

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

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

Dr. Concetta Manker, Interim City Manager
Danielle Smith, City Attorney
Brittani Williams, City Clerk
Bridetta Williams, Deputy Clerk

June 13, 2023

REGULAR MEETING

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

6:00 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section §2.2-371 1 (A) (1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby, and VA Code 2.2-3711 (A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Roll Call

RECONVENE OPEN MEETING

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

REGULAR MEETING

7:30 p.m.

Call to order, roll call, and welcome to visitors

Prayer by Reverend Danny Tucker, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Holloway.

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

CONSENT AGENDA

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

- C-1 **Minutes:** May 18, 2023; May 23, 2023; May 25, 2023; May 30, 2023; May 31, 2023, June 8, 2023
- 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

INFORMATION/PRESENTATIONS

1. **Finance Report** – Michael Terry, Finance Director
2. **Police Report** – Chief Taylor
3. **Hopewell Downtown Partnership** – Heather Lyne

PUBLIC HEARING

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

PH-1 **Amendment of Fiscal Year 2022-23 Hopewell Pubic Schools Operating Budget**

PH-2 **School Board Vacancies**

COMMUNICATIONS FROM CITIZENS

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

UNFINISHED BUSINESS

REGULAR BUSINESS

R-1 Fiscal Year 24 Operating and Capital Budget Resolution
R-2 Extension of time for Board of Equalization

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

BOARD/COMMISSION VACANCIES

Architectural Review Board: 1 Vacancy
Community Policy and Management Team: 3 Vacancies
Crater District Area Agency on Aging: 1 Vacancy
District 19 Community Services Board: 1 Vacancy
Downtown Design Review Committee: 2 Vacancies
Historic Preservation Committee: 5 Vacancies
Hopewell Redevelopment and Housing Authority: 1 Vacancy
Hopewell Economic Development Authority: 1 Vacancies
Keep Hopewell Beautiful: 1 Vacancy
Planning Commission: 2 Vacancies
Recreation Commission: 3 Vacancies
School Board: 2 Vacancy
Social Services Advisory Board: 2 Vacancies

**CLOSED
MEETING**

CONSENT
AGENDA

C-1

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD MAY 18, 2023

A special council meeting of the Hopewell City Council was convened on Thursday, May 18, 2023, in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Vice Mayor, Ward 4
Rita Joyner, Councilor, Ward 1
Michael Harris, Councilor, Ward 2
Janice B. Denton, Councilor, Ward 5
Dominic Holloway, Councilor, Ward 7

Dr. Concetta Manker, Interim City Manager
Danielle Smith, City Attorney
Alyson Reyna, City Clerk Pro Tem
Brittani Williams – City Clerk
Bridetta Williams – Deputy Clerk

ABSENT: John B. Partin, Jr., Mayor, Ward 3

ROLL CALL

Vice Mayor Gore opened the meeting. Roll call was taken, as follows:

Vice Mayor Gore	-	present
Councilor Joyner	-	present
Councilor Harris	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Councilor Holloway	-	present

Quorum established.

WORK SESSION

WS-1 FY 2024 Revenue Actuals and Projections. City Manager Manker moved to review the budget book. City Manager Manker opens with recap of revenue and began to discuss how budget was created. Revenue committee consist of commissioner of revenue, treasurer, city manager, real estate, finance director, and budget analyst. City Manager Manker briefly discusses the dollar and percentage amounts for real estate tax, personal property, M&T, meal tax, and lodging. All numbers for those mentioned currently remain unchanged. City Manager Manker moved to proposed budget revenue budget. She discussed previous year (2022), current year (2023), and projected budget for following year (2024). City Manager Manker moved on to discuss revenues for real estate. City Attorney explains first 4 line items in budget presentation page 1 is figures given to her by real estate department and commission of revenue department. She then explained the figures are composed and generated from those departments given to finance department based on revenue they received in their accounts. City Manager in further detail explained the break down per line item (page 2). City attorney then discusses resolution snap shot about overall budget proposal and discussed proposed revenue budget for each revenue fund account identified and figures associated with those revenues. City Attorney then discusses general obligation funds on last

page of budget. City attorney moved on to discuss municipal report where Vice Mayor Gore asked the questions “What was the projected vs what was collected”. City Attorney briefly discussed this. City Attorney then goes over the breakdown by previous year to current year. Councilor Joyner asked about the current revised budget and stated there was discrepancies between current revised and projection for 2024. City Attorney addressed. Councilor Joyner asked when do you revise a budget and city attorney answered. Vice Mayor Gore asked a second time for what was projected last year vs what was obtained. City Attorney responded saying she will get projections that have been requested. Vice Mayor asked about FEMA funds and City attorney answered. City Attorney moved to real estate budgets and discussed revenue tax for document number 20231 and 20232. City Attorney reviews do out’s and ensures there are no further questions regarding budget information discussed.

ADJOURN

Councilor Holloway motioned to adjourn.

Aye – 6

No – 0

The meeting was adjourned.

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE MAY 23, 2023 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was convened on Tuesday May 23, 2023
at 7:30pm

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

Roll Call: Mayor Partin – Yes
Councilor Denton – Yes
Councilor Holloway – Yes
Councilor Joyner – Yes
Councilor Harris – Yes

Motion Pass 5-0

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section 2.2-3711 (A) (1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of the City Council, and to the extent such discussion will be aided thereby, (A) (5) to discuss a prospective business or industry or the expansion of an existing business or industry.

Roll Call: Mayor Partin – Yes
Councilor Denton – Yes
Councilor Holloway – Yes
Councilor Joyner – Yes
Councilor Harris – Yes

Motion Pass 5-0

RECONVENE OPEN MEETING

Councilor Holloway motions to come out of closed session. Motion is seconded by Councilor Joyner

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 in closed meeting?

Roll Call: Mayor Partin – Yes
Councilor Denton – Yes
Councilor Holloway – Yes
Councilor Joyner – Yes
Councilor Harris – Yes

Motion Passes 5-0

Councilor Holloway makes a motion to move Shameka Lewis to District 19 Board and Misty Pippin to the Board of Equalization, Councilor Harris seconded the motion.

Roll Call: Mayor Partin – Yes
Councilor Denton – Yes
Councilor Holloway – Yes

Councilor Joyner – Yes
Councilor Harris – Yes

Motion Passes 5-0

WORK SESSION:

Mr. Ward explains to council the annual salary and benefits package for each inspector is \$70,380. Chris Ward provided a chart explaining the number of rentals by zone and Ward. Ward states that a person wanting to open and operate a business, will have to pay a fee. They will have to apply for a business zoning approval, FCC registration and pay the business license fee (minimum \$155). The moratorium on evictions for the state of Virginia expired on June 30, 2022. There was an initial inspection fee of \$100 dollars and a subsequent fee of \$100 re inspection fees per violation. Councilor Holloway asked questions regarding unresolved issues from tenants when out of state landlords are not able to be reached. Mr. Ward responds to the questions stating they use the address on file to reach out to them. Unresolved major violations that a landlord failed to make repairs or corrections, a judge can assess a charge of \$500-\$2,500. Realtor Association requested a meeting after the January work session city council meeting. They requested if city council would consider adding exemptions for properties that were owned by someone or a business who was certified. Ward advised it would be best practice from a department standpoint to not allow any exemptions the first year

REGULAR MEETING

Roll Call:

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

Motion Pass 7-0

Prayer by Reverend Danny Tucker, followed by the Pledge of allegiance to the US flag led by Councilor Denton

Motion to amend/adopt the regular meeting agenda

Councilor Holloway moves to adopt the regular agenda, Councilor Pelham seconded.

<u>Roll Call:</u>	Mayor Partin –	Yes
	Vice Mayor Gore –	Yes
	Councilor Denton –	Yes
	Councilor Holloway –	Yes
	Councilor Joyner –	Yes
	Councilor Harris –	Yes
	Councilor Pelham-	Yes

Motion Pass – 7-0

Motion to amend/adopt the consent agenda

Councilor Pelham moves to adopt the consent agenda, Vice Mayor Gore seconded.

<u>Roll Call:</u>	Mayor Partin –	Yes
	Vice Mayor Gore –	Yes
	Councilor Denton –	Yes
	Councilor Holloway –	Yes
	Councilor Joyner –	Yes
	Councilor Harris –	Yes
	Councilor Pelham-	Yes

Motion Pass – 7-0

INFORMATION/PRESENTATION

1. Boy Scouts- Vice Mayor Gore Introduces Boy Scouts Ms. Tunsel. The presentation was on crime and gun violence in the area. The children gave ideas on how they could stop crime and gun violence. A cartoon PowerPoint was created to send a message about the gun violence. After the video was played, city council asked the Boy Scout troops different questions about scouting and what their favorite thing was about it. The scouts responded with multiple different responses. A picture was taken at the end of the presentation of the Boy scouts and City council members.

PUBLIC HEARING

PH1-Dog Boarding, Chris Ward, Planning and development Presentation from Downtown Pups, LLC.

The owners are requesting the Conditional use permit application be approved tonight. The Conditional Use permit application states the proper use of the disposal of waste, noise level and odor within the hours of operation. The following conditions apply: The CUP is granted exclusively to the applicants. The City Staff will provide a written report every six months for two years to Planning commission, and city council, to relay any issues. The operation will keep a tally of the number of dogs on site and any given Time. Outside run area will be limited to the hours of use between 7am and 7pm. Indoor cleaning regiment according to the code of Virginia. Dog pickup and drop off would be between the hours of 6:30am and 7pm. Similar cleaning regiment as previous listed but for the outside area, twice daily. Maintain adequate refuse container and double bag solid waste. store in interior bins. Interior liquid waste would be collected with absorbent material. Cleaners must be pet safe and bio degradable. Noise must not exceed 65 decibels. Applicants gave a short presentation explaining a little more detail of the design and floor plan.

Councilor Holloway moves to extend the meeting until closed session is finished seconded by Vice Mayor Gore

Roll Call: John B. Partin – Yes
 Vice Mayor Gore – Yes
 Councilor Denton – Yes
 Councilor Holloway – Yes
 Councilor Joyner – Yes
 Councilor Harris – Yes
 Councilor Pelham- Yes

Motion passes 7-0

Councilor Denton makes a motion to approve the CUP Application to add overnight dog boarding immediately, Councilor Holloway seconded the motion with a friendly amendment to add that condition 10 will read as Solid animal waste generated from the pet shop and kennel operations both inside and outside shall be stored properly to minimize odor.

Roll Call: John B. Partin – Yes
 Vice Mayor Gore – Yes
 Councilor Denton – Yes
 Councilor Holloway – Yes
 Councilor Joyner – Yes
 Councilor Harris – Yes
 Councilor Pelham- Yes

Motion passes 7-0

**PH2- Tax Rate Resolution for Personal Property Tax, Business
Property, and Machine and Tools.**

Dr. Manker wants to propose the tax rate for 2023. On April 25, 2023 we approved the real estate tax. Tonight's meeting asks to approve the resolution for personal property tax, machinery and tools meals and lodging. It is proposed to adopt M&T rate t \$3.10 per 100 dollars of assessed value, tangible personal property of 3.50 per 100 of assessed value, meals and tax rate of 6% remaining constant, lodging tax 8% for calendar year 2023. Staff recommends action tonight to provide ample time for the production of mailing in tax bills. The property taxes proposed for this budget is to remain the same. Tonight's hearing was advertised in the Richmond Times and the progress index.

Vice Mayor Gore makes a motion to postpone tax rate resolution for personal property tax, business property tax, and machine and tools tax until May 25, 2023. Councilor Joyner seconded.

<u>Roll Call:</u>	John B. Partin –	Yes
	Vice Mayor Gore –	Yes
	Councilor Denton –	Yes
	Councilor Holloway –	Yes
	Councilor Joyner –	Yes
	Councilor Harris –	Yes
	Councilor Pelham -	Yes

Motion passes 7-0

COMMUNICATIONS FROM CITIZENS

Anthony Zevgolts Has a serious and grave concern about how the real estate Property tax was assessed. He does not believe it met all the requirements of the VA state law. He stated Rates have to be advertised 10 days in advance. The believes the public was not notified prior to the tax rate adjustment increase. A tax rate increase of \$500 or more must have all council members present to his belief. The rate must also be advertised for 30 days in the local newspaper and it was not advertised so he believed. Zevgolts states there have been a lot of mistakes because of high turnover.

He says he has no idea what is on the consent agenda today that was adopted. It was not posted by video and it was not posted by notice at the entry.

Councilor Pelham moves to extend Mr. Zevgolis to continue speaking, seconded by Vice Mayor Gore.

<u>Roll Call:</u>	John B. Partin –	Yes
	Vice Mayor Gore –	Yes
	Councilor Denton –	Yes
	Councilor Holloway –	Yes
	Councilor Joyner –	Yes
	Councilor Harris –	Yes
	Councilor Pelham-	Yes

Motion Passes 7-0

Mr. Zevgolis continues to speak about the tax rate issues he believes to be incorrect. He stated you have to show the tax rate and any decrease or increase, and it must be advertised in the paper. He stated a lot of mistakes were made and he says the state allows council to put the tax rate back to make it 1 % more than what they got the year before if they fail to follow the procedures. He stated when taxes are raised there must be two readings and explained why two readings are necessary. He mentioned that second readings should never be on a consent agenda. He believes nothing that is controversial should be on a consent agenda. He ended his speech saying that there should be no restrictions for councilors and every year when VA law changes councilors should attend.

Second Speaker Josh Shelton steps up.

Josh Shelton Spoke about the homeless people in Hopewell and says he has a solution to resolve it. He stated he is willing to donate his time and energy to resolve the homeless situation. He suggested vacant buildings can be built up to make it

efficient enough for homeless to stay indoors. He intends to come back in front of Council with a proposed plan to assist with the homeless.

Claude Ward Lives in Enon. He suggests looking at the properties that have the problems instead of throwing a blanket on them. He believes inspections should be every 4 to 5 year cycles and not every time a tenant leaves out.

Regular Business

R1- Hopewell Public School Arts in the City Parks

Tabitha Martinez, Hopewell Public Schools- Arts in the City Parks. Children created banners to post in the parks to remind people to be more cognoscente of children playing in the area. Ms. Martinez presented the council with details of the banners that have been created from the children of the schools of Hopewell. They would like them incorporated in all of the city's parks. They would like to have them approved tonight so they can be posted in the parks by June 6. Councilors asked questions to Ms. Martinez in relation to the time of how long they will be there, the cost, and how they can be posted. All questions were responded to.

Vice Mayor Gore moves to approve the banners being displayed in the parks within the city of Hopewell, Councilor Joyner seconded it. Councilor Pelham makes a friendly amendment to have the banners displayed on kids in the park day annually.

<u>Roll Call:</u>	John B. Partin –	Yes
	Vice Mayor Gore –	Yes
	Councilor Denton –	Yes
	Councilor Holloway –	Yes
	Councilor Joyner –	Yes
	Councilor Harris –	Yes
	Councilor Pelham-	Yes

R2- Safe Streets Grant, Maurice Wilkins.

The City of Hopewell was given consent for “Safe Streets for All” federal grant for \$196,800 last year. He

is asking for allowance to get the grant from the federal side in the amount of \$196,800 with a 20 percent match on the city side of 49,200, for a total amount of \$246,000. He has talked with the department of planning, public works and EDA to form a team to carry out the grant if it is approved tonight. He brought the necessary documents for the City Manager to sign tonight. Councilors made statements and asked questions to Mr. Wilkins in reference to the grant and the issues they have heard throughout their ward. Councilors mentioned the bike lane that causes issues within the city and talks about the many complaints they have received. Mr. Wilkins goes into further detail discussing the process for re-paving, and re-painting lines that are on the pavement.

Councilor Holloway makes a motion to appropriate \$49,200 from salary savings as a match grant for the Safe Streets Grant and to appropriate the total \$246,000 to the fund and the action plan Mayor Partin seconds the motion

<u>Roll Call:</u>	John B. Partin –	Yes
	Vice Mayor Gore –	Yes
	Councilor Denton –	Yes
	Councilor Holloway –	Yes
	Councilor Joyner –	Yes
	Councilor Harris –	Yes
	Councilor Pelham -	Yes

Motion passes 7-0

Councilors give closing comments.

Councilor Holloway motions to adjourn.

AYE: 7

NAY: 0

AJOURNMENT:

John B. Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE MAY 25TH, 2023 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held on Tuesday May 25, 2023 at 6:30 p.m.

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

ABSENT: Brenda Pelham, Councilor

Closed Meeting:

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

Mayor Partin-	Yes
Councilor Denton –	Yes
Councilor Joyner:	Yes
Vice Mayor Gore –	Yes

Motion Passes – 4-0

RECONVENE OPEN MEETING:

Councilor Holloway motions to come out of closed session, motion is seconded by Vice Mayor Gore.

ROLL CALL:

Councilor Joyner:	Yes
Mayor Partin-	Yes
Vice Mayor Gore –	Yes
Councilor Denton –	Yes
Councilor Holloway -	Yes
Councilor Harris -	(Absent for vote)

Motion Passes 5-0

CERTIFICATION:

Immediately thereafter, council responded to the question pursuant to Virginia § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

Roll Call:

Councilor Joyner-	Yes
Mayor Partin-	Yes
Vice Mayor Gore –	Yes
Councilor Denton –	Yes
Councilor Holloway -	Yes
Councilor Harris -	(Absent for vote)

Motion Passes 5-0

WORK SESSION:

Dr. Manker moves into work session discussing the expenditures and

CIP. She stated if there are questions about the level of income vs revenue she requests individual meetings are set up to discuss them. Dr. Manker goes over the proposed budget for FY 24, new positions requested, proposed expenditures, resolution snapshots and all the reports. Dr. Manker goes into detail about the requested positions that are being recommended. Dr. Manker goes over the FY 24 budget, the adopted budget for FY23 and the dollar change for each department. Dr. Manker goes over the percentages explaining they are high due to increases due to salary increase in each department. The expenditure composition is explained in detail through the municipal report. Dr. Manker goes into the Municipal report and gives a breakdown per department from FY 20 to FY23 budget. Dr. Manker goes into detail about the general fund budget and discusses the projection budget for FY24. Dr. Manker discusses workers comp insurance and said one was paid out in 21 but none for 22 and 23 and there will be no projected payouts in upcoming budget. Councilor Holloway asked Dr. Manker to clarify the budget for ward and budget for travel for each councilor. Vice Mayor Gore interjected to clarify that the \$7500 discussed is not correct because the ward money cannot be tied in with the travel fund, and then stated the budget outside of 3500 is not enough money per councilor for traveling. She stated the budget should be 13,500 per councilor as a total. Dr. Manker responded stating that the amount projected is coming from the amount that she safely came up with. Vice Mayor Gore and Councilor Holloway stated the funds need to be found because they need the travel fund as well as the ward money. Dr. Manker lets them know this is just a proposed amount and if they would like it to be increased they would need to let her know. Councilor Holloway asked if the travel fund can be used towards wards and the response came from Mayor Partin stating you would have to go in front of council to ask to reallocate the funds to be used towards the ward. Mayor Partin suggested looking to see where money can be reduced in other departments to fill the void that is needed for other specific purposes. Dr. Manker goes into quick detail of the ARPA funds and the list of projects in CIP. Dr. Manker goes over the outstanding items for councilors. She requests that they consider using ARPA funding for some of the remaining one-time costs. Dr. Manker states she will have all outstanding requests to councilors and will be asking for a second reading on June 5th with the intentions to agree on a budget.

AJOURNMENT:

Councilor Holloway motions to adjourn, motion is seconded by Councilor Joyner.

Yes - 6

No - 0

John B. Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE MAY 30, 2023 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held on Tuesday May 30, 2023 at 6:30 p.m.

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

Closed Meeting:

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

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

Motion Passes - 6-0

RECONVENE OPEN MEETING:

Councilor Denton moved to come out of closed session. The motion was

seconded by Councilor Harris.

ROLL CALL:	Councilor Harris-	Yes
	Mayor Partin-	No
	Vice Mayor Gore -	Yes
	Councilor Denton -	Yes
	Councilor Pelham -	Yes
	Councilor Holloway -	Yes
	Councilor Joyner-	Yes

Motion Passes 6-1

Councilor Denton made a motion to appoint Kathy Heimbuch to the Board of Equalization. The motion was seconded by Councilor Joyner.

<u>Roll Call:</u>	Councilor Harris-	Yes
	Mayor Partin-	Yes
	Vice Mayor Gore-	Yes
	Councilor Denton-	Yes
	Councilor Pelham -	Yes
	Councilor Holloway -	Yes
	Councilor Joyner-	Yes

Motion Passes 7-0

CERTIFICATION:

Mayor Partin read the question of certification, namely pursuant to Virginia § 2.2-3712 (D), were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

<u>Roll Call:</u>	Councilor Harris-	Yes
	Mayor Partin-	Yes

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

Motion Passes 7-0

OPEN MEETING:

Nancy Zielke with the financial services firm of Alvarez C. Mascal, P.C. presented the firm's financial assessment of the city of Hopewell with the city council. Ms. Zielke discussed what the city's next steps should be to improve financial status. what next steps should be. On page 16 is where she began, stating they prioritized recommendations that had the highest priority. She stated the city needs to move forward in completion of its audits in a timely manner and ensure audit findings are addressed. She offered that a clean audit opinion is unlikely until internal financial control and material weaknesses are addressed. She would recommend to bring in two teams; one that will focus on getting caught up and the other team to focus on getting reconciliations caught up. She states there should be a second team for a critical action plan to address the internal control and material weaknesses. The major items for the city to address to get caught up to address internal controls to better plan financial plan and strengthen oversight and the reconciliation processes. Councilor Joyner asked whether Ms. Zielke believed that the remaining annual audits could be completed within one year and if so, what resources would be necessary. Ms.

Zielke responded that it would be it is possible to complete each of the yearly audits within 4 months if the city can get caught up on reconciliations. She stated this is the reason for part time assistance to get caught up and start addressing all internal control issues within a 12-month period. Councilor Denton asks at the importance of the city's treasurer and reminded everyone that the city councilor has no jurisdiction over the treasurer. Councilor Denton comments were echoed by Vice Mayor Gore. Ms. Ziekle suggested that good communication between city council and the treasurer will be critical going forward. Councilman Holloway mentioned that the city's current problems with the treasurer's office did not begin with current treasurer. Councilor Pelham offered that the current treasurer has been cooperative and transparent.

AJOURNMENT:

Councilor Holloway moved to adjourn. The motion was seconded by Councilor Joyner.

Yes = 7

No = 0

John B. Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE MAY 31st, 2023 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held on Wednesday May 31, 2023 at 7 :30 p.m.

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

Motion to Amend agenda to include discussion on ARPA funds resolution

Motion was made by Councilor Holloway seconded by Councilor Joyner.

Roll Call: John B. Partin – Yes
Vice Mayor Gore – Yes
Councilor Denton – Yes
Councilor Pelham – Yes
Councilor Holloway – Yes
Councilor Joyner – Yes
Councilor Harris – Yes

Motion Pass 7 -0

WORK SESSION:

Dr. Manker invites the city of Hopewell superintendent Dr. Melanie Hackney and

her staff to present their budget for FY 23-24 school year. Dr. Hackney stated she would need 1.4 million beyond total appropriation for 2023 if the finalized state budget does not offset the difference. The total appropriation was 13,580,075.00 for Hopewell School System. She stated they are asking for that same number for appropriation this year with an additional 1.4 million. The compensation supplement is a 5 % raise given to the school board. Dr. Hackney mentioned the 330,362.00 is the amount overall they will lose from the state in revenue, starting them out in a deficit. They discussed inflation costs as well which was 200,000 increase. It was then stated there are 40 positions being cut, resources, construction projects, and landmarks, after all these are cut, it leaves the 1.4 million being requested. They stated cost for inflation has increased, and they intend to put all custodian cost back into local funding. Ms. Hackney stated there is a significant staffing crisis due to salary increases outside of Hopewell, but within the region. Councilor Holloway asks Dr. Hackney if doing anonymous surveys with current staff, teachers, and students would aid in the reduction of further staff departure as well as about how they felt about the all year schooling and how they felt about school in general. Dr. Hackney acknowledged that councilor offered several good ideas and offered to meet with him personally to discuss them further. Vice Mayor Gore commented that city council is committed to reinitiating quarterly meetings with the school board. Mr. Holloway asks Dr. Hackney about staff who are making 12 dollars an hour and what is their plan to get their income raised. Dr. Hackney stated she wanted to find the money to do that and present it as part of the budget, but 3 million dollar cut prevented that, she stated they needed to do a study to see how far they are from minimum wage and prioritize it that way. She stated she will get it to council as soon as possible.

REGULAR BUSINESS

Mayor Partin discussed the status of the ARPA funds and the potential for ARPA funds to be withdrawn by the federal government according the secretary of the comments on May 30, 2023 city council meeting. The City Attorney and the City Manager prepared a resolution at the request of Mayor Partin to commit the city's ARPA funds. The city's various departments provide an expeditious list to the city manager for the funds. City Council tasked Dr. Manker with providing information about specific community services and their impact. Councilor Pelham asked questions regarding silver sneaker and was told we do not do it anymore, Councilor Pelham suggested to get the program into the community center to help assist to make sure seniors have the opportunity to get that service free of charge. Councilor Pelham also asked about the fire burn building. Dr. Manker stated there

is no building available to train the firefighters, which stops them from hiring anyone who will need training, the current one is no longer safe and able to be used. Councilor Holloway stated he agrees with Vice Mayor Gore about the PMO needs to be tabled and it does need to be funded, but he is passionate that some of the programs need funding, such as Hopewell youth football association and central Virginia tigers are programs for the kids that cannot play football in public schools because of age or other scenarios. Both programs are requesting 10,000 a piece for gear and other supplies needed. Councilor Holloway ask that that amount be approved. Capital budget is agreed upon council, the football budget for 10,00 was agreed by council. Dr. Manker recommends approving capital items, take out councilor request and pmo, discuss on June 8, declare all remaining money as lost revenue. Councilor Holloway suggest taking the drone budget out to be discussed later as well. He stated they already had a grant for the drones and would like to remove it from tonight's vote. Vice Mayor Gore moves to "approve all items minus councilor request and the pmo" and to declare all remaining money as lost revenue. The items approved are Healthy Families, Social Services, Police, Recreation, Fire, and Public Works. Mayor Partin seconded the motion.

<u>ROLL CALL:</u>	John B. Partin –	Yes
	Vice Mayor Gore –	Yes
	Councilor Denton –	Yes
	Councilor Pelham –	Yes
	Councilor Holloway –	Yes
	Councilor Joyner –	Yes
	Councilor Harris –	Yes

Motion Pass 7-0

Councilor Holloway motions to adjourn, seconded by Vice Mayor Gore.

Yes = 7

No = 0

AJOURNMENT

John B. Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE JUNE 8, 2023 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held on Thursday June 8, 2023 at 6:30 p.m.

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

PUBLIC HEARING

Tax Rate Resolution: For Personal Property Tax, Business Property Tax, and Machine and Tools Tax.

Dr. Manker requesting all M&T to remain the same, real estate at \$1.13, personal property at \$3.50, machinery and tools tax at \$3.10 meals at 6 % and lodging at 8%. Mayor Partin closes public hearing after confirming no one was present to speak.

Councilor Denton made a motion to approve the Tax Rate Resolution: For Personal Property Tax, Business Property Tax, and Machine and Tools Tax, motion was seconded by Councilor Joyner.

Roll Call:

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

Motion Pass 6 -1

WORK SESSION:

Dr. Manker moves into work session to review outstanding items, and reconsider council request. Dr. Maker would like to discuss 4 items within the work session. Those four items are the council budget, outside agencies. Required positions, and ARPA funding for accounting remediation services and/or PMO services, and look at the list of funding opportunities council may wish to fund. Council budget was provided to all council and the consensus was discussed regarding the councilor budget for travel budget. Councilors expressed concern regarding the current amount being discussed. Councilor Holloway expressed he was not in agreement with the new budget being discussed. Further conversation was discussed among all councilors. Vice Mayor Gore speaks on the budget amount in agreement with other councilors that the amount being discussed is not feasible for the necessary annual trainings they should attend.

Councilor Holloway moves to waive the rules to be able to vote, Vice Mayor Gore seconded the motion.

ROLL CALL:	Councilor Joyner-	Yes
	Councilor Harris-	Yes
	Mayor Partin -	No
	Vice Mayor Gore -	Yes
	Councilor Denton -	No
	Councilor Pelham -	Yes
	Councilor Holloway -	Yes

Motion Passes – 5-2

Councilor Holloway makes a motion to set the travel budget to \$10,500.00, motion is seconded by Councilor Pelham.

ROLL CALL:	Councilor Joyner-	No
	Councilor Harris-	Yes
	Mayor Partin -	No
	Vice Mayor Gore -	Yes
	Councilor Denton -	No
	Councilor Pelham -	Yes
	Councilor Holloway -	Yes

Motion Passes – 4-3

Dr. Manker moves on to outside agencies for discussion with councilors, showing where cuts have been made. Dr. Manker yield the floor for open discussion with Councilors. Councilor Pelham requested to have the ORG- Concerned citizen and church moved to ARPA funds. Dr. Manker responded it can be moved to ARPA. Vice Mayor Gore request that Feed More and Legal aid be added to ARPA list for consideration. Vice Mayor Gore suggested that Crater Regional Workforce Dev be increased back up to \$10,00.00. Mayor Partin speaks on ongoing expenses for specific positions. Councilor Holloway suggested moving city of refuge to the ARPA funds to decide how much will be split, Dr. Manker responded that it cannot be done or reduced at all. Councilors have discussion regarding the Beacon Theatre. After discussion it was explained by Michael Terry that he was unable to give a finance report to determine the amount of profit they are currently making so councilors would like to reduce their budget. Vice Mayor Gore suggested an asking from the Beacon about their finances by doing an earmark. Dr. Manker states the consensus on the floor is to reduce the Beacon Theater to 150 and earmark it until they produce audit information in order to receive dollars. For every year they provide their audit information they will receive an amount of the agreed upon amount, they are also to produce an audit plan. Dr. Manker moves onto the FY24 new position requests. Councilors discuss their opinions for each new proposed position. Councilor Holloway mentioned the State lied in regards to the help that was offered by State that they have not done. He stated the State sent out and RFP that showed there was a phase two which included assistance with hands on. Council went down the line of all proposed positons to get a consensus on the jobs to determine which positions should be moved forward on.

Councilor moved to extend the meeting for 15 minutes. Vice Mayor Gore

seconded the motion.

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

Motion Passes – 7-0

Council went down the line of all proposed positions to get a consensus on the jobs to determine which positions should be moved forward on. For assistance city manager position 4 hands were raised. For the assistant procurement officer 5 hands were raised. For accounting tech reconciliation report 5 hands were raised. For grants manager officer three hands were raised, for internal auditor with grant manager responsibilities, 7 hands were raised. For assistant finance director for the budget, 3 hands were raised. For deputy fire chief 3 hands were raised. For EMS captain 7 hands were raised.

Councilor Denton moves to get an accounting remediation service and the PMO, Councilor Pelham seconded the motion.

ROLL CALL:	Councilor Joyner-	Yes
	Councilor Harris-	No
	Mayor Partin -	Yes
	Vice Mayor Gore -	No
	Councilor Denton -	Yes
	Councilor Pelham -	Yes
	Councilor Holloway -	No

Motion Passes 4-3

Councilor Holloway motions to adjourn, seconded by Vice Mayor Gore.

Yes = 7

No = 0

AJOURNMENT

John B. Partin, Mayor

Brittani Williams, City Clerk

C-4

DATE: June 07, 2023
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – May 2023

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
DODSON, GARY	PUBLIC WORKS	PW MAINT SPEC SENIOR	05/03/2023
FOSTER, CAMILLE	RECREATION	CUST SERV REP	05/03/2023
COOK, DEANNA	SOCIAL SERVICES	FAMSERVSPEC II	05/31/2023
IDZIOR, TRISHA	SOCIAL SERVICES	FAMSERVSPEC I	05/03/2023
MITCHELL, LESTER	HOPEWELL WATER RENEWAL	SAMPLE TECH	05/03/2023
WILLIAMS, BRITTANI	CITY CLERK	CITY CLERK	05/17/2023
WILLIAMS, BRIDETTA	CITY CLERK	ASSISTANT CITY CLERK	05/17/2023
SIMMS, WILLIAM	HOPEWELL WATER RENEWAL	PLANT MAINT SUPERINT	05/17/2023
BROWN, RHONDA	SOCIAL SERVICES	HUMAN SER AST II	05/17/2023
MCDONALD, COLLEEN	FIRE	FIREFIGHTER II/MEDIC	05/31/2023
VAUGHAN, ERIC	SOCIAL SERVICES	FAMSERVSPEC I	05/31/2023
MCDUGAL, GIOVANNI	HEALTHY FAMILIES	NURSE COORDINATOR/CONSULTANT	05/31/2023
CANCINO, HARRIOSON	RECREATION	PT SUM PROG ASSISTANT	05/31/2023
FELICIANO, TALISHA	RECREATION	PT SUM PROG ASSISTANT	05/31/2023
WYATT, MITCHELL	RECREATION	PT SUM PROG ASSISTANT	05/31/2023
RUSS, CHRISTOPHER	RECREATION	PT SUM PROG SPECIALIST	05/31/2023
PARHAM, CORY	RECREATION	PT SUM PROG ASSISTANT	05/31/2023
TYLER, JOCELYN	RECREATION	PT SUM PROG ASSISTANT	05/31/2023
JEAN-BAPTISTE, KRISTINA	RECREATION	PT SUM PROG SPECIALIST	05/31/2023

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
JOHNSON, SHAYNA	HOPEWELL WATER RENEWAL	ADMINISTRATIVE SUPPORT MGR	05/23/2023
CRENSHAW, CHEYENNE	SOCIAL SERVICES	BEN PROG SPC II	05/16/2023
BENTON, TAYANA	SOCIAL SERVICES	FAMSERVSPEC I	05/16/2023
GATES, THOMAS	RECREATION	ASSISTANT DIRECTOR REC & PARKS	05/31/2023
COLLINS, RODENA	RECREATION	PT CUSTODIAN	05/18/2023
COTHRON, SHARON	SOCIAL SERVICES	FAMSERVSPEC I	05/05/2023
FOWLER, KAREN	FINANCE	PAYROLL SPEC	05/11/2023

CC: Concetta Manker, Interim City Manager
Jay Rezin, IT
Laura Guglielmo, Sr. Executive Assistant
Kim Hunter, Payroll
Michael Terry, Finance Director

Arlethia Dearing, Customer Service Mgr.

INFORMATION/PRESENTATION

**City of Hopewell, VA
Finance Department**

**Financial Report
06.13.2023**

<u>Topic</u>	<u>Section</u>
• Financial and Compliance Reporting	1
• Operations and Assignments	2
• Budget FY2023-2024	3
• Internal Reporting	4

Section 1

Financial and Compliance Reporting

City and Schools Progress Fiscal Year 2019

Audit Status as of 05.31.2023:

The Auditor has advised City Management they anticipate providing a draft 2019 financial report the week of June 12, 2023.

Audit Status as of 04.30.2023:

As noted below the Auditor had advised their efforts to complete fieldwork continues and drafting of the 2019 financial report was initiated with a preliminary draft anticipated 04.20.2023.

However, on 04.23.2023 City Management was advised by the Auditor that their work on the Fiscal Year 2019 audit and draft was delayed due to the pause to respond to the State Audit Risk Assessment Team inquiries. Having responded, the Auditor advised City Management they have resumed their work on the Fiscal Year 2019 audit and plan to provide a draft as soon as possible.

Audit Status as of 03.31.2023:

As noted below with recovery of the Auditor's staff from COVID-19, completion of fieldwork was resumed beginning March 1. The Auditor has advised that drafting of the 2019 financial report has been initiated with a preliminary draft anticipated 04.20.2023.

Section 1

Financial and Compliance Reporting

(continued)

Audit Status as of 02.28.2023:

The Auditor advised that five (5) audit engagement staff members assigned to the City of Hopewell to complete the Fiscal Year 2019 audit had severe COVID -19 experiences. The completion of fieldwork and audit report issuance was not able to be done by the end of February 2023.

The combination of recovery and deployment of other available audit staff, the completion of fieldwork and report issuance begun March 1st.

Note: Attachment A provides additional information Fiscal Year 2019

- Closing, Reporting and Audit Workflow (CRAW) Process

Attachment A

City of Hopewell, Virginia
Closing, Reporting and Audit Workflow (CRAW)

Date Start	Date Due	% Completion Status	Comment(s)
------------	----------	---------------------	------------

Project Planning - Addendum

Fiscal Year Ended June 30, 2019	02.01.22	12.31.22	95%	Overall estimated % of completion as of 05.31.23
Phase:				
Annual Comprehensive Financial Report (ACFR)				
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			100%	Complete 12.31.22
			75%	Pending Auditor
			60%	Pending Auditor
			10%	Pending Auditor
			20%	Pending Auditor

Section 1

(continued)

Financial and Compliance Reporting

City and Schools Progress Fiscal Year 2020

Pre-Audit Project Update as of 05.31.2023:

During the 02.09.2023 Special Meeting City Council authorized the Finance Director to identify seven (7) temporary accounting professionals that would be available to assist the City and/or Schools to prepare their financial records and documents for the Fiscal Year 2020 audit.

Three (3) pre-audit accounting professionals were identified as available and commenced working at the City by the end of the month of February 2023.

The remaining four (4) pre-audit accounting professionals are on board with one of the four being assigned to assist and support Schools.

Note: Attachment B provides additional information Fiscal Year 2020

- Closing, Reporting and Audit Workflow (CRAW) Process
- Finance Department Internal Prepared By Client (PBC) Work Plan Summary

Attachment B

**City of Hopewell, Virginia
Closing, Reporting and Audit Workflow (CRAW)**

Date Start	Date Due	% Completion Status	Comment(s)
------------	----------	---------------------	------------

Project Planning - Addendum

Fiscal Year Ended June 30, 2020	04.01.23	08.31.23	40%	Overall estimated % of completion ** as of 05.31.23
Phase:				
Annual Comprehensive Financial Report (ACFR)				
Cash reconciliations				
			60%	Work In Process 05.31.23
Beginning general ledger balance reconciliation				
			40%	Work In Process 05.31.23
Year end closing process				
			40%	Work In Process 05.31.23
Fund Balance classifications				
			30%	Work In Process 05.31.23
Pension Plan				
			-	
Other Postemployment Benefits (OPEB)				
			-	
Government Wide Reconciliations				
			-	
Financial Statement Preparation				
			-	
Auditor of Public Accounts (APA) Report				
			-	
Single Audit Report				
			-	

Note: **Overall completion Includes City and School approximately 50% completion for the reporting period.

City of Hopewell, VA
Finance Department Internal
Prepared By Client (PBC)
Work Plan Summary
FY2020

PBC Work Plan Summary

1. Year end close process 32 Funds (28 City & 4 Schools)
2. Final Trial Balance all funds (i.e. Auditor's trial balance)
3. Account balances analysis, reconciliation, audit schedules preparation and compiling related support documentation:
 - Cash
 - Investments
 - Tax & Accounts Receivables/Revenues
 - Accounts Payables/Expenditures
 - Pension and Other Post Employment Benefit (OPEB)
 - Debt Service
 - Capital Assets
 - Enterprise Funds
 - Social Services
 - CSA
 - Fiduciary-Agency Funds
 - VDOT Street Maintenance
 - Sheriff
 - Parks and Recreation
 - Perpetual Care
 - Grants & Due From Other Governments
 - Inventory
 - Fund Balance

Attachment C

LEG.APA002 Audit Delay Notification



City of Hopewell

300 North Main Street
Hopewell, VA 23860

City of Hopewell

Annual Comprehensive Financial Reports

The City of Hopewell's remediation implementation plan to bring current Annual Comprehensive Financial Reports (ACFR) --- Status Update:

- FY 15-16 ACFR – Completed 10.24.2018
- FY 16-17 ACFR – Completed 06.10.2019
- FY 17-18 ACFR – Completed 10.22.2021
- FY 18-19 ACFR – Estimated completion 06.30.2023
- FY 19-20 ACFR – Estimated completion 08.31.2023
- FY 20-21 ACFR – Estimated completion 10.31.2023
- FY 21-22 ACFR – Estimated completion 12.31.2023
- FY 22-23 ACFR – Estimated completion 03.31.2024

Delays due to:

- Finance Department staff turnover, transition and staffing
- Post implementation system issues
- COVID 19

Section 2

Operations and Assignments

- Accounts Payable
- Payroll
- Accounting
- Procurement
- Real Estate Assessor
- Financial Reporting and Budget

Section 2

Operations and Assignments

Accounts Payable 04.30.2023:	Number	Amount	
Process Invoices	1780	\$	6,599,811
Created Purchase Orders by AP	37	\$	279,673
Printed Checks/Wires/EFT	777	\$	6,599,811

Payroll:	Gross Pay	Employees
05.04.2023	\$ 952,153	425
05.18.2023	\$ 933,905	422

Note A: City's Monthly & Quartely Payroll Reporting (Federal & State) are Current.

Section 2

Operations and Assignments (Continued)

City of Hopewell, VA Operations and Assignments

Accounting:

Coordinated with Treasurer Office, Information Technology, Water Renewal and other the Departments on timely & accurate accounting and recording of transactions in Munis.

Procurement:

Automated Clearing House / Electronic Funds Transfer
(ACH/EFT) Program Update:

The total active vendors – 4045

Since 07.2022 to 05.31.2023 the Finance Department has increased the amount of ACH/EFT vendors from 55 to 358.

The vendors that are not being paid by ACH/EFT include the following:

Section 2

Operations and Assignments (Continued)

Procurement:

Automated Clearing House / Electronic Funds Transfer (ACH/EFT) Program Update:

- Utility companies- due to sending remits for individual accounts (Dominion Electric, Verizon, Sprint, etc.)
- One Time payees- Recreation Refunds, Courts, etc.
- Insurance payments for health care, etc.
- Credit Card payments- not allowed
- Certain Bond Payments- not allowed

Real Estate Assessor:

Assessor and our external contractors completed the reassessment process (residential and industrial properties) and responding to inquiry.

Section 2

Operations and Assignments (Continued)

Financial Reporting and Budget:

- Continued assistance to Departments with FY2023 budget inquiry and assistance.
- Continued to provide technical support and guidance pertaining to the FY2024 Operating and Capital Budget process.

Section 3

Budget FY 2023-2024

Budget Development Tasks FY 2023-2024	Date Start	Date Due	% Completion Status	Comment(s)
<u>Perform Assessment & Planning Requirements for FY 2023 - 2024 Budget Development:</u>	11.01.22	11.30.22	100%	Task completed 11.30.22
Annual Operating Capital Project Capital Improvement Plan (CIP)				
<u>Draft Proposed City Budget Calendar for FY 2023 - 2024</u>	01.06.23	01.31.23	100%	Task completed 01.31.23
City Manager City Attorney City Administration & Staff School Administration & Staff City Council School Board				
<u>Communicate Draft to Stake Holders:</u>	01.31.23	02.20.23	100%	Task completed 01.31.23
<u>Finalize City Budget Calendar for FY 2023 - 2024</u>	02.21.23	02.28.23	100%	Task completed 01.31.23
<u>Implement City Budget Calendar for FY 2023 - 2024</u>	03.01.23	05.26.23	90%	Work in Process 05.31.23
<u>Prepare the approved FY24 City Budget for loading to the City's accounting administrative system (MUNIS)</u>	06.15.23	06.19.23		
<u>Review & verify the loaded approved FY24 City Budget to the City's accounting administrative system (MUNIS)</u>	06.21.23	06.23.23		
<u>Confirm & verify City departments having access to their loaded approved FY24 City Budget to the City's accounting administrative system (MUNIS)</u>	06.26.23	06.28.23		
Finance Department preparing DRAFT FY 2023-2024 Financial Plan (i.e. City budgetary document)	07.14.23	09.29.23		
New format online FY2024 Financial Plan posted to City Web Site				

Section 4

Internal Reporting

City Manager's Report on Transfers 07.01.2022 to 05.31.2023					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
7/1-31/2022	Recreation Department Recreation Department	Rec Fund Rec Fund	\$ 4,000	\$ 4,000	Transfer for Pool Management Co to supplement lifeguard
8/1-31/2022	City Manager Transfers for Reporting Period-None				
9/1-30/2022	City Manager Transfers for Reporting Period-None				
10/1-31/2022	City Manager Transfers for Reporting Period-None				
11/1-30/2022	City Manager Transfers for Reporting Period-None				
12/1-31/2022	City Manager Transfers for Reporting Period-None				
1/1-31/2023	Economic Development Voter Registrar	General Fund General Fund	35000	35000	Transfer for Special Election (February 21st)
2/1-28/2023	City Manager Transfers for Reporting Period-None				
3/1-31/2023	Recreation Department Recreation Department	Rec Fund Rec Fund	\$ 4,000	\$ 4,000	Transfer for Pool Management Co to supplement lifeguard
4/1-30/2023	City Manager Transfers for Reporting Period-None				
5/1-31/2023	City Manager Transfers for Reporting Period-None				



Police Department Crime Summary

June 13, 2023



**HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: May 31, 2023**

Year-to-Date Comparison	Thru May 28th			5 Year Average	% Change to Average
	2022	2023	# Change % Change		
MURDER	3	4	1 33%	2	122%
FORCIBLE RAPE	4	1	-3 -75%	1	-29%
ROBBERY	12	3	-9 -75%	9	-68%
AGGRAVATED ASSAULT	22	27	5 23%	22	21%
Violent Crime Total	41	35	-6 -15%	35	0%
ARSON	0	3	3 #DIV/0!	1	400%
BURGLARY	25	15	-10 -40%	33	-54%
LARCENY	142	103	-39 -27%	143	-28%
MOTOR VEHICLE THEFT	19	22	3 16%	23	-4%
Property Crime Total	186	143	-43 -23%	199	-28%
Total Major Crime	227	178	-49 -22%	234	-24%

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

5 Year Average to 5/31



HOPEWELL POLICE DEPARTMENT

Reporting Date: May 31, 2023

Suspected Opioid Overdoses 5/31						
	2018	2019	2020	2021	2022	2023
Fatal	4	6	3	10	4	11
Non-fatal	9	15	24	33	26	40
Grand Total	13	21	27	43	30	51

Subject to change as forensic results are returned



HOPEWELL POLICE DEPARTMENT
Reporting Date: May 31, 2023

Shots Fired Thru 5/31					
2018	2019	2020	2021	2022	2023
42	30	47	49	47	29



Technology Success

- 4/10/2023-05/31/2023 - 10 stolen vehicles recovered.
- Stolen firearm recovered.
- Catalytic Converter thief arrested



Special Events

- ▶ 06-28-23 - Hopewell Police Day for Rec and Parks summer camp at Crystal Lake 0900 Hrs - 1500 Hrs.
- ▶ 06-29-23 - Hopewell Police first date of our Get out and Talk BBQ Events at City Point Park 1700pm - 1900.

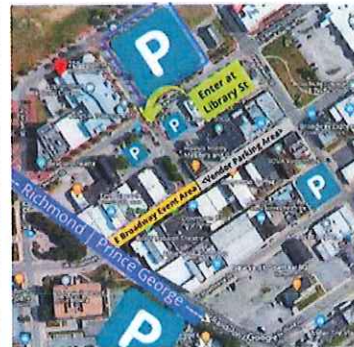
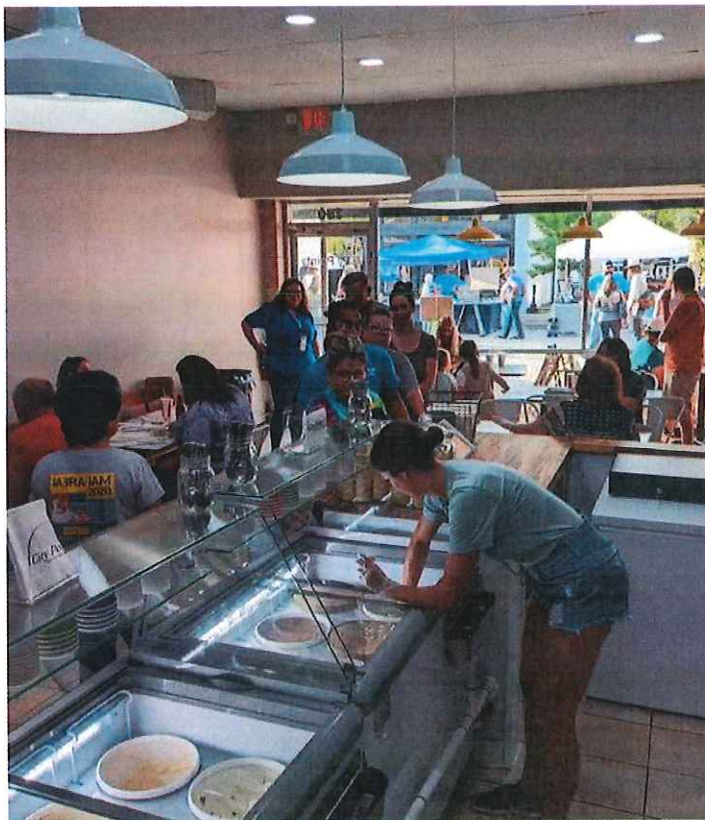


Looking to the Future

- ▶ Additional Technology
 - ▶ Expand current technologies to additional key areas throughout the city. 10 new sites has been recommended and approved by council.
- ▶ Status of Current Technology Deployment
 - ▶ 95% completed.
 - ▶ Tentative completion date 06/29/2023.
- ▶ Real Time Crime Center
 - ▶ Site visit to Real Time Crime Center-date to be determined.



RECENT ACCOMPLISHMENTS AND UPCOMING PROJECTS



"Where Friends & Rivers Meet"

THE HOPEWELL DOWNTOWN PARTNERSHIP (HDP) 2022 DATA

**11 Private COMMERCIAL PROPERTY IMPROVEMENT
Projects**

5 New "BRICK AND MORTAR" BUSINESSES Opened

**REAL PROPERTY ASSESSMENT OF THE HISTORIC
DISTRICT**
\$29,391,200

TOTAL FOOD TAX GENERATED FOR THE CITY
\$305,016.27

VACANCY RATE * 50% in 2011 to 16.67%



2022 - 2023 BOARD OF DIRECTORS

Drew Dayberry, *President*

Iris Walker, *VP*

Jan Butterworth, *Secretary*

Rita Joyner - *Immediate Past*

Donald Barrow

Crystal Benjamin

Mary Calos

Chris Ward - *City Staff Liaison

Phillip Hughes

Jay Jones

Mary Ann Leftwich

Chubs Maharaj

Brian Manning

Rebecca Redling

Crisman White



PROMOTIONS + EVENTS

DID YOU KNOW? Our events and activities brought 10,000+ people Downtown in 2022.

- **New Commercial for Downtown**
- **Six Annual Street Festivals**
- **"Where Friends and Rivers Meet"**
- **5&Dime Fiscal Agent**
- **Collaborative marketing plan with City Staff and the Hopewell-Prince George Chamber of Commerce**

HOPEWELL 2023

Free Entry

There is something for everyone this year in Downtown Hopewell

Family Fun



← A YEAR OF FUN IN →
DOWNTOWN
HOPEWELL



Community Paddle Day
Come kayak for free at City Park
Presented by Hopewell Downtown Partnership

MAY
06th

Free Comic Book Day Fest
Celebrate before the Fireworks
Presented by Three Capsule

MAY
06th

Hopewell Juneteenth
Celebration at City Park
Presented by Hopewell Community

JUNE
17th

Downtown Thunder
Party before the Fireworks
Presented by City Point And Artisan Alley

JULY
1st

Third Thursday Festival
Live Music, food, and vendors
Presented by Hopewell Downtown Partnership

JULY
20th

Third Thursday Festival
Live Music, food, and vendors
Presented by Hopewell Downtown Partnership

AUG.
17th

Paddle-Or-Battle
Join the kayak race
Presented by FOLAR

SEPT.
23th

Lamb Arts Fest
Exhibitions, Activities, and Music
Presented by Lamb Arts

OCT
07th

City Point 5K
Race around City Point
Presented by

OCT
28th

Harvestween
Trunk-or-treat, costume contest
Presented by Hopewell Downtown Partnership

TBD

Hopewell Wine Festival
Wine from around the region
Presented by Kiwanis Club Of Hopewell

NOV
18th

Shop Small Saturday
Shop local this holiday season
Presented by Hopewell Downtown Partnership

NOV
25th

Light Up The Night
Winter festival and holiday market
Presented by Hopewell Downtown Partnership

DEC.
03th

WWW.HOPEWELLDOWNTOWN.COM

info@rvapaddlesports.com
804-898-0697

Paddle In Your Park

with RVA Paddlesports



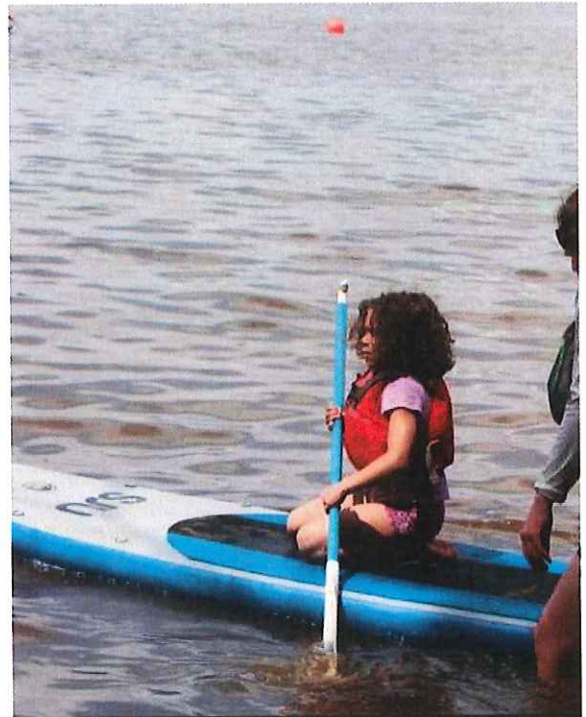
Saturday May 6th, 2023
at Hopewell City Park from 1-4PM
FREE Pre-register

Registration can be done online
through QR code or on the day of the event



BEYOND BOUNDARIES
ADVENTURE IS FOR EVERYONE







DOWNTOWN VITALITY

DID YOU KNOW? For every dollar that goes into our HDP's budget, another \$54.80 of public and private investment follows or occurs. That's quite the return!

- **Homegrown for Hopewell & Roundtables**
- **Small Scale Developer Boot Camps**
- **Downtown Investment Guide**
- **Comprehensive Housing Study**
- **Incubator Project**
- **Open House Reno Tour & Reception**



SAVE THE DATE

04 27 2023

Open House Tour & Reception

Join HDP in Downtown Hopewell from 4:00-6:00pm on Thursday, April 27th to tour several exciting renovation projects and view available commercial spaces.

Reception to follow at 6:00pm with drinks, appetizers and live music - as a standalone or add-on to the walking tour. Here, you can learn more about the revitalization of Downtown and hear about opportunities for local and regional economic growth from our partners below.

More details and RSVP link to come.







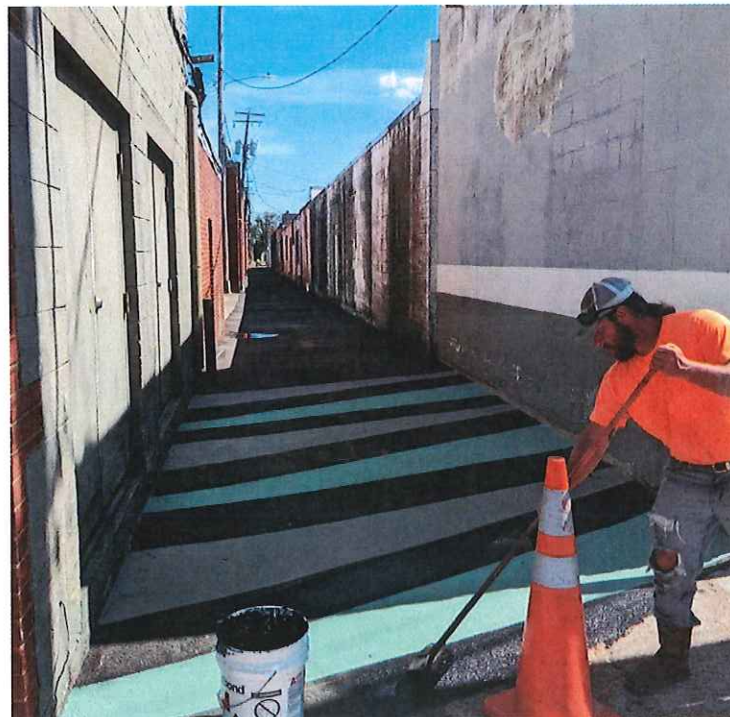
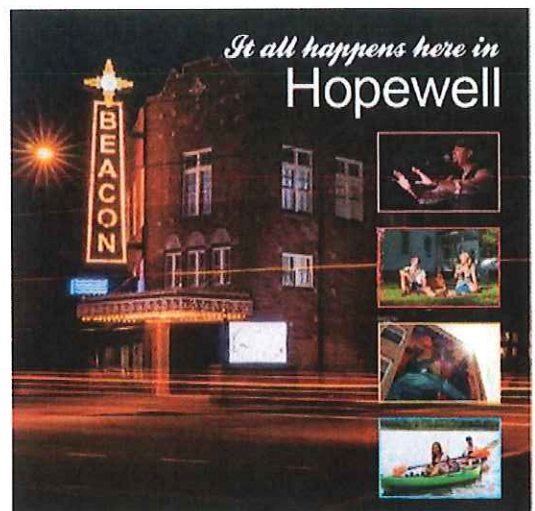
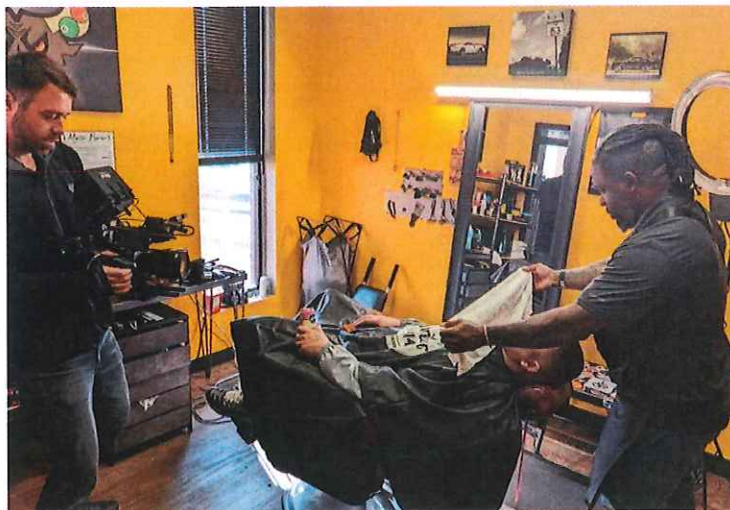
DESIGN

DID YOU KNOW? HDP is designing a self-guided Walking Tour to celebrate historic structures in Downtown and Hopewell's rich local history that has, more often than not, been of national importance.

- Free Facade Drawings
- Alleyway Activation & Bike Racks
- Have a Heart Downtown
- Ashford Plaza
- VCU Masters of Urban Planning Graduate Studio Partnerships
- PLEASE FUND WAYFINDING



Questions?



PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Amendment of FY23 School Board Operating Budget

ISSUE: Supplemental appropriation amending the FY23 Hopewell Public Schools operating budget by a total of \$6,447,432 in additional federal, state and other grant funds increasing the total operating budget to \$74,931,313.

RECOMMENDATION: Staff recommends that City Council approve the resolution to amend the FY23 Hopewell Public Schools supplemental budget appropriation, as presented.

TIMING: A public hearing was advertised to consider this matter on June 13, 2023.

BACKGROUND: The Hopewell Public School (HPS) Division’s FY23 budget was approved by City Council on June 30, 2022. At the August 9, 2022 City Council meeting, Council amended the HPS FY23 operating budget by providing a supplemental appropriation of \$1,080,075 in local support increasing the total operating budget to \$68,483,881.

Hopewell Public School Division has received supplemental appropriations of state and federal funding along with grant funds in the total of \$6,447,432. HPS received federal American Rescue Plan Act (ARPA) grants, a Virginia Department of Health grant, a School Security Officer grant, a Project Hope grant, a School Based Health Workforce grant, state construction funds, a Digital mapping Grant from DCJS, a Gear Up grant, a John Randolph Foundation Grant, a School Security Equipment grant, a Head Start Carryover grant, and a Department of Behavioral Health & Development Services grant. These funds will increase the total HPS Operating Fund to \$74,931,313.

SUMMARY:

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

- | Y | N | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Ward #7 |

ENCLOSED DOCUMENTS:

- Budget Amendment Resolution – Supplemental Appropriation #2

STAFF:

Dr. Melody D. Hackney, Superintendent of Schools
Janel F. English, Director of Finance, Hopewell Public Schools

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

- | Y | N | |
|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Ward #7 |

**A RESOLUTION
AMENDING THE FISCAL YEAR 2022-2023
HOPEWELL PUBLIC SCHOOLS OPERATING BUDGET**

WHEREAS, the City Council of the City of Hopewell adopted Hopewell Public Schools FY23 Operating Budget on June 30, 2022, and

WHEREAS, the Hopewell Public Schools received additional revenue from federal, state and other grant sources during the fiscal year, and

WHEREAS, the appropriate advertisements and public hearings, as required by Section 15.2-2507 of the Code of Virginia, have been conducted; and

WHEREAS, the proposed amendment of the Hopewell Public Schools FY23 Operating Budget amends the budget in the amount of \$6,447,432;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hopewell hereby approves and adopts the Fiscal Year 2023 budget amendment, and appropriates all funds as set forth in the amendment below:

SCHOOL OPERATING FUND - 014

Revenues	Approved Budget	Changes	Amended Budget
From State Sources	\$ 38,516,284	\$ 3,127,612	\$ 41,643,896
From Federal Sources	13,375,373	3,296,820	16,672,193
From Other Revenue	3,012,149	23,000	3,035,149
Transfer from General Fund	13,580,075	-	13,580,075
Total Revenues	\$ 68,483,881	\$ 6,447,432	\$ 74,931,313
Appropriations			
Non-Categorical	\$ 68,483,881	\$ 6,447,432	\$ 74,931,313
Total School Operating Fund	\$ 68,483,881	\$ 6,447,432	\$ 74,931,313

ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL ON JUNE 13, 2023.

John B. Partin, Jr., Mayor
City of Hopewell

ATTEST:

Ishea Sandiford, Acting City Clerk
City of Hopewell

PH-2

SCHOOL BOARD VACANCIES

REGULAR MEETING

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: FY24 Operating & Capital Budget

ISSUE: City Council consideration of the proposed FY 24 City of Hopewell Budget and Resolution

RECOMMENDATION: Approve proposed FY24 City of Hopewell Budget on 2nd Reading and approve Budget Resolution.

TIMING: A Public Hearing for the proposed FY24 City of Hopewell Budget was held on April 25, 2023. Adoption of budget is required by June 30, 2023.

BACKGROUND: The Proposed FY 24 Operating & Capital Budget appropriates a total of approximately \$200,265,576 which is an increase of \$14,121,671 or 7.59% increase over FY 23. The Proposed General Operating Fund is approximately \$62,511,781 which is an increase of \$5,098,362 or 9% over FY 23.

ENCLOSED DOCUMENTS:

- Proposed FY 24 Budget Resolution

STAFF: Dr. Concetta Manker, Interim City Manager

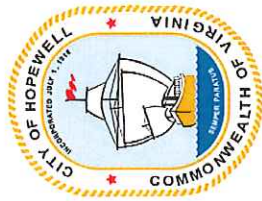
Michael Terry, Finance Director

FOR IN MEETING USE ONLY

MOTION: _____

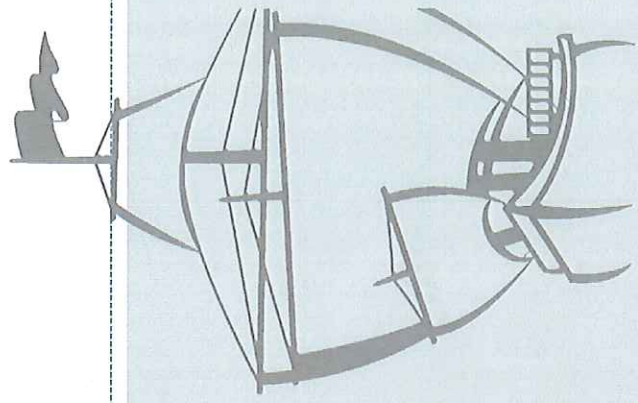
Roll Call**SUMMARY:**

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



Proposed FY 24 Operating & Capital Budget

1



FY24 Budget

Hopewell, VA
City Council Meeting
June 13, 2023



Proposed FY 24 Operating & Capital Budget

2

The framework of the proposed FY 24 Operating & Capital Budget is:

1. Proposed Operational & Capital Budget – \$220,265,576
1. Total of all funds required for operation of City services
 - An increase of \$14,121,671 or 7.59% over FY 23
2. Proposed General Operating Fund recommended funding – \$62,511,781
 - An increase of \$5,098,362 or 9.0% over FY 23



Proposed FY 24 Operating & Capital Budget

3

The framework of the proposed FY 24 Operating & Capital Budget is: (Continued)

○ The baseline budget equals the adopted FY23 budget; however, the General Fund increase for FY24 was primarily applied to:

- City Council's approval of salary step increases for Public Safety & Public Works (Police, Fire, Sheriff & Public Works)
- 5% COLA for non-step positions
- New City vehicle leasing program
- 5 New positions (Assistant City Manager, Assistant Procurement Officer, Account Technician, Internal Auditors, Fire Captain)
- Essential increases in departmental budgets



Proposed FY 24 Operating & Capital Budget

4

**The framework of the proposed FY 24 Operating & Capital Budget is:
(Continued)**

4. NO health care cost increase
5. NO tax rate adjustments for FY24
6. NO draw from Unassigned Fund Balance to balance the budget.
 - Continuation of maintaining a structurally balanced budget



Proposed FY 24 Operating & Capital Budget

5

Proposed Tax Rates for the FY24 Budget/2023 Tax Year

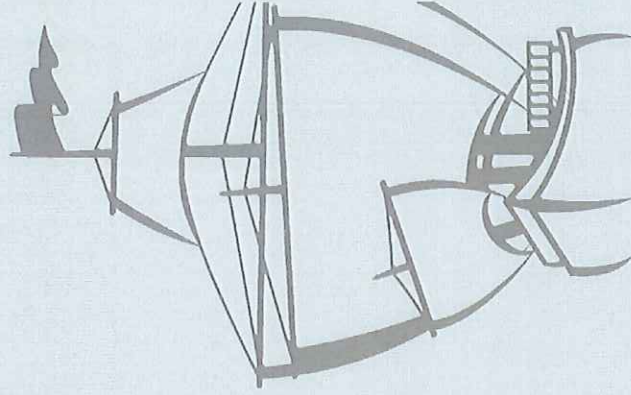
Real Estate	\$1.13 per \$100 of Assessed Value
Personal Property	\$3.50 per \$100 of Assessed Value
Machinery & Tools	\$3.10 per \$100 of Assessed Value
Meals	6.0%
Lodging	8.0%



Proposed FY 24 Operating & Capital Budget

6

Budget Approval



**BUDGET RESOLUTION
FISCAL YEAR 2023-24**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on June 13, 2023, a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2023, and ending June 30, 2024, 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; of which \$158,660,579 is estimated to be received from sources other than property tax levies, leaving a balance to be raised by levies on property segregated to the City for local taxes of \$41,604,997 and,

WHEREAS, a tax rate sufficient to raise the last mentioned sum has been levied by ordinance of the City Council of the City of Hopewell; and,

WHEREAS, in this budget approved by City Council there are estimates of revenues used for appropriated expenditures to pay for said city services, and when said estimated revenues are projected by the City Manager to be less than the amount of appropriated expenditures, the City Manager shall initiate action to adjust appropriated expenditures to agree with revised estimated revenues. The City Manager is directed to advise City Council, at the next scheduled meeting, of the adjustments made and City Council may amend said adjustments or offer alternatives as the appropriating body; and,

BE IT, HEREBY, RESOLVED by the City Council of the City of Hopewell that the budget for the City of Hopewell as set forth below for Fiscal Year 2023-2024 be and is hereby approved and adopted by City Council:

Sec. 1 The following funds and accounts shall be appropriated from the designated revenues to operate City services and to provide a capital improvement program for the City:

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	\$41,604,997
Other Local Taxes.....	6,475,000
Licenses, Permits, Fees.....	908,100
Fines & Forfeitures.....	860,500
Use of Money/Property.....	65,000
In-Lieu of Taxes.....	1,257,500
Other Local Revenues.....	418,994

From Other Agencies

State Sources.....	8,279,190
Federal Sources.....	171,000

Cost Recovery & Reserves	
Cost Recovery from Social Services-012	507,000
Cost Recovery from Solid Waste-030	502,000
Cost Recovery from Sewer Services-041	382,500
Transfer from ARPA Funding	<u>1,080,000</u>
Total Revenues.....	\$62,511,781

Appropriations:

General Government:

City Council	217,826
City Clerk.....	170,112
City Attorney	420,271
City Manager	1,471,136
Information Technology	1,782,254
Human Resources	560,314
Finance Department	2,530,625
Development Department.....	1,301,536
Non-Departmental.....	770,890

Courts:

Circuit Court	132,348
General District Court.....	140,768
Court Services.....	7,000
VJCCCA Grant.....	172,929
Crater Detention Facility.....	411,000
Regional Jail.....	2,550,000

Constitutional Offices:

Clerk of Circuit Court.....	567,562
Commonwealth Attorney.....	962,327
Commissioner of Revenue.....	689,919
Sheriff	2,132,395
Treasurer	715,372
Voter Registrar.....	330,023
Victim Witness.....	184,256
Police Department.....	9,949,058
Fire Department	6,459,547
Public Works Department.....	6,137,479
Outside Agencies	2,056,489
Operating Transfers	19,688,345
Contingency.....	<u>0</u>
Total General Fund	\$62,511,781

Social Services Fund-012:

Estimated Revenues:

From State Sources	\$2,896,007
From Federal Sources	3,129,978
Transfer from General Fund-011	<u>1,105,358</u>
Total Revenues	\$7,131,343

Appropriations:

Administration	5,435,847
Eligibility	<u>1,695,496</u>
Total Social Services Fund	\$7,131,343

Children's Services Act Fund-015:

Estimated Revenues:

From State Sources	\$2,874,495
Transfer from General Fund-011	<u>1,009,958</u>
Total Revenues.....	\$3,884,453

Appropriations:

Administration	184,453
Direct Services	<u>3,700,000</u>
Total Children's Services Act Fund.....	\$3,884,453

Recreation Fund-035:

Estimated Revenues:

Fees & Charges	\$161,050
Transfer from General Fund-011	<u>1,934,760</u>
Total Revenues.....	\$2,095,810

Appropriations:

Recreation Center Div.....	699,701
Community Div	273,840
Athletics Div	148,350
Seniors Div.....	156,116
Pool Div	180,437
Parks Div.....	<u>637,366</u>
Total Recreation Fund.....	\$2,095,810

Marina Fund-038:

Estimated Revenues:

Rentals.....	<u>\$25,000</u>
Total Revenues.....	\$25,000

Appropriations:	
Insurance	3,250
Operating Expenses	<u>21,750</u>
Total Marina Fund	\$25,000

Self-Insurance Fund-076:

Estimated Revenues:	
Transfer from General Fund-011	<u>\$600,000</u>
Total Revenues.....	\$600,000

Appropriations:	
Property/Liability Insurance Premiums	<u>600,000</u>
Total Self Insurance Fund.....	\$600,000

Cemetery Fund-003:

Estimated Revenues:	
Interest Income.....	\$15,000
Grave Site Sales	<u>20,000</u>
Total Revenues.....	\$35,000

Appropriations:	
Operating Supplies.....	2,500
Grass Cutting	30,000
Utilities.....	<u>2,500</u>
Total Cemetery Fund	\$35,000

School Operating Fund-014:

Estimated Revenues:	
From State Sources	\$37,787,530
From Federal Sources	11,580,744
Other Revenues.....	4,337,936
Transfer from General Fund-011	<u>13,580,000*</u>
Total Revenues.....	\$67,286,210

Appropriations:	
Non-Categorical.....	<u>67,286,210</u>
Total School Operating Fund.....	\$67,286,210

*Note: Hopewell Public Schools' request includes an additional \$915,448 in local funding for a total of \$14,495,448 based on the Governor's "skinny" budget. Additional local funding needs will be considered after the State budget is approved and State revenue to Hopewell Public Schools is known.

School Textbook Fund-056:

Estimated Revenues:	
From State Sources	<u>\$1,529,794</u>
Total Revenues.....	\$1,529,794
Appropriations:	
Textbook Purchases	<u>1,529,794</u>
Total School Textbook Fund	\$1,529,794

School Cafeteria Fund-057:

Estimated Revenues:	
From State Sources	\$33,958
From Federal Sources	2,400,000
Other Revenues.....	<u>638,268</u>
Total Revenues.....	\$3,072,226
Appropriations:	
Operating Expenses	<u>3,072,226</u>
Total School Cafeteria Fund	\$3,072,226

School Bldg/Bus Replacement Fund-063:

Estimated Revenues:	
Other Revenues.....	<u>\$47,180</u>
Total Revenues.....	\$47,180
Appropriations:	
Appropriations	<u>47,180</u>
Total School Bldg/Bus Replacement Fund.....	\$47,180

Solid Waste Fund-030:

Estimated Revenues:	
Fees & Charges	<u>\$2,962,609</u>
Total Revenues.....	\$2,962,609
Appropriations:	
Curb-Side Pickup	2,744,264
Convenience Center	<u>218,345</u>
Total Solid Waste Fund	\$2,962,609

Sewer Operations Fund-040:

Estimated Revenues:

Charges for Services	<u>\$9,236,599</u>
Total Revenues.....	\$9,236,599

Appropriations:

Transfer to Sewer Maintenance Fund-041	7,600,228
Transfer to Sewer Bond Fund-043	<u>1,636,371</u>
Total Sewer Operations Fund	\$9,236,599

Sewer Maintenance Fund-041:

Estimated Revenues:

Transfer from Sewer Operations Fund-040	\$7,600,228
Interest Income.....	<u>235,000</u>
Total Revenues.....	\$7,835,228

Appropriations:

Maintenance & Inspections.....	1,651,571
City Pump Stations	5,463,657
Capital	<u>720,000</u>
Total Sewer Maintenance Fund	\$7,835,228

Sewer Bond Fund-043:

Estimated Revenues:

Transfer from Sewer Operations Fund-040	<u>\$1,636,371</u>
Total Revenues.....	\$1,636,371

Appropriations:

Bond Principal	630,000
Bond Interest.....	<u>1,006,371</u>
Total Sewer Bond Fund	\$1,636,371

Storm Water Fund #1-048:

Estimated Revenues:

Storm Water Fees.....	<u>\$904,000</u>
Total Revenues.....	\$904,000

Appropriations:

Operating Expenses	<u>904,000</u>
Total Storm Water Fund #1	\$904,000

Storm Water Fund #2-049:

Estimated Revenues:

Storm Water Fees.....	\$10,000
Total Revenues.....	\$10,000

Appropriations:

Operating Expenses	10,000
Total Storm Water Fund #2	\$10,000

Hopewell Water Renewal Fund-032:

Estimated Revenues:

Industrial User Charges.....	\$21,538,732
Total Revenues.....	\$21,538,732

Appropriations:

Operating Expenses	17,338,732
Capital	4,200,000
Total Hopewell Water Renewal Fund.....	\$21,538,732

Debt Service Fund-070:

Estimated Revenues:

Food Tax	\$2,600,000
Lodging Tax.....	950,000
Fund 070 Revenue	153,424
Transfer from General Fund-011	1,136,017
Total Revenues.....	\$4,839,441

Appropriations:

Debt Service.....	4,839,441
Total Debt Service Fund	\$4,839,441

Capital Projects Fund-071:

Estimated Revenues:

From State Sources	\$1,000,000
Transfer from ARPA Funding	1,215,047
Total Revenues.....	\$2,215,047

Appropriations:

Capital Projects	
Engineering-VDOT Projects.....	1,000,000
Fire-Fire Ladder Truck Lease Payment	119,547
Healthy Families-Smartboard	4,500
Healthy Families-Family Emergency Needs Assistance	30,000
Social Services-Elderly Needs Assistance	68,000

Police-Digital Technology	77,000
Police-Additional LPRs	64,000
Recreation-Westwood Park	200,000
Fire-Burn Building.....	160,000
Public Works-Street Sweeper	456,000
Planning-Zoning Diagnostic	<u>36,000</u>
Total Capital Projects Fund	\$2,215,047

Economic Development Fund-075:

Estimated Revenues:	
Transfer from General Fund-011	<u>\$20,000</u>
Total Revenues.....	\$20,000
Appropriations:	
Operating Expenses	<u>20,000</u>
Total Economic Development Fund	\$20,000

*Healthy Families Fund-090:

Estimated Revenues:	
Donations.....	\$139,500
Transfer from General Fund-011	302,252
From State Sources	<u>407,000</u>
Total Revenues.....	\$848,752
Appropriations:	
Operating Expenses	<u>848,752</u>
Total Healthy Families Fund	\$848,752

*Note: Healthy Families will become a City department effective 7/1/2023.

Personnel & Salary Changes effective 7/1/2023:

Positions Converting from Part Time to Full Time

- Assistant Payroll Technician
- Administrative Assistant (City Manager's Office)

New Full Time Positions

- Assistant City Manager
- Accounting Technician-Reconciliation Support
- Internal Auditor/Grants Management Officer
- EMS Captain
- Child Protective Services Worker

New Part Time Position
Assistant Procurement Officer

New Minimum Salaries

Communications Operators/Dispatch-\$41,000 for New Hires/\$45,000 for Current Staff.

Police Officers Entry Level-\$51,000 for New Hires/\$53,000 for Current Staff.

Firefighters Entry Level-\$51,000 for New Hires/\$53,000 for Current Staff.

- Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted to city employees.
- Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and unappropriated sum sufficient to meet such appropriation.
- Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department or appropriation function/category. The City Manager may transfer up to \$25,000 from the unencumbered balance of the appropriation of one appropriation function/category to another appropriation function/category. No more than one transfer may be made for the same item causing the need for a transfer.
- Sec. 5 The City Manager may make all necessary fund and expense adjustments for the following items of non-budgetary revenue that may occur during the fiscal year:
- a. Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
 - b. Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
 - c. Any revenue source not to exceed \$25,000.
- Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2023 shall be re-appropriated to the 2023-24 fiscal year to the same department and account for which they are encumbered in the previous year.
- Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.
- Sec. 8 Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council,

by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary accounting transfers between capital funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2023 and appropriations in the 2023-24 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the project.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action.

City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds towards any local match required. Any grant application/award greater than \$50,000 must be approved by Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by Council.

Sec. 11 City Council approval of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until Council, by appropriate resolution, changes or eliminates the appropriation.

The City Manager may reduce any grant expenditure to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between accounts to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding at June 30, 2023 and appropriations in the 2023-24 budget year.

- Sec. 12** The City Manager may account for and utilize both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.
- Sec. 13** The City Manager may reduce revenue and expenditure related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.
- Sec. 14** The City Manager is authorized to make transfers to the various funds for which there are transfers budgeted. The City Manager shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.
- Sec. 15** The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.
- Sec. 16** The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.
- Sec. 17** The City Manager may utilize revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on-hand at June 30, 2023, and all funds received in the 2023-24 budget year, shall not lapse but be carried forward into the next fiscal year.
- Sec. 18** After completion of all necessary audit transactions for the General Fund, the City Manager may reallocate appropriations and/or authorize transfers of existing appropriation at June 30 as follows:
- a. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the unassigned fund balance of the Capital Projects Fund for future capital projects.
 - b. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on-hand at June 30, 2023, and all funds received in the 2023-24 budget year.
- Sec. 19** The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to utilize bond interest earning to minimize arbitrage rebates/penalties. This authority would include the transfers among funds to accomplish such reallocation. Budgets for specific Capital

Projects will not be increased beyond the level authorized by sections 4 and 5. This applies to funds currently on-hand in at June 30, 2023 and all funds received in the FY 2023-24 budget year.

Sec. 20 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the VJCCCA Grant to record transactions.

Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of monies associated with implementation of the Children's Services Act for at-risk youth and families, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to Council for appropriation.

Sec. 22 The City Manager is authorized to disburse state Four-For-Life Program funding to the Hopewell Emergency Crew for authorized expenditures or to disburse funds between the Hopewell Emergency Crew and the Hopewell Bureau of Fire, all in the best interest of providing emergency services to Hopewell. Amount of funds authorized to be disbursed shall not exceed the state funding award.

Sec. 23 The City Manager is authorized, upon approval of Council, to transfer among appropriation categories any amount of monies associated with implementation of the Department of Social Services budget for services, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to city council for appropriation.

Sec. 24 Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded, and all transfer activity is to be reported to Council on a monthly basis.

The City Manager is authorized, only upon the approval of Council, to transfer between funds, from the unassigned fund balance or the "rainy day fund", should fiscal conditions or circumstances prescribe that the transfer is required. The transfer amount must not result in a deficit balance in the Fund from which the transfer is being made.

Sec. 25 The City Manager is hereby authorized, upon approval of Council, to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Study Committee has approved the job evaluation and made its recommendation to the City Manager. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force. Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.

Sec. 26 Effective July 1, 2023, the following will be the City share of health care cost from The Local Choice (Anthem):

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$35.63	\$71.27	\$497.73	\$569.00
Employee + Spouse	\$100.95	\$201.89	\$851.11	\$1,053.00
Employee + Child	\$83.40	\$166.80	\$886.20	\$1,053.00
Employee + Children	\$83.40	\$166.80	\$1,369.20	\$1,536.00
Employee + Family	\$166.80	\$333.59	\$1,202.41	\$1,536.00
Key Advantage 500	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$43.07	\$86.13	\$619.87	\$706.00
Employee + Spouse	\$126.13	\$252.25	\$1,053.75	\$1,306.00
Employee + Child	\$102.22	\$204.44	\$1,101.56	\$1,306.00
Employee + Children	\$102.22	\$204.44	\$1,701.56	\$1,906.00
Employee + Family	\$211.45	\$422.90	\$1,483.10	\$1,906.00
Key Advantage 250	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$50.50	\$101.00	\$679.00	\$780.00
Employee + Spouse	\$151.31	\$302.62	\$1,140.38	\$1,443.00
Employee + Child	\$120.98	\$241.95	\$1,201.05	\$1,443.00
Employee + Children	\$120.98	\$241.95	\$1,864.05	\$2,106.00
Employee + Family	\$256.11	\$512.22	\$1,593.78	\$2,106.00

Retirees:

Monthly Health Insurance Rates for Retirees NOT Eligible for Medicare

20+ Years of Service (City Pays 30% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage 250	\$546.00	\$234.00	\$780.00
TLC Key Advantage 500	\$494.20	\$211.80	\$706.00
TLC HDHP	\$398.30	\$170.70	\$569.00
15-19 Years of Service (City Pays 20% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage 250	\$624.00	\$156.00	\$780.00
TLC Key Advantage 500	\$564.80	\$141.20	\$706.00
TLC HDHP	\$455.20	\$113.80	\$569.00

Retirees hired before 7/1/03 retiring after 1/1/04:

Council authorizes and directs a policy change, effective July 1, 2017, that the City will continue to pay health insurance for the three retiree spouses currently under the age of 65 until those spouses turn 65. The City will then cease payment of their health insurance. Also effective July 1, 2017, the City will continue to pay for the health insurance for the spouses of retirees until July 2018. Effective July 1, 2018, the City will pay 50% of the spousal health insurance coverage until June 30, 2019. Council authorizes and directs that effective July 1, 2019, the City will no longer pay any portion of health insurance costs for the spouses of any retirees.

Any city retiree eligible for Virginia Retirement System health insurance credit shall have the city health insurance contribution reduced by a dollar amount equal to the VRS eligible health insurance credit amount. The VRS health insurance credit shall be calculated by an amount equal to \$1.50, or current rate approved by VRS, times the years of service with a maximum reduction amount of \$45.00 dollars, or the maximum amount authorized by VRS.

City Manager is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who is sixty (60) days delinquent on premium payments. Any retiree who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until the delinquent premiums are paid to the city and only at the next open enrollment period.

Sec. 27 Council authorizes and directs that the City shall only pay such amount equal to the City contribution share of the premium cost as authorized in Sec. 26, above, and any additional insurance coverage costs selected by employee shall be paid by employee by payroll deduction in the month prior to the premium due date.

For any employee electing to enroll in the HSA plan of record, the city shall contribute the sum of \$1,400.00 for single coverage and \$2,700.00 for family coverage, to be paid monthly into employee HSA account, to include employee and child or employee and spouse, to be paid the second pay period of each month on the basis of 24 pays per year. If employee is hired before 15th of the month credit for that month is given, after 15th of month credit and contribution payments shall begin the following month, to the employee HSA established at the city bank of record for HSA accounts

Sec. 28 City Council authorizes and directs the employee contribution share (5%) of VRS pension contribution rate to be paid by all employees as of July 1, 2023. Employee share of VRS pension contribution shall be deducted on a bi-weekly basis on the basis of 24 pays per year. Contribution will be effective for the month in which it is deducted. Prior to the 15th of the month, credit shall be given for the month and the monthly employee contribution shall be deducted. After the 15th of the month VRS deduction and credit shall begin 1st day the following month. Elected Constitutional Officers shall pay the VRS 5% employee contribution on the same basis as city employees.

Sec. 29 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

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I, Johnny Partin, Mayor of the City of Hopewell, Virginia, do certify that the foregoing is a true and correct copy of a resolution of the City of Hopewell duly adopted on the 13th day of June 2023.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia, this 15th day of June 2023.

Johnny Partin
Mayor

ATTEST:

Brittani Williams, City Clerk
City of Hopewell

R-2



CITY OF HOPEWELL
CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Extension of Time for Board of Equalization

ISSUE: City Council to extend the Board of Equalization in order to hear all pending appeals.

RECOMMENDATION: Approve the recommended extension request.

TIMING: Staff recommends action at the June 13, 2023 City Council to provide ample time to allow the board to hear all the appeals.

BACKGROUND: The first available training date that was offered by the department of taxation was set for June 15th, the extension is necessary due to the loss of several members. Public notice of at least 10 days must be given when the BOE meets. The requested extension to August 30th, 2023 is considered a requirement in order to provide enough time for the new BOE members to be trained, appointments with taxpayers to be scheduled, and public notice given on the meetings and hearing times.

ENCLOSED DOCUMENTS:

- Letter from City Assessor
Copy of ordinance

STAFF: Dr. Concetta Manker, Interim City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Table with 4 columns: Y, N, Councilor Name, Ward #. Rows include Councilor Rita Joyner, Councilor Michael Harris, Mayor John B. Partin, Vice Mayor Jasmine Gore, Councilor Janice Denton, Councilor Brenda Pelham, and Councilor Dominic Holloway.



REAL ESTATE
Assessor's Office
300 North Main St.
Hopewell VA23860

06/12/2023

RE: Request for extension of the conclusion of the Board of Equalization.

Dear City Council Members,

Please accept this letter as a written request to extend the conclusion of the Board of Equalization's work for this tax year. We respectfully request an extension to August 30th, 2023. This will allow the board ample time to hear and rule on the cases. Unfortunately, there was a delay in beginning the Board's work due to a loss of several members. City Council appointed two new members and an alternate member, the last of whom was appointed on May 25th of 2023. Before serving on the Board of Equalization, members must be trained by the Virginia Department of Taxation. The first available training date that was offered by the Department of Taxation was not until June 15th, 2023. City Ordinances require the Board to conclude its work on June 30th. An extension is necessary due to the short period of time between the first available training date offered by the Department of Taxation and the last appointment date of new members, and the delay in starting the Boards work due to the loss of several members. Additionally, public notice of at least 10 days must be given when the Board of Equalization meets. The requested extension to August 30th, 2023 is considered a requirement in order to provide enough time for the new board members to be trained, appointments with taxpayers to be scheduled, and public notice given on the meetings and hearing times.

Best regards,

Jason Cowan, RES, AAS
Interim City Assessor

ORDINANCE NO. 2021-01

**ORDINANCE ESTABLISHING
THE CITY OF HOPEWELL BOARD OF EQUALIZATION**

WHEREAS, pursuant to Chapter IXA of the Hopewell City Charter and Va. Code Ann. §58.1-3253 and all applicable provisions of law, the Hopewell City Council provides for the biennial assessment and equalization of real estate in the City of Hopewell, Virginia; and

WHEREAS, the Hopewell City Council is vested with the power to exercise the powers of the City pursuant to Va. Code Ann. §15.2-1100 and Section 2, Chapter 4 of the Hopewell City Charter;

NOW THEREFORE BE IT ORDAINED and enacted by the Council of the City of Hopewell this 12th day of January, 2021 the following:

Section # _____, - Establishment of Board of Equalization.

As authorized by Code of Virginia, § 58.1-3370, the City of Hopewell Board of Equalization of Real Estate Assessments ("Board of Equalization") is established. The Board of Equalization shall not be a permanent board. Each reassessment year the Board of Equalization shall be appointed by the circuit court of the City. In each year following a general reassessment or biennial assessment conducted in the City, the circuit court shall not need to make appointments to such Board of Equalization.

State law reference—Va. Code Ann. §58.1-3370.

Section # _____, - Organization.

The Board of Equalization shall consist of three members and one alternate member appointed by the circuit court of the City. Each member shall be a resident of the City, a majority of whom shall be freeholders in the City. In order to be eligible for appointment, a prospective member of such board shall attend and participate in the basic course of instruction by the Department of Taxation under §58.1-206. Any vacancy occurring on the Board of Equalization shall be filled for the unexpired term by the circuit court. The board shall elect a chairman and secretary from among its members, as required by Code of Virginia, § 58.1-3376.

State law reference—Va. Code Ann. §§58.1-3370, 58.1-3374, and 58.1-3376.

Section # _____, - Sitting, notices thereof.

(a) The Board of Equalization shall sit beginning April 1, or the first day thereafter which is not a Saturday, a Sunday or legal holiday, of each assessment year for the purpose of hearing the application of property owners for correction of their assessments. No such hearings shall be

held earlier than 30 days after the date the Real Estate Assessor has completed her or his hearings.

(b) The Board of Equalization shall provide at least 10 days' prior notice of the place and time of its sittings, the purpose of which shall be to hear the complaints of property owners alleging a lack of uniformity in assessment, errors in acreage, or that the real estate property is assessed at more than fair market value.

(c) All property owners wishing to be heard must file an application for hearing on or before March 31 of the year of such reassessment or within 30 days of the termination of hearings by the Real Estate Assessor, whichever is later. Forms for such application shall be available at the office of the Real Estate Assessor and no property owner who fails to meet the filing deadline shall be heard. If no application for relief has been received by such date, the Board of Equalization shall be deemed to have discharged its duties.

(d) The Board of Equalization shall conduct hearings at such times as are reasonably convenient for applicants within the discretion of the Board, and shall conclude its work on or before June 30 of such year.

(e) In any appeal of the assessment of residential property filed by a taxpayer as an owner of real property containing less than four residential units (i) to the Board of Equalization pursuant to § 58.1-3379 of the Code of Virginia, or (ii) to the circuit court pursuant to Virginia Code § 58.1-3984, the assessing officer shall send the taxpayer a written notice provided for in § 58.1-3331. Such notice shall be on the first page of such notice and be in bold type no smaller than fourteen points and mailed to, or posted at, the last known address of the taxpayer as shown on the current real estate tax assessment books or current real estate tax assessment records. Notice under this subsection shall satisfy the notice requirements of this section. In an appeal before the Board of Equalization, such written notice may be contained in the written notice of the hearing date before the board. For all applicable assessments on or after January 1, 2012, such written notice shall: (a) be given at least 45 days prior to the hearing of the taxpayer's appeal; (b) include a statement informing the taxpayer of his rights under this section to review and obtain copies of all of the assessment records pertaining to the assessing officer's determination of fair market value of such real property; and (c) advise the taxpayer of his right to request that the assessor make a physical examination of the subject property.

(f) If, within at least five days prior to any action by a court under § 58.1-3984 or by the Board of Equalization under § 58.1-3379, the assessing officer fails to disclose or make available for inspection any information required to be disclosed or made available for inspection and copying under this section, then the assessing official and the applicable local government shall not be allowed to introduce such information or use it in any other manner in any such appeal.

State law reference—Va. Code Ann. § 58.1-3378.

Section # _____, —Hearings.

(a) The Board of Equalizations shall hear and give consideration to the complaints of property owners alleging a lack of uniformity in assessment, errors in acreage, or that the real estate property is assess at more than fair market value.

(b) In all cases brought before the board there shall be a presumption that the valuation determined by the Real Estate Assessor is correct, and the burden of proof shall be upon a taxpayer seeking relief to show that the property in question is valued at more than its fair market value, that the assessment is not uniform in its application, or that the assessment is otherwise not equalized.

(c) The board shall hear and determine all applications, and may, by order, (i) increase, (ii) decrease, or (iii) affirm the assessment of which complaint was made. The board may upon its own motion, by order, increase or decrease any assessment.

State law reference—Va. Code Ann. §58.1-3379.

Section # _____ Appeal.

The City or any taxpayer, aggrieved by order of the Board of Equalization increasing, decreasing or affirming any assessment may petition the circuit court of the City for the correction or revision of such order.

State law reference—Va. Code Ann. §58.1-3382.

Section # _____ - Records.

The Board of Equalization shall keep written minutes of all meetings, and all working papers and evidence presented shall be properly indexed and filed in the office of the Real Estate Assessor. All such documents and working papers shall remain in the property of the City.

State Law reference— Va. Code Ann. § 58.1-3384.

Section # _____ - Hearings by the Real Estate Assessor.

(a) Whenever there is a reassessment of real estate the Real Estate Assessor shall give notice by mail to each property owner whose assessment has been changed:

(b) Such notice shall be sent to the address of the property owner as shown on such land books at least 15 days prior to the date of set by the Real Estate Assessor to hear objections to the change in assessment.

(c) Any person other than the owner who received such reassessment notice shall be under a duty by law to transmit the notice to such owner, at the owner's last known address, immediately upon receipt thereof, or be liable to such owner in an action of law for liquidated damages, as provided by §58.1-3330 of the Code of Virginia, as amended.

(d) Any property owner in the city, or a duly appointed representative of such person, shall have the right to appeal any real estate assessment to the real estate assessor during the 15 days from the mailing date of a change of assessment notice, as provided in § 58.1-3330. All assessor's appeals shall be submitted on forms supplied by the Real Estate Assessor's office and hearing will be scheduled during the 15 days following the deadline to appeal to the real

estate assessor. Any appeal not timely filed shall not be considered for an assessor's review but the taxpayer shall have the right to appeal to the Board of Equalization.

(e) Any property owner or lessee may object to the assessment determined by the Real Estate Assessor may apply to the Board of Equalization for a review and hearing of the correctness of the assessment provided such application to the board is filed no later than 30 days following the last date on which the Real Estate Assessor hears objection to the assessments.

State law reference—Va. Code Ann. §58.1-3330.

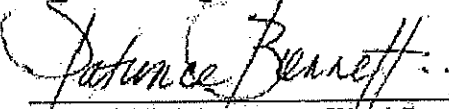
Section # _____ . - Appraisal records.

After notice of reassessment is mailed, and except as required to maintained as confidential pursuant to §58.1-3, all property appraisal cards or sheets, and working papers used by the Real Estate Assessor in arriving at the appraised or assessed value of any property shall be available for inspection by the owner of the property or the owner's duly authorized representative during normal business hours. Said records shall at all times remain the property of the City.

State law reference—Va. Code Ann. §§58.1-3331 and 58.1-3332.

BE IT FURTHER ORDAINED that this Ordinance shall become effective January 1, 2020, and that the second reading required by Chapter IV, §8 of the Hopewell City Charter for the enactment of this Ordinance is hereby dispensed.

Witness this signature and seal



Mayor Patience Bennett, Ward 7

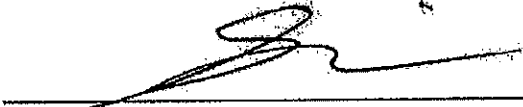
VOTING AYE: Partin, Gore, Denton, Pelham, Bennett, Randolph

VOTING NAY: None

ABSTAINING: None

ABSENT: Holloway

ATTEST:



Sandra Robinson, Clerk Pro Tempore