

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408
www.hopewellva.gov
info@hopewellva.gov
cityclerk@hopewellva.gov

CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3
Rita Joyner, Vice Mayor, Ward #1
Michael B. Harris, Councilor, Ward #2
Ronnie Ellis, Councilor Ward #4
Susan Daye, Councilor, Ward #5
Yolanda W. Stokes, Councilor, Ward #6
Dominic R. Holloway, Sr., Councilor, Ward #7

Michael Rogers, Interim City Manager
Anthony R. Bessette, City Attorney
Sade' Allen, Deputy City Clerk

June 10, 2025

REGULAR MEETING

Closed Session – 5:00 PM
Work Session – 7:00 PM
Open Session – 7:30 PM

5:00 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: I move to go into a closed meeting under Va. Code § 2.2-3711(A)(29) and (8), to discuss the award of a public contract where discussion in an open session would adversely affect the City's bargaining position and to consult with legal counsel regarding specific legal matters (real estate contract discussions, Unsolicited offer on city owned real estate); and § 2.2-3711(A)(1), to discuss and consider personnel matters, including board and commission appointments (School Board and Architectural Review Board).

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?

WORK SESSION

1. CSA Supplemental – Stacey Jordan, Deputy City Manager
2. Ordinance for Deputy Circuit Court Clerk position – Stacey Jordan, Deputy City Manager
3. Ordinance for state bonus to Social Services – Stacey Jordan, Deputy City Manager

7:30 p.m.

Call to order, roll call, and welcome to visitors

Roll Call

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

SUGGESTED MOTION: To amend/adopt Regular Meeting

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: May 27, 2025

C-2 Pending List:

C-3 Information for Council Review:

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

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda items

INFORMATION/PRESENTATIONS

- 1. Dry Run Credit Rating Based on FY21 ACFR-** Davenport
- 2. May Financials-** Stacey Jordan, CFO
- 3. Hopewell City Marina Store Project-** Charles Bennett, Economic Development Director

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

- PH-1 - FY2025 Water Supply Planning Grant-** Andrew Franzysen, Crater Planning District Commission
- PH-2 – Conditional Use Permit on a single-family dwelling on a non-conforming lot, 2908 Clingman St.-**
Chris Ward, Director of Planning and Development
- PH-3 – Zoning Ordinance Amendment Auto Related Uses-** Chris Ward, Director of Planning and Development
- PH-4 – School Board Appointments-** Mayor Partin

Reports of City Manager: Police Report, Chief Taylor

Reports of City Attorney:

Reports of City Clerk:

Councilors Pending Request:

CCR-1- Gun Restriction Ordinance- Vice Mayor Joyner

Presentations from Boards and Commissions

Other Council Communications

BOARD/COMMISSION VACANCIES

Board of Building Code and Fire Prevention Code Appeals – 2 Vacancies

Keep Hopewell Beautiful – 4 Vacancies

Library Board – 3 Vacancy

Dock Commission – 2 Vacancies

Bright Point Community College Local Board – 1 Vacancy

Healthy Families – 1 Vacancies

Recreation and Parks – 1 adult and 1 high school junior vacancy

Adjournment

CLOSED
MEETING

RECONVENE OPEN MEETING

WORK SESSION

WS-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

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

ISSUE: The FY25 budget amount of \$3.8M for “Direct Services” in Fund 015 has been expended with two month of payments in the City remaining. The remaining payments are \$1,500,000 to close out the FY25. An increase in authorized spending for this fund will allow for on-time payments to all CSA vendors.

The State reimburses approximately 76 percent of these costs to the City. Therefore, the \$1,500,000 in additional budget authority will be reimbursed by the State and the City’s actual additional cost will be roughly \$360,000. This amount will be funded by an increase allocation to Fund 015 from the General Fund.

RECOMMENDATION: Approve an increase in budget appropriation for FY25 for the Children’s Services Act Fund-015.

TIMING: Timing is of the essence in order to pay vendors prior to the City’s August 31, 2024 year-end closeout. The City budget ordinance requires Council approval if a department’s appropriation limit is exceeded. City Council action is requested on June 10, 2025

ENCLOSED DOCUMENTS: None

STAFF: Stacey Jordan, CFO

Wanda Williams, DSS Director

SUMMARY:

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

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Rita Joyner, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Susan Daye, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Yolanda W. Stokes, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Ronnie Ellis, Ward #4			

WS-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

- ☐ Consent Agenda
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- ☐ Approve Ordinance 2nd Reading
- ☐ Set a Public Hearing
- ☐ Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: General Assembly new Deputy Clerk IV position

ISSUE: The 2025 General Assembly has approved a Deputy Clerk IV Position for the 120 Circuit Court Clerk's Offices in the Commonwealth of Virginia. The position would be available to the office July 1, 2025.

RECOMMENDATION: Staff recommends that City Council approves the creation of the Deputy Clerk IV position approved for funding from the General Assembly.

TIMING: City Council action is requested on June 10, 2025

BACKGROUND: The 2025 General Assembly has approved a new Deputy Clerk IV Position for the 120 Circuit Court Clerk's Offices in the Commonwealth of Virginia which includes my office based on increased workloads that are being implemented from House Bill 2723 and Senate Bill 1466 that have been passed into the budget for FY26. My new Deputy Clerk IV position is effective July 1, 2025, through the Compensation Board and I am very thankful that the General Assembly has given us this very much needed position.

ENCLOSED DOCUMENTS:

- Letter from Clerk of Courts

STAFF:

Stacey Jordan, Deputy City Manager/CFO

Tammy Ward, Clerk of Circuit Courts

SUMMARY:

Y N

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

Y N

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

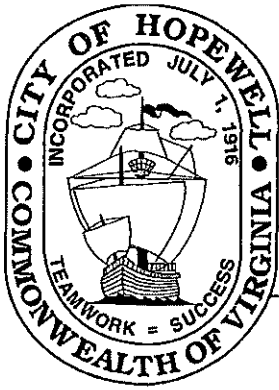
SUMMARY:

Y N

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

Y N

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



**The
City
of
Hopewell, Virginia**

TAMARA J. WARD
Clerk of Circuit Court

100 E. Broadway - Rm. 251 • Hopewell, Virginia 23860 • (804) 541-2239 • Fax (804) 541-2438

June 3, 2025

Stacey Jordan, Deputy City Manager
City of Hopewell
300 N. Main Street
Hopewell, VA 23860

IN RE: General Assembly new Deputy Clerk IV Position
for the Hopewell Circuit Court Clerk's Office

Good Morning, Ms. Jordan:

The 2025 General Assembly has approved a new Deputy Clerk IV Position for the 120 Circuit Court Clerk's Offices in the Commonwealth of Virginia which includes my office based on increased workloads that are being implemented from House Bill 2723 and Senate Bill 1466 that have been passed into the budget for FY26. My new Deputy Clerk IV position is effective July 1, 2025, through the Compensation Board and I am very thankful that the General Assembly has given us this very much needed position.

I'm attaching the Memorandum (Attachment 1) that was sent out on May 1, 2025, via email to all Constitutional Officers and copied to all City Managers and County Administrators from Chairman, Jeffrey S. Palmore, and Robyn M. de Socio, who is the Executive Secretary for the Compensation Board. I'm also attaching the Overview of the Compensation Board FY26 Budget that shows the 120 new Deputy Clerk IV positions funded and effective July 1, 2025 (Attachment 2) as well as the Compensation Board FY26 Specific Budget Issues for Commonwealth's Attorneys & Circuit Court Clerks with the part underlined showing the positions were approved (Attachment 3). I've also listed below the Compensation Board Position Number, showing the new Deputy Clerk IV (DCIV) Position and the Compensation Board salary for the new position.

Position Number	Class Code	Budgeted Salary	Current Salary	Estimated Fringe Benefits*
00006	DCIV	48,272	48,272	3,237

Page 2

I am respectfully asking that the Deputy Clerk IV position be approved by the City Council as the General Assembly has already passed this as part of the budget for FY26 and the salary will be funded through the Compensation Board in the same manner as my other positions in this office.

I appreciate your assistance in this matter and look forward to hearing that the approval has been by given Council so I can move forward to fill my new Deputy Clerk IV position.

Regards,

A handwritten signature in black ink, appearing to read 'Tamara J. Ward', with a long, sweeping horizontal line extending to the right.

Tamara J. Ward, Clerk
Hopewell Circuit Court

Attachments

Tammy Ward

"Attachment 1"

From: deSocio, Robyn (SCB) <Robyn.deSocio@scb.virginia.gov>
Sent: Thursday, May 01, 2025 11:07 PM
To: SCB - All Users - (SCB)
Subject: Compensation Board Approved Budget for the Fiscal Year beginning July 1, 2025 (FY26)

EXTERNAL EMAIL

THIS MESSAGE ORIGINATED FROM AN EXTERNAL ADDRESS. USE CAUTION CLICKING ON ANY LINKS OR DOWNLOADING ANY ATTACHMENTS

May 1, 2025

EMAIL MEMORANDUM

TO: Constitutional Officers and Regional Jail Superintendents
FROM: Jeffrey S. Palmore, Chairman
SUBJECT: Compensation Board Approved Budget for the Fiscal Year beginning July 1, 2025 (FY26)

Your Compensation Board Budget for FY2026 is now available in the COIN Budget Request Subsystem. This budget has been approved subject to the provisions of the 2025 Appropriation Act (2025 Virginia Acts of Assembly). This memorandum also serves as official notification that the Compensation Board, in accordance with §15.2-1636.8, Code of Virginia, has fixed the salaries and expenses for the fiscal year ending June 30, 2026.

Please note that your right as a Constitutional Officer to file a notice of appeal, pursuant to §15.2-1636.9, Code of Virginia, originates from the date of this memorandum. Any communication(s) subsequent to this memorandum does not extend the period within which you may file your notice of appeal. Similarly, any objection filed by a governing body pursuant to §15.2-1636.8, Code of Virginia, commences from this date and is not extended by any subsequent communication(s).

Please note that the Compensation Board does not mail a paper copy of your Compensation Board budget. However, you can download and print a copy of your approved budget from the COIN Budget Request Subsystem. Instructions for downloading and printing your FY26 approved budget from the COIN system are available on the Compensation Board website at <https://www.scb.virginia.gov/coininformation/ftpbudgetreport.pdf>. If you have any difficulty downloading and printing a copy of your budget from COIN, or viewing your budget on our website, please call or email your Compensation Board Technician.

Your budget is also available for review on the agency website; go to <https://www.scb.virginia.gov/>, click on "Constitutional Officers Budget and Salaries", then "Approved FY26 May 1 Budgets", and follow the instructions to review your budget. Please note that the website budget displays your budget as set at this time and is static (unchanging throughout the year), and is provided for convenience to you and the public.

Your official budget is that which is displayed and produced through the COIN system, as that budget is updated to reflect changes throughout the year.

An overview of Compensation Board FY26 Budget Priorities and Policies, which includes key funding items included in the Compensation Board's approved FY26 budgets, is available on the Compensation Board website at <https://www.scb.virginia.gov/docs/fy26budgetoverview.pdf>.

A final listing identifying recovery amounts by office for the retiree health care credit and general liability insurance and surety bond premiums for FY26 is available at <https://www.scb.virginia.gov/docs/fy26premdist.pdf>.

Please review the documents at the above web links and let your Compensation Board Technician know if you have any questions.

c: City Managers and County Administrators
Compensation Board Members and Staff
The Honorable Margaret "Lyn" McDermid, Secretary of Administration
John Jones, Virginia Sheriffs' Association
Amanda Howie, Virginia Association of Commonwealth's Attorneys
Elliott Casey, Commonwealth's Attorneys' Services Council
Alan Albert, O'Hagan Meyer
Patrice Lewis, Gentry Locke
Joe Horbal, Commissioners of the Revenue Association of Virginia
Michael Edwards, Kemper Consulting
Michelle Gowdy, Virginia Municipal League
Dean Lynch, Virginia Association of Counties
Janet Areson, Virginia Municipal League
Katie Boyle, Virginia Association of Counties
Kelly Richards, Department of Planning and Budget

Robyn M. de Socio
Executive Secretary
Compensation Board
804-225-3439
robyn.desocio@scb.virginia.gov

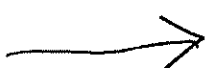
"Attachment 2"

OVERVIEW OF COMPENSATION BOARD FY26 BUDGET PRIORITIES AND POLICIES MAY 1, 2025

New Positions, FY26

- **New Positions:**

Additional positions and funding have been approved by the 2025 General Assembly for FY26, to assist with anticipated workload increases resulting from implementation of HB2723/SB1466 (2025) related to sealing and expungement of court records, as follows:

- 
- 70 new Assistant Commonwealth's Attorney positions in Commonwealth's Attorneys' offices, funded effective July 1, 2025;
 - 120 new Deputy Clerk IV positions in Circuit Court Clerks' offices, funded effective July 1, 2025.
 - Budget language directs local governments that funding for these new positions may not supplant local funds currently provided for salaries. Language also requires Commonwealth's Attorneys and Clerks to report information regarding the workload directly associated with the implementation of the legislation upon the request of the Compensation Board.

No constitutional officer programs have funded positions available for reallocation in FY26, except for emergency corrections positions that are reallocated annually based upon changes in jail inmate populations. Based on ongoing changes in jail populations and corrections staffing standards for jail overcrowding, a total of 3 emergency corrections positions will be removed and reallocated in FY26, effective July 1, 2025.

- No jail expansion projects are scheduled for completion in FY26. Jails with positions allocated in FY25 for new or expanded capacity have such positions included in base funding for FY26.

Permanent Salaries, FY26

- **FY26 Salaries:** The FY26 budget provided May 1, 2025, provides the base salary amounts approved for FY26, effective July 1, 2025.
 - These amounts **DO NOT** include the 1.5% salary bonus approved by the 2025 General Assembly to be paid by the locality in July, 2025 and reimbursed with the July, 2025 payroll and expense reimbursement for Compensation Board funded positions that are filled on July 1, 2025. Implementation of the bonus, also effective July 1, 2025, requires the governing authority to use the bonus funds to support such bonuses for constitutional officers and their employees. The calculation of 1.5% of salary amounts to be paid for the bonus is based upon the Compensation Board funded salary prior to the implementation of any salary increases that are effective July 1, 2025.

- o These amounts **DO** include across-the-board percentage-based increases approved by the 2025 General Assembly to be provided in the base salaries on July 1, 2025.

Salary Increases during FY26: The 2025 General Assembly has approved salary increases to be effective July 1, 2025 of 3% across-the-board for all constitutional officers and their Compensation Board funded permanent staff positions. Implementation of this increase requires the governing authority to use the increased funds to support salary increases for constitutional officers and their employees, such that localities must provide salary increases of at least 3% of Compensation Board salary levels in FY26 in order to meet legislative intent. The Compensation Board will increase the minimum and maximum salaries of its pay bands for constitutional officer employees by 3% effective July 1, 2025.

The 2025 General Assembly has also approved salary increases to be effective July 1, 2025 of an additional 6% across-the-board for all Compensation Board funded COMOP and CO SP positions (dispatch positions in sheriffs' offices with primary law enforcement responsibilities in their County). The Compensation Board will increase the minimum salary for these positions in its pay band chart for employees in sheriffs' offices by 6% effective July 1, 2025. There are no performance-based increases approved for FY26. **New Compensation Board base salary amounts effective July 1, 2025 are shown in the May 1 budget.**

- **Conversion of Part-time Commonwealth's Attorney's Offices to Full-time:** The General Assembly has approved funding to support the conversion of the part-time Commonwealth's Attorneys' offices in Bath and Highland Counties to full-time status effective July 1, 2025. Conversion includes funding to support a full-time salary for the elected Commonwealth's Attorney and a full-time administrative support position.
- **Automatic Regrades from Grade 7 to 8 for Sworn Deputies and Jail Officers (RBL):** Automatic re-grades from grade 7 to grade 8 for deputy sheriffs and regional jail officers occur on the first of the month on or after the one-year anniversary of the date of hire into a grade 7 position and are accompanied by a 4.56% salary increase.
- **Withholding of Salary increases for Circuit Court Clerks:** Language in the Appropriation Act requires the Compensation Board to withhold across-the-board salary increases from circuit court clerks identified by the Auditor of Public Accounts as having not taken corrective action on internal control matters that could be reasonably expected to lead to the loss of revenues or assets or otherwise compromise fiscal accountability. Such audit findings repeated over multiple audit cycles will result in notification by the Auditor of Public Accounts and subsequent withholding of salary increases. Note that beginning in FY25, the Compensation Board may take into consideration the size of the office of a circuit court clerk and its staffing capacity and determine whether there are extenuating circumstances under which any salary increases should not be withheld. When remediation of such findings is verified by the Auditor of Public Accounts, salary increase amounts withheld will be restored prospectively.

Career Development Programs, FY26

The 2025 General Assembly did not approve additional funding to support further participation in any career development program in FY26. However, salary increases for newly funded participation in FY26 are approved effective July 1, 2025 in some cases where existing funds have accrued through attrition of former funded participants. Salary increases for newly funded participants using existing program funding through attrition are included in the salaries listed in the FY26 budget provided on May 1, 2025.

- **Sheriffs' Career Development Programs:** The Career Development Program includes two tracks: one for sheriffs whose offices are accredited by certain law enforcement standards committees/associations and one for sheriffs achieving certification with Virginia Commonwealth University. For FY26, 53 officers have qualified for the Career Development Program and have received a 9.30% salary increase effective July 1, 2025, including 8 newly funded officers using funds from attrition of former participants. Existing funding is sufficient to fund all Sheriffs newly certified for FY26.
- **Master Deputy/Jail Officer Programs:** Funding is available for participation in the Master Deputy/Jail Officer programs for offices certifying their participation through FY26. For future participation by additional offices, budget language still requires that any office wishing to opt-in to participate in the Master Deputy/Jail Officer programs will need to notify the Compensation Board by July 1 that they have established the Program in their office, recognizing that additional funds will need to be requested for appropriation to the Compensation Board by the General Assembly.
- **Career Prosecutor Program:** Funding is available for current participants in the Career Prosecutor Program. A total of 133 Career Prosecutors continue to be funded in the program in FY26, and 15 new Career Prosecutors are funded in the program in FY26 effective July 1, 2025 through available attrition savings. Existing funding is insufficient to fund 39 Career Prosecutors newly certified for FY26.
- **Treasurers and Commissioners of the Revenue Career Development Programs:** Funding is available for current participants in the Treasurers and Commissioners of the Revenue's Career Development Programs. A total of 72 Treasurers and 63 Commissioners continue to be funded in the programs in FY26, and 4 new Treasurers and 2 new Commissioners are funded in the programs in FY26 effective July 1, 2025 through available attrition savings. Existing funding is insufficient to fund 2 Treasurers and 4 Commissioners newly certifying for FY26.
- **Deputy Treasurers and Deputy Commissioners of the Revenue Career Development Programs:** Funding is available for current participants in the Deputy Treasurers and Deputy Commissioners of the Revenue's Career Development Programs. A total of 207 Deputy Treasurers and 227 Deputy Commissioners continue to be funded in the programs in FY26 and 18 new Deputy Treasurers and 24 new Deputy Commissioners are funded in the program in FY26 effective July 1, 2025 through available attrition savings. Existing funding is insufficient to fund 47 Deputy Treasurers newly certified by their Officers for FY26.

- **Circuit Court Clerks' Career Development Plan:** Funding is available for current participants in the Circuit Court Clerks' Career Development Program. A total of 27 Circuit Court Clerks continue to be funded in the program in FY26, and 5 new Circuit Court Clerks are funded in the program in FY26 effective July 1, 2025 through available attrition savings. Existing funding is sufficient to fund all Circuit Court Clerks newly certified for FY26.
- **Deputy Circuit Court Clerks Career Development Plan:** Funding is available for current participants in the Deputy Circuit Court Clerks' Career Development Program. A total of 165 Deputy Circuit Court Clerks continue to be funded in the program in FY26, and 10 new Deputy Circuit Court Clerks are funded in the program in FY26 effective July 1, 2025 through available attrition savings. Existing funding is insufficient to fund 48 Deputy Circuit Court Clerks newly certified by their Clerk for FY26.

Other Funding Items, FY26

- **Technology Trust Funds:** The 2022 General Assembly approved complete restoration of funds to offset previous general fund budget reductions beginning in FY23 for the general operating budgets of Circuit Court Clerks' offices; consequently, the Compensation Board will no longer need to utilize a like amount of Technology Trust Funds (TTF) to offset general operating budget reductions from FY24 and beyond.
- **Office Equipment Funding:** No funding has been provided for office equipment in the approved budget for Constitutional Officers for FY26, except for start-up equipment funding for two part-time Commonwealth's Attorneys' offices converting to full-time status effective July 1, 2025. For Sheriffs and Regional Jails, requests for Livescan/upgrades previously considered by the Compensation Board through the budget approval process will now be considered on an individual basis and presented as a docket request item at the Compensation Board's regularly scheduled monthly board meetings. Sheriffs and Superintendents are reminded that the Board may consider one-time transfers of an office's accrued vacancy savings to fund its livescan/upgrade needs. (Note for Clerks: Technology Trust Funds are not a part of your base budget funds and budgeting is handled separately in the months of August and September).
- **Training Events:** Additional allowance funding is not available for the reimbursement of attendance at non-Compensation Board-sponsored training events such as VALECO and the Association's annual meeting. However, attendance at these events is considered a reimbursable expense if funds are available in your budget. All Officers will continue to be reimbursed for the approved travel-related expenses associated with attending Compensation Board-sponsored training events such as Lawful Employment and New Officer Training.

Transfer Policy, FY26

- **Vacancy Savings:** Policies restricting transfers of accumulated vacancy funds to other budget categories for one-time use for all Constitutional Officers are not required for FY26 at this time.
 - Officers who wish to leave permanent positions vacant for the entire fiscal year and transfer the funds to temporary salaries or office expenses should submit their requests to the Compensation Board not later than July 10 for Compensation Board action on July 24. Offices requesting to transfer annual salary amounts for medical and food service contracts must provide information regarding the costs of such contracts. **Offices requesting to transfer annual salary amounts from Behavioral Health Case Manager positions must provide information regarding how these case management services are being provided in the jail with the transferred funds utilized in another budget category.**
- **Turnover:** Turnover funds are not currently restricted and can be used by all offices for restoration to prior base salary amounts for positions with salaries reduced due to previous across-the-board budget reductions, through April 15, 2026 and prior to the May 1 setting of the budget for a subsequent fiscal year.
- **Base transfers:** Base budget transfers of turnover funds to other budgeted categories may be considered under special circumstances in FY26. Base budget transfers within other budget categories can be requested by all offices but require Compensation Board action.
- **One-time transfers:** One-time transfers can be made by all offices as follows:
 - From Vacancy Savings, Temporary or Office Expenses to Equipment (not in the base) but transfers require Compensation Board action;
 - Between Temporary and Office Expenses or from Vacancy savings to one of these categories, not to exceed \$10,000 per month (not in the base); amounts requested for transfer above \$10,000 per month require Compensation Board action.

Other Funding Policies, FY26

- **5% Salary Amount and Transition of 5% VRS Member Contribution to Officer/Employee related to Chapter 822, 2012 Acts of Assembly (SB497 of 2012 General Assembly) – Non-Supplanting Language:** While not a matter of Compensation Board policy, during the reconvened session of the 2013 General Assembly, a Governor's amendment was approved preventing local governments from using Compensation Board funding to supplant local funds provided for the salaries of constitutional officers and their employees under the provisions of Chapter 822, 2012 Acts of Assembly, who were affected members in service on June 30, 2012. In accordance with the provisions of SB497 from the 2012 Session of the General Assembly (aka Chapter 822, 2012 Acts of Assembly), localities provided a 5% salary increase (unless phasing-in) on July 1, 2012 to

constitutional officers and their employees to offset the transition of the payment of the 5% member contribution to VRS for retirement premiums from the locality to the employee. Any Compensation Board funded salary increase funds cannot be used to offset the 5% salary increase amount (or phase-in amount) funded by the locality in association with this VRS contribution change. This language regarding non-supplanting of local funds does not apply to any salary supplement amounts provided by localities that exceed the 5% increase related to the VRS member contribution amount, nor does it apply to employees hired into a Compensation Board funded position after July 1, 2012 (or after July 1, 2010 if "plan 2" employees have been required to pay their own 5% member contribution since that time).

- **Required Data Submissions:** Language was approved by the 2014 General Assembly requiring that all law enforcement agencies receiving funding from the Compensation Board (including local and regional jails) provide the necessary data and meet the necessary data requirements to participate in the Statewide Automated Victim Information and Notification System (SAVIN), administered for the Commonwealth's jails through the Virginia Center for Policing Innovation.
- **Constitutional Officers' VRS Retiree Health Care Credit Premium Recovery:** Included in the Appropriation Act for FY26 is continued language requiring that 100% of the unfunded amount of the Compensation Board's payment for the retiree health care credit premium on behalf of Constitutional Officers and their employees to the Virginia Retirement System be recovered from payments made to localities. The recovery amount is estimated at a statewide total of \$2,011,613 and the Compensation Board is appropriated base funding of just under \$1.71 million in FY26 to pay the difference between the recovery amount and the estimated premium amount of \$3.72 million in FY26. Distribution of the recovery amount for the retiree health care credit is based upon a prorated amount projected for each office based upon prior year actual costs, and does not include recoveries on behalf of Directors of Finance, Regional Jails, or localities not participating in the Virginia Retirement System. Changes in estimated costs for FY26 based upon actual FY26 costs may result in a change to each office's estimated recovery amount. Each office's related cost is anticipated to be recovered from the July payroll reimbursement amount prior to fund transfer to the locality.
- **Division of Risk Management Liability Insurance/Surety Bond Premium Recovery:** Included in the Appropriation Act for FY26 is continued language requiring that 100% of the amount of the Compensation Board's payment for liability insurance and surety bond premiums on behalf of Constitutional Officers and their employees to the Division of Risk Management (DRM) be recovered from payments made to localities. Since FY17, budget language requires that DRM identify premium amounts by office, incorporating factors such as claims history, staffing, and average daily jail populations, and results in a different distribution of premium recovery amounts by office than the previous distribution based upon staffing levels. For FY26, the total VARISK general liability premium will remain unchanged, however, every office's proportion of the total will change somewhat in FY26 based upon these factors; some offices will see an increase in their premium amounts, while other offices will see a decrease. Estimates of the FY26 recovery amounts reflecting these changes were provided on March 6, 2025.

Each office's related cost is anticipated to be recovered from the July payroll reimbursement amount prior to electronic transfer of funds to the locality. However, budget language allows for recoveries to occur in more than one month if necessary.

- **Body Worn Camera Local Funding Language:** The 2019 General Assembly approved language based on a recommendation of the 2018 Body Worn Camera study work group establishing guidelines for staffing requirements by localities for Commonwealth's Attorneys' offices to provide funding to support one Assistant Commonwealth's Attorney for every 75 body worn cameras employed by local law enforcement officers, but allows for any locality to implement alternative staff funding with the consent/agreement of the Commonwealth's Attorney. Any agreed upon funding formula between the impacted Commonwealth's Attorney and the locality employing body worn cameras shall be filed with the Compensation Board by July 1 of each year and shall remain in effect unless modified by the agreement of both parties until June 30th of the following year. Additional information regarding reporting for this requirement for FY26 will be provided in a separate communication.
- **Withholding of Reimbursements:** Language in the Appropriation Act provides that the Compensation Board is authorized to withhold reimbursements due the locality for sheriff and jail expenses upon notification from the Superintendent of State Police that there is reason to believe that crime data reported by a locality to the Department of State Police in accordance with §52-28, Code of Virginia, is missing, incomplete or incorrect. Upon subsequent notification by the Superintendent that the data is accurate, the Compensation Board shall make reimbursement of withheld funding due the locality when such corrections are made within the same fiscal year that funds have been withheld.
 - **Withholding language** was also approved by the 2015 General Assembly and amended by the 2016 General Assembly to provide that the Compensation Board is also authorized to withhold reimbursements due the locality for sheriff and jail expenses if a Sheriff fails to self-certify his or her compliance with the information transmittal requirements for the Sex Offender and Crimes Against Minors Registry. Any funds withheld shall be reimbursed once the Sheriff makes the proper certification regarding compliance when the certification is made within the same fiscal year that funds have been withheld.
- **June Payroll Shift:** Based upon action by the 2002 General Assembly, the Compensation Board's reimbursement cycle for fiscal year payroll and expenses was permanently changed. While the Compensation Board has always reimbursed expenditures one month in arrears, prior to FY02 it included an accelerated schedule in June to reimburse both May and June expenditures prior to the end of the fiscal year. In FY02, localities did not receive a reimbursement for June expenditures. Instead, June 2002 expenditures were reimbursed in the month of July 2002, or the beginning of FY03. In FY03, localities received reimbursements for the months of June through May. Since FY04, this reimbursement schedule has remained the same, with localities receiving reimbursement payments for the months of

June through May in the months of July through June. This has not changed the budget cycle for the fiscal year, however, which is still established on a fiscal year cycle, beginning July 1 and ending June 30. Because of this change, officers should keep in mind that expenditures in the month of June of each year will be reimbursed out of budgeted funds available for the following fiscal year and could result in a delay in reimbursement of expenditures in the later months of the fiscal year.

Requests for Additional Compensation Board Funding

- Due to funding limitations, requests for additional funding in any budget category are unlikely to be approved during FY26. The Compensation Board reserves the right to make future budget adjustments as may be necessary to limit expenditures in the case of reduced appropriation balances that emerge at a later date.

Exceptions

- The Compensation Board will consider exceptions to these policies upon written request of Constitutional Officers, Finance Directors or Jail Superintendents.

If you have further questions, please contact a member of the Compensation Board staff:

County Sheriffs – Brian Bennett – 804-225-3443, brian.bennett@scb.virginia.gov;
City Sheriffs and Regional Jails – Donna Foster – 804-225-3435,
donna.foster@scb.virginia.gov;

Commonwealth's Attorneys and Circuit Court Clerks – Paige Christy – 804-225-3475,
paige.christy@scb.virginia.gov;

Treasurers, Commissioners of the Revenue & Finance Directors – Joan Bailey – 804-225-3351, joan.bailey@scb.virginia.gov;

Clerks' Technology Trust Funds – Charlotte Lee – 804-225-3366,
charlotte.lee@scb.virginia.gov

All Officers

Bill Fussell – 804-225-3321, william.fussell@scb.virginia.gov

Local Governments

Charlotte Lee – 804-225-3366, charlotte.lee@scb.virginia.gov; or
Robyn de Socio – 804-225-3439, robyn.desocio@scb.virginia.gov

" Attachment 3 "

COMPENSATION BOARD FY26 SPECIFIC BUDGET ISSUES COMMONWEALTH'S ATTORNEYS & CIRCUIT COURT CLERKS

New Positions:

The 2025 General Assembly has approved additional funding and positions to allocate 70 Assistant Commonwealth's Attorney positions to Commonwealth's Attorneys' offices based on staffing standards, and 120 Deputy Clerk IV positions to be allocated to each of the 120 Circuit Court Clerks' offices, with positions allocated to assist with anticipated workload increases resulting from implementation of HB2723/SB1466 related to sealing and expungement of court records.

Budget language directs localities that funding for these new positions may not supplant local funds currently provided for salaries, and also requires that any unexpended amounts shall not revert to the general fund but shall be reappropriated to support anticipated expenses in the next biennium. Language also requires Commonwealth's Attorneys and Clerks to report information regarding the workload directly associated with the implementation of the legislation upon the request of the Compensation Board.

Commonwealth's Attorneys Conversion of Offices from Part-time to Full-time:

The General Assembly has approved funding to support the conversion of the part-time Commonwealth's Attorneys' offices in Bath and Highland Counties to full-time status effective July 1, 2025. Conversion includes funding to support a full-time salary for the elected Commonwealth's Attorney and a full-time administrative support position, office expense funds and one-time equipment funds.

ORDINANCE:

**AN ORDINANCE AMENDING THE BUDGET RESOLUTION MAKING
APPROPRIATIONS FOR THE 2025-2026 FISCAL YEAR FOR THE CREATION OF A
CIRCUIT COURT DEPUTY CLERK IV POSITION**

WHEREAS, at a meeting of the City Council of Hopewell, Virginia held on May 27, 2025, a budget of the estimated expenditures for the fiscal year beginning July 1, 2025, and ending June 30, 2026, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form;

WHEREAS, in that budget, approved by Council, there are appropriated expenditures to pay for salaries;

WHEREAS, the General Assembly has appropriated a new Deputy Clerk IV position for Hopewell Circuit Court Clerk's Office in anticipation of the increased workloads that are being implemented from House Bill 2723 and Senate Bill 1466;

WHEREAS, the Deputy Clerk IV position will be funded primarily through the Compensation Board with supplemental funds for Fringe Benefits through the general fund; and

WHEREAS, Council authorizes the creation of the Deputy Clerk IV position for the Hopewell Circuit Court Clerk, as allowed under Va. Code § 15.2-2507;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Hopewell, Virginia:

- I. That appropriations from the fiscal year commencing July 1, 2025, in the State Funds are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2026.

Previously adopted	\$0.00
ADD: State Funds	\$51,509.00
General Funds	<u>\$18,061.00</u>
Total Revenues	<u>\$69,570.00</u>

ORDINANCE:

- II. That there shall be appropriated from the resources and revenues of the City of Hopewell for the fiscal year commencing July 1, 2025 and ending June 30, 2026, the following sums for the purposes mentioned:

Previously adopted	\$0.00
ADD: Salaries and Wages	<u>\$69,570.00</u>
Total Expenses	<u>\$69,570.00</u>

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

DONE this ____ day of _____

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Sade' Allen, Deputy City Clerk

WS-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Local Government Bonus Certification

ISSUE: The Virginia Department of Social Services is implementing a performance-based bonus structure designed to incentivize efficiency and accuracy in reducing Medical Assistance Renewals backlogs. In order for VDSS to distribute these bonuses, each locality must have an ordinance in place authorizing such payments.

RECOMMENDATION: Staff recommends that City Council approves the ordinance authorizing such payments.

TIMING: City Council action is requested on June 10, 2025

BACKGROUND: The General Assembly amendments added a one-time bonus of 1.5 percent of base salary on July 1, 2025, for full-time employees of local departments of social services. The bonus must be paid and reimbursed in FY 2026. A local ordinance regarding payment of bonuses must be in place per the Code of Virginia, § 15.2-1508, to provide a bonus. If the local ordinance is in place and the locality provides a bonus that is less than 1.5 percent in fiscal year 2026, funding will be decreased proportionately and removed by the end of LFY 2026.

ENCLOSED DOCUMENTS:

- Letter from State

STAFF:

Stacey Jordan, Deputy City Manager/CFO

SUMMARY:

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

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

Wanda Williams, DSS Director

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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



COMMONWEALTH of VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
Office of the Commissioner

James Hunter Williams
Commissioner

April 23, 2025

Dr. Concetta Manker, City Manager
300 North Main Street; Suite 216
Hopewell, VA 23860

Dear Dr. Manker,

I am pleased to announce a new initiative to recognize and reward Local Departments of Social Services and those employees who consistently exceed expectations in processing Medical Assistance Renewals while also maintaining high-quality standards.

The Virginia Department of Social Services is implementing a performance-based bonus structure designed to incentivize efficiency and accuracy in reducing Medical Assistance Renewals backlogs.

In order for VDSS to distribute these bonuses, each locality must have an ordinance in place authorizing such payments.

We are aware that Hopewell City does not currently have this ordinance. I encourage you to take the necessary steps to amend or enact an ordinance so your locality can distribute performance-based bonuses to eligible employees and the department in accordance with state requirements.

Please note that these bonuses do not require a local funding match, so local budgets will not be impacted!

Employees and departments can be rewarded for their hard work and dedication without additional local expense. Furthermore, the Governor's proposed budget for SFY 2026 includes funding for a one-time bonus payment to eligible employees, equal to 1.5 percent of base salary, to be issued on July 1, 2025.

BUT - This bonus is contingent upon the amendment or enactment of a local ordinance authorizing these performance-based payments.

Dr. Concetta Manker

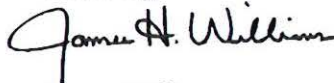
April 23, 2025

Page Two

Your local employees play a vital role in ensuring timely and accurate Medical Assistance determinations. We believe this incentive will honor their contributions, help reduce the Medical Assistance Renewal backlog, and most importantly, ensure community members receive the assistance they need promptly. We are ready to provide any guidance or support you may need as you consider this opportunity.

Thank you for your continued leadership and dedication to serving Hopewell City residents. Please do not hesitate to reach out to Diana Clark, Associate Director, Division of Benefit Programs at diana.clark@dss.virginia.gov, should you require further information or assistance.

Sincerely,

A handwritten signature in black ink that reads "James H. Williams". The signature is fluid and cursive, with the first name "James" and last name "Williams" clearly legible, and a middle initial "H.".

James Williams

cc: Wanda Williams, Director, Hopewell Department of Social Services

FY 2026 Local Government Bonus Certification

One-time bonus

The General Assembly amendments added a one-time bonus of 1.5 percent of base salary on July 1, 2025, for full-time employees of local departments of social services. The bonus must be paid and reimbursed in FY 2026. A local ordinance regarding payment of bonuses must be in place per the Code of Virginia, [§ 15.2-1508](#), to provide a bonus. If the local ordinance is in place and the locality provides a bonus that is less than 1.5 percent in fiscal year 2026, funding will be decreased proportionately and removed by the end of LFY 2026.

Localities should enter the bonus expenditure in the applicable account code, which may be accessed in [Section 4.30 -LASER Account Codes](#) of the Finance Guidelines Manual for Local Departments of Social Services. Localities are required to provide a signed certification to the Budget Office stating that the local bonus was approved via local ordinance.

§ 15.2-1508. Bonuses for employees of local governments.

Notwithstanding any contrary provision of law, general or special, the governing body of any locality may provide for payment of monetary bonuses to its officers and employees. The payment of a bonus shall be *authorized by ordinance*.

1985, c. 142, § 15.1-7.4; 1997, c. 587; 2003, c. [204](#).

In accordance with this section, applications for the one-time bonus of 1.5 percent will not be considered complete until the certification statement is submitted to the Department of Social Services Home Office - Finance Budget Team: Tina.Tarkington@dss.virginia.gov. Applicants may use the bottom of this page to transmit the request to participate in the State-Supported Local Employee Bonus, if the locality has a current local ordinance in place. This certification form is due back to Finance by October 20, 2025.

Name of Locality _____

County, City, or Town Administrator/ Manager _____

Signature** _____

Date: _____

_____ (1) Certifies they will participate in the State Supported Local Employee Bonus of 1.5%

_____ (2) Certifies they will NOT participate in the State Supported Local Employee Bonus of 1.5%

**** Electronic signatures are accepted and must include an email thread stating the certification has been reviewed and approved.**

ORDINANCE:

**AN ORDINANCE AMENDING THE BUDGET RESOLUTION MAKING
APPROPRIATIONS FOR THE 2025-2026 FISCAL YEAR FOR THE ALLOTMENT OF
BONUS FUNDS TO THE DEPARTMENT OF SOCIAL SERVICES**

WHEREAS, at a meeting of the City Council of Hopewell, Virginia held on May 27, 2025, a budget of the estimated expenditures for the fiscal year beginning July 1, 2025, and ending June 30, 2026, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form;

WHEREAS, in that budget, approved by Council, there are appropriated expenditures to pay for salaries;

WHEREAS, the Virginia Department of Social Services is implementing a performance-based bonus structure designed to incentivize efficiency and accuracy in reducing Medical Assistance Renewals backlogs;

WHEREAS, the General Assembly has appropriated a one-time bonus of 1.5 percent of base salary on July 1, 2025, for full-time employees of local departments of social services; and

WHEREAS, Council authorizes the incentivized performance based bonus payments for the employees of the Hopewell Department of Social Services as allowed under Va. Code § 15.2-2507;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Hopewell, Virginia:

- I. That appropriations for the fiscal year commencing July 1, 2025, in the State Funds are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2026.

Previously adopted	\$0.00
ADD: State Funds	<u>\$44,761.37</u>
Total Revenues	<u>\$44,761.37</u>

ORDINANCE:

- II. That there shall be appropriated from the resources and revenues of the City of Hopewell for the fiscal year commencing July 1, 2025 and ending June 30, 2026, the following sums for the purposes mentioned:

Previously adopted **\$0.00**

ADD: Salaries and Wages **\$44,761.37**

Total Expenses **\$44,761.37**

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

DONE this ____ day of _____

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Sade' Allen, Deputy City Clerk

CONSENT AGENDA

C-1

MINUTES OF THE MAY 27, 2025, CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday, May 27, 2025, at 5:00 p.m.

PRESENT:

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

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

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

Motion Passes 6-0

Vice Mayor Joyner makes a motion to name Mr. Bessette as the clerk Pro Tem.
Councilor Daye seconds the motion.

ROLL CALL	Mayor Partin-	Yes
	Councilor Ellis-	Yes
	Councilor Daye-	Yes
	Councilor Stokes-	Yes
	Councilor Holloway-	Absent

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes

Motion Passes 6-0

Councilor Daye makes a motion to amend the agenda to move up the reports of the city manager after the information and presentations. Councilor Ellis seconds the motion.

ROLL CALL

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

Motion Passes 6-0

CLOSED MEETING

Councilor Daye makes a motion to go into closed meeting under Va. Code § 2.2-3711(A)(29) and (8), to discuss the award of a public contract where discussion in an open session would adversely affect the City's bargaining position and to consult with legal counsel regarding specific legal matters (real estate contract discussions, unsolicited offer on city owned real estate); Va. Code § 2.2-3711(A)(8) (Arihant v. Hopewell update); and § 2.2-3711(A)(1), to discuss and consider personnel matters, including board and commission appointments (District 19, Hopewell/Prince George Heal Families, School Board, Hopewell Redevelopment and Housing Authority and City Clerk Position). Mayor Partin seconds the motion.

ROLL CALL

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

Councilor Harris- Yes

Motion Passes 6-0

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

ROLL CALL

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

Motion Passes 7-0

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

ROLL CALL

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

Motion Passes 7-0

Councilor Holloway makes a motion to appoint Susan Gill to the District 19 Community Service Board and Britney Irving to the Hopewell Prince George's Healthy Families Board. Councilor Daye seconds the motion.

ROLL CALL

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

Motion Passes 7-0

REGULAR MEETING**PRESENT:**

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

Prayer by Reverend Tucker, followed by the Pledge of Allegiance, led by Mayor Partin.

Councilor Daye makes a motion to approve the consent agenda. Vice Mayor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 7-0

INFORMATION/PRESENTATIONS

Minol Utility Billing Presentation - Kevin Marcinek

Kevin Marcinek, representing Minol and accompanied by his colleague Jason Brown, began his remarks by expressing gratitude for the opportunity to speak. He emphasized their intention to formally introduce themselves to the council and provide a high-level overview of Minol's operations. Marcinek outlined the main points of their presentation, which included background information on Minol, an explanation of the billing process, and a discussion of their strategic goals. He conveyed confidence in Minol's ability to support the city effectively, particularly through collaboration with the finance department. Marcinek concluded his introduction by reiterating his appreciation for the chance to present and engage with the city.

Councilor Daye makes a motion to extend the meeting until item R-3 is complete. Vice Mayor Joyner seconds the motion.

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

Motion Passes 7-0

Mr. Marcinek continued his presentation by introducing the core team and emphasizing their extensive industry experience. Jason, who leads Minol's implementation team, will work closely with the city's internal staff to gather the necessary data for sewer and trash billing. Marcinek highlighted that Minol has over 30 years of experience in the U.S. and more than 75 years globally, stressing that billing is their core business and the company is well-prepared to manage the transition smoothly in partnership with Stacy's team.

He provided a brief history of Minol, noting that it is a privately held, family-run

company based in Addison, Texas, with roots in Germany. Initially focused on submetering for multifamily apartment complexes—installing meters to measure individual unit usage and billing tenants accordingly—Minol expanded into the Department of Defense housing sector. In this market, they helped modernize utility metering during privatization efforts across military bases such as Fort Belvoir and Fort Adams, installing systems for water, gas, and electric usage. This work led to their entry into the municipal sector, where they now handle comprehensive utility billing services for cities.

Minol currently processes about 450,000 bills monthly across its three main markets: municipal clients, military housing, and multifamily properties. Marcinek also noted that their sister company, Zenner, manufactures water and gas meters and may already be working with the city in that capacity.

A key focus of Marcinek's remarks was Minol's value proposition for the City of Hopewell. He outlined their full-service approach, which includes billing, a dedicated call center, print and mail services, payment processing, collections, financial reimbursements, and detailed reporting. He emphasized the importance of timely and accurate collections and reporting for city staff, particularly for finance personnel like Stacy. Each client's needs are met with tailored customization, and the company is committed to transparency and regular updates.

Customer service was another major focus. Marcinek explained that Minol's call center is highly stable with low turnover, prioritizing fast, responsive service to residents. Additionally, automated features are in place for those who prefer not to speak with a representative, streamlining issue resolution and payment processes.

Finally, Marcinek stressed the importance of strong, ongoing communication and partnership. Minol aims for a long-term relationship with the city, not a short-term contract. They've already outlined a plan for consistent collaboration with the city's finance team through regular weekly and monthly meetings. The presentation concluded with Marcinek inviting any questions before transitioning to Jason Brown, who would detail the billing implementation process.

During the meeting, speaker Jason Brown provided a comprehensive overview of the utility billing implementation and customer service process his company offers to municipalities. He emphasized that while the company follows a standardized process for all clients, it can be customized to fit the unique needs of each city. Brown explained that initial meetings, like the one held earlier that day with city staff, help identify current issues so the process can be tailored effectively. The onboarding includes a thorough audit of existing accounts and a parallel billing run to align with prior billing systems and ensure accuracy from the start. The company receives meter read files from Virginia American Water, which are used to calculate sewer usage, and it also works with trash providers to ensure all

aspects of utility billing are correctly addressed.

Customer service is a key focus, with a full-time, U.S.-based team that experiences low turnover and strives to resolve most issues in a single call. Bilingual support is available, and an IVR system allows customers to either quickly speak to a representative or self-serve their account needs. Each city is assigned a dedicated Client Relations Manager, who serves as the main point of contact throughout the partnership and ensures continuous communication. Weekly meetings are held during the initial setup phase, transitioning to monthly check-ins for ongoing coordination.

Payment options are flexible and convenient, allowing residents to pay by mail, online, over the phone, or in person at city offices. Payments made in person can be instantly posted to customer accounts, improving efficiency and satisfaction. The process aims to make utility payments as seamless as possible for customers, recognizing that utility bills are a sensitive issue for many residents.

Brown also outlined the company's structured approach to customer inquiries and escalations. If a customer service representative cannot resolve an issue, it is escalated internally before involving the city, reducing unnecessary communication burdens on city staff. Reconciliation of payments is done weekly, and comprehensive month-end reports are provided to the city, including breakdowns of payments, outstanding balances, and disconnections.

Finally, Brown stressed the importance of transparent communication with residents to ensure they recognize the legitimacy of bills and understand any changes. The company is exploring options for outreach via the city's web portal or other channels to maintain strong community trust and engagement. Brown concluded by reaffirming that successful implementation depends on clear, consistent communication and collaboration.

Councilor Holloway raised concerns regarding the company's customer service performance, specifically referencing online employee and service ratings. He noted the company's Glassdoor score of 2.8 out of 5 and inquired about their Better Business Bureau standing, emphasizing the importance of quality customer service during the city's transition to a new utility billing provider.

In response, Kevin acknowledged he was not familiar with the exact ratings but committed to following up with that information. He stressed that the company intends to track and share comprehensive service metrics with the city, including the number of calls received, the nature of those calls—whether positive or negative—and call durations. He emphasized a commitment to transparency, pledging to provide data that will help the city evaluate performance and guide improvements.

Kevin also addressed the anticipated high call volume due to the city's size and stated the company is prepared to add staff as needed. He noted that improvements like online billing tools could reduce call volume over time. Additionally, he reiterated that recorded customer calls are accessible to city officials, allowing full review of interactions in the event of complaints.

Councilor Holloway clarified that his inquiry extended beyond employee review platforms, seeking data on the company's broader customer service reputation and municipal client feedback. Kevin welcomed continued dialogue and offered to provide more detailed information. He emphasized openness to council feedback and recognized that the process wouldn't be perfect but would be shaped collaboratively.

Vice Mayor Joyner inquired about the number of municipalities the company currently serves. Kevin responded that they are presently working with six different municipalities. Joyner then inquired about the length of those service relationships, and the representative stated that their longest-standing partnership has been with the City of Torrance, California, since 2016. He mentioned that Torrance has approximately 36,000 accounts. Vice Mayor Joyner followed up by asking about the company's collection rates. Although Kevin did not have exact figures on hand, he estimated that most of their municipalities have collection rates in the upper 90% range, likely between 90% and 95%. He explained that collection effectiveness varies depending on the municipality's enforcement capabilities. For example, municipalities that can place liens or disconnect water services tend to have higher collection rates, whereas those that only bill for services like trash may experience more difficulty in collecting payments. Kevin noted that the company works closely with municipalities by implementing strategies such as autodialed reminder calls to encourage timely payments.

Mayor Partin inquired whether the company's billing system allows customers to pay in advance and have that amount credited to their account, potentially reducing or eliminating the next month's bill. Kevin confirmed that this is indeed possible—customers can prepay, and the amount will be held as a credit on their account. Each monthly statement would reflect the remaining credit balance. Mayor Partin noted that some citizens prefer to forecast their expenses and pay in advance with a single check, and Kevin affirmed that the system accommodates this preference. The mayor then asked whether call center specialists are able to assist senior citizens with setting up automatic billing. Kevin confirmed that the call center staff can provide help with this process.

Reports of City Manager: City Manager's Report, and statement from the Mayor

City Manager Michael Rogers delivered an encouraging update to the Mayor and City Council, beginning with a commendation for Chief Greg Taylor and the Hopewell Police Department. He announced that the department had successfully achieved recertification by the National Association, highlighting the rigorous nature of the process, which includes on-site visits and verification of submitted documentation. Rogers praised the department's teamwork and professionalism in securing this notable achievement.

He then announced a significant leadership change within city administration, elevating Chief Financial Officer Stacy Jordan to the position of Deputy City Manager. While she will continue her responsibilities as CFO, Jordan will now also oversee several departments, including Public Works, Hopewell Water Renewal, and Recreation, among others, as designated by the City Manager. Rogers expressed confidence in Jordan's capabilities, noting her impressive work on the city budget and audits, and emphasized his commitment to mentoring her as she grows into a more prominent leadership role within local government.

Reflecting on his early days in office, marking his third week, Rogers shared that he is still in the process of familiarizing himself with city operations to establish a smooth and effective cadence for all staff. He stressed his philosophy of "boring government," meaning efficient, drama-free service focused solely on results for citizens. He assured the Council that his leadership will prioritize professionalism, transparency, communication, and execution. Rogers concluded by reaffirming his promise to deliver excellent public service and ensure council concerns are heard, understood, and acted upon by staff.

Mayor Partin addressed concerns raised by citizens during previous city council meetings regarding the termination of two city employees. He clarified that some residents believed the terminations were unjustified and that the council failed to provide an explanation to the public. Mayor Partin explained that the council had, in fact, voted to terminate the employees *without cause*, which simply means that the employees were granted their contractual severance pay rather than being accused of misconduct—*not* that the termination was without reason. He emphasized that the council did have reasons for the decision, and that the matter was thoroughly discussed for nearly four hours during the February 12th meeting, as well as in subsequent meetings. However, he noted that because these are personnel issues, the council is legally and ethically obligated to protect the privacy of the former employees. As a result, the specific reasons for the terminations cannot be disclosed publicly, despite the council's desire for transparency.

COMMUNICATIONS FROM CITIZENS

Alec Shull - addressed the City Council to request assistance with relocating his business. Shull owns Hopewell Pawn & Loan and Liberty Firearms and Surplus, which he has operated in the city for 17 years. He shared that his business currently serves a large clientele, with around 450 active pawn customers and over 1,200 items in pawn. His monthly financial activity ranges between \$30,000 and \$125,000. Shull explained that he has recently been asked to vacate his current rented location by June 30 due to a change in property ownership and disagreements over construction handling and lease terms. He emphasized the urgency of the matter, as his relocation could leave many customers without access to their pawned or layaway items—over 300 layaways are still active.

Shull has identified a new potential location at 705 West City Point, the site of the former Food Land store, which is currently zoned B-2. Since pawn shops are only permitted in B-3 zones under city regulations, he is seeking a zoning variance or a possible rezoning of the property to B-3 to legally continue operating his full business, including pawn services. While he could operate the firearm retail portion under the current zoning, that alone would not suffice. He stressed that if a solution is not found soon, he may be forced to close, potentially forfeiting customers' belongings, as he is not legally obligated to return items after vacating. Shull expressed his strong desire to remain in Hopewell, contribute to the revitalization of local properties, and continue serving the community. He plans to formally approach the council within the week to explore potential solutions and appealed for the council's support in keeping his business local.

Ripley Ballou - a resident of Ward One, addressed the City Council with several comments and concerns. He began by congratulating the newly appointed City Manager, commending his introduction and the positive, professional tone he is establishing for the city. Ballou expressed appreciation for the commitment the new City Manager has made to the community. He then turned his attention to the recent speed limit reduction on Route 10, acknowledging that while the change has been in effect for about a month, he only began seeing active enforcement within the past week. During a few drives, he noted observing four police cars in pursuit of speeders, which he viewed as a positive sign of enforcement. However, Ballou suggested that installing speed cameras might be a more effective solution, both for safety and as a revenue stream, as they would deter speeding without requiring officers to chase violators. He emphasized that many drivers, particularly trucks, still do not appear to be slowing down and stressed the importance of making it clear that the reduced speed limit is serious and for public safety.

Finally, Ballou addressed what he described as unacceptable behavior by some speakers at the previous council meeting. He strongly urged the council to enforce Rules 405 and 406, which regulate public comment, encouraging them to use the gavel to stop individuals from making threatening, personal, or disruptive remarks during meetings. He concluded his remarks by thanking the council.

Mark Burroughs - began his address by acknowledging himself as one of the “obnoxious” individuals referenced earlier, challenging anyone to try to silence him. He expressed uncertainty about whether the recent firings of the City Manager and Clerk were motivated by racism, but criticized the optics of the decisions, calling them poor. Burroughs argued that much of the recent turmoil could have been avoided had the council communicated openly from the start, as Mayor Partin had done in his speech. He voiced frustration over what he perceives as censorship of citizens’ voices during council meetings and the use of law enforcement to suppress public input.

Burroughs acknowledged that two councilors had engaged with him respectfully after the last meeting, which helped him develop some respect for them. However, he remained critical of the council as a whole, stating that while he appreciates their positive contributions, the negative actions seem to overshadow the good. He urged council members to remember their true role as public servants—not rulers—and to honestly assess whether they are serving the community or personal or external interests. Burs firmly declared he would not remain silent when council decisions harm the city.

He concluded by inviting protesters and community members to go beyond demonstrations by actively supporting local children’s sports teams, the Boys and Girls Club, and community clean-up efforts, encouraging them to be part of real solutions rather than just seeking media attention. He thanked the council for their time.

PUBLIC HEARING

PH-1 - Second Reading Fiscal year 26 Budget Adoption- Stacey Jordan, CFO

Stacey Jordan, Chief Financial Officer, addressed the council with details regarding the second reading of the Fiscal Year 2026 budget. She reminded the council that the first reading took place on May 13th, followed by a community budget meeting on May 20th. The total proposed fiscal year budget is \$222,772,514, with the General Fund accounting for approximately \$70.5 million. Key highlights included implementation of classification and compensation

adjustments for public safety and recreation employees, a 3% state-funded cost of living adjustment (COLA) for social services and constitutional officers, as well as a 3% city-funded COLA for city employees. The budget also absorbs a \$500,000 increase in healthcare costs. New positions added include an aquatics program manager, assistant city attorney, and three firefighter roles. The school operating fund remains level-funded at \$13.5 million, and mandated social services through CSA are funded. Though the Capital Improvement Program (CIP) is limited, \$650,000 was allocated, alongside \$250,000 set aside for reserves. Jordan noted the budget resolution for fiscal year 2025-26 was set for adoption that evening. After her presentation, there were no questions from the council, and no members of the public signed up to speak during the public hearing.

During the meeting, a discussion arose concerning an email statement submitted by Karen Thayer from Ward Seven, which had not been read aloud at the previous meeting due to time constraints and the absence of the presiding officer because of a medical issue. After some clarification and exchange between council members, the email was read into the record by a council member. In her statement, Ms. Thayer condemned the recent firing of the City Manager and City Clerk, calling for the resignation or removal of Mayor Partin, Vice Mayor Joiner, and Councilors Ellis and Day. She accused these officials of putting the city at risk through a lack of transparency and making decisions without involving all constituents, particularly highlighting concerns of racial exclusion of Black constituents. She expressed frustration over unanswered questions regarding the justification for the firings and the high monthly salary of the new interim City Manager, questioning the fiscal impact on the city. Ms. Thayer characterized the leadership as incompetent and racist, emphasizing that their unilateral decisions have caused harm to the city and called for accountability through resignation or removal from office.

Ms. Thayer addressed the newly appointed interim City Manager, Mr. Rogers, offering a formal welcome to Hopewell while also cautioning him about the political and civic environment he was entering. She expressed appreciation for Mr. Rogers's stated commitment to transparency, emphasizing that transparency has long been a primary demand from the community and has consistently been lacking from the current city leadership. Ms. Thayer encouraged Mr. Rogers to remain true to his word and uphold that promise, noting the hope that he would bring a change in how city affairs are conducted.

Vice Mayor Joyner makes a motion to adopt the fiscal year 26 budget resolution as presented. Councilor Daye seconds the motion.

ROLL CALL

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

Motion Passes 7-0

PH-2 - Tax Rate Ordinance Title 34- Stacey Jordan, CFO

Stacey Jordan presented a proposal to amend Chapter 34 of the City of Hopewell Code related to taxation. She began by clarifying a correction in the agenda item title—from “Tax Rate Ordinance” to “Amendment to Chapter 34 of the City of Hopewell Code”—stating that this change was procedural and did not affect the substance of the ordinance. The purpose of the amendment was to update the city code to reflect the tax rates already adopted annually by the council, thus eliminating the need to re-adopt unchanged tax rates every year. This step, she explained, was a common practice in other localities and aimed at increasing clarity and accessibility, particularly for the public accessing the city’s ordinances.

City Attorney Bessette supported Jordan's explanation, noting inconsistencies and outdated information in the publicly accessible code, emphasizing that the proposed update only incorporated existing, approved tax rates. However, some council members, particularly Councilor Stokes and Councilor Holloway, voiced concern over the timing and communication of the amendment. They felt blindsided, having not received prior notice or discussion of the change, and stressed the importance of transparency and full understanding before making such amendments. Although they acknowledged that the change itself appeared to be a routine cleanup, they were uneasy about the process and preferred to delay a vote to review the changes more thoroughly.

Councilor Holloway echoed concerns about council members not being fully informed in advance and emphasized a broader pattern of pre-discussed decisions being brought forward without proper council-wide discussion. Despite agreeing with the intent of the amendment, both Holloway and Stokes felt the item should be tabled until council had time to review it properly.

The public hearing was then opened, but no one had signed up in advance.

Darlene Thompson, from Ward Six, expressed deep frustration and concern during the meeting regarding the city's budget process and overall governance. She questioned why the city conducts first and second readings on budget ordinances during the budget period even after residents have already received their real estate tax bills. Referring to this recurring issue, she emphasized that it creates confusion and undermines trust in the process. Thompson criticized the city's internal operations, stating that the administration needs to "clean up [its] house," particularly pointing to hiring decisions and what she perceived as wasteful spending.

She raised issues about the interim city manager receiving a salary of \$21,000 and the recent appointment of Stacey Jordan as deputy, which she claimed adds to financial burdens without transparency. Thompson cited previous incidents, such as Jordan's alleged role in the arrest of the city treasurer, as part of a pattern of problematic leadership changes. She also accused the council of repeating past behavior, referencing the hiring and firing of a previous IT director, Dr. Manker, and insinuated that recent appointments may be performative efforts to maintain racial appearances.

Thompson criticized the lack of transparency in hiring and financial decisions, such as appointing a part-time assistant city attorney at a high salary and a new interim at \$115,000, alleging these decisions were made without citizen input. She questioned the motives and priorities of council members, accusing them of acting with "stone faces" and without accountability while mismanaging taxpayer funds. She lamented that the city's budget had increased from \$17 million to over \$20 million, claiming this burden was placed on residents without public involvement or oversight. Her remarks concluded just as her speaking time expired.

During the public hearing, Natalie Hoskins identified herself and began by expressing her support for Dr. Manker and Brittani Williams. She attempted to raise concerns regarding perceived disparities in how information is shared among city council members, specifically questioning why it appears that Black councilors do not receive the same level of information as their White counterparts. When asked if her comments were directly related to the amendment of Chapter 34 of the City Code, which was the subject of the hearing, Hoskins clarified that her remarks were in response to Councilor Holloway's earlier comments about transparency and unequal access to information regarding ordinances. Although city officials attempted to redirect her to stay on topic, Councilor Holloway

affirmed that her statement was relevant to a broader point he had raised about how information is shared before votes are taken. Despite this, the presiding officer reminded Hoskins to keep her comments focused specifically on the public hearing topic. She then concluded her remarks respectfully.

Councilor Daye makes a motion to approve the amendment to Chapter 34 of the city code as presented. Vice Mayor Joyner seconds the motion.

Councilor Stokes makes a motion to lay on the table for the day. Councilor Holloway seconds the motion.

During the discussion, Councilor Holloway raised concerns about whether there would be any issue with tabling the ordinance update until the next council meeting. He emphasized the importance of council members having adequate time to review materials and questioned why some members, including himself, had not received the full packet of documents related to the ordinance update. Stacey Jordan explained that while the budget resolution had already been adopted (which included the updated tax rates), the city's ordinances still needed to be revised to reflect those changes for consistency and transparency, especially since the public-facing municipal code (MuniCode) currently displayed outdated tax rate information.

It was clarified that the ordinance update was largely a "housekeeping" task meant to align the city code with what council had already passed in prior years. Attorney Bessette noted that delaying the update could potentially interfere with the Commissioner of the Revenue's billing processes and affect timely updates to MuniCode, which only publishes changes four times per year.

Ultimately, he withdrew his second to the motion to adopt the ordinance, and with no remaining second, the motion died.

The original Motion was put back on the floor.

Councilor Daye makes a motion to approve the amendment to Chapter 34 of the city code as presented. Vice Mayor Joyner seconds the motion.

Mayor Partin addressed the council, opening the floor for discussion and expressing appreciation to Ms. Jordan for her efforts in correcting and updating the city's ordinances. He took the opportunity to gently remind the City Council of their responsibility to read the agenda packets in advance of meetings. Mayor Partin

emphasized that these packets are distributed both electronically and in printed form on Thursdays, allowing ample time for review. He noted that if council members have questions, they should raise them prior to the meeting. Reinforcing the importance of the ordinance updates, he echoed the sentiments of the City Attorney and Ms. Jordan, stating that these clean-up actions are necessary due to issues left unaddressed in previous years.

ROLL CALL

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

Motion Passes 6-1

REGULAR BUSINESS

R-1- Budget Amendment Resolution- Supplemental Appropriation #4 & #5 -

Dr. Melody Hackney, Superintendent of Schools

In the absence of Dr. Hackney, a representative—Ms. English—provided an update on the Hopewell City Public Schools' budget. She began by confirming that the original fiscal year 2025 budget had been approved by City Council on May 28, 2024, with additional supplemental appropriations subsequently approved on September 24 and January 28. Since those approvals, the school division has received a total of \$146,000 in additional funding from various sources. This includes a \$23,000 grant from the John Randolph Foundation, a \$15,000 Early Childhood Provisionally Licensed Teacher Incentive Grant, and a \$108,000 School-Based Mental Health Grant. Ms. English concluded by formally requesting that City Council approve a resolution to amend the FY25 supplemental budget appropriation to account for these newly awarded funds.

Vice Mayor Joyner makes amotion to approve the Fiscal Year 25 Hopewell Public Schools supplemental budget appropriation as presented. Councilor Ellis seconds the motion.

ROLL CALL

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

Motion Passes 7-0

R-2 - IRF Grant Application Resolution - Charles Bennett, Economic Development Director

Charles Bennett addressed Council to discuss a resolution request for permission to apply for a grant through the Industrial Revitalization Fund (IRF). Bennett explained that this grant opportunity arose after representatives from the Commonwealth of Virginia visited Hopewell in April during a Virginia Brownfields Conference and encouraged the city to apply, based on past success with similar funding, such as the Lamb Arts project and the redevelopment at 207 Broadway.

However, the opportunity came with challenges. The grant requires a one-to-one match, which must be provided by property owners since the city has not allocated funds for this. In response, Bennett and Drew from the Hopewell Downtown Partnership emailed downtown property owners with details about the opportunity and the necessary requirements. Only two owners responded: Gerald Bosch, who owns a property intended for a coworking space, and Jason Barrio, who owns the former Social Services building at 256 Cawson Street. Of the two, only Barrio's building met the IRF's requirement of being considered "blighted."

Bennett clarified that if awarded, the funding for a for-profit project like this would be issued as a low-interest loan rather than a grant, with a current minimum interest rate of 5%—a correction from the previously stated 2.5%. He acknowledged and thanked Debbie Randolph for catching that error in the council materials.

The application is due May 30, and Bennett emphasized that all preparation and match funding are being handled by the developer and the Downtown Partnership. He requested council approval to proceed with the application, as the city must serve as the official applicant and upload the materials. No taxpayer money would be used. He noted that while competition for the \$3.8 million in state funds is stiff, the team has positioned the old Social Services building for possible partial funding, particularly for mold remediation caused by longstanding roof leaks.

Bennett apologized for the short notice and the lengthy explanation but stressed the importance of presenting the details fully, especially since this was the first formal presentation to the council. He offered to answer any further questions from the council.

Charles Bennett concluded his presentation to the council by reiterating that the grant application would involve *no taxpayer dollars*. He emphasized that the council's resolution needed to certify only two things: first, that the property—the former Social Services building at 256 Cawson Street—meets the definition of *blighted*, and second, that the council authorizes him to submit the application on behalf of the city by uploading the resolution and supporting materials.

Bennett noted the urgency of the matter, explaining that the resolution must be uploaded by the end of the day on Friday. He asked the city clerk to be prepared to sign the resolution if council approval was granted that evening. He underscored the importance of taking the opportunity, stating, “*You never win what you don’t play,*” and reminded the council that without submission, Hopewell would have no chance of receiving the funds.

If successful, the grant would assist in transforming the currently blighted building into a usable space, adding approximately 11,000 square feet of business-ready space in downtown Hopewell. Bennett added that the most likely intended use for the rehabilitated space would be *medical offices*, citing the building’s size, natural lighting, and accessibility as key factors supporting that purpose.

Councilor Holloway makes a motion to approve the resolution as presented.
Councilor Harris seconds the motion.

In response to Councilor Harris’s question about why the Hopewell Downtown Partnership was selected as the fiscal agent for the grant application rather than the Economic Development Authority (EDA), Charles Bennett provided a detailed explanation, citing both timing and strategic alignment.

First, Bennett explained that the EDA only meets on the first Monday of each month, which made it logistically impossible to involve them in this particular grant process, as the application deadline falls before their next scheduled meeting. At the time the opportunity arose, no complete proposal had yet been assembled, and even now, the team is actively compiling the necessary materials—“building the airplane while we fly it,” as he described.

Secondly, and more strategically, Bennett emphasized that the Hopewell Downtown Partnership is the city’s accredited Virginia Main Street organization, which operates under the Department of Housing and Community Development (DHCD)—the same agency administering the grant. Using the Downtown Partnership as the fiscal agent strengthens the application’s alignment with the DHCD’s mission and structure.

He also pointed out that the Downtown Partnership already has a revolving loan fund in place through the Small Business Diversity Bank, which is currently being used for another revitalization project at 207 Broadway. This existing infrastructure makes it more efficient to channel the funding through them.

Finally, Bennett noted that Drew, executive director of the Downtown Partnership, has been leading the technical work—assembling the documents and writing the application—which further justified their role in this time-sensitive and labor-intensive process.

ROLL CALL

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

Motion Passes 7-0

R-3 - Resolution Amending the Fiscal Year 2025 Capital Budget- Stacey Jordan, CFO

Stacey Jordan presents a resolution regarding the reallocation of capital reserve funds. Specifically, she proposed moving \$500,000 from the previously allocated \$1.5 million in the FY24 capital reserve to support critical sewer infrastructure projects, including the Queen and Pump Station and various sewer street repairs. She explained that in 2023, the city had earmarked funds for specific sewer projects and placed them in its Local Government Investment Pool (LGIP). To ensure financial flexibility, the city adopted a reimbursement resolution in April that allows it to pay project expenses up front and then reimburse itself from the LGIP using general fund procedures. Jordan clarified that this new resolution would officially designate \$500,000 of the existing capital reserve to the identified sewer projects, and while the city would initially pay out of pocket, it would ultimately be reimbursed from the LGIP funds set aside last year specifically for these types of improvements. She emphasized that this action aligns with prior planning and ensures continued investment in essential infrastructure.

Councilor Daye makes a motion to approve the resolution for the city council of the city of Hopewell, Virginia, amending the Fiscal Year 25 capital budget as presented. Vice Mayor Joyner seconds the motion.

Councilor Holloway requested clarification on the allocation of the \$500,000 from the capital reserve. He specifically asked how much of that amount was designated for the Queen and Pump Station. Stacey Jordan responded that the funds would initiate the design phase for the Queen and Pump Station project, which, along with the Manchin Hill station, is currently non-operational. She explained that this portion of the funding would cover the initial design work and also support other sewer-related capital projects.

Councilor Holloway then inquired why the full amount previously allocated for sewer projects wasn't being applied now, noting that the Public Works Director, though absent, had requested funds for additional sewer infrastructure needs. Jordan clarified that while the total project costs are indeed higher than \$500,000, this initial allocation was necessary to begin critical components—specifically, \$250,000 for design work and another \$200,000-plus for a vendor contract. She emphasized that this approach allows the city to pay upfront using current funds, then reimburse itself from the designated LGIP funds. This phased process will

enable continued progress on infrastructure repairs while maintaining fiscal responsibility.

Mayor Partin expressed gratitude to Ms. Jordan, Mr. Rogers, and Mr. Campbell for their efforts in addressing the administrative and logistical delays associated with the sewer infrastructure project. He acknowledged their work in cleaning up paperwork and moving the project into the design phase. The mayor emphasized that the project, approved over 18 months ago, should have already been completed, and he criticized the delay, noting that it contributed to preventable sewage leaks. He commended the team for working diligently to ensure progress is now being made swiftly, in hopes of preventing any further incidents.

ROLL CALL

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

Motion Passes 7-0

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Sade' Allen, Deputy City Clerk

C-4

DATE: June 05, 2025
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – May 2025

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
CARREIRA, RYAN	POLICE	FULL TIME POLICE SWORN	05/14/2025
HOULBERG, JOHN	POLICE	FULL TIME POLICE SWORN	05/14/2025
WARD, WILLIAM	SOCIAL SERVICES	FULL TIME	05/14/2025
SAMPLE, RAYMOND	RECREATION	REGULAR PART TIME	05/14/2025
CLOUD, TRAE	POLICE	FULL TIME POLICE SWORN	05/28/2025
WILLIAMS, DONNELL	POLICE	FULL TIME POLICE SWORN	05/28/2025

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
SHERRILL, PATRICK	SEWER OPERATIONS	COLLECTION SYSTEM TECH	05/01/2025
LABRAKE, DIANA	SOCIAL SERVICES	OFF SUPERVISOR	05/01/2025
MANKER, CONCETTA	CITY MANAGER	CITY MGR	05/01/2025
WILLIAMS, BRITTANI	CITY CLERK	CITY CLERK	05/01/2025
SANCHEZ LEPE, JOSE	HOPEWELL WATER RENEWAL	WWT OPERATOR I	05/06/2025
STOKES, GARRETT	HOPEWELL WATER RENEWAL	SAMPLE TECH	05/12/2025
RANDOLPH, BERNITA	FINANCE	BUDGET MANAGER	05/12/2025
STEARNS, TYLER	RECREATION	REC PROGRAM SUPV	05/15/2025
MITCHELL, LESTER	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	05/16/2025
BRANSON, MICHAEL	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	05/16/2025

CC: Michael Rogers, Interim City Manager
Jay Rezin, IT Director
Arlethia Dearing, Customer Service Manager
Kim Hunter, Payroll
Stacey Jordan, Finance Director

INFORMATION/PRESENTATION

Debt and Rating Overview

Davenport & Company LLC



City of Hopewell, VA

June 10, 2025

Tax-Supported Bonds Outstanding



Date / Issue	Original Par Amount	Outstanding as of June 30, 2024	Interest Rate(s)	Put Date	Final Maturity
1 General Obligations Bonds					
2 General Obligation Refunding Bonds, Series 2015B**	\$ 16,710,000	\$ 14,980,000	3.460%	July 15, 2030	July 15, 2034
3 General Obligation Bonds, Series 2015A	2,500,000	1,096,073	2.275%	N/A	January 15, 2030
4 General Obligation Refunding Bond, Series 2013A	2,265,000	1,670,000	2.100%	N/A	July 15, 2028
5 Taxable General Obligation Refunding Bond, Series 2013B	895,000	605,000	3.630%	N/A	July 15, 2028
6 General Obligation Bond, Series 2013C	7,700,000	6,050,000	3.040%	July 15, 2028	July 15, 2038
7 General Obligation Public Improvement and Refunding Bonds, Series 2011	5,080,000	2,295,000	2.000% - 5.000%	N/A	May 1, 2036
8 Series 2011 QSCB	5,000,000	1,250,000	0.000%	N/A	June 1, 2027
9 Series 2010 QSCB	7,635,000	1,640,000	0.000%	N/A	June 1, 2027
10 Series 2009 QZAB	2,800,000	186,667	1.830%	N/A	December 15, 2024
11 Taxable General Obligation Public Improvement Refunding Bonds, Series 2008B	4,480,000	2,810,000	4.250% - 6.375%	N/A	July 15, 2034
12 Series 2005D VPSA	858,896	107,171	4.600% - 5.100%	N/A	July 15, 2025
13 Total	\$ 55,923,896	\$ 32,689,911			

** Make-Whole Call

Purpose of Issuance



2015B Bonds

Refunded 2008A 2009A

2015A Bonds

Acquisition and initial installation of a new public safety communication systems in an existing public safety building

2013A Bonds

Refunded 2008A 2009A

2013B Bonds

Refunded 2008B

2013 Bonds

Public safety building

2011 Bonds

Renovations to Hopewell High School

Refunded 2002A 1999

2011 QSCB

Capital improvements to Hopewell High School

2010 QSCB

Capital improvements to Hopewell High School

2009 QZAB

Improvements to the City's school system, including energy efficiency renovations to Hopewell High School

2008B Bonds

Refunded 2004B

2005D VPSA Bonds

Capital projects for school purposes

Some maturities in this series are currently outstanding

All maturities in this series have been refunded

Purpose of Issuance



2009A Bonds

Construction of a new Human Services Building and improvements to the City's high school

2009B Bonds

Refunded 1998 1999 2002A

2008A Bonds

Refunded 2004A

2004B Bonds

Finance the acquisition, construction, reconstruction, renovation and equipping of various public improvements within and around the downtown area of the City, which may include without limitation, a new main library for the Appomattox Regional Library System, and streetscape improvements.

2004A Bonds

Finance the acquisition, construction, reconstruction, renovation and equipping of various public improvements within and around the downtown area of the City, which may include without limitation, apartment building redevelopment, and the adaptive re-use of the Mallonee Building.

2002A Bonds

Finance the costs of environmental remediation and demolition of an industrial site

2001B VPSA Bonds

Capital projects for school purposes

2001 Literary Loan

Patrick Copeland Elementary

1999 Bonds

Various capital improvements for public safety as well as the acquisition of certain computer and related equipment

1998 Bonds

Refunded 1992 Bonds

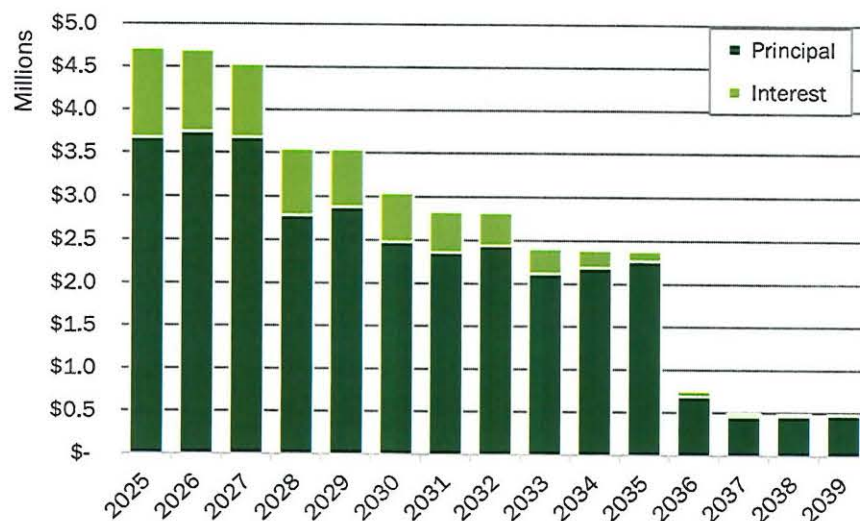
1992 Bonds

Various public improvements

Some maturities in this series are currently outstanding

All maturities in this series have been refunded

Tax-Supported Debt Service



FY	Principal	Interest	Total
Total	\$ 32,689,911	\$ 6,416,554	\$ 39,106,465
06/30/25	3,668,765	1,040,445	4,709,210
06/30/26	3,737,455	947,439	4,684,893
06/30/27	3,672,169	853,986	4,526,154
06/30/28	2,784,609	758,968	3,543,577
06/30/29	2,878,809	660,748	3,539,557
06/30/30	2,478,104	564,883	3,042,987
06/30/31	2,360,000	471,566	2,831,566
06/30/32	2,445,000	379,166	2,824,166
06/30/33	2,120,000	290,473	2,410,473
06/30/34	2,190,000	205,784	2,395,784
06/30/35	2,270,000	118,067	2,388,067
06/30/36	690,000	60,810	750,810
06/30/37	455,000	35,492	490,492
06/30/38	465,000	21,508	486,508
06/30/39	475,000	7,220	482,220

- Current Payout Ratio: 86.68%
- The City has reduced its tax-supported debt by approximately \$30.5 million since 2015.

Tax-Supported Debt Service



FY	Existing City G.O. Debt Service			Existing Schools G.O. Debt Service			Existing Tax-Supported Debt Service		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
Total	\$ 23,844,899	\$ 4,991,649	\$ 28,836,548	\$ 8,845,012	\$ 1,424,905	\$ 10,269,917	\$ 32,689,911	\$ 6,416,554	\$ 39,106,465
06/30/25	2,036,055	813,982	2,850,037	1,632,710	226,464	1,859,174	3,668,765	1,040,445	4,709,210
06/30/26	2,270,992	741,083	3,012,075	1,466,463	206,356	1,672,819	3,737,455	947,439	4,684,893
06/30/27	2,241,018	665,458	2,906,477	1,431,150	188,527	1,619,678	3,672,169	853,986	4,526,154
06/30/28	2,307,260	589,112	2,896,372	477,349	169,856	647,205	2,784,609	758,968	3,543,577
06/30/29	2,382,472	510,105	2,892,577	496,337	150,643	646,980	2,878,809	660,748	3,539,557
06/30/30	1,962,778	434,264	2,397,042	515,326	130,620	645,945	2,478,104	564,883	3,042,987
06/30/31	1,825,686	361,782	2,187,468	534,314	109,785	644,099	2,360,000	471,566	2,831,566
06/30/32	1,894,450	291,066	2,185,516	550,550	88,100	638,650	2,445,000	379,166	2,824,166
06/30/33	1,637,594	223,063	1,860,657	482,406	67,410	549,816	2,120,000	290,473	2,410,473
06/30/34	1,694,729	157,975	1,852,704	495,271	47,809	543,080	2,190,000	205,784	2,395,784
06/30/35	1,751,864	90,369	1,842,232	518,136	27,698	545,834	2,270,000	118,067	2,388,067
06/30/36	445,000	49,172	494,172	245,000	11,638	256,638	690,000	60,810	750,810
06/30/37	455,000	35,492	490,492	-	-	-	455,000	35,492	490,492
06/30/38	465,000	21,508	486,508	-	-	-	465,000	21,508	486,508
06/30/39	475,000	7,220	482,220	-	-	-	475,000	7,220	482,220

Note: Existing Tax-Supported Debt Service does not include lease revenue credits of \$200,000 per year related to two series paid from School Fund.

General Obligation Credit Rating History



Year	Moody's		S&P		Fitch	
	Rating	Comment	Rating	Comment	Rating	Comment
1989	A1	Affirmed				
1992	A1	Affirmed				
1995	A	Refined				
1998	A2	Refined	A	Initial	A+	Initial
1999	A2	Affirmed	A	Affirmed		
2004	A2	Affirmed	A	Affirmed	A+	Affirmed
2008	A2	Affirmed	A+	Upgrade	A+	Affirmed
2009	A2	Affirmed	A+	Affirmed	A+	Affirmed
2010	Aa3	Change of Scale	A+	Affirmed	A+	Affirmed
2011	Aa3	Affirmed	A+	Affirmed	AA-	Upgrade
2013					AA-	Affirmed
2014			AA	Upgrade		
2015					AA-	Affirmed
2017	Withdrawn	Withdrawn			AA-	Negative Watch
2018			Withdrawn	Withdrawn	Withdrawn	Withdrawn

Utility Bonds Outstanding

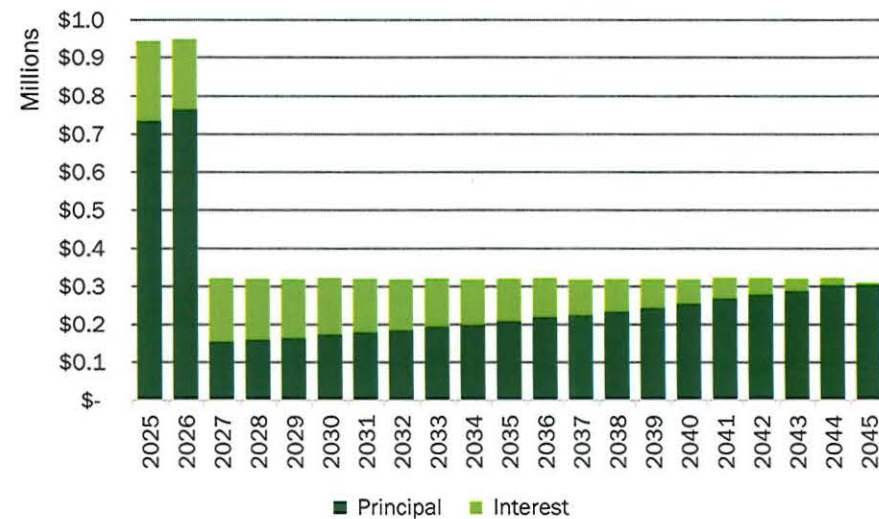


Date / Issue	Original Par Amount	Outstanding as of June 30, 2024	Interest Rate(s)	Final Maturity
1 Regional Wastewater Bonds				
2 Series 2015D VPFP-Regional Wastewater	\$ 5,445,000	\$ 1,205,000	0.957% - 3.374%	October 1, 2025
3 Series 2014 VPFP-Regional Wastewater	5,675,000	4,550,000	2.125% - 4.125%	October 1, 2044
4 Total	\$ 11,120,000	\$ 5,755,000		
5 Sewer System Bonds				
6 Series 2011A City Sewer System	\$ 18,210,000	\$ 16,670,000	2.000% - 5.000%	July 15, 2042
7 Series 2010 City Sewer System	4,160,000	3,145,000	2.000% - 5.125%	July 15, 2041
8 Total	\$ 22,370,000	\$ 19,815,000		

Regional Wastewater Debt Service



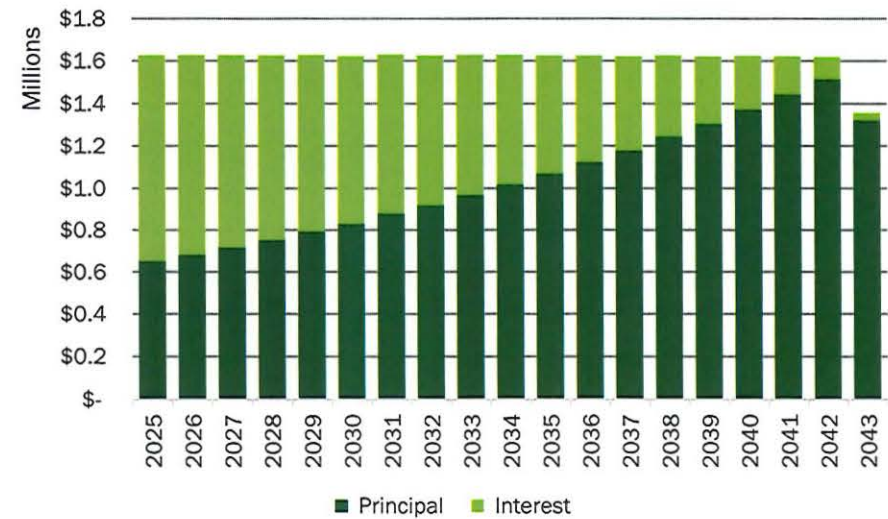
Existing Regional Wastewater Debt Service			
FY	Principal	Interest	Total
Total	\$ 5,755,000	\$ 2,243,788	\$ 7,998,788
06/30/25	735,000	208,617	943,617
06/30/26	765,000	183,662	948,662
06/30/27	155,000	167,591	322,591
06/30/28	160,000	161,713	321,713
06/30/29	165,000	155,653	320,653
06/30/30	175,000	149,328	324,328
06/30/31	180,000	142,588	322,588
06/30/32	185,000	135,516	320,516
06/30/33	195,000	128,153	323,153
06/30/34	200,000	120,500	320,500
06/30/35	210,000	112,556	322,556
06/30/36	220,000	103,950	323,950
06/30/37	225,000	94,772	319,772
06/30/38	235,000	85,284	320,284
06/30/39	245,000	75,384	320,384
06/30/40	255,000	65,072	320,072
06/30/41	270,000	54,244	324,244
06/30/42	280,000	42,900	322,900
06/30/43	290,000	31,144	321,144
06/30/44	305,000	18,872	323,872
06/30/45	305,000	6,291	311,291



Sewer System Debt Service



Existing Sewer System Debt Service			
FY	Principal	Interest	Total
Total	\$ 19,815,000	\$ 10,792,531	\$ 30,607,531
06/30/25	655,000	972,291	1,627,291
06/30/26	685,000	942,519	1,627,519
06/30/27	720,000	907,919	1,627,919
06/30/28	755,000	871,044	1,626,044
06/30/29	795,000	832,294	1,627,294
06/30/30	830,000	791,669	1,621,669
06/30/31	880,000	748,919	1,628,919
06/30/32	920,000	703,919	1,623,919
06/30/33	970,000	656,669	1,626,669
06/30/34	1,020,000	606,919	1,626,919
06/30/35	1,070,000	554,556	1,624,556
06/30/36	1,125,000	499,450	1,624,450
06/30/37	1,180,000	441,581	1,621,581
06/30/38	1,245,000	380,700	1,625,700
06/30/39	1,305,000	316,681	1,621,681
06/30/40	1,375,000	249,397	1,624,397
06/30/41	1,445,000	178,597	1,623,597
06/30/42	1,515,000	104,284	1,619,284
06/30/43	1,325,000	33,125	1,358,125



Sewer System Credit Rating History



Year	Moody's		S&P		Fitch	
	Rating	Comment	Rating	Comment	Rating	Comment
2009	MIG 1	Initial	SP-1+	Initial	F1+	Initial
2010	A1	Initial	A+	Initial	AA-	Initial
2011	A1	Affirmed	AA-	Upgrade	AA-	Affirmed
2013					AA-	Affirmed
2015	A2	Downgrade	A+	Downgrade		
2017	Withdrawn	Withdrawn	Withdrawn	Withdrawn	A+	Downgrade/ Negative Watch
2018					Withdrawn	Withdrawn



Moody's Rating Methodology Discussion

Rating Agency Commentary – Moody's (5/2/2017)



Rating Overview

- Credit Strengths:
 - Moderately sized tax base
 - Average wealth levels
- Credit Challenges:
 - Highly concentrated tax base
 - Decreased levels of financial reserves
 - Delayed reporting of audited information
- Factors that Could Lead to an Upgrade:
 - Tax base expansion and diversification
 - Significant improvement of cash and fund balance levels
- Factors that Could Lead to a Downgrade:
 - Further tax base deterioration
 - Diminishing financial reserves and position
 - Additional debt issuance that increases debt burden and debt service costs

U.S. PUBLIC FINANCE

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CREDIT OPINION
2 May 2017

Update

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Hopewell (City of), VA

Update - Moody's Confirms Aa3 Underlying and Aa2 Enhanced on Hopewell, VA GO's

Summary Rating Rationale

Moody's Investors Service has confirmed the Aa3 underlying rating on the City of Hopewell, VA's \$579 million in outstanding GO debt, as well as the enhanced Aa2 rating with a stable outlook on the city's Series 2009 A & B bonds. The city's GO rating was placed under review on February 24, 2017 due to the lack of sufficient financial information for fiscal 2015. The confirmation of the ratings is driven by the receipt of preliminary unaudited fiscal 2015 results. This action concludes the review.

The underlying Aa3 rating reflects the city's moderately sized tax base with average wealth and income levels, balanced operations, and adequate reserve levels.

The Aa2 enhanced rating reflects The Virginia Localities Intercept Program, authorized by Section 15.2-2659 of the Code of Virginia, which directs the [Commonwealth of Virginia's](#) (Aaa stable) comptroller to cure any general obligation payment delinquency by appropriating all necessary future payments of state aid due the locality. Although the intercept takes effect after a default has occurred, Moody's believes that the program's sound mechanics and the ample liquidity of the commonwealth significantly increase the likelihood of recovery should a scheduled debt service payment be missed. Credit considerations include availability of funds, timing of state aid payments, state aid trend, strength of notification requirement, and timing between notification and intercept. The city's current state aid allocation is above 1.5 times annual debt service payments due on all general obligation debt. Also, the city will pay its debt service by a paying agent, who will promptly notify the commonwealth if there is a default.

Credit Strengths

- » Moderately sized tax base
- » Average wealth levels

Credit Challenges

- » Highly concentrated tax base
- » Decreased levels of financial reserves
- » Delayed reporting of audited financial information

Sources: Moody's MFRA, City of Hopewell 2017 Credit Opinion

Moody's US Cities and Counties Methodology



- Moody's Investor Services adopted their new methodology on November 2, 2022 with the following changes:

1) Key Scorecard Changes

- Update to scorecard inputs/ratios, particularly for Economy and Debt/Leverage.
- Changes in factor weightings (as shown on the following page).
- Calculations include all Funds – Total Governmental and Business-Type.

2) Notching Factors

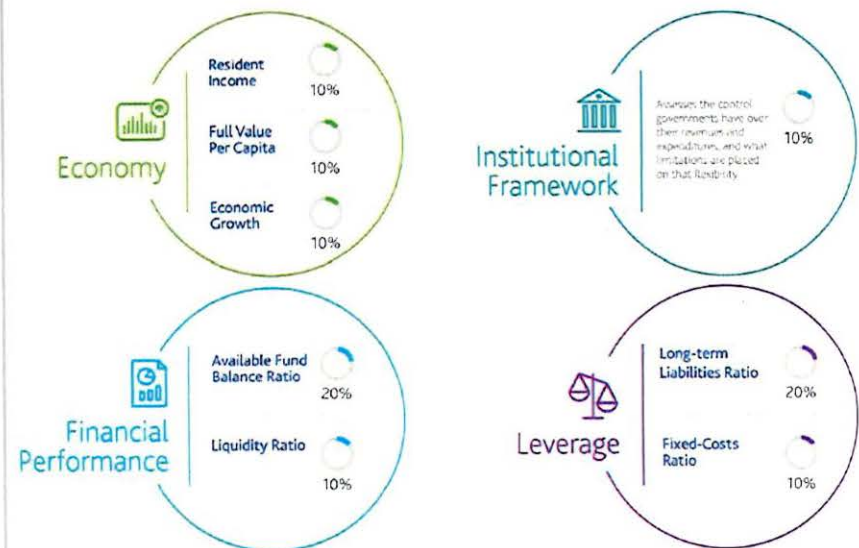
- Notching factors reduced from 16 to 5 as follows:
 - Additional strength in local resources (management/governance).
 - Limited scale of operations (size of local government).
 - Financial disclosures (financial statements not in conformity with GASB).
 - Potential cost shift to or from the State.
 - Potential for significant increase in leverage (material exposure to pension asset risk, increase in unfunded liabilities, or heavily depreciated capital assets).

3) Other Considerations

- While the defined notching factors have been reduced, a new category for other considerations will allow for any other factor deemed appropriate by the rating analysts and committee to be considered in the rating outcome.

Adopted Moody's Rating Methodology

Arriving at the issuer rating



Source: Moody's

Moody's Issuer Rating Scorecard



Issuer Rating Scorecard	
1. Economy	
Resident Income	10%
Full Value Per Capita	10%
Economic Growth	10%
Subtotal	30%
2. Financial Performance (All Funds) ⁽²⁾	
Available Fund Balance Ratio	20%
Liquidity Ratio	10%
Subtotal	30%
3. Institutional Framework	
Institutional Framework	10%
Subtotal	10%
4. Leverage (All Funds) ⁽²⁾	
Long-Term Liabilities Ratio	20%
Fixed-Costs Ratio	10%
Subtotal	30%
Grand Total	100%

⁽¹⁾ If an Issuer is located within a Metropolitan Statistical Area ("MSA"), the MSA data is utilized. Otherwise, State Rural Average is used for RPP and County GDP is used for Economic Growth.

⁽²⁾ Calculated using Governmental, Business Type and Internal Service Funds.

- **Resident Income**
 - Measures the ratio of an issuer's Median Household Income adjusted for Regional Price Parity ("RPP") ⁽¹⁾ to account for costs of living differences, divided by the US Median Household Income.
- **Economic Growth**
 - Measures the difference between the five-year compound annual growth rate in real gross domestic product of an Issuer's local economy ⁽¹⁾ compared to the U.S.
- **Available Fund Balance Ratio**
 - Measures the ratio of the available fund balance for governmental funds plus net current assets for business-type activities and internal service funds, divided by total revenues.
- **Liquidity Ratio ⁽²⁾**
 - Measures the ratio of total liquidity (unrestricted cash), divided by total revenues.
- **Long-Term Liabilities Ratio ⁽²⁾**
 - Measures the ratio of the issuer's total long-term liabilities, divided by total revenues.
- **Fixed-Costs Ratio ⁽²⁾**
 - Measures the ratio of adjusted fixed costs to total revenues. The adjusted fixed cost is the sum of an issuer's implied debt service, its pension tread water indicator, its OPEB contributions and its implied carrying costs for other long-term liabilities. These metrics are calculated by Moody's.

Moody's Scorecard Results

Based on City of Hopewell, VA 2020 ACFR



City of Hopewell, VA			Very Strong (Aaa)		Strong (Aa)		Moderate (A)		Weak (Baa)		Poor (Ba)		Score	Weight	Weighted Score
Numerical Score	Data As Of	Input	0.50	1.49	1.50	4.49	4.50	7.49	7.50	10.49	10.50	13.49			
1 Economy (30%)															
2 Resident Income	2023	63.3%	> 120.0%		120.0% >	> 100.0%	100.0% >	> 80.0%	80.0% >	> 65.0%	65.0% >	> 50.0%	10.85	10%	1.08
3 Full Value Per Capita	2020	93,343	> \$180,000		\$180,000 >	> \$100,000	\$100,000 >	> \$60,000	\$60,000 >	> \$40,000	\$40,000 >	> \$25,000	5.00	10%	0.50
4 Economic Growth	2023	-0.5%	> 0.0%		0.0% >	> -1.0%	-1.0% >	> -2.5%	-2.5% >	> -4.5%	-4.5% >	> -7.0%	2.98	10%	0.30
5 Financial Performance (30%)															
6 Available Fund Balance Ratio (%)	2020	54.1%	> 35.0%		35.0% >	> 25.0%	25.0% >	> 15.0%	15.0% >	> 5.0%	5.0% >	> 0.0%	0.50	20%	0.10
7 Liquidity Ratio (%)	2020	41.9%	> 40.0%		40.0% >	> 30.0%	30.0% >	> 20.0%	20.0% >	> 12.5%	12.5% >	> 5.0%	1.40	10%	0.14
8 Institutional Framework (10%)															
9 Institutional Framework		As	Very strong legal ability to match resources with spending		Strong legal ability to match resources with spending		Moderate legal ability to match resources with spending		Limited legal ability to match resources with spending		Poor legal ability to match resources with spending		3.00	10%	0.30
10 Leverage (30%)															
11 Long-Term Liability Ratio (%)	2020	170.7%	< 100.0%		100.0% <	< 200.0%	200.0% <	< 350.0%	350.0% <	< 500.0%	500.0% <	< 700.0%	3.80	20%	0.76
12 Fixed Costs Ratio (%)	2020	8.3%	< 10.0%		10.0% <	< 15.0%	15.0% <	< 20.0%	20.0% <	< 25.0%	25.0% <	< 35.0%	1.33	10%	0.13
13															
14 Total Score															3.31
15 Unadjusted Rating															Aa2

Notching Factors:

- Additional Strength in Local Resources: No
- Limited Scale of Operations: No
- Financial Disclosures: No
- Potential Cost Shift to or from the State: No
- Potential for Significant Change in Leverage: No

Moody's Rating Scorecard: Indicative Rating

HI	LO	Rating
0.50	1.50	Aaa
1.50	2.50	Aa1
2.50	3.50	Aa2
3.50	4.50	Aa3
4.50	5.50	A1
5.50	6.50	A2
6.50	7.50	A3



Moody's Scorecard Results

Based on City of Hopewell, VA 2021 ACFR

City of Hopewell, VA			Very Strong (Aaa)		Strong (Aa)		Moderate (A)		Weak (Baa)		Poor (Ba)		Score	Weight	Weighted Score
Numerical Score	Data As Of	Input	0.50	1.49	1.50	4.49	4.50	7.49	7.50	10.49	10.50	13.49			
1 Economy (30%)															
2 Resident Income	2023	83.3%	> 120.0%		120.0% >	> 100.0%	100.0% >	> 80.0%	80.0% >	> 65.0%	65.0% >	> 50.0%	10.85	10%	1.08
3 Full Value Per Capita	2021	98,313	> \$180,000		\$180,000 >	> \$100,000	\$100,000 >	> \$80,000	\$80,000 >	> \$40,000	\$40,000 >	> \$25,000	4.63	10%	0.46
4 Economic Growth	2023	-0.5%	> 0.0%		0.0% >	> -1.0%	-1.0% >	> -2.5%	-2.5% >	> -4.5%	-4.5% >	> -7.0%	2.98	10%	0.30
5 Financial Performance (30%)															
6 Available Fund Balance Ratio (%)	2021	59.2%	> 35.0%		35.0% >	> 25.0%	25.0% >	> 15.0%	15.0% >	> 5.0%	5.0% >	> 0.0%	0.50	20%	0.10
7 Liquidity Ratio (%)	2021	48.4%	> 40.0%		40.0% >	> 30.0%	30.0% >	> 20.0%	20.0% >	> 12.5%	12.5% >	> 5.0%	1.18	10%	0.12
8 Institutional Framework (10%)															
9 Institutional Framework		Aa	Very strong legal ability to match resources with spending		Strong legal ability to match resources with spending		Moderate legal ability to match resources with spending		Limited legal ability to match resources with spending		Poor legal ability to match resources with spending		3.00	10%	0.30
10 Leverage (30%)															
11 Long-Term Liability Ratio (%)	2021	183.6%	< 100.0%		100.0% <	< 200.0%	200.0% <	< 350.0%	350.0% <	< 500.0%	500.0% <	< 700.0%	4.01	20%	0.80
12 Fixed Costs Ratio (%)	2021	7.8%	< 10.0%		10.0% <	< 15.0%	15.0% <	< 20.0%	20.0% <	< 25.0%	25.0% <	< 35.0%	1.28	10%	0.13
13															
14 Total Score															3.29
15 Unadjusted Rating															Aa2

Notching Factors:

- Additional Strength in Local Resources: No
- Limited Scale of Operations: No
- Financial Disclosures: No
- Potential Cost Shift to or from the State: No
- Potential for Significant Change in Leverage: No

Moody's Rating Scorecard: Indicative Rating

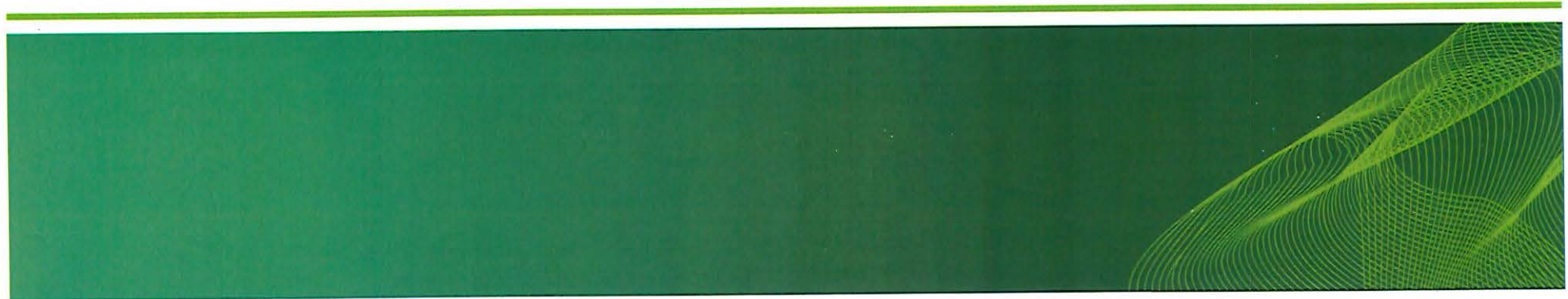
HI	LO	Rating
0.50	1.50	Aaa
1.50	2.50	Aa1
2.50	3.50	Aa2
3.50	4.50	Aa3
4.50	5.50	A1
5.50	6.50	A2
6.50	7.50	A3

Moody's Scorecard Peer Comparison

Peer Data as of FY2023



							Ranges for Categories			
	% of total	City of Hopewell (2021 ACFR)	Chesterfield County	City of Richmond	City of Colonial Heights	City of Petersburg	Aaa	Aa	A & Below	
Economy (30%)										
Resident Income (%)	10%	63%	129%	81%	99%	66%	120-200%	100-120%	<100%	(Higher is better)
Full Value Per Capita	10%	98,313	172,830	153,083	117,557	73,655	180,000-400,000	100,000-180,000	<100,000	(Higher is better)
Economic Growth (%)	10%	-0.5%	-0.6%	-0.6%	-0.6%	-0.6%	0.00-2.00%	(1.00)-0.00%	<(1.00)%	(Higher is better)
Financial Performance (30%)										
Avail. Fund Balance Ratio (%)	20%	59.2%	93.8%	34.0%	35.2%	43.8%	35-50%	25-35%	<25%	(Higher is better)
Liquidity Ratio (%)	10%	46.4%	141.0%	53.1%	36.3%	59.9%	40-60%	30-40%	<30%	(Higher is better)
Institutional Framework (10%)										
Institutional Framework	10%	Aa	Aa	Aa	Aa	Aa				(Aa for Virginia Cities & Counties)
Leverage (30%)										
Long-Term Liability Ratio (%)	20%	183.6%	136.5%	166.9%	92.6%	98.4%	0-100%	100-200%	>200%	(Lower is better)
Fixed Costs Ratio (%)	10%	7.8%	9.1%	11.2%	5.3%	5.5%	0-10%	10-15%	>15%	(Lower is better)
Summary										
Raw Score		3.29	1.76	2.97	2.42	2.95	0.50-1.50	1.5-4.5	4.5-7.5	
Unadjusted Rating		Aa2	Aa1	Aa2	Aa1	Aa2	Aaa	Aa	A	
Current Senior Most Rating		Not Rated	Aaa	Aa1	Aa2	A1	Aaa	Aa	A	



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Municipal Advisor Disclaimer



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One James Center, 901 East Cary Street, Richmond, VA 23221

Finance Committee Meeting

CITY MANAGER: MR. MICHAEL ROGERS

PRESENTED BY: STACEY JORDAN, CFO

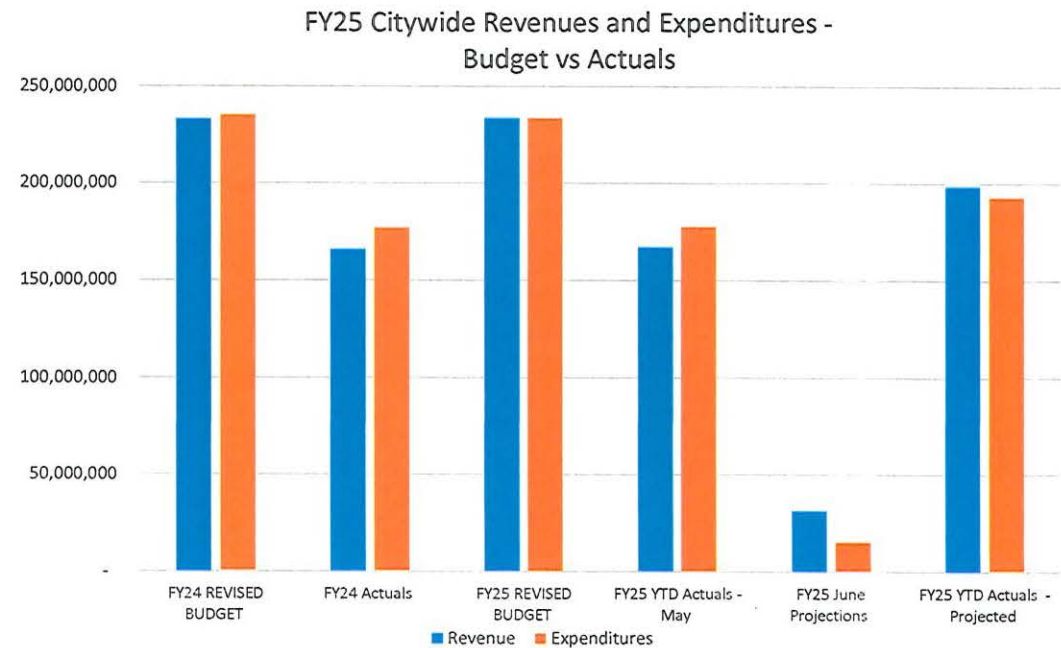


AGENDA

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

Citywide FY25 Budget to Actuals – May

- City-wide revenues for May are trending 0.42% or \$1.2M higher in for FY25 vs FY24.
- Expenses are trending 7.6% higher or \$902K for FY25 vs FY24.

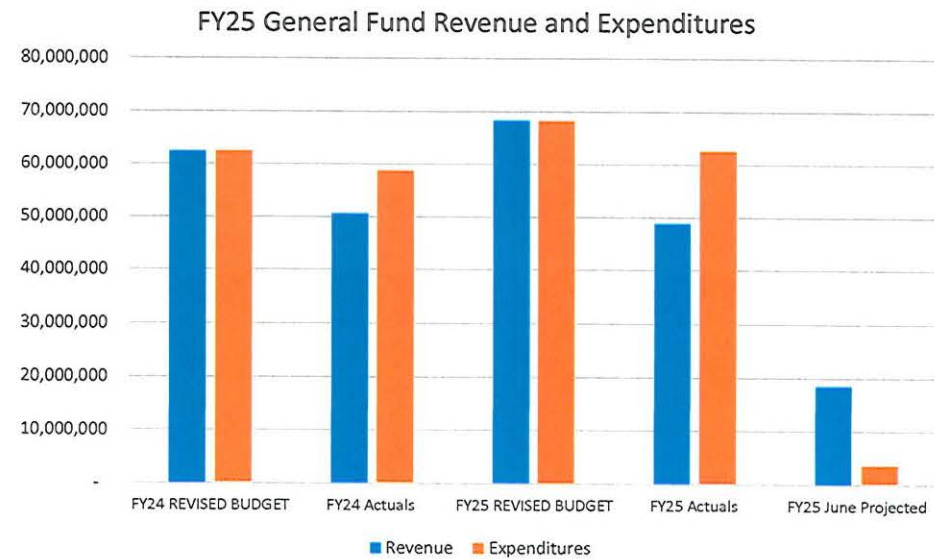


Citywide FY25 Budget to Actuals – May

REVENUES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % of Budget Rec'd	FY25 REVISED BUDGET	FY25 YTD Actuals - May	FY25 June Projections	FY25 YTD Actuals - Projected	FY25 % Rec'd Budget Projected	May Comments
REAL ESTATE TAXES	20,979,167	11,164,074	53.2%	21,928,970	11,363,265	10,127,125	21,490,391	51.8%	Consistent
PUBLIC SERVICE CORP TAX	4,100,000	5,835,234	142.3%	5,100,000	5,229,555	-	5,229,555	102.5%	As expected
PERSONAL PROPERTY TAX	5,636,800	6,005,092	106.5%	7,056,000	5,513,076	690,000	6,203,076	78.1%	Collections down
MACH & TOOL TAX	8,783,500	3,478,964	39.6%	9,586,049	3,528,773	6,057,276	9,586,049	36.8%	Consistent
PPTRA STATE REIMBURSEMENT	1,618,030	1,618,030	100.0%	1,618,030	1,618,030	-	1,618,030	100.0%	Consistent
OTHER TAXES	10,110,000	10,005,689	99.0%	10,840,000	10,666,897	969,718	11,636,615	98.4%	Consistent
USE OF MONEY & PROPERTY	340,000	951,221	279.8%	530,200	734,998	66,818	801,816	138.6%	Decrease due to Interest Income
CHARGES FOR SERVICES	41,062,349	29,449,890	71.7%	50,897,020	31,206,876	3,241,376	34,448,252	61.3%	Enterprise May Billing expected in mid June - \$2.5M Est. Monthly
PENALTIES & INTEREST	488,500	1,008,927	206.5%	586,000	552,608	50,237	602,845	94.3%	As projected with 20% budget increase
PERMITS, FEES AND LICENSES	285,600	480,409	168.2%	470,450	394,901	35,900	430,801	83.9%	Actuals down from projected 80% budget increase for Bldg, Elec, Plumb & Mech permits (\$40K down)
FINES & FORFEITURES	860,500	1,147,774	133.4%	1,624,463	1,123,584	102,144	1,225,728	69.2%	\$350K Decrease due to decline in 295 fines and collections
GRANTS	221,516	520,682	235.1%	469,964	409,041	37,186	446,226	87.0%	Increase due to SW Grant received
STATE REVENUES	60,475,377	53,127,039	87.8%	62,610,006	54,208,895	6,939,487	61,148,382	86.6%	\$1.2M in CSA State Reimb. (Dec-Jun); \$7M in State Aid
FEDERAL REVENUES	21,943,111	16,637,924	75.8%	16,863,382	12,181,846	3,020,555	15,202,401	72.2%	Decrease due to ARPA in FY24; \$3M in Fed Aid for Schools
MISCELLANEOUS REVENUE	23,795,240	1,177,700	4.9%	7,103,628	1,667,041	151,549	1,818,590	23.5%	Increase due to \$452.5k HWR Misc. Credits
IN LIEU OF TAXES	1,591,511	1,563,677	98.3%	1,591,511	1,563,677	27,834	1,591,511	98.3%	Consistent -Q4 Transfers pending Budget posting
DEBT SERVICE	1,120,526	1,027,149	91.7%	947,617	873,356	74,261	947,617	92.2%	April Billing rec'd mid May
TRANSFERS IN	29,933,944	20,697,345	69.1%	33,876,815	24,299,891	-	24,299,891	71.7%	Consistent -Q4 Transfers pending Budget posting
TOTAL REVENUES	233,345,671	165,896,818	71.09%	233,700,105	167,136,311	31,591,466	198,727,777	85.04%	
EXPENDITURES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % of Budget Rec'd	FY25 REVISED BUDGET	FY25 YTD Actuals - May	FY25 June Projections	FY25 YTD Actuals - Projected	FY25 % Rec'd Budget Projected	
SALARIES & WAGES	28,609,473	24,247,471	84.8%	29,999,785	26,102,530	2,372,957	28,475,487	94.9%	2.5% Annual Salary Increase
HEALTH BENEFITS	5,005,420	4,081,871	81.5%	5,387,853	4,523,458	411,223	4,934,682	91.6%	
EMPLOYEE BENEFITS	414,864	247,412	59.6%	437,004	232,977	21,180	254,156	58.2%	
RETIREMENT	4,089,824	3,284,814	80.3%	4,321,239	3,555,009	323,183	3,878,192	89.7%	
OTHER PERSONNEL	2,379,214	2,036,835	85.6%	2,475,224	2,160,465	196,406	2,356,875	95.2%	
PROFESSIONAL SERVICES	17,077,885	13,246,492	77.6%	17,879,653	13,372,774	1,215,707	14,588,480	81.6%	
WORKERS COMPENSATION	509,180	467,657	91.8%	513,869	467,107	42,464	509,572	99.2%	
SERVICE & SUPPLIES	44,536,945	27,634,979	62.0%	42,055,729	25,807,309	2,346,119	28,153,428	66.9%	\$250K in HWR unpaid utilities plus \$252K in Chargebacks
OUTSIDE AGENCIES	5,924,091	4,932,333	83.3%	5,761,012	4,953,074	450,279	5,403,354	93.8%	
NON-DEPARTMENTAL	1,258,332	1,258,332	100.0%	1,262,574	1,257,500	-	1,257,500	99.6%	
OTHER	76,527,059	62,567,794	81.8%	75,736,413	61,546,882	7,040,000	68,586,882	90.6%	Est \$18M for Schools unrecorded Opex (Apr-Jun)
CAPITAL	21,485,307	5,417,632	25.2%	14,998,297	2,569,200	733,564	3,302,763	22.0%	Decrease in HWR Capex spending; HWR Air Compressor \$500K
DEBT	7,428,083	7,578,808	102.0%	7,418,450	7,753,490	-	7,753,490	104.5%	
SUPPORT OF SCHOOLS	13,580,000	13,580,000	100.0%	13,865,900	13,865,900	-	13,865,900	100.0%	
TRANSFERS OUT	15,344,944	6,108,345	39.8%	19,001,915	9,424,991	-	9,424,991	49.6%	
TOTAL EXPENDITURES	234,911,491	176,690,775	75.22%	233,700,108	177,592,670	15,153,082	192,745,753	82.48%	
NET INCOME	(1,565,820)	(10,793,957)	-4.12%	(3)	(10,456,359)	16,438,384	5,982,024	2.56%	

General Fund FY25 Budget to Actuals – May

- General fund for May is trending or 9.47% or \$1.7M lower in Revenues for FY25 vs FY24 – Decrease from ARPA funding and PP P&I date changed to March 7th.
- Expenses for FY25 are trending 2.21% or \$4M higher than FY24 – Decrease due to 2.5% increases given in FY24, and Capital Transfers



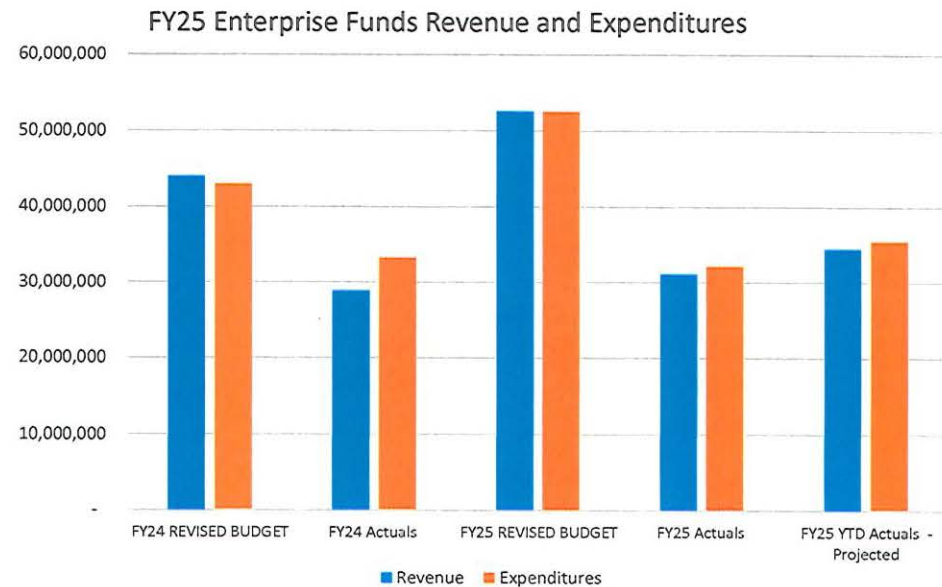
General Fund FY25 Budget to Actuals – May

REVENUES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % of Budget Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 June Projected	FY25 % Rec'd Projected	FY25 YTD - Projected	FY24 vs FY25 Variance	Comments
REAL ESTATE TAXES	20,979,167	11,159,479	53.2%	21,928,970	11,274,498	10,215,892	51.4%	\$ 21,490,391	\$ (115,019.74)	
PUBLIC SERVICE CORP TAX	4,100,000	5,835,234	142.3%	5,100,000	5,229,555	-	102.5%	\$ 5,229,555	\$ 605,679.02	Delay in billing and collections, due date extended to 3/7/25
PERSONAL PROPERTY TAX	5,636,800	6,005,092	106.5%	7,056,000	5,513,077	300,000	78.1%	\$ 6,282,330	\$ 492,015.59	Delay in billing and collections, due date extended to 3/7/25
MACH & TOOL TAX	8,783,500	3,478,964	39.6%	9,586,049	3,528,773	6,057,276	36.8%	\$ 9,586,049	\$ (49,808.87)	Reclassified \$3.4M posted in July FY24, but earned in June FY23
PPTRA STATE REIMBURSEMENT	1,618,030	1,618,030	100.0%	1,618,030	1,618,030	-	100.0%	\$ 1,618,030	\$ -	Consistent with FY24
OTHER TAXES	6,560,000	6,492,982	99.0%	7,240,000	6,808,883	969,718	94.0%	\$ 7,778,601	\$ (315,901.39)	Consistent with FY24 Collections
USE OF MONEY & PROPERTY	65,000	74,858	115.2%	90,000	81,158	7,378	90.2%	\$ 88,536	\$ (6,300.12)	Consistent with FY24 Collections
CHARGES FOR SERVICES	677,500	1,055,595	155.8%	847,000	1,254,799	114,073	148.1%	\$ 1,368,872	\$ (199,203.68)	
PENALTIES & INTEREST	487,500	1,002,254	205.6%	581,000	544,422	49,493	93.7%	\$ 593,915	\$ 457,832.17	Decrease from FY24; 10K delinquency letters went out per TR off
PERMITS, FEES AND LICENSES	285,600	480,334	168.2%	470,450	390,698	35,518	83.0%	\$ 426,216	\$ 89,636.30	FY25 Budget Increase due to past due collections
FINES & FORFEITURES	860,500	1,093,907	127.1%	1,298,440	1,116,285	101,480	86.0%	\$ 1,217,765	\$ (22,377.54)	FY25 Budget Increase for School Zone cameras, \$350K YTD decrease in 295 fines and collections
GRANTS	-	80,236	---	-	16,875	1,534	---	\$ 18,409	\$ 63,360.96	
STATE REVENUES	8,194,190	7,169,940	87.5%	9,183,676	8,134,364	739,488	88.6%	\$ 9,125,187	\$ (964,423.96)	
FEDERAL REVENUES	1,251,000	2,111,462	168.8%	350,000	226,101	20,555	64.6%	\$ 300,000	\$ 1,885,361.12	Decrease due to ARPA in FY25
MISCELLANEOUS REVENUE	749,347	779,316	104.0%	749,092	970,964	88,269	129.6%	\$ 1,059,234	\$ (191,648.30)	
IN LIEU OF TAXES	1,257,500	1,257,500	100.0%	1,257,500	1,257,500	-	100.0%	\$ 1,257,500	\$ -	
TRANSFERS IN	1,009,000	1,009,000	100.0%	1,009,000	1,009,000	-	100.0%	\$ 1,009,000	\$ -	
TOTAL REVENUES	62,514,634	50,704,183	81.11%	68,365,207	48,974,981	18,700,674	71.64%	\$ 68,449,588	\$ 1,729,202	
EXPENDITURES	FY23 REVISED BUDGET	FY24 Actuals	FY23 % Used	FY25 REVISED BUDGET	FY25 Actuals	FY25 June Projected	FY25 % Rec'd Projected	FY25 YTD Actuals - Projected	FY24 vs FY25 Variance	
SALARIES & WAGES	20,104,056	16,605,203	82.6%	20,765,620	18,087,632	1,644,330	87.1%	\$ 19,731,963	\$ (1,482,429.77)	2.5% Annual Salary Increase
HEALTH BENEFITS	3,598,274	2,927,432	81.4%	3,781,212	3,210,525	291,866	84.9%	\$ 3,502,391	\$ (283,093.02)	
EMPLOYEE BENEFITS	249,341	180,098	72.2%	303,142	159,897	14,536	52.7%	\$ 174,433	\$ 20,200.96	
RETIREMENT	2,882,775	2,245,672	77.9%	2,940,040	2,421,715	220,156	82.4%	\$ 2,641,871	\$ (176,043.02)	
OTHER PERSONNEL	1,628,553	1,399,151	85.9%	1,676,384	1,499,497	136,318	89.4%	\$ 1,635,814	\$ (100,345.84)	
PROFESSIONAL SERVICES	3,567,161	5,349,870	150.0%	4,836,663	4,573,020	415,729	94.5%	\$ 4,988,749	\$ 776,850.89	Decrease in Audit Fees
WORKERS COMPENSATION	429,097	402,011	93.7%	430,823	396,881	36,080	92.1%	\$ 432,961	\$ 5,130.30	
SERVICE & SUPPLIES	4,915,116	4,641,026	94.4%	5,607,550	3,996,834	363,349	71.3%	\$ 4,360,182	\$ 644,191.76	
OUTSIDE AGENCIES	5,058,207	4,695,856	92.8%	4,979,625	4,540,170	412,743	91.2%	\$ 4,952,912	\$ 155,686.04	
NON-DEPARTMENTAL	27,890	832	3.0%	24,491	-	-	0.0%	\$ -	\$ 832.35	
OTHER	70,605	62,492	88.5%	425,928	332,849	30,259	78.1%	\$ 363,108	\$ (270,357.48)	
CAPITAL	274,225	529,464	193.1%	342,950	221,446	20,131	64.6%	\$ 241,578	\$ 308,018.01	
SUPPORT OF SCHOOLS	13,580,000	13,580,000	100.0%	13,710,000	13,865,900	-	101.1%	\$ 13,865,900	\$ (285,900.00)	
TRANSFERS OUT	6,108,345	6,108,345	100.0%	8,540,791	9,424,991	-	110.4%	\$ 9,424,991	\$ (3,316,645.77)	Increase in transfer to Capital Projects
TOTAL EXPENDITURES	62,493,645	58,727,452	94.0%	68,365,219	62,731,356	3,585,497	91.76%	\$ 66,316,853	\$ (4,003,905)	
NET INCOME	20,989	(8,023,269)	-12.87%	(12)	(13,756,375)	15,115,177	-20.12%	\$ 2,132,735	\$ 5,733,106	

Enterprise Fund FY25 Budget to Actuals – May

Regional Water, Sewer, Solid Waste, and Storm Water

- Enterprise fund for May is trending 0.06% or \$2.3M higher in Revenues for FY25 vs FY24.
- Expense for FY25 are trending 9.82% or \$984K less the expense in FY24.
- Revenues show reflection of on-time billing vs last year and expenses decreases stems from the reduction of emergency repairs compared to last year.

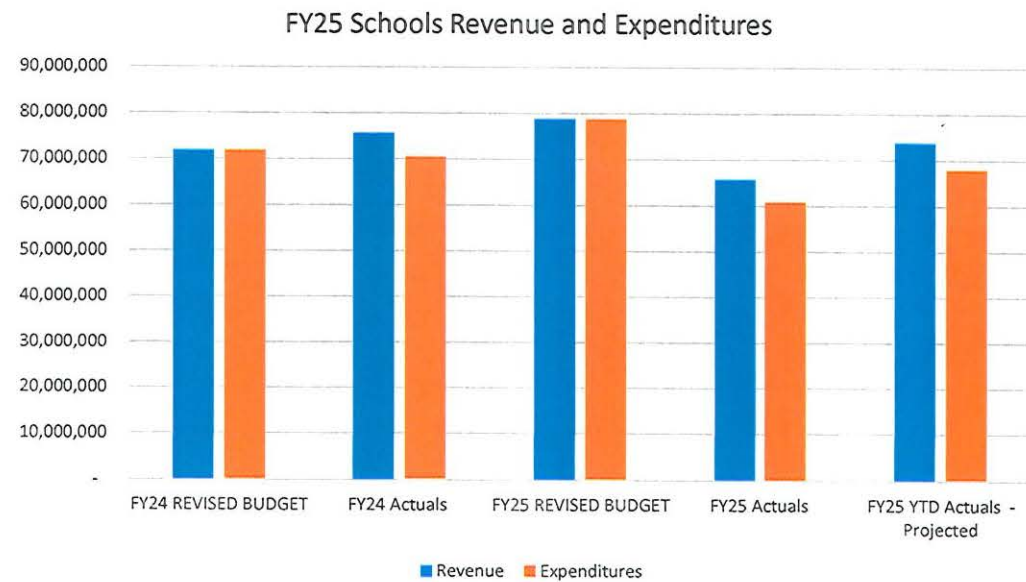


Enterprise Fund FY25 Budget to Actual – May

REVENUES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd	Comments
USE OF MONEY & PROPERTY	235,000	658,937	280.4%	300,000	458,769	500,475	152.9%	
CHARGES FOR SERVICES	33,182,403	26,485,357	79.8%	42,367,151	28,812,159	31,931,446	68.0%	\$2.5M May Billing
MISCELLANEOUS REVENUE	15,000	213,980	1426.5%	13,450	518,197	565,306	3852.8%	\$452.5k HWR Misc. Credits
GRANTS	-	254,771	---	-	254,771	277,932	---	
IN LIEU OF TAXES	334,011	306,177	91.7%	334,011	306,177	334,011	91.7%	\$27.8K May Billing
DEBT SERVICE	1,120,526	1,027,149	91.7%	947,617	873,356	952,752	92.2%	\$78.9K May Billing
TRANSFERS IN	9,236,599	-	0.0%	8,672,924	-	-	0.0%	
TOTAL REVENUES	44,123,539	28,946,370	65.60%	52,635,153	31,223,428	34,561,921	65.66%	
EXPENDITURES	FY24 REVISED BUDGET	FY24 Actuals	FY24 % Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd	
SALARIES & WAGES	4,491,662	3,613,496	80.4%	4,731,824	3,878,930	4,231,560	82.0%	
HEALTH BENEFITS	640,213	512,771	80.1%	713,300	580,369	633,130	81.4%	
EMPLOYEE BENEFITS	75,920	37,402	49.3%	70,758	29,021	31,659	41.0%	
RETIREMENT	624,982	469,512	75.1%	642,777	532,515	580,926	82.8%	
OTHER PERSONNEL	354,748	301,668	85.0%	364,449	320,679	349,831	88.0%	
PROFESSIONAL SERVICES	8,588,838	7,516,499	87.5%	10,280,469	8,102,398	8,838,979	78.8%	
WORKERS COMPENSATION	50,674	47,288	93.3%	53,697	49,674	54,190	92.5%	
SERVICE & SUPPLIES	10,819,158	14,542,374	134.4%	13,394,269	13,469,943	14,694,484	100.6%	Past due invoices
OUTSIDE AGENCIES	7,500	5,345	71.3%	5,000	2,248	2,452	45.0%	
NON-DEPARTMENTAL	1,257,500	1,257,500	100.0%	1,257,500	1,257,500	1,371,818	100.0%	
OTHER	61,400	33,136	54.0%	61,900	25,221	27,514	40.7%	
CAPITAL	4,253,741	2,550,138	60.0%	8,898,299	1,653,828	2,304,176	18.6%	Decrease in FY25 Planned Capital Spending
DEBT	2,588,642	2,373,434	91.7%	2,583,988	2,373,402	2,373,402	91.9%	
TRANSFERS OUT	9,236,599	-	0.0%	9,576,924	-	-	0.0%	
TOTAL EXPENDITURES	43,051,577	33,260,563	77.3%	52,635,154	32,275,728	35,494,121	67.4%	
NET INCOME	1,071,962	(4,314,193)	-11.65%	(1)	(1,052,300)	(932,200)	-1.77%	

Schools FY25 Budget to Actual – May

- Schools for May is trending 11.48% or \$1.8M lower in revenues for FY25 vs FY24
- Expenses are trending 11.6% or \$2.4M lower in FY25 vs FY24



Schools FY25 Budget to Actuals – May

	FY24 REVISED BUDGET	FY24 Actuals	FY24 % Rec'd	FY25 REVISED BUDGET	FY25 Actuals	FY25 YTD Actuals - Projected	FY25 % Rec'd	Comments
REVENUES								
CHARGES FOR SERVICES	5,023,384	1,662,309	33.1%	7,536,985	898,259	979,919	13.0%	
STATE REVENUES	39,351,282	45,782,981	116.3%	46,637,343	41,424,200	46,424,200	99.5%	
FEDERAL REVENUES	13,980,744	14,692,250	105.1%	10,737,315	9,604,673	12,604,673	117.4%	
TRANSFERS IN	13,580,000	13,580,000	100.0%	13,865,900	13,865,900	13,865,900	100.0%	
TOTAL REVENUES	71,935,410	75,717,540	105.26%	78,777,543	65,793,031	73,874,691	93.78%	
EXPENDITURES								
SERVICE & SUPPLIES	3,072,226	-	0.0%	3,822,789	-	-	0.0%	
OTHER	68,816,004	70,476,253	102.4%	74,907,574	61,037,137	68,037,137	90.8%	Est \$18M for Schools unrecorded Opex
CAPITAL	47,180	-	0.0%	47,180	-	-	0.0%	
TOTAL EXPENDITURES	71,935,410	70,476,253	98.0%	78,777,543	61,037,137	68,037,137	86.37%	
NET INCOME	-	5,241,287	7.29%	-	4,755,894	5,837,554	7.41%	

FY25 Data Integrators Collections – May

CITY OF HOPEWELL
Data Integrators Collections
As of 05.31.25

Utility Water/Sewer Collection Rate March			
Account Designation	Billed	Collected	Percentage
Storm Water	\$ 65,245.97	\$ 65,746.27	101%
Solid Waste	\$ 273,071.08	\$ 291,062.68	107%
Waste Water	\$ 231,053.23	\$ 233,573.87	101%
Total YTD	\$ 569,370.28	\$ 590,382.82	104%

Utility Water/Sewer Collection Rate April			
Account Designation	Billed	Collected	Percentage
Storm Water	\$ 53,902.96	\$ 68,918.81	128%
Solid Waste	\$ 232,099.19	\$ 283,819.38	122%
Waste Water	\$ 196,332.04	\$ 234,840.83	120%
Total YTD	\$ 482,334.19	\$ 587,579.02	122%

Utility Water/Sewer Collection Rate May			
Account Designation	Billed	Collected	Percentage
Storm Water	\$ 74,979.71	\$ 62,188.68	83%
Solid Waste	\$ 317,626.81	\$ 263,155.12	83%
Waste Water	\$ 284,645.81	\$ 233,982.12	82%
Total YTD	\$ 677,252.33	\$ 559,325.92	83%

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

FY25 Accounts Payable/Debt Service – May

Accounts Payable May

<u>Invoices Received</u>	
# of invoices received	1281
\$ amount processed	\$ 5,074,880.20

Debt Service Payments May

<u>Vendor</u>	<u>Amount</u>
Sewer USB1824	\$ 215,269.31
Total	\$ 215,269.31

Projected Cash Flow

For the Period Ending:	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/31/2025	6/30/2025
Cash at Beginning:	\$ 31,847,104.10	\$ 22,005,003.12	\$ 17,543,098.00	\$ 13,593,306.31	\$ 9,304,551.60	\$ 11,019,476.18	\$ 15,635,716.64	\$ 14,392,849.21	\$ 18,010,607.87	\$ 15,252,446.49	\$ 12,152,728.92	\$ 7,838,198.23
Withdrawals (outflows)	\$ (19,061,485.19)	\$ (14,843,703.54)	\$ (15,112,386.12)	\$ (14,441,898.10)	\$ (12,199,343.95)	\$ (15,003,098.31)	\$ (12,322,543.73)	\$ (14,095,378.35)	\$ (13,200,653.73)	\$ (14,072,845.00)	\$ (14,860,031.00)	\$ (15,682,967.00)
Deposits (inflows)	\$ 9,219,384.21	\$ 10,381,798.42	\$ 11,162,594.43	\$ 10,153,143.39	\$ 13,914,268.53	\$ 19,619,338.77	\$ 11,079,676.30	\$ 17,713,137.01	\$ 10,442,492.35	\$ 10,973,127.43	\$ 10,545,500.31	\$ 29,479,137.02
Cash at Ending:	\$ 22,005,003.12	\$ 17,543,098.00	\$ 13,593,306.31	\$ 9,304,551.60	\$ 11,019,476.18	\$ 15,635,716.64	\$ 14,392,849.21	\$ 18,010,607.87	\$ 15,252,446.49	\$ 12,152,728.92	\$ 7,838,198.23	\$ 21,634,368.25
Net Inflow/(Outflow)	\$ (9,842,100.98)	\$ (4,461,905.12)	\$ (3,949,791.69)	\$ (4,288,754.71)	\$ 1,714,924.58	\$ 4,616,240.46	\$ (1,242,867.43)	\$ 3,617,758.66	\$ (2,758,161.38)	\$ (3,099,717.57)	\$ (4,314,530.69)	\$ 13,796,170.02
Cumulative Outflow	\$ (9,842,100.98)	\$ (14,304,006.10)	\$ (18,253,797.79)	\$ (22,542,552.50)	\$ (20,827,627.92)	\$ (16,211,387.46)	\$ (17,454,254.89)	\$ (13,836,496.23)	\$ (16,594,657.61)	\$ (19,694,375.18)	\$ (24,008,905.87)	\$ (10,212,735.85)

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

ACFR Update

1. Hopewell has completed the FY20 and FY21 ACFR
2. FY22 ACFR – to be completed by June 30, 2025/city is on track
3. FY23 ACFR – To be completed by September 30, 2025
4. FY24 ACFR to be completed by December 31, 2025



City of Hopewell
Bank and Investment Balances
FY2025

Cash Accounts

Account	6/30/2024	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/31/2025
City AP - ZBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Industrial Safety Council	\$ 28,123.77	\$ 29,323.77	\$ 29,623.77	\$ 29,623.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77	\$ 30,423.77
City Master	\$ 31,847,104.10	\$ 22,005,003.12	\$ 17,543,098.00	\$ 13,593,306.31	\$ 9,304,551.60	\$ 11,019,476.18	\$ 15,635,716.64	\$ 14,392,849.71	\$ 18,010,607.87	\$ 15,252,846.49	\$ 12,152,728.92	\$ 12,543,628.83
City Payroll - ZBA	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Police SCU	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45	\$ 1,940.45
City Police Trust and Agency	\$ 138,966.52	\$ 139,881.42	\$ 152,414.59	\$ 152,391.27	\$ 151,537.66	\$ 139,013.89	\$ 139,013.07	\$ 138,428.25	\$ 138,429.31	\$ 138,566.43	\$ 42,293.28	\$ 45,069.64
City Sheriff	\$ 25.00	\$ 25.00	\$ 100.00	\$ 25.00	\$ 25.00	\$ 61.00	\$ 37.00	\$ 49.00	\$ 100.00	\$ 25.00	\$ 175.00	\$ 25.00
Data Integrators	\$ -	\$ -	\$ 69,616.17	\$ 779,362.25	\$ 1,045,492.57	\$ 3,000.00	\$ 230,022.00	\$ 3,000.00	\$ 3,000.00	\$ 31,385.22	\$ 3,000.00	\$ 3,000.00
EMS Recovery	\$ 166,074.97	\$ 317,542.70	\$ 394,229.49	\$ 77,972.92	\$ 155,267.72	\$ 10,000.00	\$ 56,713.47	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Rec Credit Card	\$ 10,773.00	\$ 6,428.00	\$ 7,452.00	\$ 6,812.19	\$ 11,156.60	\$ 3,000.00	\$ 6,935.50	\$ 3,012.00	\$ 3,097.00	\$ 3,000.00	\$ 3,000.00	\$ 3,214.00
SB Cafe Prepay	\$ 898.00	\$ 55.00	\$ 450.00	\$ 341.00	\$ 464.00	\$ 300.00	\$ 485.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 320.00	\$ 119.00
SB Payroll - ZBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SB Treasurers - ZBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Welfare	\$ 72,337.13	\$ 62,577.73	\$ 75,116.31	\$ 70,642.69	\$ 78,254.33	\$ 81,521.99	\$ 90,103.74	\$ 75,178.47	\$ 78,839.07	\$ 97,882.65	\$ 107,246.93	\$ 112,581.88
BEACON THEATRE 2012 LLC	\$ 108,490.93	\$ 88,048.18	\$ 43,648.18	\$ 39,280.18	\$ 114,280.18	\$ 62,861.85	\$ 48,279.88	\$ 67,705.22	\$ 54,379.68	\$ 123,275.77	\$ 123,270.77	\$ 58,618.01
Total Cash	\$ 32,374,233.87	\$ 22,650,825.37	\$ 18,317,688.96	\$ 14,751,698.03	\$ 10,893,393.88	\$ 11,351,601.13	\$ 16,239,670.52	\$ 14,722,886.37	\$ 18,331,117.15	\$ 15,689,245.78	\$ 12,474,399.12	\$ 12,808,820.58

Investment Account

Account	6/30/2024	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/31/2025
LGIP - Capital Project Fund II -	\$ 787,742.70	\$ 791,363.35	\$ 794,994.15	\$ 798,439.95	\$ 801,841.83	\$ 805,017.22	\$ 808,176.77	\$ 811,257.84	\$ 814,037.75	\$ 817,103.79	\$ 820,079.37	\$ 821,149.04
LGIP - Cap Projects Fund Bond Issue -	\$ 292,774.41	\$ 294,120.07	\$ 295,469.52	\$ 296,750.19	\$ 298,015.27	\$ 299,194.71	\$ 300,368.98	\$ 301,514.11	\$ 302,547.29	\$ 303,686.81	\$ 304,792.72	\$ 305,933.60
LGIP - Sewer Sys Rate Stabilization -	\$ 2,535,018.41	\$ 2,546,670.09	\$ 2,558,354.27	\$ 2,569,443.05	\$ 2,580,397.00	\$ 2,590,609.30	\$ 2,600,776.94	\$ 2,610,692.07	\$ 2,619,638.03	\$ 2,629,504.79	\$ 2,639,080.49	\$ 2,648,958.89
LGIP - Sewer System Revenue -	\$ 1,337,341.03	\$ 1,343,487.85	\$ 1,349,651.81	\$ 1,355,501.68	\$ 1,361,280.42	\$ 1,366,667.88	\$ 1,372,031.79	\$ 1,377,262.48	\$ 1,381,981.89	\$ 1,387,187.07	\$ 1,392,238.72	\$ 1,397,450.06
LGIP - Fund 42 Sewer Syst Improve -	\$ 1,183,546.49	\$ 1,188,986.40	\$ 1,194,441.52	\$ 1,199,618.66	\$ 1,204,732.81	\$ 1,209,500.74	\$ 1,214,247.88	\$ 1,218,876.92	\$ 1,223,051.59	\$ 1,227,660.18	\$ 1,232,130.86	\$ 1,236,742.88
LGIP - HRWTF Improvement Fund -	\$ 706,146.06	\$ 709,391.73	\$ 712,646.45	\$ 715,735.13	\$ 718,786.61	\$ 721,831.30	\$ 724,463.57	\$ 727,225.49	\$ 729,717.46	\$ 732,465.91	\$ 735,133.27	\$ 737,884.99
LGIP - HRWTF Operating Fund -	\$ 255,729.79	\$ 256,905.18	\$ 258,081.86	\$ 259,202.48	\$ 260,337.08	\$ 261,337.70	\$ 262,363.40	\$ 263,363.61	\$ 264,266.08	\$ 265,261.42	\$ 266,227.40	\$ 267,223.92
LGIP - Sewer Svc Fund -	\$ 2,214,450.89	\$ 2,224,629.12	\$ 2,234,835.81	\$ 2,244,522.88	\$ 2,254,091.18	\$ 2,263,012.06	\$ 2,271,893.97	\$ 2,280,555.29	\$ 2,288,370.00	\$ 2,296,989.03	\$ 2,305,353.82	\$ 2,313,983.09
LGIP - General Fund - LGIP Portfolio -	\$ 297,067.11	\$ 298,432.54	\$ 299,801.73	\$ 301,101.17	\$ 302,384.83	\$ 303,581.57	\$ 304,773.05	\$ 305,934.98	\$ 306,981.31	\$ 308,139.55	\$ 309,261.68	\$ 310,419.28
LGIP - Perpetual Care Fund -	\$ 1,041,948.43	\$ 1,046,737.51	\$ 1,051,540.00	\$ 1,056,097.76	\$ 1,060,600.11	\$ 1,064,797.61	\$ 1,068,976.74	\$ 1,073,052.08	\$ 1,076,729.08	\$ 1,080,784.52	\$ 1,084,720.34	\$ 1,088,780.56
Regions - 2008 A&B Paying Agency -	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
Schwab - Caprin Investment -	\$ 5,735,787.02	\$ 5,763,427.08	\$ 5,805,091.20	\$ 5,846,036.30	\$ 5,827,244.57	\$ 5,860,285.35	\$ 5,884,244.02	\$ 5,893,612.94	\$ 5,921,401.04	\$ 5,948,681.14	\$ 5,965,458.90	\$ 5,985,531.18
TRUST - SunTrust - Escrow Acct - Agmt -	\$ 2,936,781.96	\$ 2,946,788.82	\$ 2,961,739.78	\$ 2,971,720.60	\$ 2,985,740.40	\$ 2,997,402.01	\$ 3,008,375.85	\$ 3,019,381.76	\$ 3,030,016.51	\$ 3,039,495.65	\$ 3,049,954.18	\$ 3,060,078.87
TRUST - SunTrust -	\$ 722,209.70	\$ 724,274.59	\$ 727,333.11	\$ 729,931.01	\$ 732,421.16	\$ 734,778.26	\$ 736,973.83	\$ 739,128.95	\$ 741,168.76	\$ 743,016.06	\$ 745,033.92	\$ 746,074.92
US Bank Sewer Sys Bond Fund -	\$ 1,869,269.95	\$ 1,873,241.28	\$ 1,877,295.95	\$ 1,881,621.06	\$ 1,885,789.81	\$ 1,889,479.10	\$ 1,893,694.83	\$ 1,898,473.44	\$ 1,903,643.98	\$ 1,908,567.52	\$ 1,913,826.35	\$ 1,918,225.51
US Bank 2010 Reserve -	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76	\$ 272,668.76
US Bank 2011 - Debt Svc Reserve Fund	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00	\$ 1,361,815.00
US Bank 2011B -	\$ 554,874.94	\$ 557,238.61	\$ 559,698.93	\$ 562,164.21	\$ 564,483.65	\$ 566,770.12	\$ 568,902.70	\$ 571,043.85	\$ 573,109.95	\$ 574,972.29	\$ 577,032.49	\$ 579,029.42
US Bank - 2014 Interest -	\$ 47,108.52	\$ 62,141.61	\$ 77,237.76	\$ 92,391.45	\$ 16,889.61	\$ 31,400.80	\$ 45,960.92	\$ 60,578.43	\$ 75,248.72	\$ 89,946.15	\$ 16,674.56	\$ 31,171.94
US Bank - 2014 Principal -	\$ 111,416.42	\$ 123,661.04	\$ 135,968.59	\$ 148,324.05	\$ 16,074.82	\$ 28,289.44	\$ 40,544.72	\$ 52,848.31	\$ 65,190.04	\$ 77,565.93	\$ 90,001.97	\$ 102,460.34
US Bank - 2014 Reserve -	\$ 353,482.26	\$ 354,988.03	\$ 356,555.37	\$ 358,125.87	\$ 359,603.47	\$ 361,060.06	\$ 362,418.62	\$ 363,782.64	\$ 365,098.84	\$ 366,285.24	\$ 367,597.69	\$ 368,869.81
US Bank - 2015 Interest -	\$ 10,428.03	\$ 13,721.45	\$ 17,028.70	\$ 20,349.00	\$ 2,221.91	\$ 3,913.47	\$ 5,608.65	\$ 7,310.53	\$ 9,018.48	\$ 10,729.52	\$ 12,453.33	\$ 14,176.70
US Bank - 2015 Principal -	\$ 453,188.46	\$ 503,200.21	\$ 553,268.03	\$ 603,530.73	\$ 65,800.71	\$ 115,889.85	\$ 166,145.73	\$ 216,599.71	\$ 267,234.74	\$ 317,960.69	\$ 368,957.86	\$ 420,046.60
US Bank - 2015D -	\$ 144,336.86	\$ 144,920.35	\$ 145,525.52	\$ 146,131.83	\$ 146,701.11	\$ 147,259.16	\$ 147,780.81	\$ 148,304.55	\$ 148,809.67	\$ 149,264.52	\$ 149,766.10	\$ 150,252.33
Total Investments	\$ 25,225,335.20	\$ 24,405,262.65	\$ 24,746,547.82	\$ 25,083,248.52	\$ 24,513,898.54	\$ 24,835,363.47	\$ 25,146,469.43	\$ 24,963,285.72	\$ 25,272,756.97	\$ 25,582,653.54	\$ 25,785,883.58	\$ 26,091,415.67
Total Cash and Investments	\$ 57,599,569.07	\$ 47,056,088.02	\$ 43,064,236.78	\$ 39,834,946.55	\$ 35,407,292.42	\$ 36,186,964.60	\$ 41,386,139.95	\$ 39,686,172.09	\$ 43,603,874.12	\$ 41,271,899.32	\$ 38,260,282.70	\$ 38,900,236.25



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

	Week beginning	5/5/2025 Week 45	5/12/2025 Week 46	5/19/2025 Week 47	5/26/2025 Week 48
Beginning Cash Balance		\$ 12,993,900.73	\$ 12,656,395.43	\$ 12,423,714.53	\$ 11,560,994.02
Cash Inflows-Credit					
State Aid		\$ 26,300.27	\$ 2,634,007.07	\$ 571,159.71	\$ 41,090.29
Federal Aid		\$ 830,528.59	\$ 384,136.73	\$ 9,865.03	\$ 24,973.46
Grants		\$ -	\$ 26,297.00	\$ -	\$ -
All Other		\$ 696,211.33	\$ 1,442,144.15	\$ 2,199,812.58	\$ 5,243,811.42
5986 Data Integrators		\$ -	\$ 577.07	\$ 1,223.25	\$ 90.22
Total Cash Inflows		\$ 1,553,040.19	\$ 4,487,162.02	\$ 2,782,060.57	\$ 5,309,965.39
Cash Outflows - Debit					
8187 City Accounts Payable		\$ 770,484.56	\$ 1,787,267.92	\$ 1,985,063.44	\$ 1,432,823.31
8225 Schools Accounts Payable		\$ 644,892.62	\$ 98,964.31	\$ 1,590,845.26	\$ 258,022.99
3144 City Payroll		\$ 474,538.48	\$ 1,239,030.29	\$ 62,091.51	\$ 1,143,554.64
8217 Schools Payroll		\$ -	\$ 1,594,511.92	\$ -	\$ 1,488,887.16
8233 Debt Service		\$ -	\$ -	\$ -	\$ -
8233 Economic Development Rebates		\$ -	\$ -	\$ -	\$ -
5986 Data Integrators		\$ -	\$ -	\$ -	\$ -
8233 All Other Fees		\$ 629.83	\$ 68.48	\$ 6,780.87	\$ 4,042.44
Total Cash Outflows		\$ 1,890,545.49	\$ 4,719,842.92	\$ 3,644,781.08	\$ 4,327,330.54
Net Cash Flows		\$ (337,505.30)	\$ (232,680.90)	\$ (862,720.51)	\$ 982,634.85
		\$ 12,656,395.43	\$ 12,423,714.53	\$ 11,560,994.02	\$ 12,543,628.87



City of Hopewell

Business License & Meal Tax Collection Report

Bill Year 2022 - 2025

Charge Year	2022	PERIOD ENDING:	05.31.2025
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Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
BANK FRANCHISE	\$82,655.00	\$82,655.00	\$0.00	100.00%
BUSINESS & OTHER SVC	\$2,147,303.00	\$2,143,142.77	\$4,160.23	99.81%
LODGING	\$964,079.50	\$964,079.50	\$0.00	100.00%
MEAL TAX	\$2,572,497.75	\$2,564,517.34	\$7,980.41	99.69%
Grand Total	\$5,766,535.25	\$5,754,394.61	\$12,140.64	99.79%

Charge Year	2023	PERIOD ENDING:	05.31.2025
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Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
BANK FRANCHISE	\$57,815.00	\$57,815.00	\$0.00	100.00%
BUSINESS & OTHER SVC	\$2,419,330.05	\$2,433,930.54	(\$14,600.49)	100.60%
LODGING	\$1,030,843.60	\$1,030,843.60	\$0.00	100.00%
MEAL TAX	\$2,787,345.63	\$2,749,943.24	\$37,402.39	98.66%
Grand Total	\$6,295,334.28	\$6,272,532.38	\$22,801.90	99.64%

Charge Year	2024	PERIOD ENDING:	05.31.2025
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Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
BANK FRANCHISE	\$73,568.00	\$73,568.00	\$0.00	100.00%
BUSINESS & OTHER SVC	\$2,576,796.72	\$2,535,406.30	\$41,390.42	98.39%
LODGING	\$1,245,549.80	\$1,234,170.27	\$11,379.53	99.09%
MEAL TAX	\$2,870,388.90	\$2,789,427.75	\$80,961.15	97.18%
Grand Total	\$6,766,303.42	\$6,632,572.32	\$133,731.10	98.02%

Charge Year	2025	PERIOD ENDING:	05.31.2025
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Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
BUSINESS & OTHER SVC	\$2,417,801.86	\$2,317,232.30	\$100,569.56	95.84%
LODGING	\$446,150.77	\$427,821.95	\$18,328.82	95.89%
MEAL TAX	\$941,171.86	\$911,292.63	\$29,879.23	96.83%
Grand Total	\$3,805,124.49	\$3,656,346.88	\$148,777.61	96.09%



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

Charge Year 2022 PERIOD ENDING: 05.31.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
MT-1ST	\$4,612,874.13	\$4,612,643.18	\$230.95	99.99%
MT-2ND	\$4,610,576.55	\$4,610,318.69	\$257.86	99.99%
PP	\$6,761,771.36	\$6,043,814.85	\$717,956.51	89.38%
PUBLIC SERVICE	\$4,147,824.23	\$4,147,824.23	\$0.00	100.00%
RE	\$175,969.78	\$95,448.71	\$80,521.07	54.24%
RE-1ST	\$8,042,939.80	\$7,991,965.34	\$50,974.46	99.37%
RE-2ND	\$8,015,014.60	\$7,939,507.58	\$75,507.02	99.06%
Grand Total	\$36,366,970.45	\$35,441,522.58	\$925,447.87	97.46%

Charge Year 2023 PERIOD ENDING: 05.31.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
MT-1ST	\$5,076,596.85	\$5,076,338.96	\$257.89	99.99%
MT-2ND	\$5,076,536.24	\$5,076,278.35	\$257.89	99.99%
PP	\$5,991,576.37	\$4,778,676.27	\$1,212,900.10	79.76%
PUBLIC SERVICE	\$5,249,779.17	\$5,249,779.17	\$0.00	100.00%
RE	\$292,012.54	\$275,437.89	\$16,574.65	94.32%
RE-1ST	\$10,548,008.18	\$10,455,067.65	\$92,940.53	99.12%
RE-2ND	\$10,514,030.03	\$10,370,795.71	\$143,234.32	98.64%
Grand Total	\$42,748,539.38	\$41,282,374.00	\$1,466,165.38	96.57%

Charge Year 2024 PERIOD ENDING: 05.31.2025

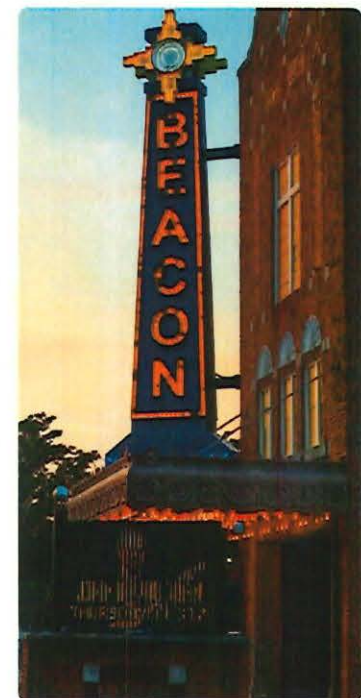
Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
MT-1ST	\$5,185,267.25	\$5,185,776.22	(\$508.97)	100.01%
MT-2ND	\$5,178,767.48	\$5,145,515.39	\$33,252.09	99.36%
PP	\$5,634,358.76	\$3,893,068.64	\$1,741,290.12	69.10%
PUBLIC SERVICE	\$5,229,554.50	\$5,229,554.50	\$0.00	100.00%
RE	\$165,455.95	\$103,393.88	\$62,062.07	62.49%
RE-1ST	\$11,044,969.13	\$10,832,211.87	\$212,757.26	98.07%
RE-2ND	\$11,027,436.11	\$10,691,408.72	\$336,027.39	96.95%
Grand Total	\$43,465,809.18	\$41,080,929.22	\$2,384,879.96	94.51%

Charge Year 2025 PERIOD ENDING: 05.31.2025

Row Labels	Sum of ADJ BILLED	Sum of NET PMT/CREDIT	Sum of END RECEIVABLE	Percent Collected
MT-1ST	\$5,044,385.28	\$0.00	\$5,044,385.28	0.00%
MT-2ND	\$5,044,384.78	\$0.00	\$5,044,384.78	0.00%
RE	\$74,480.68	\$19,355.40	\$55,125.28	25.99%
RE-1ST	\$12,284,502.08	\$2,343,997.81	\$9,940,504.27	19.08%
RE-2ND	\$12,284,862.34	\$379,757.59	\$11,905,104.75	3.09%
Grand Total	\$34,732,615.16	\$2,743,110.80	\$31,989,504.36	7.90%



City of Hopewell Economic Development





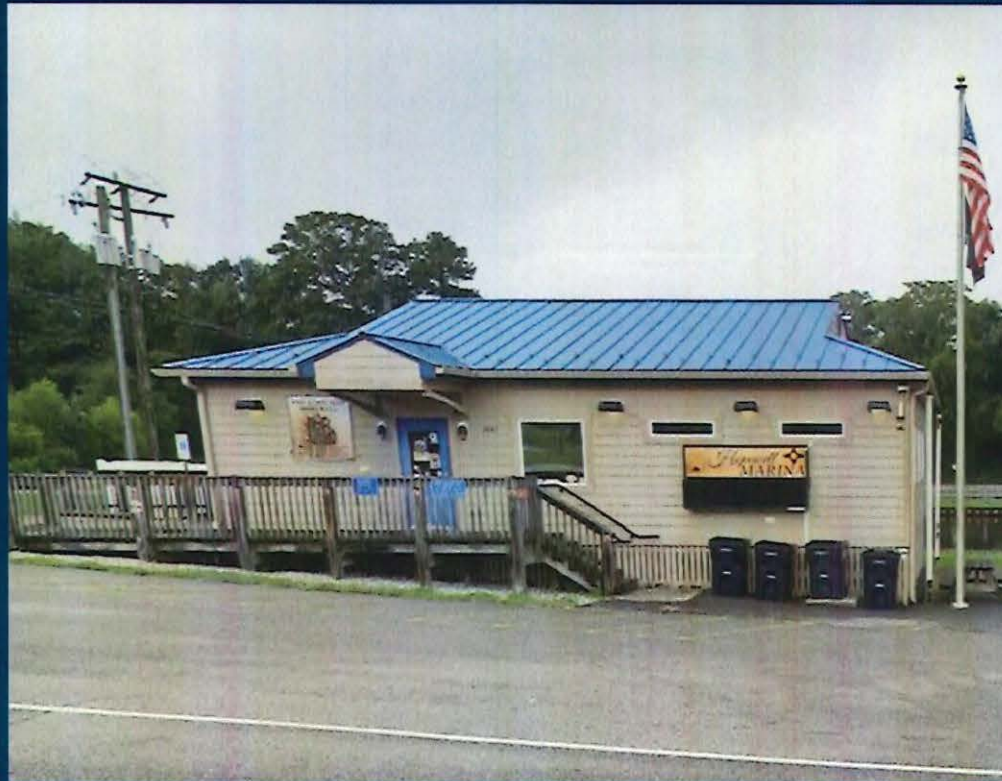
Hopewell City Marina Store project

June 10th 2025





Hopewell City Marina Store project



Economic Development Strategic Plan Alignment:

- Riverfronts: Redevelopment for mixed-use and lifestyle enjoyment of rivers.
- Tourism and History: Develop additional shopping, dining and lodging that supports tourism.

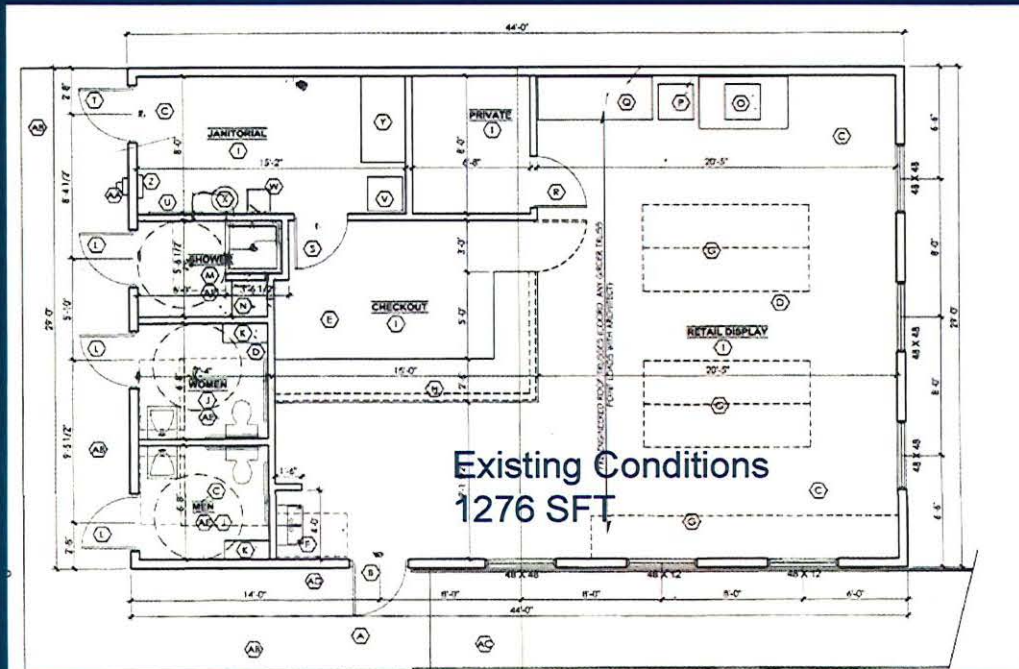
Project Goals & Summary:

- Renovate Marina Store building for use as waterside restaurant with indoor and outdoor seating areas.
- Build new restrooms and rough-in for kitchen as required by code.
- Build exterior addition for seating that is above flood level and has direct water views and access
- Cover outdoor seating areas for use in all seasons
- Incorporate space and programming for live events and entertainment



Hopewell City Marina Store project

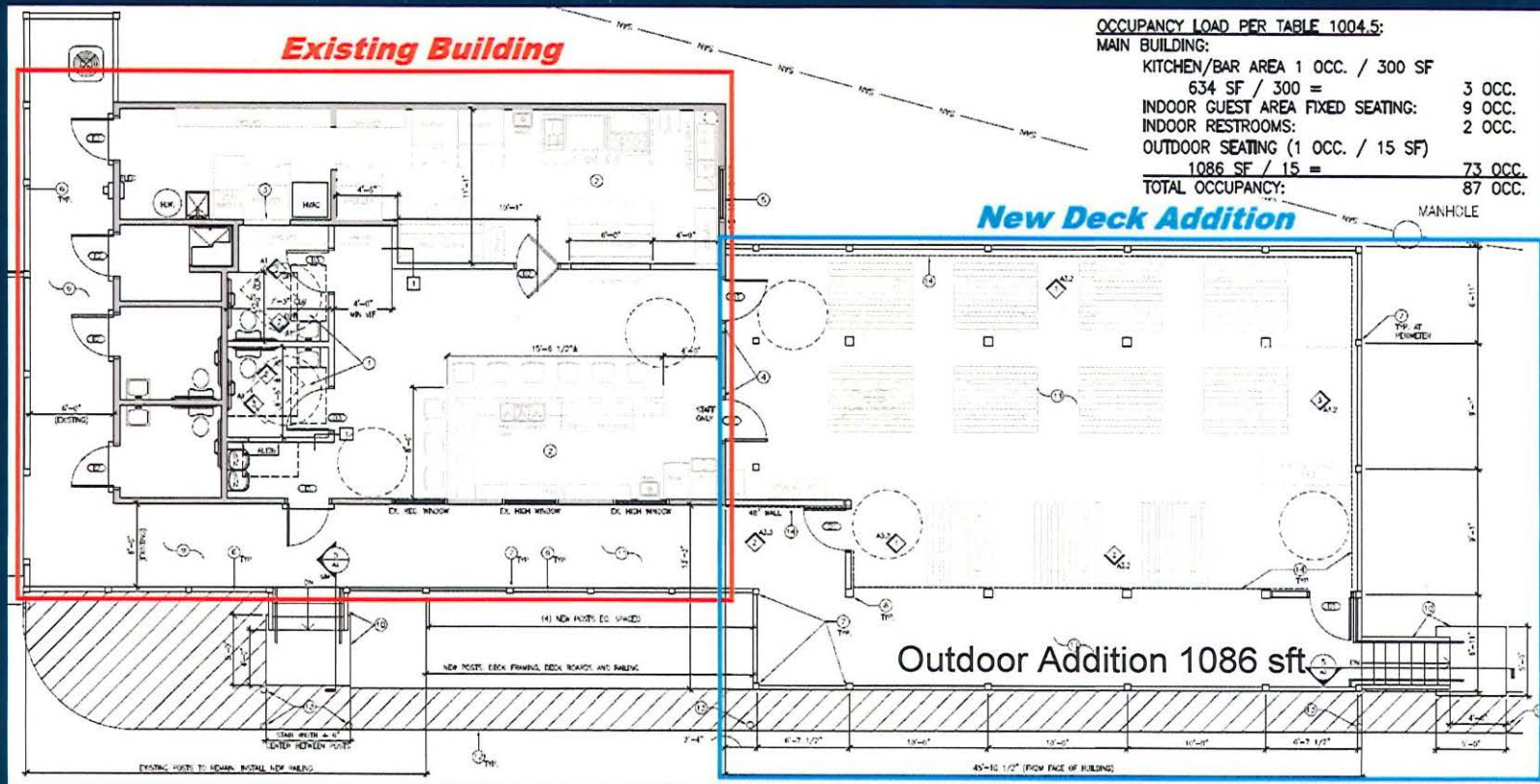
Existing Floor Plan





Hopewell City Marina Store project

Proposed Floor Plan





Hopewell City Marina Store project

Existing Exterior Elevation





Hopewell City Marina Store project

Existing Exterior Elevation





Hopewell City Marina Store project

Existing Exterior Elevation





Hopewell City Marina Store project

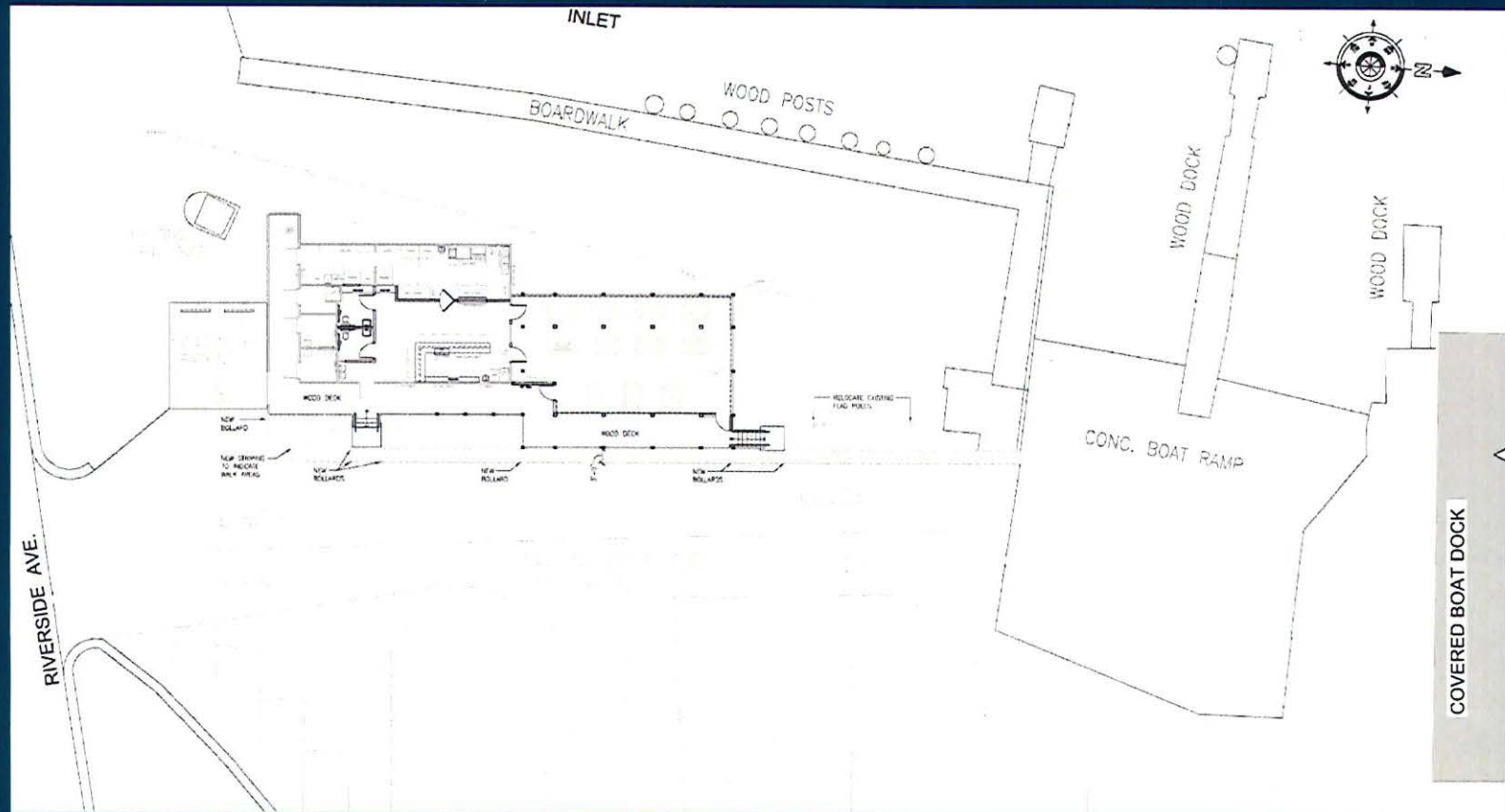
Proposed Exterior Elevation





Hopewell City Marina Store project

Proposed Site Plan



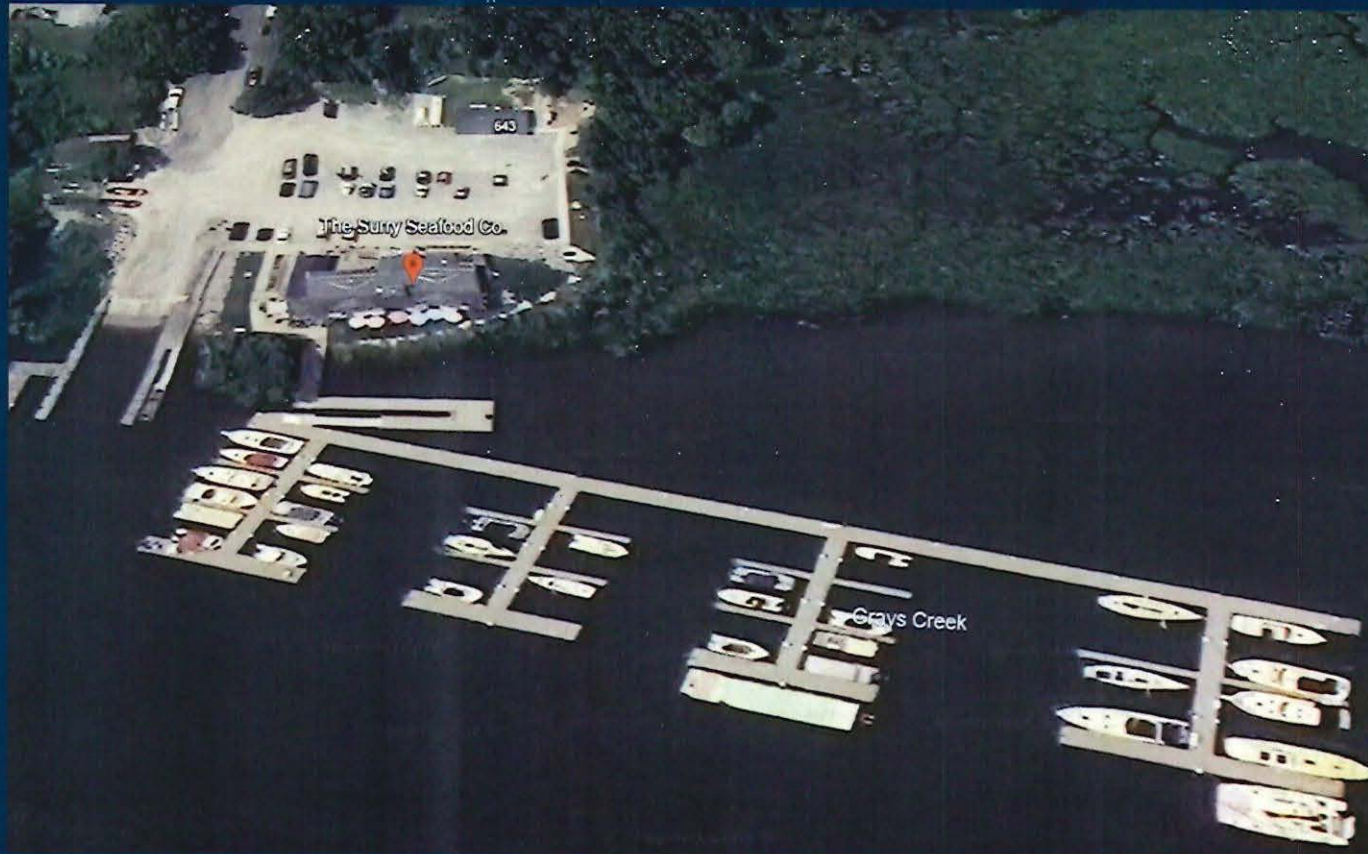


Example Project The Lilly Pad, Henrico, VA





Example Project The Surry Seafood Co., Surry, VA





Hopewell City Marina Store

Thank you!



Questions?

COMMUNICATIONS FROM CITIZENS

PUBLIC HEARING

PH-1

**RESOLUTION SUPPORTING A FY2-25 WATER SUPPLY PLANNING GRANT TO
ASSIST WITH THE DEVELOPMENT OF A REGIONAL WATER SUPPLY PLAN AS
REQUIRED BY 9VAC25-780-50**

WHEREAS, the Virginia General Assembly has mandated the development of regional water supply plans throughout the Commonwealth and the State Water Control Board has developed regulations to implement this planning process;

WHEREAS, based upon these regulations, the City of Hopewell is required to contribute towards a regional water supply plan that fulfills the regulations by deadlines established in 9VAC25-780-50;

WHEREAS, the Virginia Department of Environmental Quality (DEQ) has announced the availability of grant funds to assist Regional Planning Units (RPUs) and offset some of the costs related to the development of these Plans and are encouraging RPUs to submit applications for grant funds;

WHEREAS, for purposes of this DEQ water supply grant fund program, the City will participate within the Middle James 3 Regional Planning Unit; and

WHEREAS, the Middle James 3 Regional Planning Unit, through the City of Richmond as the lead agent wishes to apply for and secure DEQ grant funds to help offset the cost of regional water supply plan development; and now therefore,

BE IT RESOLVED that the City Council of Hopewell, Virginia hereby commits to working with the City's Administration to participate with all local governments and water authorities within the Middle James 3 RPU to develop a regional water supply plan that will comply with mandated regulations and develop an application for water supply planning grant funds to offset to the extent feasible the cost of developing said regional water supply plan.

BE IT FURTHER RESOLVED that contingent upon execution of an agreement by all localities and water authorities within the Middle James 3 RPU and upon the award of grant funds to the Middle James 3 RPU, the City intends to manage all grant funds received and allocate these shared funds towards the tasks and deliverables proposed in the grant application for the benefit of the entire Regional Planning Unit.

BE IT FURTHER FINALLY RESOLVED that the City intends to sign the DEQ contract and other appropriate documents related to the water supply planning grant and the regional water supply plan upon execution of an agreement by all localities and water authorities within the Middle James 3 RPU and upon the award of grant funds to the Middle James 3 RPU.

Witness this signature and seal

Johnny Partin, Mayor
Hopewell City Council, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Sade' Allen, Deputy City Clerk

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request for a Conditional Use Permit to construct a single-family dwelling on a non-conforming lot Parcel #014-1252, located on Clingman St.

ISSUE: The subject property is located in the R-2 district and the Hopewell zoning ordinance requires the approval of a Conditional Use Permit before a structure can be built on the non-conforming lot.

RECOMMENDATION: Staff recommends approval of the CUP request with conditions.

TIMING: Staff asks for action after the public hearing.

BACKGROUND: Staff presented the application for a 1st reading at the City council meeting held on May 13, 2025.

ENCLOSED DOCUMENTS: CUP application, house plans, staff report

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

Y N

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

Y N

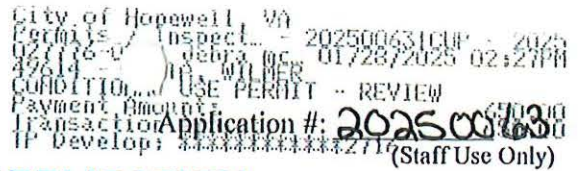
- ☐ ☐ Councilor Sandra Daye, Ward #5
- ☐ ☐ Councilor Yolanda Stokes, Ward #6
- ☐ ☐ Councilor Dominic Holloway, Sr., Ward #7

Roll Call

SUMMARY:

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

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



DATE 01/18/2023

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

The following are minimum submittal requirements for Conditional Use Permit applications. Mark each section below as confirmation that each item is completed as required.

Applicant			Required Activities and Documents
Yes	No	N/A	
Preapplication Meeting			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. <i>Meeting Date:</i> _____
Application (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Owner affidavit (<i>Power of Attorney if applicant is not the property owner</i>)
Fees & Taxes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
Site and Building Plans (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Floor plans of the proposed building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
Project Narrative			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. A statement establishing how the project complies with the expressed intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
Other Items			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended Items to improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
New Single-Family Homes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
Vegetation & Green Infrastructure			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond, bioswale)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
Mobility			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide internal pedestrian connections within project
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
Energy & Resilience			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide list of any proposed green building practices and standards
Health & Welfare			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
Public Safety & Crime Prevention			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Provide site surveillance cameras and license plate readers

Christopher Ward

From: Hammy Miller <hmill@webuyvaproperties.com>
Sent: Tuesday, January 14, 2025 11:17 AM
To: Christopher Ward
Cc: arita.leon99@gmail.com
Subject: APN: 0141252, Clingman St, Hopewell, VA 23860

Good morning Chris,

I hope you are well sir. Wilmer Arita will be purchasing our lot at APN: 0141252, Clingman St, Hopewell, VA 23860. He has full permission to apply for any permitting for this property including the conditional use permit application. Please let me know if you have any questions or need anything else for Mr Arita on our end, 804-980-5507. Thank you.

Regards,
Hammy Miller
Richmond Wholesale Deals LLC
3429 W Cary St
Richmond, VA 23221
804-980-5507 (cell)
804-409-3006 (office)

CAUTION: This email originated from outside of the organization. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-
CONFORMING PARCEL #014-1252 IN THE R-2
DISTRICT, LOCATED ON CLINGMAN ST.**



**CITY COUNCIL WORK SESSION
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, LA NOVA Properties LLC, agent for the owner, Richmond Wholesale Deals LLC, requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #014-1252 in the R-2 District located on Clingman St. Staff recommends approval with conditions. Planning Commission recommends denial of the application.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	April 3, 2025	Public Hearing	Rec. Denial 4-1
City Council	May 13, 2025	1 st Reading / WS	No Action
City Council	June 10, 2025	2 nd Reading / PH	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	LA NOVA Properties LLC
Owner	Richmond Wholesale Deals LLC
Existing Zoning	R-2 Residential Medium Density
Requested Zoning	N/A
Acreage	~0.096 acres / ~4,250 sf
Legal Description	PT OF HOKE AVE VAC (ADJ TO LOT D BLK 41 & LOT 1 BLK 42) 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 #014-1252

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	3/20/2025	3/27/2025
	Letter to Adj. Properties	3/18/2025	
City Council	Progress-Index Ad	5/27/2025	6/3/2025
	Letter to Adj. Properties	6/2/2025	

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 #014-1252, is a non-conforming lot at the elbow of Hoke Avenue and Clingman Street. The property is trapezoidal in shape with a 50-foot road frontage totaling ~4,250sf. 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 width and total square footage are less than the required minimums, making the parcel non-conforming to the R-2 District.

VIII. APPLICANT POSITION

The applicant proposes to construct a new, 2-story, 3-bedroom, 2.5 bath, 1,456 square foot house with vinyl siding that will meet district setbacks. The applicant proposes to construct a high-quality home that will increase housing 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 a mix of exterior materials but mostly vinyl siding and an average size of 1,278sf. 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. PUBLIC COMMENT

One adjacent property owner spoke against the applicant because he stated that construction of a house on this property would restrict him from accessing his rear yard.

XII. STAFF RECOMMENDATION

A survey of the properties on this block reveals a homogenous collection of 1-story homes ranging in size from 971sf to 1,871sf with mostly vinyl siding. Only one of the lots on this block meets the R-2 minimum width of 75 feet. The proposed house exceeds the average size of the existing homes and will add a new home on a long-vacant lot. One block away on Pickett Street, numerous lots are 50 feet wide; thereby, the subject lot width will not be uncommon in the neighborhood.

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 April 3, 2025, with any modifications as conditioned at final approval.

XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission recommends the following:

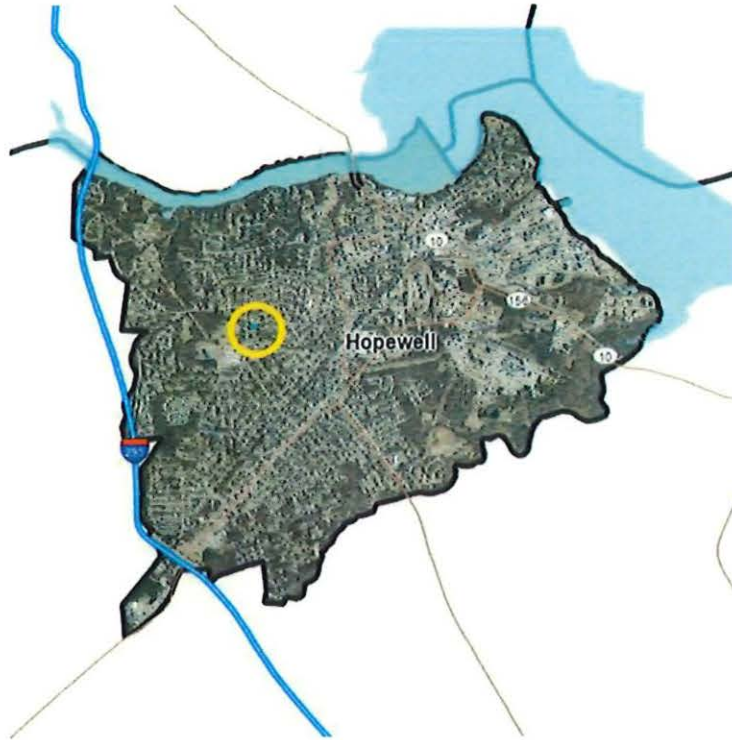
To **deny** the Conditional Use Permit submitted by LA NOVA Properties LLC to construct the single-family dwelling as presented on Parcel #014-1252 located on Clingman Street with the following conditions:

The reasons provided consist of the following:

- The lot is too small
- The proposed single-family dwelling is too large and inconsistent with the neighborhood

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Blue box indicates Parcel #014-1252



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #014-1252

Clingman
St.

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	308 HOKE	1	1052	110	90	14,101	VINYL	1976	SF
2	2907 CLINGMAN	1	1200	63	120	7,560	VINYL	1959	SF
3	2905 CLINGMAN	1	1100	62	120	7,440	ASBSTS	1960	SF
4	2903 CLINGMAN	1	1340	62	120	7,440	ALUM	1960	SF
5	2901 CLINGMAN	1	971	63	120	7,560	BRICK	1965	SF
6	2900 CLINGMAN	1	1868	63	120	7,560	VINYL	1960	SF
7	2902 CLINGMAN	1	1508	62	120	7,440	VINYL	1961	SF
8	2904 CLINGMAN	1	1030	62	120	7,440	VINYL	1960	SF
9	2906 CLINGMAN	1	1432	63	120	7,560	VINYL	1960	SF
	AVERAGE	1	1,278	63	120	7,500	VINYL		
	#014-1252	2	1,456	50	~85	~4,842	VINYL		SF

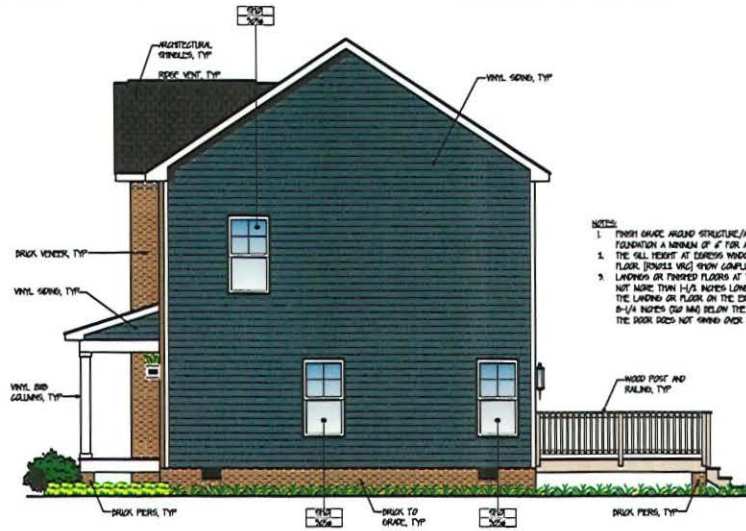
BLUE = Proposed house



1 FRONT ELEVATION
A.L.D. SCALE 1/8\"/>



2 REAR ELEVATION
A.L.D. SCALE 1/8\"/>



3 RIGHT ELEVATION
A.L.D. SCALE 1/8\"/>



4 LEFT ELEVATION
A.L.D. SCALE 1/8\"/>

- NOTES:
1. FINISH GRADE AROUND STRUCTURE/SECTION SHALL SLOPE AWAY FROM THE FOUNDATION A MINIMUM OF 4\"/>

DATE	REVISION	BY	APP
11-1-2024	PROJ. PLANS		
11-1-2024	REVISED PLANS		

PENNECO.

1000 N. NORTON COURT
RICHMOND, VA 23218
PH: 703.778.5779
WWW.PENNECO.COM
Email: jpenneco@penneco.com



RENOVATIONS TO EXISTING
SINGLE-FAMILY RESIDENCE

3314 6TH AVENUE
RICHMOND, VA 23222

Drawn By:	JPB
Designed By:	JPB
Checked By:	JPB
Project #:	2140
Date:	7-15-2024
Issue:	PROJ. PLANS
Sheet:	PROPOSED REAR, RIGHT AND LEFT ELEVATIONS

Sheet No: **A2.0**

PH-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing to add the approval of a Conditional Use Permit to auto-related uses in the B-2, B-3, B-4, M-1 and M-2 districts

ISSUE: Auto-related uses are currently by-right uses in these districts and the City's current development standards do not adequately mitigate potential impacts of these uses on adjacent properties. The requirement for a CUP will allow staff and City Council to address the specific impacts of each new proposed auto-related use. The CUP requirement is being offered as an interim measure until these uses are fully and adequately addressed during the zoning ordinance update.

RECOMMENDATION: The City Administration recommends approval of the request to add the approval of a CUP to all new auto-related uses in the B-2, B-3, B-4, M-1, and M-2 districts.

TIMING: City Council action is requested on June 10, 2025

BACKGROUND: This proposed zoning ordinance amendment was first presented to City Council at a work session on May 13, 2025

ENCLOSED DOCUMENTS: Initiating resolution, Zoning Amendment Application, Staff Report

STAFF: Christopher Ward, Director of Development

SUMMARY:

Y N

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

Y N

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

**RESOLUTION TO INITIATE ZONING ORDINANCE AMENDMENT TO REVIEW
ZONING REGULATIONS REGARDING MOTOR VEHICLE USE**

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

WHEREAS, in accordance with Section 15.2-2285 of the Code of Virginia, Ann., the City of Hopewell City Council may amend the Zoning Ordinance whenever it determines that public necessity, health, safety, convenience, general welfare, and good zoning practice necessitate such change; and

WHEREAS, the City of Hopewell Zoning Ordinance Article XXI, Amendments, provides that a zoning ordinance amendment shall be initiated by the motion of the City Council; and

WHEREAS the Department of Planning and Development recommends initiation of a zoning text amendment to review zoning regulations regarding motor vehicle uses and make recommendations on use and development standards to mitigate the impacts of said uses; and

WHEREAS the City Council finds reason to consider amendments to the zoning ordinance regarding use and development standards for motor vehicles for public necessity, convenience, general welfare, and good zoning practices; and now therefore,

BE IT RESOLVED that the City of Hopewell City Council does hereby initiate a zoning ordinance amendment to City of Hopewell Code of Ordinances Appendix A, Zoning Ordinance, regarding the use regulations and development standards for motor vehicle uses, including, but not limited to automobile and heavy equipment sales, repair, and storage.


Witness this signature and seal



Mayor, Hopewell City Council, Ward 3

VOTING AYE: Mayor Partin
Councilor Ellis
Councilor Daye
Councilor Stokes
Councilor Holloway
Vice Mayor Joyner
Councilor Harris

ATTEST:



Brittani Williams, City Clerk

3000 LUCK LANE
HOPEWELL VA 23860
APRIL 4, 2025

CHRISTOPHER WARD
DIRECTOR OF PLANNING & DEVELOPMENT
300 NORTH MAIN, HOPEWELL

DEAR MR. WARD:

RE: AMENDING ARTICLES X, XI, XI-A, XII, XIII

YOU MISUNDERSTOOD MY POINT
CONCERNING THE EFFECTS OF REQUIRING
APPROVAL OF CONDITIONAL USE PERMIT TO THE
PERMITTED USES OF AUTOMOBILE AND
TRUCK SALES, SERVICE, AND RENTALS. I
COULDN'T HEAR THE DISCUSSION APRIL 3
AT THE PUBLIC HEARING.

PLEASE SCHEDULE AN APPOINTMENT
AT 804.458.8110 TO DISCUSS WHY YOU ARE
USING A PERMITTED USE ORDINANCE
TO ADDRESS ISSUES OF NOISE, TRAFFIC
AND CLEANLINESS WHEN CODE
ENFORCEMENT COVERS THEM.

Doreen W. Lervetta

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

INITIATED BY: ☐ Planning Commission

☒ City Council

DATE: January 16, 2025

CURRENT ZONING _____

PROPOSED ZONING

PROPOSED NEW USE

REASON:

Request to research all auto-related uses in City + propose CUP on required development standards

DEVELOPMENT DIRECTOR SIGNATURE

DATE _____

PRINTED

DATE RECEIVED: _____

DATE OF FINAL ACTION: _____

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:

**REQUEST TO AMEND ARTICLES X, XI, XI-A, XII,
XIII OF THE HOPEWELL ZONING ORDINANCE TO
ADD THE APPROVAL OF A CONDITIONAL USE
PERMIT TO THE ALLOWABLE USES OF 1)
AUTOMOBILE AND TRUCK SERVICE AND RENTAL,
AND 2) AUTOMOBILE AND TRUCK SALES, SERVICE
AND RENTAL**



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, the City of Hopewell, requests a Zoning Ordinance Amendment to add the issuance of a Conditional Use Permit from City Council to the following uses: 1) Automobile and Truck Service and Rental, and 2) Automobile and Truck Sales, Service and Rental. Staff and Planning Commission recommend approval of this request.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	April 3, 2025	Public Hearing	Rec. Approval 5-0
City Council	May 13, 2025	1 st Reading / WS	No Action
City Council	June 10, 2025	2 nd Reading / PH	Pending

III. ORDINANCE IDENTIFICATION

Applicable Zoning Ordinance	Articles X, XI, XI-A, XII, XIII
Amended Sections	A. Use Regulations
Approval Method	City Council Ordinance
Initiating Entity	City Council
Can Conditions be Set?	No

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	3/20/2025	3/27/2025
	Letter to Adj. Properties	N/A	
City Council	Progress-Index Ad	5/27/2025	6/3/2025
	Letter to Adj. Properties	N/A	N/A

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

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

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

VI. APPLICABLE CODE SECTIONS

1. [Article X, Section A – Use Regulations](#)
2. [Article XI, Section A – Use Regulations](#)
3. [Article XI-A, Section A – Use Regulations](#)
4. [Article XII, Section A – Use Regulations](#)
5. [Article XIII, Section A – Use Regulations](#)

VII. EXISTING ORDINANCE

Under Section A of Articles X, XI, XI-A, XII, and XIII of the Hopewell Zoning Ordinance, auto-related services described as 1) Automobile and Truck Service and Rental, and 2) Automobile and Truck Sales, Service and Rental are by-right uses. Development Standards such as off-street parking requirements are applied only when a use changes to an auto-related use.

VIII. STAFF ANALYSIS

Neighborhood auto-related uses offer valuable services but can also have negative impacts on surrounding properties. The City's existing ordinance allows auto-related uses by-right and without regard to the following impacts:

1. Noise pollution
2. Air Pollution – vehicle exhaust and chemical exposure
3. Parking issues
4. Waste disposal and Environmental Concerns
5. Safety risks – accidents and fires
6. Aesthetic concerns that can lead to a decrease in property values

7. Increased risk of theft and vandalism

The possibility of negative impacts to surrounding properties is often site-specific and not easily addressed through our existing development standards. By adding the requirement for a Conditional Use Permit to auto-related uses, staff and City Council will be better able to address site-specific negative impacts through conditioned approvals.

IX. RELATIONSHIP TO THE COMPREHENSIVE PLAN

The Comprehensive Plan does not address auto-related uses.

X. PUBLIC COMMENT

A citizen attending the Planning Commission public hearing questioned the need for the CUP when other businesses have similar impacts on adjacent properties and other ordinances are already in place (i.e. noise ordinance).

XI. STAFF RECOMMENDATION

Staff recommends approval of the request to amend Section A of Articles X, XI, XI-A, XII, and XIII to now state:

- 1) Automobile and Truck Service and Rental with a Conditional Use Permit issued by City Council
- 2) Automobile and Truck Sales, Service and Rental with a Conditional Use Permit issued by City Council

An additional consideration:

- 1) Remove Automobile and Truck Service and Rental from the B-2 Limited Commercial District as an allowable use

Article X: Limited Commercial District (B-2) states:

“The Limited Commercial District B-2 has been established along some of the major traveled streets within the City in order to protect the existing commercial establishments presently located there and to enhance these areas in order to attract similar types of establishments. Because of the unusual shallowness and/or narrowness of the lots in these areas, only certain commercial uses which will not cause an increase in traffic volumes will be allowed. To this end, the following requirements have been devised.”

The allowable uses in the B-2 District are low-impact commercial uses that have few, if any, negative impacts on neighboring properties. Such uses include office, retail, restaurant, medical, etc. Auto-related uses present a level of impact that is above the typical uses for this district and the removal of auto-related uses in B-2 can easily be justified.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission recommended the following:

To add the requirement for the approval of a Conditional Use Permit (CUP) to the following uses:

Article X to now state:

- 1) Automobile and Truck Service establishments and rental agencies ***with a Conditional Use Permit issued by City Council***, provided that vehicle lifts and pits, dismantled and wrecked automobiles and parts and supplies be located within a building enclosed on all sides; and provided that all service and repair of motor vehicles be conducted in a building enclosed on all sides.

Article XI and XI-A to now state:

- 2) Automobile and Truck Sales and Service establishments, and rental agencies, ***with a Conditional Use Permit issued by City Council***, provided that vehicle lifts and pits, dismantled and wrecked automobiles and parts and supplies be located within a building enclosed on all sides; and provided that all service and repair of motor vehicles be conducted in a building enclosed on all sides.

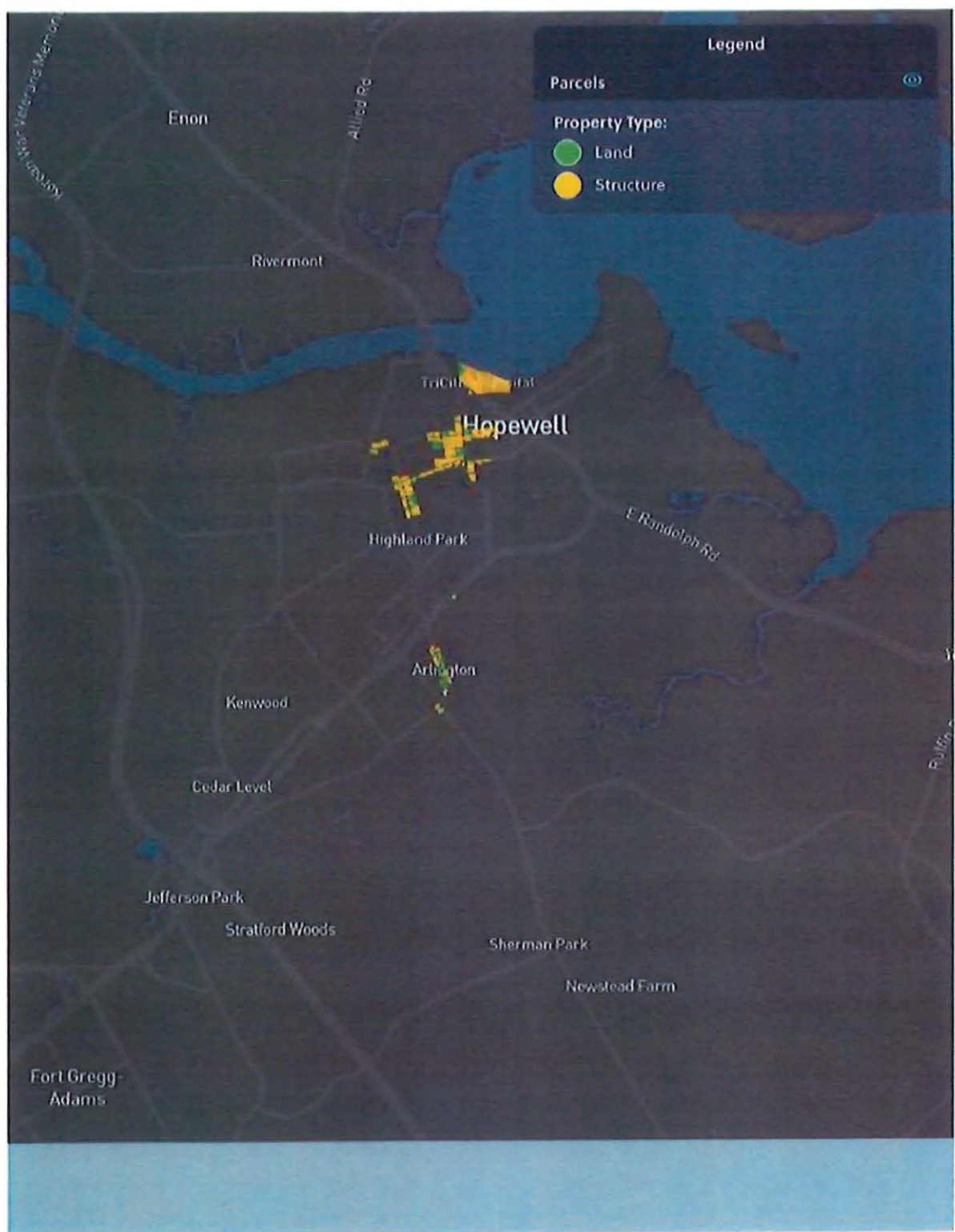
Article XII and XIII to now state:

- 3) Automobile and Truck Sales and Service establishments ***with a Conditional Use Permit issued by City Council*** including assembling, painting, upholstering, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping, battery manufacture and the like.

Map indicating where auto-related uses are currently permitted by-right



Map showing areas zoned B-2 Limited Commercial



Zoning in 'B-2 Limited Commercial District'

REPORTS OF THE CITY MANAGER

Hopewell Police Department Crime Summary

June 10, 2025



HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: June 2 ,2025

Year-to-Date Comparison						
	Thru <u>June 1th</u>				5 Year Average	% Change to Average
	2024	2025	# Change	% Change		
MURDER	1	3	2	200%	2	36%
FORCIBLE RAPE	2	3	1	50%	2	67 %
ROBBERY	2	8	6	300%	5	48%
AGGRAVATED ASSAULT	27	27	0	0%	23	15%
Violent Crime Total	32	41	9	28%	33	25%
ARSON	1	2	1	100%	1	150%
BURGLARY	13	15	2	15%	21	-27%
LARCENY	117	107	-10	-9%	124	-14%
MOTOR VEHICLE THEFT	47	15	-32	-68%	28	-47%
Property Crime Total	178	139	-39	-22%	174	-20%
Total Major Crime	210	180	-30	-14%	207	-13%

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

5 Year Average to 5/31

HOPEWELL POLICE DEPARTMENT
Reporting Date: June 2, 2025

Suspected Opioid Overdoses 5/31							
	2020	2021	2022	2023	2024	2025	Grand Total
Fatal	3	10	4	10	5	2	34
Non-fatal	34	33	26	40	24	12	159
Grand Total	27	43	30	50	29	14	193

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: June 2, 2025

Verified Shots Fired Jan 1 2024-June 2 2024 Vs Jan 1 2025-June 2 2025			
2024	2025	2024 Yearly Total	2025 Yearly Total
24	26	64	TBD



Neighborhood Watch Meetings

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

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

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

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

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

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

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



Hiring-Recruitment June 2025

- 11 Sworn Vacancies & 1 Emergency Communications Vacancy.
- One pre-certified and one uncertified Officer started on May 28, 2025.
- There are 8 applicants in the background phase 2 for Emergency Communications and 6 applicants for Law Enforcement.
- The written and physical agility test was held on May 28.
- The next LE Academy class begins July 7, 2025, at the Crater Criminal Justice Academy.

Recruitment Banner

HOPEWELL POLICE DEPARTMENT

NOW HIRING

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



**HIRING
BONUS
AVAILABLE**

APPLY TODAY



(804) 541-0055

WWW.HOPEWELLVA.GOV/224/JOIN-OUR-TEAM

Community Policing Officers by Ward

- Corry Young Ward -1&3- cyoung@hopewellva.gov
- Ryan Hayberg Ward-2 rhayberg@hopewellva.gov
- Michael Redavid Ward-6 mredavid@hopewellva.gov
- Thomas Jones Ward-4 &7 tjones@hopewellva.gov
- Thomas Jones Ward-5 tjones@hopewellva.gov

Downtown Community Engagement

- Foot Patrols were completed
- Business Checks were completed.
- Citizen and/Business Owner contacts were made.
- Beacon Theatre Overtime assignments continue for scheduled events.
- Downtown focuses on Traffic Enforcement on Randolph Rd/Appomattox St remains.
- Downtown bike patrols are scheduled for June 2025



Community Engagement Activities

- On May 30th, the Gaming Trailer was provided at Patrick Copeland School for students who improved their SOL scores.
- The Community Engagement Officer and staff are in contact with the State Police regarding the incorporation of a future VIN etching and static display event for HEAT.
- The Community Engagement Officer and staff are planning BBQ events for the community in early summer.
- On June 9, 2025, the Community Engagement Officer will attend the HRHA Commissioners' meeting, scheduled for 5:00 p.m.
- On June 20, 2025, the Community Engagement Officer will assist with the Recreation & Parks "Play All Day" event.
- The Community Engagement Officers, along with other staff, will collaborate with HRHA staff to conduct a CPTED assessment for the Thomas Rolfe Apartments.

CCR-1

ORDINANCE NO. _____

AN ORDINANCE PROHIBITING FIREARMS ON CITY PROPERTY

WHEREAS, Va. Code §§ 15.2-1427 and 15.2-1433 enable a local governing body to adopt, amend, and codify ordinances or portions thereof;

WHEREAS, the City Council of Hopewell, Virginia has given notice of its intention to amend this ordinance and conducted a public hearing in accordance with Va. Code § 15.2-1427;

WHEREAS, the full text of this proposed ordinance amendment was available for the public at the Council meeting; now therefore

WHEREAS, the proposed ordinance was adopted in accordance with the Hopewell City Charter Chapter IV § 8; now therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that Chapter 37 of the Hopewell City Code of Ordinances is amended by adding section 37-10, as set forth below:

CHAPTER 37 - WEAPONS

Sec. 37-10 Firearms prohibited on City property.

- A. *Firearm Definition.* For the purposes of this section, a firearm is any instrument designed, made, and intended to expel a projectile by means of explosion of a combustible material. The firearm need not be operable or capable of firing to sustain a conviction under this Section.
- B. *Acts prohibited.* It is unlawful to possess, carry, or transport any firearm or a component thereof, ammunition, or a combination thereof in or on:
 - 1. Any building or part of a building owned or used for governmental or proprietary purposes by the City, any authority, or local government entity created or controlled by the City;
 - 2. Any public park owned or operated by the City, any authority, or local government entity created or controlled by the City; and
 - 3. Any recreation or community center operated by the City, any authority, or local government entity created or controlled by the City.
- C. *Exceptions.* The prohibition made unlawful in subsection (B) do not apply to:
 - 1. Federal, state, and local law enforcement officers; unsworn animal protection officers; and the Fire Marshal, deputies, and assistants;
 - 2. The Commonwealth's Attorney, deputy, and assistants;
 - 3. Authorized employees of any jail and officers or guards of state correctional facilities,

ORDINANCE NO. _____

acting within the scope of their duties;

4. Civilian employees of the Police Department who are acting within the scope of their duties;
 5. Individuals who surrender or submit for safekeeping firearms to the Police Department. Possession and transport for this purpose is permissible only at the Police Department Building at 300 N Main St, Hopewell, Virginia;
 6. Active members of the United States Armed Forces and Virginia National Guard, acting within the scope of their duties;
 7. Retired law enforcement officers, if authorized by law;
 8. Security officers licensed and certified by the Department of Criminal Justice Services and authorized to carry a firearm, acting within the scope of their duties;
 9. Individuals authorized by law while in a courthouse that is subject to this section;
 10. Judges or justices of the Commonwealth;
 11. Mail carriers of the United States Postal Service, acting within the scope of their duties;
 12. Conservators of the peace, except as limited bylaw, acting within the scope of their duties; and
 13. Individuals participating in ceremonial events allowed pursuant to the City's Rules for the Public's Use of City Office Buildings and Their Grounds or other City rules and policies, provided that prior notice of the planned use of firearms in the ceremony is provided on any required application.
 14. Any person who may lawfully possess a firearm and is carrying a firearm while in a personal, private motor vehicle on properties described in subsection (B) above, and the firearm is secured in a container or compartment in the vehicle, is not in violation of this section.
- D. *Security measures.* The City Manager may approve and order implemented lawful security measures reasonably designed to prevent unauthorized access of the buildings and areas in subsection (B) above.
- E. *Notice.* The acts prohibited by subsection (B) above apply only to those buildings or parts thereof, parks, and recreation or community centers at which notice of this section is posted as required by law.
- F. *Penalty.* A violation of any provision of this section will be punished as a class 1 misdemeanor.

State law reference – For exceptions, C(7), see Va. Code § 18.2-308.016; C(9), see Va. Code

ORDINANCE NO. _____

§ 18.2-283.1; and C(12), see Va. Code § 18.2-308(D)(3). For notices, see Va. Code § 15.2-915(F).

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

DONE this _____ day of _____

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Sade' Allen, Deputy City Clerk

ADJOURNMENT