Stacy went into the Marina, sharing that Mayor Partin talked about giving the Marina \$500,000 for repairs. She shared it wouldn't be a loan because the Marina falls under the general fund, and it would just be a transfer. She shared that the rate of return on the investment of the Marina before any repairs are done for the year, would be \$23,900, and then after the repairs, the potential revenue would be \$103,000. She shared that in 5 years, the city could recoup the \$500,000 that was given for the repairs, and any additional revenues would just come to the city in the general fund year over year. Stacy shared the Surplus Fund Allocation, and shared staff was asked their recommendation on half of the 2024 surplus and how it should be allocated and established reserve funds adopted by the city's financial policies. She stated the capital reserve with \$1.5 million due to outstanding unfunded capital. She reminded the council that \$4.5 million is outstanding capital currently. She also shared that unassigned would be 1.54 million, assigned would be 1.5 million, and that would include the school's ERP as well as the Marina, budget stabilization of \$500,000, and replenishment of fund balance of \$500,000. Stacy ended the presentation by sharing that in November, there will be a more detailed breakdown, and they will talk about the sewer rate study that was presented in the council meeting on the 27<sup>th</sup>. She stated she will provide updated financials for 2020 through 2024.

**ADJOURNMENT:**

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

**MINUTES OF THE OCTOBER 17, 2024, CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Thursday, October 17, 2024, at 7:30 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

**CLOSED MEETING:**

Vice Mayor Gore makes a motion to go into closed meeting pursuant to VA Code § 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 § 2.2-3711(A)(7) for consultation with legal counsel, probable future litigation or another matter requiring advice of counsel and to the extent such discussion will be aided thereby, Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 7-0**

**Reconvene Open Meeting**

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

**ROLL CALL**

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

**Motion Passes 4-0**

**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 a closed meeting?

**ROLL CALL**

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

**Motion Passes 4-0**

**Councilor Holloway makes a motion to adjourn**

**ADJOURNMENT**

Respectfully Submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**



**MINUTES OF THE OCTOBER 22, 2024, CITY COUNCIL REGULAR MEETING**

A REGULAR meeting of the Hopewell City Council was held on Tuesday, October 22, 2024, at 6:00 p.m.

**PRESENT:**

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

Councilor Holloway makes a motion to allow Vice Mayor Gore and Councilor Pelham to participate remotely; Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

**CLOSED MEETING:**

Councilor Denton makes a motion to go into closed meeting pursuant to Va. Code Section § 2.2-371 1 (A)(1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and Va. Code Section § 2.2-3711 (A)(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 to the extent such discussion will be aided thereby. Mayor Partin seconds the motion.

**ROLL CALL**

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

**Motion Passes 7-0**

**Reconvene Open Meeting**

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

**ROLL CALL**

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

**Motion Passes 6-0**

Councilor Denton makes a motion to appoint Vice Mayor Gore as the interim member of the Planning Commission. Councilor Harris seconds the motion.

**ROLL CALL**

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

**Motion Passes 6-0**

Councilor Holloway makes a motion to direct the city manager to restrict all P cards to directors until further notice. Councilor Harris seconds the motion.

**ROLL CALL**

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

**Motion Passes 6-0**

Councilor Joyner makes a motion to direct the city manager to put the HR Policy on the next regular meeting agenda. Mayor Partin seconds the motion.

**ROLL CALL**

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

**Motion Passes 6-0**

Councilor Holloway makes a motion to put revised P card and reconciliation policies on the following finance meeting for approval. Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 6-0**

Councilor Holloway makes a motion to direct the city manager to put out an RFP for a forensic audit of all p cards, gas cards, and open credit lines from 2019 to present for past and present employees. Councilor Joyner seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-1**

**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 a closed meeting?

**ROLL CALL**

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

**Motion Passes 6-0**

Mayor Partin postponed the work session item to the November meeting and will move directly to the regular meeting agenda.

## REGULAR MEETING

Mayor Partin calls the Regular Meeting to order

### PRESENT:

John B. Partin, Mayor  
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 Mayor Partin.

Councilor Denton motions to amend the regular meeting agenda to include the adoption of the personal property tax relief rate. Councilor Holloway seconds the motion.

### **ROLL CALL**

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

### Motion Passes 6-0

Mayor Partin Amended the agenda to remove C-1 for errors found during the review.

**ROLL CALL**

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

**Motion Passes 6-0**

**INFORMATION/ PRESENTATIONS**

**Robert Bobb Group** - Heather Ness

Heather Ness with Robert Bobb Group opens her presentation advising council this serves as her final update for the contract between the Robert Bobb Group and the City of Hopewell. She explained she would go over the original objectives, the current project status, the key accomplishments in the last year, plus the continuous areas of concern that the city needs to watch. She continued by sharing some open items are left open as well as how to monitor for fiscal stability moving forward. She explained they aim to ensure a stable financial future as the engagement ends. Heather stated the last audit with an unmodified opinion for the City of Hopewell was in the fiscal year 2044. She shared that the last annual comprehensive financial report in a federal single audit was in 2019. She explained that in 2019, no opinion was officially issued, and it happened this time last year. At that point, the audit of public accountants was unable to evaluate the financial vitality of the city. She shared Alvarez was originally called in, and then after that, the Rober Bobb Group proceeded to have two goals. She explained objective one was addressing the urgent financial distress, and that was to establish the fiscal PMO. Heather explained that the original time set to finish was unmet, and a little more time than planned was needed. She explained the job of the fiscal PMO was to plan monitoring and transition activities, work on accountability reporting, reconcile the general ledger, the financial policies and procedures, and manage the obligations of

wastewater. Heather identified some key deliverables that were in the 60-plus-page weekly report. She stated the Robert Bobb group implemented pooled cash bank reconciliation, Bank reconciliation manager, and employee expense reimbursement, and she will go over pieces of them all later in her presentation. She also shared they advised on the segregation of duties and long-term and short-term workflow adjustments in the city. Heather stated they have met with Dr. Manker numerous times to oversee the transition plan's development. She indicated they delivered 22 SOP Word documents, an additional 22 SOP Visio flowcharts, and 24 and counting training sessions. She reiterated that she believes the last reconciliation was in 2017 and that a lot of industry reconciliation work has been done. Heather discussed objective two, which was the accounting remediation services. She shared that this was the part where they worked through every single detail of the backlog of reconciliations, and those cash reconciliation statements have been completed through fiscal year 2023. She stated that 2024 won't be submitted until they get the year-end balance in 2023. She explained they have completed the financial statements through 2024, but they are not final until then. Heather went further to explain that they have also developed a comprehensive ERP work plan to address that moving forward, and they have completed the monthly fund reconciliation that was completed through fiscal year 2024. She also stated that they have optimized technology, including the ACFR implementation, which is ready to go and will be used up to December of this year. Heather shared they migrated 18 key risks, putting the city on a path toward stronger financial integrity. Heather continued the presentation, reviewing the current process and project status for audit remediation. Heather shared that they have been working with external auditors, such as Robinson, Farmer, and Cox, and they understand that they are getting close to issuing an opinion that will be favorable. She also stated they understand that all outstanding queries have been addressed and answered by either them or the city for reconciliation. Heather explained they have completed the city's bank and fixed asset reconciliation for the fiscal year 2021 through 2024 estimates pending auditor review. She stated that 2020 has gone in for the audit, and once they have an opinion on it, they will refresh 2021. Heather explained there will be a team available to answer any auditors' questions. Heather reviewed a graph showing all of what was advised to the council. She stated it shows where we are for the audit reconciliation status and a new piece that includes the schools. She reiterated that their priority is to quickly identify and resolve any discrepancies that are found from this point forward to maintain clear and accurate financial records across the board. Next, Heather discussed where they were on the systems work, pooled cash, and bank reconciliation manager. She shared that the employee expense module was previously reported to be in use on the 17th but was delayed until October 31<sup>st</sup>. She clarified that the city employees are entering their expenses in the new city



employee expense model module; however, due to some city-wide communication and other issues, the October 17th payroll reimbursement was missed, so those items will be put in the October 31<sup>st</sup>. She explained the first test of the official production live will be for the October 31<sup>st</sup> pay run. She also stated regarding the annual comprehensive financial report, everything has been put in the system. She indicated that training was provided on October 2nd, and system access was set up and confirmed. She shared there will be additional training and follow-up sessions in December. Heather explained that the annual consolidated financial reports are the reports that are automated through the system and delivered to your external financial statement auditors. Heather discussed the long-term security and workflow updates in production over the summer. She shared that the security updates were backed out and will have to be reimplemented, and then they will get the long-term security and workflow updates. She stated the city and the Robert Bobb Group are updating the security roles in the test environment to be finished shortly. She recommended that the city test those updates before December, as addressing audit risks and strengthening internal controls is crucial. Heather reiterated that December is key so that the controls could be in place for over 50% of the year. She also shared that auditors can rely on the system if they can be in place for more than 50% of the year. Heather explained there is an entire section on maintaining sustainable momentum. She stated this is one of the things that must be done because, without the segregation of duties and proper workflows in place, you see duplicate entries and people with access to things that shouldn't have access. Heather went further into detail about the bank reconciliation manager. She shared that the reconciliations for July 2024 and August 2024 are underway and, in the future, to be completed by the November finance meeting. She shared all the SOP training that has been documented and stated some training will take place at the end of the week. She explained that the things from the training from last week will be delivered by the 31<sup>st</sup>. Heather discussed the agreement for the Hopewell Wastewater Commission; it's under review and has been in the red-line process since July. She explained that AdvanSix is managing that process, and she spoke with them last week to ensure it was handled before they were finished. She also explained that with every update the Hopewell Wastewater treatment plant makes, an industry partner puts new caveats into the agreement. She explained that every time new material is put into the agreement, it goes back through the review process. Heather started to discuss the Finance Committee's meeting, sharing that she believes a \$2.1 million bill was reconciled and sent back to the industry partners to close up the fiscal year 2024. She explained that it was unexpected and caused the industry partners to pause. It was explained why it was there, but there needs to be a change to how Hopewell wastes. She explained that the industry partners stated that's how they had done in prior years. She explained you cannot surprise the

industry partners with that; you have to give at least a forecast of your estimates through the end of the year because the industry partners need to understand and know what they will be allocated. She also explained they would have to pay year after year because they go to their leadership and request the dollar value to pay the city, and it doesn't look good if they have to go back on multiple occasions in a particular case. She explained they were frustrated in the last Finance Committee meeting because they had not heard of the \$2.1 million, and it was going public, which may trigger changes in the agreement. Heather discussed the transition plan Dr. Manker presented at the last Hopewell City meeting, and the plan outlined responsibilities for critical functions, employee training, SOP updates, and managing audit issues to ensure continuity. Heather explained the current challenges the city will have while the transition plan has been presented to the city council sharing; they still need to maintain status tracking of its implementation across departments. Heather shared that if the work put in place moving forward through fiscal year 2025 into fiscal year 2026 is not sustained, the city will start to slip again. She advised that people should be held accountable, ensuring the SOPs and training are reviewed. Heather shared that there was \$5 million in the bank when the Robert Bobb Group first came, but no one knew why and what it was put aside for. She shared that it's not just the industry partners, Hopewell Wastewater Treatment plan, taxes, and residents that will drive financial and fiscal sustainability moving forward; there is a beautiful parcel of land with many opportunities to focus on economic planning and development. Heather ends her presentation with advice to Dr. Manker and the council members, stating her advice and guidance as the Robert Bobb Group moves out of the field, create some form of dashboard or something that gets presented by Dr. Manker or to someone on the council once a month so everyone is kept aware of the progress of all of these items and if something slips you are aware of it.

Robert Bobb from the Robert Bobb Group thanked the council for the opportunity to work with the City of Hopewell and left a few remarks.

Councilor Holloway explained he wanted clarification on some items and that Heather Ness clarified before he asked the question.

Mayor Partin thanked the Robert Bobb Group for their services and expressed gratitude for the city's improvements. He also voiced some concerns about the report.

Councilor Joyner shared her concerns, agreeing with Mayor Partin that things will be missed and her fears about audits.

Councilor Denton agreed with Mr. Robert Bobb that there is a lot of love in Hopewell. She also shared her concerns with the industry and her agreement with them.

Mayor Partin requests the motion to direct the city manager to complete the reconciliation process by November 19th and present the results at the November finance committee meeting, as on page 16 of the Robert Bobb report. The council and the mayor discussed the city manager's ability to force the treasurer to complete what is requested of her. Based on the discussion with the council and the mayor, the mayor clarified his request for the city manager.

**ROLL CALL**

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

**Motion Passes 5-1**

Mayor Partin requests a motion to direct the city manager to implement a tracking system to track the progress of the transition plan as outlined by the Robert Bobb Group. The motion was made by Councilor Pelham and seconded by Councilor Joyner.

**ROLL CALL**

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

## **Motion Passes 5-1**

### **COMMUNICATIONS FROM CITIZENS**

The clerk read the communications to citizens' statements before the citizens spoke.

**Latoya Jenkins-** Latoya Jenkins shared she lives off of Hampton and Glendale. She explained where her house was. She is at the bottom of the hill, and at the back of the property, there is a creek with a pipe that goes on one side, and on the other, there is the street. She explains when it rains, heavy debris from the hill comes down and blocks the pipe, and water floods her backyard. She stated it's so much it looks like a small lake. She shared she did not know this when she purchased the property. She explained she had been to the city before about the issue, and they said it was in the budget to rectify it, but that was a few years ago. She stated that she was not home in January, and it flooded her basement and past her ankles with water. She explained how the water was slowly coming out of the pipes but not in full force as it should have because of the debris. She explained she was told to go to the council meeting so she would have a chance to speak with the council about her issue. Mayor Partin directed the city clerk to get the citizen's information so she could talk with her ward councilor about the problem.

### **REGULAR BUSINESS**

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

Dr. Manker opens by stating they have a budget and asking the council for a budget resolution approval. She explained that staff recommends the fiscal year budget resolution amendment to apply year-end funds that adhere to financial policies and designate the funds for the city capital reserves, unassigned funds, budget stabilization funds, and budget balance account. She reiterated to the council she has provided them with a review of the 24-year-end funds and budget requests. She explains the snapshot showing the repair breakdown for Winston Churchill and 1101 Maplewood. She goes over CSA and legal search firm funds. She describes the balance the Commonwealth Attorney left and that those funds were applied to the fiscal financial policies. She goes over the capital reserve funds, unassigned and assigned funds, and budget stabilization. She gives a breakdown per Councilor

Pelham's request of the assigned funds, which were the Marina cost repairs, the grant, the match for the generator, the data integrators, fund analysis, and recovering the ERP and the three positions that were recommended by the Robert Bobb Group which is the legal administrative assistant, the ERP administrator, and the Economic Development Specialist which totaled up to the \$1.5 Million.

Councilor Pelham commented on the positions that were allocated and how they would be programmed for future years.

Councilor Denton makes a motion to approve the fiscal year 2025 budget resolution amendment to apply the year-end funds that adhere to a financial policy that designated funds to the city's capital reserve, unassigned funds, assigned funds, budget stabilization funds, and fund balance accounts. Councilor Holloway seconds the motion.

**ROLL CALL**

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

**Motion Passes 6-0**

**R-2- Adoption of the Personal Property Tax Relief Rate-** Dr. Manker, City Manager

Dr. Manker shares that the second item for council consideration is the adoption of personal property tax relief. She explains staff recommends adopting the personal property tax relief act rate for the City of Hopewell that stands from January 2024 to December 2025. She explains the PPTRA is 31% relief.

Councilor Holloway makes a motion to adopt the personal property tax relief act rate for the City of Hopewell for January 2024 through December 2025 at 31%. Councilor Harris seconds the motion.

**ROLL CALL**

Councilor Harris-	Yes
Mayor Partin-	Yes

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

**Motion Passes 6-0**

**Mayor Partin makes a motion to adjourn.**

**Yes: 6**

**No: 0**

**ADJOURNMENT**

Respectfully Submitted,

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**Johnny Partin, Mayor**

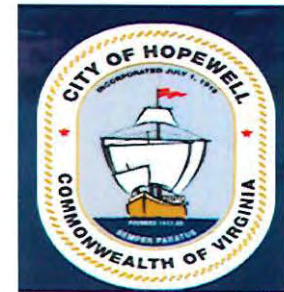
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**Brittani Williams, City Clerk**

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-3

# Benchmarking

City of Hopewell is in-line with the benchmark for the following:

- Benefit plan designs
- Premium contributions

City of Hopewell is better than the benchmark for the following:

- Health Savings Account Contributions



# July 2025 Renewal Planning

- OneDigital anticipates that the renewal will come in approximately with a single digit to low double digit increase.
  - Renewal due mid-February
  - Assumptions made on how the TLC pool is running and prescription drug utilization
- Marketing
  - OneDigital anticipates that remaining with TLC will be the best option for the July 2025 – June 2026 plan year.
    - Considerations
      - Provider Networks
      - Prescription Drug disruption
      - Retiree coverage (currently part of TLC and will need to implement alternate solution)
    - Formal market study was conducted for the July 2023 renewal and an informal market study was conducted for the July 2024 renewal
      - Both 2023 and 2024 market studies didn't provide competitive options or opportunity to provide solutions for the retiree coverage.
- Wellbeing incentive
  - OneDigital recommends continuing the wellbeing initiative

# Hopewell Police Department Crime Summary

November 19, 2024



HOPEWELL POLICE DEPARTMENT  
 CRIME SUMMARY  
 Reporting Date: Nov 4 ,2024

Year-to-Date Comparison		Thru Nov 3rd				
	2023	2024	# Change	% Change	5 Year Average	% Change to Average
MURDER	6	5	-1	-17%	5	-7%
FORCIBLE RAPE	3	5	2	67%	4	25%
ROBBERY	10	4	-6	-60	16	-75%
AGGRAVATED ASSAULT	52	61	9	17%	55	10%
<b>Violent Crime Total</b>	<b>71</b>	<b>75</b>	<b>4</b>	<b>6%</b>	<b>81</b>	<b>-7%</b>
ARSON	5	3	-2	-40%	3	15%
BURGLARY	40	24	-16	-40%	57	-58%
LARCENY	244	275	31	13%	308	-11%
MOTOR VEHICLE THEFT	64	99	35	55%	52	92%
<b>Property Crime Total</b>	<b>353</b>	<b>401</b>	<b>48</b>	<b>14%</b>	<b>419</b>	<b>-4%</b>
<b>Total Major Crime</b>	<b>424</b>	<b>476</b>	<b>52</b>	<b>12%</b>	<b>500</b>	<b>-5%</b>

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

5 Year Average to 11/30

HOPEWELL POLICE DEPARTMENT  
Reporting Date: Nov 4, 2024

Suspected Opioid Overdoses							
	2019	2020	2021	2022	2023	2024	Grand Total
Fatal	10	13	16	16	22	6	83
Non-fatal	62	81	88	75	76	46	428
<b>Grand Total</b>	<b>72</b>	<b>94</b>	<b>104</b>	<b>91</b>	<b>98</b>	<b>52</b>	<b>511</b>

Subject to change as  
forensic results are returned

HOPEWELL POLICE DEPARTMENT  
Reporting Date: Nov 4, 2024

Verified Shots Fired Jan 1 2023-Nov 3 2023 Vs Jan 1 2024-Nov 3 2024		
2023	2024	2023 Yearly Total-53
53	49	



# 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 – 2<sup>nd</sup> Monday of every month 6:00pm @ Power's Memorial Church.

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



# Hiring-Recruitment Nov 2024

- 13 - Sworn Vacancies, 1 - Emergency Communications Vacancy
- On Nov 16, 2024, law enforcement physical agility tests, written exams, and interviews are scheduled with a start time of 8 am.
- 9 Law Enforcement Officers are in background investigations.

# 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

- Foot Patrols were completed
- Business Checks were completed.
- Directed Patrols were completed with no significant activity to report.
- Citizens contact/Business Owner contacts were made.
- Officers will be working overtime at the Beacon Theater during scheduled concerts events.



## Community Engagement Activities

- On 11-02-24 the Lamb Arts ribbon-cutting event was held from 12 pm- 4 pm and 600 hotdogs were cooked for the event.
- On 11-06-24 the Community Engagement Officer will be walking downtown and will be speaking to business owners regarding the homeless and asking for their input to address the trespassing in the Alcoves after business hours.
- On 11-15-24 Career Day will be held at Patrick Copeland Elementary. The Community Engagement Officer will be Speaking with classes about policing and the duties of a Police Officer. The times are from 9 am – 11 am.
- On 11-23-24 Steering wheel lock giveaways will be held at Police Headquarters from 9 am-1 pm.

C-4

**DATE:** November 12, 2024  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, Director of Human Resources  
**SUBJECT:** Personnel Change Report – October 2024

---

**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
JOHNSON, JEANETTE	FINANCE	ACCOUNTANT	10/02/2024
BULLOCK, YOLANDA	FINANCE	ACCOUNTING TECHNICIAN	10/02/2024
CHAPMAN, WARREN	REFUSE	PW MAINT SPEC	10/02/2024
GORE, TASHA	SOCIAL SERVICES	FAMSERVSPEC I	10/02/2024
HARRINGTON, DREA	SOCIAL SERVICES	BEN PROG SPC II	10/02/2024
BARTLETT, ALAN	VOTER REGISTRAR	PART TIME TEMP	10/10/2024
PHILLIPS, JENNIFER	HOPEWELL WATER RENEWAL	SAMPLE TECH	10/16/2024
HUTCHINS, NASLIE	SOCIAL SERVICES	BEN PROG SPC I	10/16/2024
YOUNG, UNIQUA	SOCIAL SERVICES	BEN PROG SPC II	10/16/2024
BRANSON, MICHAEL	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	10/30/2024

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
HART, SEAN	POLICE	ANIMAL CONTROL CUSTODIAN	10/02/2024
DAVIS, LAVONDA	SOCIAL SERVICES	BEN PROG SPC II	10/04/2024
SMITH, SHALEIRA	TREASURER	DELIQ TAX COLL	10/08/2024
HAYES, MATTHEW	POLICE	POLICE OFFICER NON CAR DEV	10/15/2024
PHILLIPS, DAVID	FIRE	FIREFIGHTER II/EMT	10/19/2024
MCQUIGGAN, DELANEY	RECREATION	PT LIFEGUARD	10/19/2024
NETROE, TYLER	FIRE	MEDIC/FF 1	10/21/2024
IRBY, BURTON	HOPEWELL WATER RENEWAL	ELEC & INST TECH III	10/22/2024
BARLOWE, FAITH	HEALTHY FAMILIES	FAM REC SPEC HEALTHY FAMILIES	10/22/2024

PORTER, JAMES	DEVELOPMENT/NEIGHBORHOOD SVS	PT INTERN - PAID	10/23/2024
MCMULLEN, CASSIDY	SOCIAL SERVICES	FAMSERVSPEC III	10/24/2024
FELTON, LATONYA	INFORMATION TECHNOLOGY	ERP MUNIS ADMINISTRATOR	10/25/2024
COLLINS, BERTIS	RECREATION	PT GYM ATTEND	10/25/2024
HAWKINS, PATSY	SOCIAL SERVICES	HUMAN SER AST II	10/28/2024
GRAY, BETHEHEM	HEALTHY FAMILIES	COMMUNITY HEALTH WORKER	10/29/2024
ALVARADO, ADAM	RECREATION	PT SEASONAL PARK LABORER	10/29/2024

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



# COMMUNICATIONS FROM CITIZENS

# 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:** Public Hearing on a Conditional Use Permit Request to construct a single-family dwelling on non-conforming lot, Parcel #014-1585, located on Suffolk St.

**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 November 19, 2024.

**BACKGROUND:** This CUP application was first presented to City Council at a work session held on September 24, 2024.

**ENCLOSED DOCUMENTS:** CUP application, staff report, presentation

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

### FOR IN MEETING USE ONLY

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

### Roll Call

**SUMMARY:**

- |                          |                          |                                   |                          |                          |  |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| Y                        | N                        |                                   | Y                        | N                        |  |
| <input type="checkbox"/> | <input type="checkbox"/> | 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  |                          |                          |  |

# CONDITIONAL USE PERMIT REQUEST

Single-Family Dwelling on a Non-Conforming Lot

Parcel #014-1585 - Suffolk St.

CITY COUNCIL PUBLIC HEARING

November 19, 2024

## CUP REQUEST: SFD on Non-Conforming Parcel #014-1585

- APPLICANT: Ibrahim & Tanya Giwa
- WARD: 5
- CURRENT ZONING: R-2 Residential Medium Density
- REQUEST: Construct SFD
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners, sign placed at property

# CUP REQUEST: SFD on Non-Conforming Parcel #014-1585



## CUP REQUEST: SFD on Non-Conforming Parcel #014-1585

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

Suffolk St.— Parcel #014-1585 is ~70 feet wide and 7,281sf.

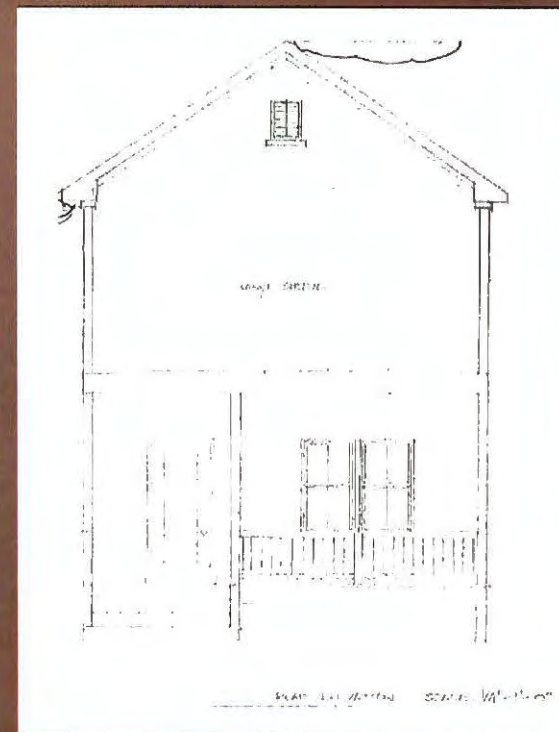
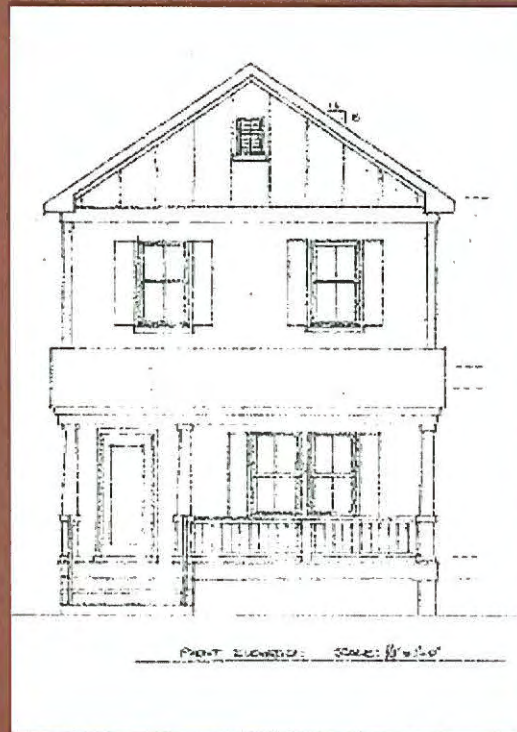
**Non-Conformity** — Width and total lot size



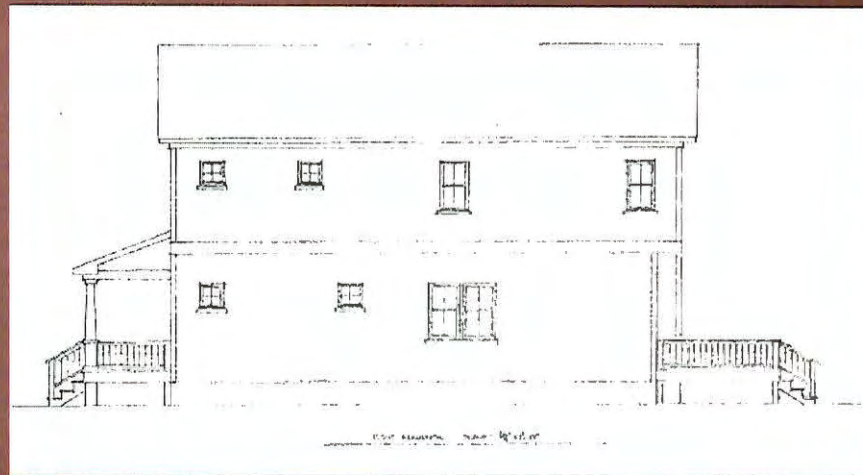
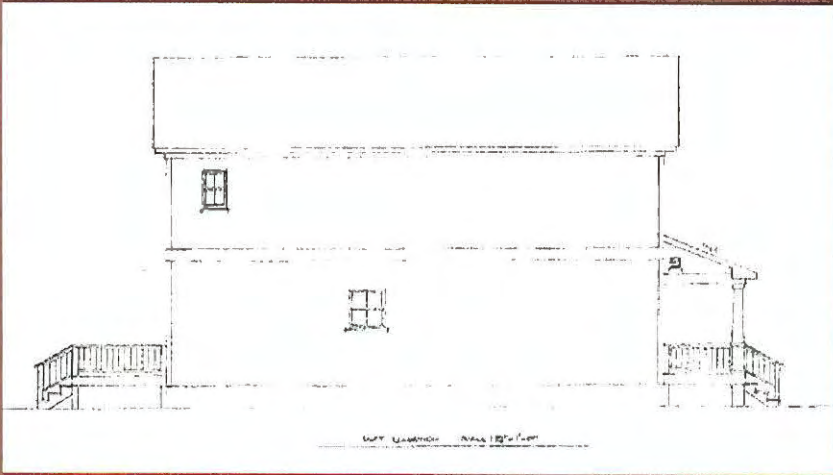


# CUP REQUEST: SFD on Non-Conforming Parcel #014-1585

- 2-Story SF Dwelling
- 3 Bedroom; 2.5 Bath
- 1,665sf



# CUP REQUEST: SFD on Non-Conforming Parcel #014-1585



# Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓

- Proposed dwelling is significantly larger than the average single-family dwelling in the neighborhood.
- Average size of dwellings in the surrounding area is 1,187 sf.
- Proposed dwelling is 1,665sf.
- Proposed dwelling easily meets required setbacks.

# Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. The new single-family dwelling 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 of asphalt or concrete will be installed in accordance with the City's driveway policy.
4. The new single-family dwelling will have brick or stone foundation on all four sides.
5. The new single-family dwelling will have foundation plantings along the front foundation.
6. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on 10/5/2024, with any modifications as conditioned at final approval.

# Planning Commission Recommendation

5-0

PH -Sept. 5

PC recommends approval of the CUP with the following conditions:

1. The new single-family dwelling 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 of asphalt or concrete will be installed in accordance with the City's driveway policy.
4. The new single-family dwelling will have brick or stone foundation on all four sides.
5. The new single-family dwelling will have foundation plantings along the front foundation.
6. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on 10/5/2024, with any modifications as conditioned at final approval.

CUP REQUEST: SFD on Non-Conforming [Parcel #014-1585](#)

Questions?



The City  
of  
Hopewell, Virginia

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

City of Hopewell, VA  
Permits / Inspect... - 202408751CUP - 2024  
026258-0004 debra mc... 08/05/2024 02:01PM  
47881 - IBRAHIM & TANYA GIWA  
CONDITIONAL USE PERMIT - REVIEW  
Payment Amount: 300.00  
Transaction Amount: 300.00  
TPDevOffi1:

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

RECEIVED  
AUG - 2 2024  
By KOK

APPLICATION # 20240875

APPLICANT: Ibrahim Giwa + Tanya Giwa  
ADDRESS: 84 Country Manor Dr.  
Fredericksburg VA 22406  
PHONE #: 540 369-3564 FAX #: 540 737-4003  
EMAIL ADDRESS: giwa realestate@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: Ibrahim + Tanya Giwa are in a contract  
ADDRESS: to purchase the land from Gery + Sherry  
Leitch  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

PROPERTY ADDRESS / LOCATION:  
Suffolk Street

PARCEL #: 014-1585 ACREAGE: 7318 ZONING: R2  
59 ft.

\*\*\* 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 Article 4 OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

Please see attached

THE CONDITIONAL USE PERMIT WILL ALLOW:

Please see attached

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.

please see attached

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

please see attached

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.

please see attached

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.

Ibrahim Gwa

APPLICANT SIGNATURE

Tanya Gwa

7/24/2024

DATE

IBRAHIM GWA & Tanya Gwa

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 8-2-24

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

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

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

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



**Question #1**

Currently, the lot is vacant.

**Question #2**

We would like to request approval to change the non-conforming lot to a buildable lot.

**Question #3**

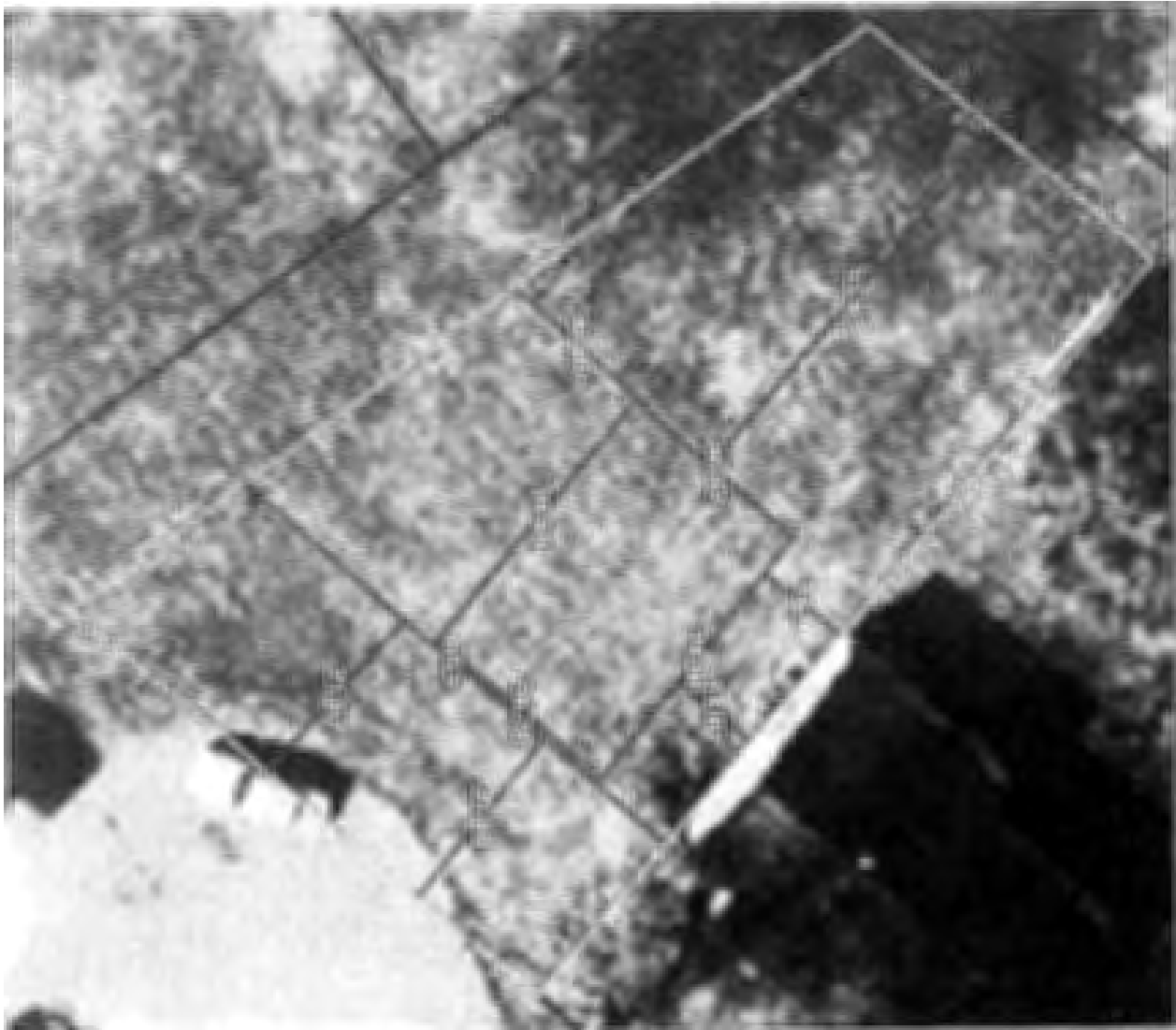
Our proposal will not adversely affect any person residing in or working in the neighborhood. The caliber of the new home would attract quality residents and add diversity to the city and neighborhood's demographics as planned in Hopewell's Comprehensive Plan. Our plan is consistent with Chapter 11 Goal #2 which states "Housing & Neighborhoods: Develop more focused initiatives to create highly regarded, livable, safe, healthy and attractive neighborhoods and housing stock for all residents that will enhance our societal, spiritual, and economic values."

**Question #4**

The proposal will not be detrimental. Hopewell's Comprehensive Plan notes in Chapter 11 "on a regional basis, Hopewell has a poor reputation for housing quality and, in general, being an attractive place to reside." Our proposal will attract new high-value buyers; increase nearby home values; and improve the perception and the desirability of the neighborhood. The proposed changes are consistent with Hopewell's Comprehensive Plan to "concentrate on revitalization, increasing demand for new housing and older homes, as well as institute policies that encourage infill, redevelopment, and reinvestment in housing" noted in Chapter IX Page 4.

**Question #5**

We would like to build a home that is comparable, if not greater, to the other homes in the area.





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

08/05/2024 02:01PM debra m.  
026258-0004 000229183  
Payment Effective Date 08/05/2024

**PERMITS / INSPECTIONS**

IBRAHIM & TANYA GIWA  
CONDITIONAL USE PERMIT  
- REVIEW

2024 Item: 20240875|CUP \$300.00  
Payment Id: 362551

-----  
\$300.00

**Subtotal** \$300.00  
TP CC Fee \$9.75  
**Total** \$309.75

TP DEVELOPMENT OFFLINE \$309.75

-----  
**Change due** \$0.00

Paid by: IBRAHIM & TANYA GIWA



Thank you for your payment.

City of Hopewell, VA COPY  
DUPLICATE RECEIPT



**REQUEST FOR CONDITIONAL USE PERMIT  
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-  
CONFORMING PARCEL #014-1585 IN THE R-2  
DISTRICT, LOCATED ON SUFFOLK 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, Ibrahim and Tanya Giwa, agents for the owner, requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #014-1585 in the R-2 District located on Suffolk St. Staff recommends approval with conditions.

**II. TENTATIVE SCHEDULE OF MEETINGS**

BODY	DATE	TYPE	RESULT
Planning Commission	Sept. 5, 2024	Public Hearing	Pending
City Council	Sept. 24, 2024	Work Session	No Action
City Council	Nov. 19, 2024	1st Reading / PH	Pending

**III. IDENTIFICATION AND LOCATIONAL INFORMATION**

Applicant	Ibrahim & Tanya Giwa
Owner	Leech Gerry Jr. or Sherry
Existing Zoning	R-2 Residential Medium Density
Requested Zoning	N/A
Acreage	~0.167 acres / ~7,281 sf
Legal Description	LOT 11 BLK 88 & VACATED WAGNER AVE SUBDIVISION: BATTLEGROUND ANNEX
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 #014-1585

#### IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	8/22/2024	8/29/2024
	Letter to Adj. Properties	8/23/2024	
City Council	Progress-Index Ad	11/5/2024	11/12/2024
	Letter to Adj. Properties	11/6/2024	

#### 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 IV, Residential, Medium-Density District \(R-2\)](#)

#### VII. SUBJECT PROPERTY

The subject property, Parcel #014-1585, is a non-conforming lot at the end of Suffolk Street. The property is trapezoidal in shape with the street frontage of approximately 75 feet across and a depth of approximately 120 feet for a total square footage of ~7,281sf. The R-2 District sets the minimum lot width at 75 feet and the minimum lot size for a single-family dwelling

use at 7,500 square feet. The total square footage is less than the required minimum, making it non-conforming to the R-2 District.

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

The applicant proposes to construct a new, 2-story, 3-bedroom, 2.5 bath, 1,665 square foot house with vinyl siding that will meet district setbacks. The applicant proposes to construct a high-quality home that will increase diversity in the neighborhood and increase nearby home values.

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

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

The surrounding properties are typical 1-story homes with mostly vinyl siding and an average size of 1,193sf. The proposed house will be larger than the average home on this block and the proposed exterior material (vinyl) will be consistent with the other houses in the neighborhood.

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 998sf to 1,476sf with mostly vinyl siding. Only two lots on this block meet the R-2 minimum width of 75 feet, one being the lot in question. The proposed house exceeds the average size of the existing homes and will add a new home on a long-vacant lot.

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

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

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

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

1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.

2. The 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.
4. The new single-family dwelling will have brick or stone foundation on all four sides.
5. The new single-family dwelling will have foundation plantings along the front foundation.
6. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on 10/5/2024, with any modifications as conditioned at final approval.

## **XII. PLANNING COMMISSION RECOMMENDATION**

The Hopewell Planning Commission voted 5-0 after the public hearing held on September 5, 2024 to recommend approval of the Conditional Use Permit with the conditions proposed by staff.



**APPENDIX A - MAPS**

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Blue box indicates Parcel #014-1585



APPENDIX B – SURROUNDING AREA DATA

**SURROUNDING PROPERTIES - PARCEL #014-1585**

Suffolk  
St.

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	2600 SUFFOLK	1	1013	63	120	7,560	VINYL	1957	SF
2	2601 SUFFOLK	1	1356	62	120	7,440	VINYL	1955	SF
3	2602 SUFFOLK	1	1013	63	120	7,560	ASBSTS	1957	SF
4	2603 SUFFOLK	1	1195	63	120	7,560	ALUM	1955	SF
5	2604 SUFFOLK	1	1146	63	120	7,560	VINYL	1963	SF
6	2605 SUFFOLK	1	998	63	120	7,560	VINYL	1956	SF
7	2606 SUFFOLK	1	1154	88	120	10560	VINYL	1963	SF
8	2607 SUFFOLK	1	1336	63	120	7,560	VINYL	1957	SF
9	2700 SUFFOLK	1	1476	55	120	8,297	VINYL	1962	SF
	AVERAGE	1	1,187	65	120	7,961	VINYL		
	#014-1585	2	1,665	75	120	7,281	VINYL		SF

BLUE = Proposed house

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: AMENDMENT OF HOPWELL CITY CHARTER**

**ISSUE:** Amendment of the Hopewell City Charter requires and City Council to approve/adopt the proposed Resolution and City Ordinance.

**RECOMMENDATION:** City Council approves and adopts the proposed Resolution and Ordinance that reassign certain duties and functions of the City Treasurer to departments under the purview of the City Manager.

**TIMING:** Approval on November 19, 2024

**BACKGROUND:**

**ENCLOSED DOCUMENTS:** Resolution and Ordinance

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

**FOR IN MEETING USE ONLY**

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

**SUMMARY:**

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

# Roll Call

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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 Peiham, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

**RESOLUTION ALLOWING FOR REASSIGNMENT OF FUNDS AND DUTIES  
PURSUANT TO THE AMENDMENT OF THE HOPEWELL CITY CHARTER**

**WHEREAS**, the Commonwealth of Virginia (“Commonwealth”) has determined the City of Hopewell (“City”) has experienced and continues to experience fiscal distress within the meaning of Code of Virginia § 15.2-2512.1 (see, Fiscal Monitoring Notification from Staci A. Henshaw, Auditor of Public Accounts for Commonwealth of Virginia dated August 23, 2024 [attached]), and the City agrees with this determination;

**WHEREAS**, the Commonwealth has supported the City’s efforts to reverse its fiscal distress by assisting with a stabilization and turnaround plan which is still underway;

**WHEREAS**, pursuant to Chapter XV, §1 of the Charter of the City of Hopewell the City presently is served by an elected treasurer whose duties are specified in the Code of Virginia §58.1-3123 et seq.;

**WHEREAS**, the City has determined it is in the best interest of the citizens of Hopewell to exercise closer supervision and control over its finances and financial operations, and toward this end now desires the legislature to consider giving the City the flexibility it needs to better manage its finances by shifting the duties of the treasurer prescribed in Code of Virginia §58.1-3123 et seq. to the City’s director of finance under the supervision of the city manager pursuant to Chapter VI, §2 of the Charter of the City of Hopewell;

**WHEREAS**, § 15.2-202, allows a locality to request the General Assembly to grant an amendment to an existing Charter by holding a public hearing.

**WHEREAS**, the Hopewell City Council has given notice of its intention to effect this change during a public hearing in accordance with Va. Code Ann. §15.2-1427; and

**WHEREAS**, the City Council voted in favor of requesting the General Assembly to make changes of the Hopewell City charter at the public hearing held on **November 19, 2024**; therefore

**BE IT RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2024 that to effectuate the proposed charter change the Hopewell City Council hereby resolves and approves the following:

1. The city manager is authorized to designate specific city departments and employees necessary to aid the finance director in effectuating the above-described changes in duties and functions, including, but not limited to making the necessary transfer of funds from the city treasurer's office existing appropriation authority to the departments so designated to complete the duties and tasks.
2. Subject to appropriation of funds, the City Manager is authorized to undertake all activities necessary to implement the reassignments, including, but not limited to, procurement of consultants to assist in the transition, conducting solicitations for other services, hiring and training of employees, and procurement of external auditors to conduct "turnover audits" of the finances associated with each duty or function being reassigned.

3. The City Manager, City Treasurer, and their respective staffs shall work together to provide all information and cooperation necessary to ensure a smooth transition of the identified duties, functions and associated assets, for the benefit of the City and its citizens.
4. All that authorizations prescribed above are for the sole purpose of effectuating the proposed charter change by August 31, 2025. Any proposed extension and the reasons; therefore, shall be communicated to the Council.

**ADOPTED** by the Council of the City of Hopewell, Virginia, the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Witness this signature and seal

\_\_\_\_\_  
Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

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

**ORDINANCE: 2024-1119**

**AN ORDINANCE REASSIGNING CERTAIN DUTIES AND FUNCTIONS OF THE CITY TREASURER TO DEPARTMENTS UNDER THE PURVIEW OF THE CITY MANAGER.**

**WHEREAS**, the Commonwealth of Virginia (“Commonwealth”) has determined the City of Hopewell (“City”) has experienced and continues to experience fiscal distress within the meaning of *Code of Virginia* § 15.2-2512.1 (*see*, Fiscal Monitoring Notification from Staci A. Henshaw, Auditor of Public Accounts for Commonwealth of Virginia dated August 23, 2024 [attached]), and the City agrees with this determination;

**WHEREAS**, the Commonwealth has supported the City’s efforts to reverse its fiscal distress by assisting with a stabilization and turnaround plan which is still underway;

**WHEREAS**, pursuant to Chapter XV, §1 of the Charter of the City of Hopewell the City presently is served by an elected treasurer whose duties are specified in the *Code of Virginia* §58.1-3123 *et seq.*;

**WHEREAS**, the City has determined it is in the best interest of the citizens of Hopewell to exercise closer supervision and control over its finances and financial operations, and toward this end now desires the legislature to consider giving the City the flexibility it needs to better manage its finances by shifting the duties of the treasurer prescribed in *Code of Virginia* §58.1-3123 *et seq.* to the City’s director of finance under the supervision of the city manager pursuant to Chapter VI, §2 of the Charter of the City of Hopewell;

**WHEREAS**, *Code of Virginia* §15.2-202, allows a locality to request the General Assembly to grant an amendment to an existing Charter by holding a public hearing.

**WHEREAS**, the Hopewell City Council has given notice of its intention to effect this change during a public hearing in accordance with *Va. Code Ann.* §15.2-1427;

**WHEREAS**, the City will continue working cooperatively with the treasurer and desires to retain its ability to prescribe duties and obligations for the treasurer as permitted by Chapter XV, §1 of the Charter of the City of Hopewell and

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Hopewell, Virginia that the amendment to the charter shall be as follows:

**Hopewell, City of**

**History of incorporation**

Formerly known as Charles City Point and City Point (*Hornbook of Virginia History*).

Established, 1613 (*Hornbook of Virginia History*).

City incorporation, 1916, c. 65.

**Current charter**

Charter, 1950, c. 431.



**ORDINANCE: 2024-1119**

**Chapter VI. City Clerk and Director of Finance (1975, c. 332).**

§ 1. **City Clerk.** There shall be appointed by the city council as hereinbefore provided a city clerk whose qualifications shall be such, who shall receive such compensation, and who shall perform such duties as the council, by ordinance or resolution may provide. (1950, c. 431; 1975, c. 332)

§ 2. **Director of Finance.** The city manager may, if authorized by the city council, appoint a director of finance whose qualifications shall be such and who shall perform such duties as the city manager may direct. (1975, c. 332)

- (a) The director of finance shall have charge of the financial affairs of the city, including such powers and duties as may be assigned by the City Manager not inconsistent with the Constitution and general laws of the Commonwealth. S/He shall appoint and remove officers and employees of the department and shall have power to make rules and regulations consistent with this charter and the ordinances of the city for the conduct of its business. S/He shall have charge of the administration of the financial affairs of the city, subject to the direction and control of the city manager, except those of the school board;
- (c) The finance director shall provide oversight of the finances of the city and aid in maintaining the city's good fiscal standing by:
  - 1. Management of and access to the City's cash and investments, including but not limited to, those investments in the Virginia Local Government Investment Pool (the "LGIP") administered by the Cash Management and Investments Division of the Virginia Treasury.
  - 2. Management of and access to all bank accounts for the City, including management of associated banking relationships and procurement of new banking contracts as required.
  - 3. Management of and access to all revenue, including taxes collected, and accounting and auditing of funds activity involved or related to managing the deposit and disbursement of all city accounts. This activity is responsible for the reconciliation of bank, investments, credit card, merchant accounts, revenue and expenditure accounts related to the city's ledger.
  - 4. Administration of Emergency Medical Services ("EMS") billing services but excluding collections.
  - 5. The city manager is authorized to designate specific city departments and employees necessary to aid the finance director in effectuating the above-described changes in duties and functions, including, but not limited to making the necessary transfer of funds from the city treasurer's office existing appropriation authority to the departments so designated to complete the duties and tasks.

**ORDINANCE: 2024-1119**

**Chapter XV. City Treasurer.**

§ 1. There shall be elected as hereinbefore provided, a city treasurer, who shall give bond as the council may prescribe, and whose duties and obligations shall be as follows:

- (a) Bill, collect and receive all money due the city from the State and, all taxes and levies due the State and collected within the city, and disburse the same, using any procedure now or hereafter prescribed by law. In performing these duties, the city treasurer shall be entitled to employ such staff as the State Compensation Board authorizes.
- (b) The city treasurer shall have such other duties as the council may prescribe by ordinance.

**ADOPTED** by the Council of the City of Hopewell, Virginia, the 19<sup>th</sup> day of November 2024.

Witness this signature and seal

\_\_\_\_\_  
Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

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

# 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:** Stormwater Utility Fee Study Presentation

**ISSUE:** Since the inception of the City’s Stormwater Program, the Department has been operating on an Enterprise Fund that strictly generates revenue from a Utility Fee made up of residential, commercial, and industrial tenants at a base rate of \$4 per ERU (2,100 Sq Ft.). The majority of the revenue from the Utility Fee is sourced from residential and commercial tenants, as industrial tenants are able to claim a 90% fee credit reduction due to their own VPDES permitting. Additionally, the base rate of \$4 has remained stagnant since originally being voted on. Due to these factors, the Stormwater Program has largely faltered with developing & implementing a stormwater CIP, meeting regulatory compliance goals & requirements, increasing maintenance & emergency response capacity, and going after state & federal grant opportunities, which largely rely on matching requirements to receiving funding. Primarily, the Program has been operating with minimal maintenance capacity, with a large number of emergency maintenance repairs being contracted out due to insufficient equipment. Additionally, the implementation of any CIP Project has been heavily reliant on sourcing funds from the General Fund due to insufficient revenue generated from the Utility Fee to either outright pay for design & construction costs or use matching funds for state & federal grant opportunities.

**RECOMMENDATION:** Approve amendments to the Chapter 14, Article III of the City’s Ordinance allowing for the Utility Fee to increase to a \$8 monthly fee, and eliminating the current 90% incentive offered to large industry and replacing it with a 20% credit.

**TIMING:** N/A

**BACKGROUND:** The City of Hopewell Stormwater & Engineering Program has been working with CDMSmith to conduct an analysis of the current state of the Program and Utility Fee. The City of Hopewell implemented the Stormwater Program and Utility Fee in 2015 at a

**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

base rate of \$4. Since its initial implementation, the utility fee rate has remained stagnant despite growing needs of the program, which include, but are not limited to, inflation, climate change resiliency, aging infrastructure, and regulatory compliance. CDMSmith has overviewed the history of our Program and has provided any recommendations they deem fit to better equip our Stormwater Program. Attached with this Form are the Utility Fee Study and presentation.

**ENCLOSED DOCUMENTS:** Utility Fee Presentation, amended ordinance.

**STAFF:** Michael Campbell, Joshua Sem

**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

# DEPARTMENT OF PUBLIC WORKS

Revisions to Chapter 14; Article III –  
Stormwater Utility Fee

## BACKGROUND

- ▶ The City of Hopewell Stormwater Management Program is currently funded by a \$4 monthly utility fee. The utility fee is exclusively used to “provide services and facilities related to the Stormwater Management Program.”
- ▶ Since March, 2024, the City has been working with CDMSmith, a consulting firm, to conduct a study assessing the City’s Stormwater Program’s current utility rate structure.
- ▶ On October 22<sup>nd</sup>, 2024, a representative with CDMSmith presented their findings from the above-referenced study to City Council.



## ADDITIONAL INFORMATION

- ▶ Since the inception of the City's stormwater utility fee (July, 2015), the current rate has remain unchanged.
- ▶ Based off findings from the Utility Fee Assessment, the current utility rate structure is inadequate to support city needs, implement identified capital needs, and maintain compliance with regulatory requirements.
- ▶ Additionally, the current fee credit program in place is inconsistent with peer cities and general industry standards.
- ▶ Current utility fee credits provided to large industry within the City largely hampers the City's revenue generation.
- ▶ City staff has come up with four viable options for City Council's consideration to implement changes in the current utility rate structure.

# CURRENT BUDGET BREAKDOWN

Stormwater Budget	FY25	FY26	FY27	FY28	FY29
Program Management	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00
Regulatory Compliance	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Operations & Maintenance	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00
Capital Improvements	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
<b>Total Annual Budget</b>	<b>\$ 905,000.00</b>	<b>\$ 905,000.00</b>	<b>\$ 905,000.00</b>	<b>\$ 905,000.00</b>	<b>\$ 905,000.00</b>
Total Annual Budget with Capital Needs - \$4 rate & 90% incentive	\$ 2,333,000.00	\$ 3,817,000.00	\$ 4,386,000.00	\$ 4,279,000.00	\$ 2,598,000.00
<b>Annual Budget Deficit - \$4 rate &amp; 90% incentive</b>	<b>\$ (1,428,000.00)</b>	<b>\$ (2,912,000.00)</b>	<b>\$ (3,481,000.00)</b>	<b>\$ (3,374,000.00)</b>	<b>\$ (1,693,000.00)</b>

## STAFF RANKING #4 – 8-YEAR ROLLING INCREASE IN UTILITY FEE OF 50¢ & INDUSTRIAL CREDIT REDUCTION

- ▶ Over the next 8 years, a 50¢ annual increase would be implemented to raise the utility fee from \$4/month to \$8/month.
- ▶ The new 20% incentive provided to large industrial facilities would be effective immediately.
- ▶ This will generate more revenue, but does not satisfy the necessary & immediate fiscal support the City's Stormwater Program requires to address growing capital needs, and will likely not be in line with industry costs by the time this phased approach has been fully implemented.

# STAFF RANKING #4 – 8-YEAR ROLLING INCREASE IN UTILITY FEE OF 50¢ & INDUSTRIAL CREDIT REDUCTION (REVENUE FORECAST)

Stormwater Budget	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
Average Annual budget - 50¢ phased approach & 20% incentive	\$ 1,347,000.00	\$ 1,497,000.00	\$ 1,646,000.00	\$ 1,796,000.00	\$ 1,946,000.00	\$ 2,095,000.00	\$ 2,245,000.00	\$ 2,395,000.00
Total Annual Budget with Capital Needs - 50¢ phased approach & 20% incentive	\$ 2,333,000.00	\$ 3,817,000.00	\$ 4,386,000.00	\$ 4,279,000.00	\$ 2,598,000.00	N/A	N/A	N/A
Annual Budget Deficit - 50¢ phased approach & 20% incentive	\$ (986,000.00)	\$ (2,320,000.00)	\$ (2,740,000.00)	\$ (2,483,000.00)	\$ (652,000.00)	N/A	N/A	N/A

## STAFF RANKING #3 – REDUCTION OF INDUSTRIAL CREDIT

- ▶ This option will amend the current incentive program for large industrial facilities from 90% to 20%, aligning the program with our peer cities.
- ▶ Similar to option #3, this will provide needed supplemental support in the increases in revenue; however, this will not fully address city-wide stormwater deficiencies.

# STAFF RANKING #3 – REDUCTION OF INDUSTRIAL CREDIT (REVENUE FORECAST)

Stormwater Budget	FY25	FY26	FY27	FY28	FY29
Average Annual Budget - \$4 rate & 20% incentive	\$ 1,197,000.00	\$ 1,197,000.00	\$ 1,197,000.00	\$ 1,197,000.00	\$ 1,197,000.00
Total Annual Budget with Capital Needs - \$4 rate & 20% incentive	\$ 2,333,000.00	\$ 3,817,000.00	\$ 4,386,000.00	\$ 4,279,000.00	\$ 2,598,000.00
Annual Budget Deficit - \$4 rate & 20% incentive	\$ (1,136,000.00)	\$ (2,620,000.00)	\$ (3,189,000.00)	\$ (3,082,000.00)	\$ (1,401,000.00)

## STAFF RANKING #2 – 2-YEAR ROLLING INCREASE IN UTILITY FEE OF \$2 & INDUSTRIAL CREDIT REDUCTION

- ▶ An alternative to an immediate \$4 increase in the current utility fee would be to implement a 2-year phased approach in fee increases.
- ▶ Over the next two years, a \$2 increase would be implemented to raise the utility fee from \$4/month to \$8/month.
- ▶ The incentive provided to large industrial facilities would be effective immediately, and not included in this phased implementation.

# STAFF RANKING #2 – 2-YEAR ROLLING INCREASE IN UTILITY FEE OF \$2 & INDUSTRIAL CREDIT REDUCTION (REVENUE FORECAST)

Stormwater Budget	FY25	FY26	FY27	FY28	FY29
Average Annual Budget - \$2 phased approach & 20% incentive	\$ 1,796,000.00	\$ 2,400,000.00	\$ 2,400,000.00	\$ 2,400,000.00	\$ 2,400,000.00
Total Annual Budget with Capital Needs - \$2 phased approach & 20% incen	\$ 2,333,000.00	\$ 3,817,000.00	\$ 4,386,000.00	\$ 4,279,000.00	\$ 2,598,000.00
Annual Budget Deficit - \$2 phased approach & 20% incentive	\$ (537,000.00)	\$ (1,417,000.00)	\$ (1,986,000.00)	\$ (1,879,000.00)	\$ (198,000.00)



## STAFF RANKING #1 – \$4 UTILITY FEE INCREASE & INDUSTRIAL CREDIT REDUCTION

- ▶ Currently the Stormwater Program operates off a \$4/month base rate with a 90% utility fee incentive for large industrial facilities.
- ▶ The City's stormwater fee should be raised to a \$8/month base rate to generate the necessary funding to support identified capital needs and the increasingly stringent regulatory requirements.
- ▶ The utility fee incentive for large industrial facilities should be lowered to a figure more in line with our peer cities of 20%.
- ▶ This option is most in line with city needs and addresses fiscal deficiencies.

# STAFF RANKING #1 – \$4 UTILITY FEE INCREASE & INDUSTRIAL CREDIT REDUCTION (REVENUE FORECAST)

Stormwater Budget	FY25	FY26	FY27	FY28	FY29
Average Annual Budget - \$8 rate & 20% incentive	\$ 2,400,000.00	\$ 2,400,000.00	\$ 2,400,000.00	\$ 2,400,000.00	\$ 2,400,000.00
Total Annual Budget with Capital Needs - \$8 rate & 20% incentive	\$ 2,333,000.00	\$ 3,817,000.00	\$ 4,386,000.00	\$ 4,279,000.00	\$ 2,598,000.00
Annual Budget Deficit - \$8 rate & 20% incentive	\$ 67,000.00	\$ (1,417,000.00)	\$ (1,986,000.00)	\$ (1,879,000.00)	\$ (198,000.00)

# STAFF RECOMMENDATIONS

- ▶ Increase the base rate for the utility fee from \$4 to \$8.
- ▶ Reduce the current 90% utility fee incentive offered to large industry, and replace it with a 20% incentive.
- ▶ Conduct a stormwater utility fee assessment every four years, and ensure that the necessary funds are budgeted for during each budgeting cycle.

### **ARTICLE III. STORMWATER UTILITY**

#### **Sec. 14-33. Authority.**

The city is authorized by Code of Virginia § 15.2-2114 to establish a utility to enact a system of service charges to support a local stormwater management program consistent with Article 2.3 (Code of Virginia § 62.1-44.15:24 et seq.) of Chapter 3.1 of Title 62.1 or any other state or federal regulation governing stormwater management.

(Ord. of 5-26-2015)

#### **Sec. 14-34. Purpose.**

The city council finds that an adequate, sustainable source of revenue for stormwater management activities is necessary to protect the general health, safety, and welfare of residents of the city, and to meet requirements of the city's Virginia Pollution Discharge Elimination System (VPDES) municipal separate storm sewer system (MS4) permit and federal and state regulations to address identified water quality and quantity needs. The city council finds that property with higher amounts of impervious surface area contributes greater amounts of stormwater and pollutants to the storm sewer system and waters of the commonwealth and should carry a proportionate burden of the cost of such activities. Therefore, the city council determines it is in the best interest of the public to enact a stormwater utility fee that shall allocate program costs to all property owners based on the amount of impervious surface area.

(Ord. of 5-26-2015)

#### **Sec. 14-35. Definitions.**

The following definitions shall apply to this article unless the context clearly indicates otherwise:

*Billing unit* means two thousand one hundred (2,100) square feet of impervious surface area. All single-family homes will be billed one (1) billing unit rate.

*Director* means the director of public works or the director's authorized representative.

*Developed property* means real property that has been altered from its "natural" state by the addition of any improvements such as buildings, structures and other impervious surface areas. Improvements include, but are not limited to, buildings, patios, driveways, walkways, parking areas, and compacted gravel areas.

*Impervious surface area* means surface area that is compacted or covered with material that is highly resistant to or prevents infiltration by water, including, but not limited to, most conventionally surfaced streets (including gravel), roofs, sidewalks, parking lots, and other similar structures.

*Municipal separate storm sewer system (MS4)* means a conveyance or system of conveyances that is owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.; designed or used to collect or convey stormwater (including storm drains, pipes, ditches, etc.); not a combined sewer; and not part of a publicly owned treatment works (sewage treatment plant).

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*Stormwater best management practice* means activities, prohibition of practices, maintenance procedures and other management practices, including both structural and non-structural practices, to prevent or reduce pollution of surface waters and groundwater systems.

*Stormwater management facility* means a structural control measure that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release, or the velocity of flow. A stormwater management facility is a type of stormwater best management practice.

*Unimproved parcel* means any parcel that has less than five hundred (500) square feet of impervious surface area.

*Utility fee* means any permit or local program fees allowed by Commonwealth of Virginia State Code.

(Ord. of 5-26-2015)

#### Sec. 14-36. Stormwater utility fee.

- (a) A stormwater utility fee is hereby imposed on every parcel of real property in the city that appears on the real property assessment rolls as of July 1 of each year and contains greater than five hundred (500) square feet of impervious surface area.
- (b) When new properties or impervious surface areas are brought into the utility system, such as from new construction, fees will accrue or increase commencing on the next billing cycle as established in section 14-42(a).

The billing rate per billing unit to be used for calculating the stormwater utility fee shall be ~~forty-eight dollars (\$48.00)~~ per year. City council may modify the billing rate in the future.

Commented [JS1]: Ninety six dollars (96.00)

All stormwater utility fees and other income from the fees shall be deposited into the stormwater enterprise fund. The funds deposited shall be used exclusively to provide services and facilities related to the stormwater management program pursuant to the provisions of the Code of Virginia § 15.2-2114.

The stormwater utility [fees] shall be in effect starting July 1, 2015.

The stormwater utility [fees] shall be under the administration of the director.

Consistent with Code of Virginia § 15.2-2114, the stormwater utility fee shall be waived in its entirety for the following:

- (1) A federal, state, or local government, or public entity that holds a permit to discharge stormwater from a municipal separate storm sewer system (MS4); except that the waiver of charges shall apply only to property covered by any such permit; and
- (2) Public roads and street rights-of-way that are owned and maintained by state or local agencies including property rights-of-way acquired through an acquisitions process.

(Ord. of 5-26-2015)

#### Sec. 14-38. Stormwater utility fee calculations.

Unless otherwise specified in this article, the annual stormwater utility fee for all property in the city shall be calculated in the following manner:

- (1) Determine the impervious surface area of each parcel of real property in square feet;
- (2) Divide the property's impervious surface area by the billing unit;

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{Supp. No. 6}

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- (3) Round the resulting calculation to the nearest whole number to determine the billing units and multiply by the billing rate established to obtain the annual stormwater utility fee for the property.

The stormwater utility fee is applicable to condominium unit owners and to property held by a common interest community association, as defined in Code of Virginia § 55-528. The common area within the common interest community shall be evenly divided among the individually owned parcels, or as per an alternative methodology, as determined by the director, including but not limited to directly charging the association based on the methodology described in subsection (a) above.

(Ord. of 5-26-2015)

#### **Sec. 14-39. Stormwater enterprise fund.**

The stormwater fund is hereby established as a dedicated enterprise fund. The fund shall consist of revenue generated by the stormwater utility fee as well as any other deposits that may be made from time to time by the city council.

The stormwater fund shall be dedicated special revenue used only to pay for or recover costs for the following:

- (1) The acquisition, as permitted in Code of Virginia § 15.2-1800, of real and personal property, and interest therein, necessary to construct, operate, and maintain stormwater control facilities;
- (2) The cost of administration of the stormwater program;
- (3) Planning, design, engineering, construction, and debt retirement for new facilities and enlargement or improvement of existing facilities, whether publicly or privately owned, that serve to control stormwater;
- (4) Facility operation and maintenance;
- (5) Monitoring of stormwater control devices and ambient water quality; and
- (6) Other activities consistent with the state or federal regulations or permits governing stormwater management, including, but not limited to, public education, watershed planning, inspection and enforcement activities, and pollution prevention planning and implementation.

(Ord. of 5-26-2015)

#### **Sec. 14-40. Billing, payment, and penalties.**

The stormwater utility fee shall be divided into twelve (12) equal payments over a year period, where the owner and/or occupant of each parcel of real property shall be billed on a monthly basis. Such bills or statements shall be included on and payable with the parcel's sewer and refuse bill. Properties that do not receive a sewer and refuse bill will receive an annual bill via the city's real estate tax bill in conjunction with the city's standard real estate tax billing cycle. Any fee not paid in full by the respective due date(s) shall be considered delinquent.

All payments received shall be credited firstly towards stormwater, then to sewer, and then lastly towards refuse charges.

A delinquent Stormwater Utility Fee shall accrue interest at the legal rate provided in Code of Virginia § 6.2-301(A). Such interest shall be applied to late payments overdue for more than thirty (30) days, and shall be calculated for the period commencing on the first day such fee is first due, until the date the fee is paid in full.

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(Supp. No. 6)

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Any delinquent stormwater utilities fee, together with all interest due, shall constitute a lien on the property on which assessed ranking on parity with liens for unpaid taxes and shall be collected in the same manner as provided for the collection of unpaid taxes.

(Ord. of 5-26-2015)

#### **Sec. 14-41. Stormwater utility fee credits.**

The director shall administer a system of credits in accordance with Code of Virginia § 15.2-2114.D that provide for partial waivers of charges to any person who installs, operates, and maintains an approved stormwater best management practice that achieves a permanent reduction in stormwater flow or pollutant loadings. The credit policy shall also, in accordance with Code of Virginia § 15.2-2114.E, provide for full or partial waivers of charges to public or private entities that implement or participate in strategies, techniques or programs that reduce stormwater flow or pollutant loadings, or decrease the cost of maintaining or operating the public storm sewer system and stormwater program.

The director shall develop written policies to implement the credit system, which shall include a requirement for participating property owners and/or occupants to provide maintenance verification to the city and for the owner to enter into a maintenance agreement with an inspection schedule for inspecting the best management practice(s) that justify the credit. No credit will be authorized until the city council approves written policies to implement the system of credits; a copy of the approved policies shall be on file with the public works department.

City council may modify the adopted system of credits to apply to future stormwater best management practices. ~~Previously granted credits shall be grandfathered so that existing credits cannot be modified as long as the property owner continues to provide maintenance verification and meets the requirements of the maintenance agreement.~~

~~Every four years a utility fee assessment shall be conducted to ensure revenue generated from the utility fee is adequate and a sustainable source of revenue for stormwater management activities necessary to protect the general health, safety, and welfare of residents of the city, and to meet requirements of the city's Virginia Pollution Discharge Elimination System (VPDES) municipal separate storm sewer system (MS4) permit and federal and state regulations to address identified water quality and quantity needs.~~

Except for new construction, applications for credits will be made by each year by December 31, with an approved credit to be effective on the following July 1. Applications received between January 1 and July 1 of each year will be reviewed and an approved credit to be effective on the following July 1.

(Ord. of 5-26-2015)

#### **Sec. 14-42. Petitions for adjustments.**

Any property owner may request an adjustment of the stormwater utility fee by submitting a request in writing to the director within thirty (30) days after the date the bill is mailed or issued to the property owner. Grounds for adjustment of the stormwater utility fee are limited to the following:

- (1) An error was made regarding the square footage of the impervious surface area of the property;
- (2) The property is exempt under the provisions of section 14-36(g);
- (3) There is a mathematical error in calculating the stormwater utility fee;
- (4) The identification of the property owner invoiced is in error; or
- (5) An approved credit was incorrectly applied.

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The property owner shall complete a petition for adjustment form available on the city's website or supplied by the director.

If the applicant alleges an error in the amount of the impervious surface area, the applicant shall provide a plot, plan, or map showing all impervious surface areas within the property's boundaries, including buildings, patios, driveways, walkways, parking areas, compacted gravel areas, and any other separate impervious surface area structures. The applicant shall label dimensions of impervious surface area areas and showing the areas believed to be incorrect.

The requirement for a plan view of the property's impervious surface area are required in subsection (b) above may be waived by the director, if at the sole discretion of the director the error is obvious and is the result of technical error or oversight by the city. In such case, the city shall be responsible for recalculating the impervious surface area of the property.

The director shall make a determination within forty-five (45) days of receipt of a complete submittal for the request for adjustment. In the event that the director finds that the information provided in support of the request for an adjustment is deficient or incomplete, the director shall offer the owner sixty (60) days to supply the missing information. The forty-five (45) day time for a decision will begin at such time as the requested information is provided if the information requested is not provided to the director within sixty (60) days of the original request, the petition will be deemed withdrawn.

Any owner and/or occupant requesting an adjustment of the stormwater utility fee who is aggrieved by a decision of the director may file an appeal with the Hopewell Circuit Court if allowed by state law.

(Ord. of 5-26-2015)

**Secs. 14-43—14-50. Reserved.**



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: 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:**

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			

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

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: CONFLICT OF INTEREST POLICY**

**ISSUE:** N/A

**RECOMMENDATION:** City Council approves and adopts the proposed Conflict of Interest Policy for City Employees.

**TIMING:** Approval on November 19, 2024

**BACKGROUND:**

**ENCLOSED DOCUMENTS:** Conflict of Interest Policy

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

**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  |                          |                          |  |

# CITY OF HOPEWELL

## Policy Statement

Policy Number: 9.8

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**SUBJECT: CONFLICTS OF INTEREST**

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**ORIGINATING OFFICE:**

(TO BE FILLED OUT BY THE CITY MANAGER)

City Council

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

Administering Department: Human Resources

Approved By: \_\_\_\_\_  
City Manager

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The actions of local government officials may involve conflicts of interest, and the City of Hopewell adopts this policy to serve as a guidepost for city officials, including employees who serve as elected or appointed city officials. These conflicts include but are not limited to the various situations described below. It is the policy of City of Hopewell that:

1. A city official shall not have a personal interest in any contract with the City or with any agency that is a component part of the City and under the City's control. *Code of Virginia §2.2-3107 A.*
2. A city official shall not have a personal interest in a contract of employment with a governmental agency to which the city council appoints a majority of the members of that agency's governing body. This section does not apply if:
  - a. the contract of employment began before the official's election or appointment;
  - b. the contract is for a government's sale of goods or services at uniform prices available to the public;
  - c. the contract is awarded to a city official through competitive sealed bidding for the same or similar goods or services if (1) the official did not participate in preparation of bid specifications and (2) the city council adopts a resolution stating the official's bid is in the public interest. *Code of Virginia §2.2-3107*
3. A city employee elected to city council shall not wear a city uniform during meetings of the city council. *See Code of Virginia §15.2-1512.2*
4. A city employee elected to city council shall use personal time off or leave without pay to attend meetings of the city council that are held during the employee's normal work hours.
5. A city official shall not solicit or accept money or other thing of value for services performed within the scope of official duties but may accept special benefits authorized by law. *Code of Virginia §2.2-3103*



6. A city official shall not offer or accept money or other thing of value for or in consideration of obtaining employment, appointment or promotion of any person with any governmental or advisory agency. *Code of Virginia §2.2-3103*
7. A city official shall not offer or accept money or other thing of value for the use of the public position to obtain a contract for any person or business with any governmental or advisory agency. *Code of Virginia §2.2-3103*
8. A city official shall not use for his/her own economic benefit, or for any other person's economic benefit, confidential information not available to the public and acquired by reason of serving on city council. *Code of Virginia §2.2-3103*
9. A city official shall not accept any money, loan, gift, favor, service, or business or professional opportunity that tends to influence the performance of official duties (does not apply to political contributions used for campaign or constituent services). *Code of Virginia §2.2-3103*
10. A city official shall not accept any honoraria for any appearance, speech, or article in which the employee provides expertise or opinions related to the performance of official duties. The employee may accept reimbursement for related lodging and travel expenses in accordance with the city's travel reimbursement policy. *Code of Virginia §2.2-3103*
11. A city official shall not accept any gift from a person whose interests may be substantially affected by the employee's performance of official duties where timing and nature of the gift would cause questioning of the employee's impartiality. *Code of Virginia §2.2-3103*
12. A city official shall not accept gifts so frequently that such acceptance creates the impression the employee is using his/her official position for private gain. *Code of Virginia §2.2-3103*
13. A city official shall not use his/her position to retaliate or threaten retaliation against any person for expressing views on matters of public concern or for exercising any other right provided by law. *Code of Virginia §2.2-3103*
14. An employee elected to city council shall not use his/her position to exert authority over his/her supervisors or employees of city council and shall not vote on personnel issues related to such supervisors and employees. *See Code of Virginia §15.2-1512.2*
15. An employee elected to city council shall not use his/her position to bully or intimidate other employees. *See Code of Virginia §15.2-1512.2*
16. An employee elected to city council shall not vote on the city's budget, pay raises, health insurance or any development of polices that would impact an official's economic interest. *See, Hopewell City Charter Ch. IV, §6.*
17. An employee elected to city council shall not have access to personnel or confidential information related to fellow employees.

Any city employee who is an elected official remains subject to all policies and protocols of the city and the department to which the employee is assigned.

**NOTE: No member of the council shall participate in the vote on any ordinance, resolution, motion or vote in which he, or any person, firm or corporation for which he is attorney, officer, director, or agent, has a financial interest other than as a minority stockholder of a corporation, or as a citizen of the city. Hopewell City Charter Chapter IV § 6**

DATE AMENDED: \_\_\_\_\_

Policy Number \_\_\_\_\_

**RESOLUTION ADOPTING A CONFLICTS OF  
INTEREST POLICY FOR CITY COUNCIL, APPOINTEES OF CITY  
COUNCIL, AND CITY EMPLOYEES ELECTED TO CITY COUNCIL**

**WHEREAS**, the council of the City of Hopewell recognizes that from time to time the actions of local government officials may involve conflicts of interest;

**WHEREAS**, for purposes of this policy the term “local government officials” includes, but is not limited to, members of city council, appointees of city council, employees of city council and city employees elected to city council; and

**WHEREAS**, the City of Hopewell desires to provide guidance to assist its local government officials in avoiding conflicts of interest;

**BE IT RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024, that the City of Hopewell hereby resolves and approves City of Hopewell Policy Statement, Policy Number 9.8 on Conflicts of Interest (a copy of which is attached hereto).

**ADOPTED** by the Council of the City of Hopewell, Virginia, the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Witness this signature and seal:**

\_\_\_\_\_  
**Mayor Johnny Partin, Ward 3**

**VOTING AYE:**

**VOTING NAY:**

**ABSENT:**

**ATTEST:**

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

R-4



## City of Hopewell

300 N. Main St., Ste 214  
Hopewell, VA 23860

### Charles Bennett

Director of Economic  
Development and Tourism

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

Office: (804) 541-2270

Cell: (804) 640-3482

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

November 12, 2024

Hopewell City Council  
300 North Main Street  
Hopewell, VA 23860

RE: November initiatives to raise awareness about health challenges

Dear Mayor Partin and Members of City Council

I would like to take a few minutes in the upcoming regular City Council meeting to share about two important health initiatives that take place each November. These are No-Shave November and Movember.

Both of these causes are important to me as I lost my brother Daniel to colorectal cancer in 2019. I also witnessed the life changing impact of treatments for my Mother-in-Law during her battle with breast cancer, and my grandfather's battle with prostate cancer.

Below is a summary of the two health initiatives, No-Shave November and Movember. I hope you can join me in raising awareness.

**No-Shave November and Movember** are two popular annual campaigns held in November that focus on raising awareness and funds for health issues, particularly for men. Though both are centered around growing facial hair, they have distinct goals, origins, and approaches to raising awareness.

### No-Shave November

- **Purpose:** No-Shave November is a campaign to raise cancer awareness by embracing hair, which cancer patients often lose during treatment. Participants forgo shaving and grooming to spark conversation about cancer prevention, research, and education.
- **How It Works:** Participants skip shaving or grooming for the entire month and donate the money they would have spent on hair removal products to cancer charities. The campaign encourages people to embrace their natural appearance.
- **Charities Involved:** No-Shave November partners with organizations like the American Cancer Society, Prevent Cancer Foundation, and others.
- **Origin:** No-Shave November started as a Facebook campaign in 2009, initiated by the Chicago-based Hill family after the death of their father, Matthew Hill, from colon cancer.

## Movember

- **Purpose:** Movember focuses specifically on men's health issues, particularly prostate cancer, testicular cancer, mental health, and suicide prevention. Movember Foundation organizes this annual campaign to encourage men to get proactive about their health.
- **How It Works:** Participants (known as "Mo Bros" and "Mo Sistas") begin the month clean-shaven and grow a mustache, using their facial hair as a conversation starter to raise awareness. Unlike No-Shave November, Movember focuses only on mustaches, rather than beards or other facial hair.
- **Charities Involved:** Movember Foundation funds projects and research on men's health issues globally, including partnerships with Prostate Cancer Foundation and local mental health organizations.
- **Origin:** Movember began in 2003 in Melbourne, Australia, when two friends, Travis Garone and Luke Slattery, challenged 30 men to grow a mustache to raise awareness for prostate cancer. It has since become a global movement, raising millions annually.

These campaigns have succeeded in making conversations around health issues more visible and approachable through a simple but impactful gesture: letting facial hair grow.



Sincerely,

*Charles J Bennett*

Charles Bennett

Director of Economic Development and Tourism

REPORTS OF  
THE CITY  
MANAGER

# Tyler ERP Security & Workflow Plan

## Security Roles Plan

### Information Technology Department

11/19/2024

The primary goal of this security roles plan is to streamline and optimize the permission structure within the Tyler Enterprise ERP (MUNIS) system, ensuring that roles are clearly defined, efficiently managed, and tailored to the needs of each department and user. By refining and consolidating roles, we aim to improve system security, reduce administrative overhead for the IT department, and facilitate compliance with internal controls.

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#### Objectives

1. **Role Optimization:** Reduce redundant roles by consolidating permissions at the module and menu level, ensuring clear and efficient access control.
2. **Departmental Access:** Create specialized data roles tailored to individual departments to ensure the right level of access is provided based on job responsibilities.
3. **Separation of Duties:** Ensure that roles are designed to comply with the principle of separation of duties (SoD) by clearly segregating conflicting permissions and responsibilities.
4. **Streamlined Administration:** Minimize the complexity of role management for the IT department by simplifying the permission structure and automating as much of the role assignment process as possible.
5. **Ongoing Review and Maintenance:** Conduct a continuous review of existing roles, removing unnecessary permissions and optimizing access to reflect evolving business needs.

## **Approach to Role Creation and Optimization**

### **1. Creation of Standard Functional Roles**

New **standard functional roles** will be developed for general access. These roles will be assigned at the module and menu level, simplifying the permission structure and eliminating redundancy. The goal is to ensure that each role grants access only to the relevant modules, reducing overlap in permissions.

### **2. Data Roles for Departmental Access**

Department-specific **data roles** will be created to grant access to data based on user requirements. These roles will be designed to allow access at the department level, ensuring that users only see the data that is relevant to their function.

### **3. Role Review and Optimization**

All roles will be reviewed and optimized as follows:

- **Identify Overlap:** Any overlapping roles with similar permissions will be streamlined or consolidated.
- **Permission Audit:** Roles will be audited to remove permissions that are not required by users based on their job function.
- **Collaboration with Finance:** The IT department will collaborate closely with the Finance department to ensure that permissions are assigned in accordance with the user's responsibilities.
- **Ongoing Evaluation:** Roles will be continuously evaluated to identify opportunities for further optimization and separation of tasks.

### **4. Multi-Department Roles**

Where applicable, **multi-department functional roles** will be created to facilitate the separation of duties. These roles will ensure that users with responsibilities across different departments have clear and appropriate access, while avoiding conflicts of interest and reducing administrative complexity.

### **5. Role Testing and Validation Process**

After the creation or modification of roles:

- **Department Testing:** Each department will have two weeks to thoroughly test the new or revised roles and verify that they function as expected.



- **Signoff and Validation:** Departments will sign a validation document confirming that the functionality has been tested and meets requirements before it is moved into production.
- **Testing Timeline:**
  - **Week 1:** New roles for the department will be ready for testing.
  - **Weeks 2-3:** Departments will conduct testing and provide sign-off.
  - **Week 4:** Changes will be moved into production following final approval.

## 6. Retirement of Old Roles

Once roles are tested and validated:

- **Old Roles Deactivated:** Outdated roles will be deactivated and removed from user profiles after confirmation of successful testing.

## Key Role Categories

1. **Standard Functional Roles** These roles will provide baseline functionality for users within common areas of the ERP system.
  - **Standard Accounts Payable Role:**
    - Permissions: Requisitions, Receiving, Purchase Order Inquiry, Purchase Order Change Order, General Ledger read-only access (for monitoring budget lines).
2. **Department-Specific Data Roles** Tailored to department-specific needs, these roles will allow for customized data access.
  - **Data Accounts Payable Role:**
    - Permissions: Customized access for users or positions within the Accounts Payable department, based on their responsibilities.
  - **Data Budget/General Ledger Role:**
    - Permissions: Provides access to department-specific budget data and general ledger transactions, according to the department's needs.
3. **Director-Specific Roles** Higher-level roles that provide additional access for users in managerial or supervisory positions.

- **Director Accounts Payable Role:**
    - Permissions: View and manage all requisitions, purchase orders, and invoices across the organization.
  - **Director Budget/General Ledger Role:**
    - Permissions: Full access to view or modify budget line items for the department and related financial data.
4. **Additional Roles** Based on ongoing reviews, additional roles may be created to support the separation of tasks and provide the necessary access for users to carry out their duties effectively while adhering to internal controls.

### **Summary of Role Creation and Changes**

- **Role Streamlining:** Consolidation of multiple roles with overlapping permissions.
- **Customized Access:** Creation of department-specific roles to tailor access to organizational needs.
- **Director Roles:** Development of high-level roles for directors to manage oversight of operations.
- **Regular Review:** Continuous evaluation and adjustment of roles as new needs arise or processes change.
- **Validation and Testing:** Formal testing, sign-off, and roll-out process for all role changes.
- **Retirement of Redundant Roles:** Deactivation and removal of outdated roles post-validation.

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This Security Roles Plan ensures that access to the Tyler Enterprise ERP system is aligned with organizational needs, reduces administrative burden, and strengthens internal controls. The close collaboration between departments and IT will support ongoing improvements and ensure that roles are appropriately assigned, secure, and easy to manage.

## **Workflow Review and Approval Plan**

### **Objective:**

To review and improve the existing workflow business rules to ensure smooth information flow with the necessary oversight and proper approvals, while ensuring compliance with Finance's final authority.

### **Process Overview:**

The IT Department, in collaboration with the Finance department, will review and revise the workflow business rules to ensure efficiency and adherence to the approval protocols. The Finance department holds the final approval over the workflow, with one designated approver per department, unless otherwise specified by Finance.

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### **Steps for reviewing and updating each business rule:**

#### **1. Identify workflow business rule**

Clearly define the business rule to be reviewed or updated.

#### **2. Map current workflow.**

Create or update a flowchart of the current workflow process to visualize the existing steps

#### **3. Consultation with the Finance Director**

Discuss proposed changes with the finance director to ensure the workflow meets the required oversight and approval criteria

#### **4. Update Flowchart**

Revise the flowchart to incorporate any necessary changes based on the discussion with the Finance Director.

#### **5. Approval of Updated Workflow**

The Finance Director (or designated approver) reviews the updated workflow.

## **6. Create / Update workflow in Munis Test Environment**

Modify, Update or Create the new workflow in the Munis Test environment for further evaluation and testing.

## **7. Testing Phase**

Conduct testing for up to 2 weeks to ensure the workflow functions as expected.

## **8: Finalize and Implement workflow changes in Production.**

After successful testing, Migrate the updated workflow process's into production, Implementing the role changes.

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### **Special Note on Approval:**

There is an option to skip approvals for the originator if they are also an approver. This feature will be tested to verify its functionality (Per Tyler Support discussions). If successful, this would allow the user to enter the information for the requested process but prevent that originator from approving the transactions themselves. A new workflow business rule will be created to route this transaction to the originator's senior supervisor for appropriate oversight and approval.

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### **Testing and Migration:**

- All workflow rules, whether newly created or updated, will first be tested in the Test Environment.
- The IT and Finance departments will thoroughly test these new/updated workflow rules before migrating them into Production.

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### **Conclusion:**

This plan ensures that all workflow business rules are effectively reviewed, revised, and tested to ensure smooth operations with proper oversight and approval. The collaboration between IT and Finance departments is crucial to ensuring the integrity and accuracy of the workflow before it is finalized into production.

# Tyler Munis ERP

City of Hopewell

Jay Rezin



Project Start:

Thu, 11/7/2024

Display Week:

1




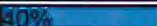
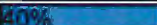
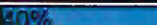
## Security Role Dashboard

TASK	ASSIGNED TO	PROGRESS	START	END
Pre-Implementation Preparation: Files and Resources Development	Jay	95%	6/24/24	10/31/24
<b>Group 1</b>				
Create Workflow Roles in TEST	Jay   Med	30%	11/7/24	11/10/24
Map Existing Workflows	Jay   Med	30%	11/7/24	11/10/24
Define/ Apply Initial Business Rules to Department Users - Group 1	Jay   Med	30%	11/10/24	11/19/24
Initiating Testing Phase - Group 1	Jay   Med	0%	11/18/24	12/6/24
Ongoing Testing and Adjustments - Group 1	Jay   Med	0%	11/18/24	12/6/24
<b>Group 2</b>				
Create Workflow Roles in TEST	Jay   Med	0%	11/19/24	11/22/24
Map Existing Workflows	Jay   Med	0%	11/19/24	11/22/24
Define/ Apply Initial Business Rules to Department Users - Group 2	Jay   Med	0%	11/19/24	12/4/24
Initiating Testing Phase - Group 2	Jay   Med	0%	12/3/24	12/13/24
Ongoing Testing and Adjustments - Group 2	Jay   Med	0%	12/3/24	12/13/24
<b>Group 3</b>				
Create Workflow Roles in TEST	Jay   Med	0%	12/9/24	12/13/24
Map Existing Workflows	Jay   Med	0%	12/9/24	12/13/24
Define/ Apply Initial Business Rules to Department Users - Group 3	Jay   Med	0%	12/12/24	12/20/24
Initiating Testing Phase - Group 3	Jay   Med	0%	12/23/24	1/10/25
Ongoing Testing and Adjustments - Group 3	Jay   Med	0%	12/23/24	1/10/25
<b>Group 4</b>				
Create Workflow Roles in TEST	Jay   Med	0%	1/13/25	1/17/25
Map Existing Workflows	Jay   Med	0%	1/13/25	1/17/25
Define/ Apply Initial Business Rules to Department Users - Group 4	Jay   Med	0%	1/17/25	1/25/25
Initiating Testing Phase - Group 4	Jay   Med	0%	1/25/25	2/6/25
Ongoing Testing and Adjustments - Group 4	Jay   Med	0%	1/25/25	2/6/25
<b>Group 5</b>				
Create Workflow Roles in TEST	Jay   Med	0%	2/6/25	2/15/25
Map Existing Workflows	Jay   Med	0%	2/6/25	2/15/25
Define/ Apply Initial Business Rules to Department Users - Group 5	Jay   Med	0%	2/6/25	2/15/25
Initiating Testing Phase - Group 5	Jay   Med	0%	2/13/25	2/20/25
Ongoing Testing and Adjustments - Group 5	Jay   Med	0%	2/13/25	2/20/25

## Security Role Implementation Groups

Department	DEPT Number	Munis Users	Group/s
City Clerk	002	2	1
Fire Department	060 / 062	3	
IT	026	2	
Sheriff	035	2	
City Attorney	003	2	2
City Manager	004/008/009	6	
Commonwealth Attorney	034	4	
Healthy Families	241	4	
Human Resources	010	3	
Police	045 / 047	6	3
Real Estate	025	2	
Recreation	171/172/173/176	16	
Social Services	855	5	
Development	085/087	13	4
Public Works	072/073/075/076	14	
Voter Registration	027	3	
Commissioner of Revenue	028	7	5
Finance	016 / 018	11	
Treasurer	030	7	
Water Renewal	231/233/235/236/241	19	
Courts	071	3	TBD

## Workflow Dashboard

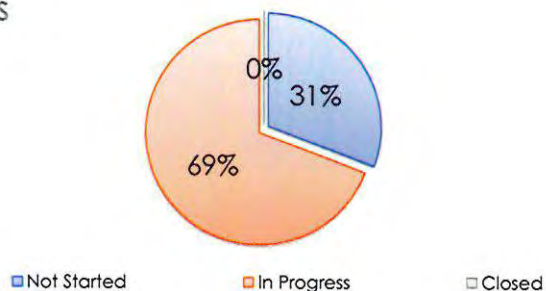
<u>WORKFLOW BUSINESS RULES</u>	Flowchart Current	Flowchart Updated	Flowchart Finance Approval	New workflow created in TEST	Workflow updated in Production	Percent Complete
Requisitions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	60% 
Invoice Processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	80% 
PCARD transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60% 
Budget Transfer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40% 
Invoice Discrepancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Employee Expense Estimated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40% 
Employee Expense Actual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40% 
Employee Expense Claim Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Time Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Request for Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Personnel Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Service Requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Vendor Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Work Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Personnel Actions Reinstate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Personnel Actions Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Personnel Actions New Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Personnel Actions Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Personnel Actions Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%
Personnel Actions Terminate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0%

## Workflow Issue Tracking

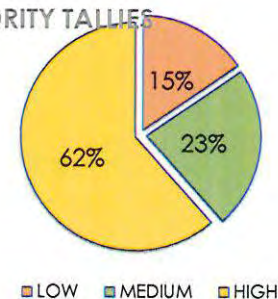
COMPANY	City of Hopewell
DEPARTMENT	Information Technology
PROJECT NAME	Security Workflow Issue Tracking
PROJECT MANAGER	Jay Rezin

STATUSES	STATUS TALLY	STATUSES	STATUS TALLY
Not Started	8	LOW	4
In Progress	18	MEDIUM	6
Closed	0	HIGH	16

STATUS TALLIES



PRIORITY TALLIES



ISSUE NO	ISSUE DESCRIPTION	STATUS	PRIORITY	ASSIGNEE	OPEN	CLOSE	COMMENTS
Requisitions	Multiple approvals for same department	In Progress	HIGH	Jay   Med			
Requisitions	Multiple steps to accomplish the same approval	In Progress	HIGH	Jay   Med			
Requisitions	Notifications for same task when an approval was already generated.	In Progress	HIGH	Jay   Med			
Requisitions	Approvers point to incorrect person.	In Progress	HIGH	Jay   Med			
Requisitions	No catchall rule to capture missing transactions	In Progress	HIGH	Jay   Med			
Requisitions	Current workflow for Healthy Familys department receiving approvals for another department due to incorrect workflow account settings.	In Progress	HIGH	Jay   Med			
Invoice Processing	Multiple steps to accomplish the same approval	In Progress	HIGH	Jay   Med			
Invoice Processing	Additional approval for treasurer – Finance is unsure what this is for.	In Progress	HIGH	Jay   Med			
Invoice Processing	No catchall rule to capture missing transactions	In Progress	HIGH	Jay   Med			
PCARD	Missing proper oversight, multiple parties can approve, not a single individual	In Progress	HIGH	Jay   Med			
PCARD	Missing sub-departments	In Progress	HIGH	Jay   Med			
PCARD	Missing approvals or only receive a notification	In Progress	HIGH	Jay   Med			
PCARD	No catchall rule to capture missing transactions	In Progress	HIGH	Jay   Med			
Budget Transfer	Approval amounts more than Finance expected.	In Progress	HIGH	Jay   Med			
Budget Transfer	Salary and Benefit to City Manager not included	In Progress	HIGH	Jay   Med			
Budget Transfer	Missing City Manager approval for over \$25,000	In Progress	HIGH	Jay   Med			
Employee Expense Estimated	Original workflow created when project implemented needs minor adjustments for proper approvers.	In Progress	MEDIUM	Jay   Med			
Employee Expense Actual	Original workflow created when project implemented needs minor adjustments for proper approvers.	In Progress	MEDIUM	Jay   Med			
Invoice Discrepancies		Not Started	MEDIUM	Jay   Med			
Employee Expense Claim Notification		Not Started	MEDIUM	Jay   Med			
Request for Check		Not Started	MEDIUM	Jay   Med			
Personnel Actions		Not Started	LOW	Jay   Med			
Personnel Actions		Not Started	LOW	Jay   Med			
Vendor Access		Not Started	LOW	Jay   Med			
Time Entry		Not Started	MEDIUM	Jay   Med			
Work Orders		Not Started	LOW	Jay   Med			



ADJOURNMENT