

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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

## CITY COUNCIL

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

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

---

May 27, 2025

REGULAR MEETING

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

---

5:00 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

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

### Roll Call

### RECONVENE OPEN MEETING

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

### REGULAR MEETING

7:00 p.m.

Call to order, roll call, and welcome to visitors

### Roll Call

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

**SUGGESTED MOTION: To amend/adopt Regular Meeting**

**CONSENT AGENDA**

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

**C-1 Minutes:** May 1, 2025, May 13, 2025

**C-2 Pending List:**

**C-3 Information for Council Review:**

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

**C-5 Public Hearing Announcements:**

**C-6 Routine Approval of Work Sessions:**

**C-7 Ordinances on Second & Final Reading:**

**C-8 Routine Grant Approval:**

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

**INFORMATION/PRESENTATIONS**

1. **Minol Utility Billing Presentation** – Kevin Marcinek

**COMMUNICATIONS FROM CITIZENS**

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

**PUBLIC HEARING**

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

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

**REGULAR BUSINESS**

**R-1 – Budget Amendment Resolution- Supplemental Appropriation #4 & #5** – Dr. Melody Hackney, Superintendent of Schools

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

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

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

**Reports of City Attorney:**

**Reports of City Clerk:**

**Councilors Pending Request:**

## **Presentations from Boards and Commissions**

### **Other Council Communications**

## **BOARD/COMMISSION VACANCIES**

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

Keep Hopewell Beautiful – 4 Vacancies

Recreation and Parks – 2 Vacancies (Adults)

Library Board – 1 Vacancy

Department of Social Services – 2 Vacancies

District 19 – 1 Vacancy

Dock Commission – 2 Vacancies

Bright Point Community College Local Board – 1 Vacancy

Architectural Review Board – 1 Vacancy

Healthy Families – 2 Vacancies

## **Adjournment**



CLOSED  
MEETING

RECONVENE OPEN MEETING

# REGULAR MEETING

# CONSENT AGENDA

C-1

## **MINUTES OF THE MAY 01, 2025, CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Tuesday, May 01, 2025, at 6:00 p.m.

### **PRESENT:**

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

Councilor Harris makes a motion to waive the rules of the special meeting in order to allow before any action by council on items SB one, SB two, and SB three would be completed to hear all communications regarding these items from the citizens. Councilor Holloway seconds the motion.

Councilor Harris emphasized the importance of transparency and fairness. He expressed concern that the current agenda did not provide an opportunity for public input, highlighting the need for community engagement.

Councilor Holloway then spoke at length, reflecting on his spiritual journey and the divine calling that led him to run for office in 2022, despite initial reluctance. He recounted a conversation with the current mayor, whom he had predicted would ascend to the role based on divine guidance. Holloway acknowledged losing focus due to external influences and divisive voices, leading him to almost resign. He admitted to having been swayed by personal and external agendas, which undermined his original intent of promoting unity and transparency. Holloway urged his fellow council members to recommit to their purpose, seek divine guidance, and focus on collective progress rather than personal revenge or division. He emphasized the need for self-accountability, unity, and spiritual renewal, warning against the dangers of corruption and personal vendettas. In closing, he offered a prayer, calling for divine intervention to restore unity and integrity within the council and the city.

Councilor Stokes expressed her support for the motion put forth by Councilor Harris and seconded by Councilor Holloway, emphasizing the importance of transparency and public participation in the democratic process. She underscored that in a democracy, citizens should have the right to address the council not only individually as elected officials but also publicly at the podium during meetings, especially on matters of significant importance. Stokes urged her fellow council members to permit citizens to speak on the issues being discussed that evening, reinforcing her commitment to transparency and open communication with the public.

#### **ROLL CALL**

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

#### **Motion Fails 4-3**

#### **SPECIAL BUSINESS**

##### **SB-1 - Motion to reconsider Council's decision at the special meeting held on February 12, 2025, regarding the City Manager's employment**

Councilor Ellis makes a motion to reconsider the question of Dr. Concetta Manker's employment, first considered at the special meeting on Wednesday, February 12<sup>th</sup>. Councilor Daye seconds the motion.

Councilor Holloway questioned whether Councilor Ellis had a conflict of interest regarding a motion related to the employment status of the city manager, given that Ellis is both an employee and a superior to the city manager. Holloway acknowledged that councilors are permitted to vote on matters in the best interest of the city but argued that, in this case, the issue at hand involved a potential personal interest since the discussion involved termination without cause. He asked the city attorney for clarification on whether Ellis's involvement constituted a conflict under the State and Local Government Conflict of Interest Act (KOIA).

The attorney responded that the decision regarding personal interest is for each councilor to determine individually and that he lacked the authority to make a ruling. Holloway then referenced campaign statements made by Ellis, suggesting that Ellis had previously indicated reluctance to vote on such matters to avoid conflicts of interest. Holloway further pressed Ellis to state on record whether his actions were in the best interest of the city or based on personal interest. Receiving no direct response, Holloway asserted that Ellis's silence implied personal interest and suggested that the matter be taken to court for further examination of the conflict-of-interest claim.

Councilor Harris addressed the motion to reconsider a previous decision, noting that a similar motion had been discussed extensively in a closed session in February, whereas the current motion lacked any prior discussion. Harris emphasized his desire to hear input from citizens regarding the matter, highlighting that the council's refusal to allow public comment prevented residents from expressing their opinions on the issue. He expressed his frustration with the lack of transparency and urged attendees to recognize that their voices were not being considered by the council in this instance.

Councilor Stokes raised a point of order, directing a question to Mr. Bassett regarding a potential conflict of interest. She referenced a letter from the Commonwealth's Attorney, which suggested a possible conflict that contradicted Bassett's previous statements. Stokes sought clarification on whether the letter, which opposed Bassett's stance, indicated a conflict of interest concerning a council member. Bassett clarified that communications from the Commonwealth's Attorney to the council are not protected under attorney-client privilege and can be discussed openly. However, he reiterated that he is not legally authorized to determine whether a council member has a conflict of interest under the Conflict-of-Interest Act.

Councilor Holloway questioned Anthony Bassett regarding whether the Commonwealth's Attorney explicitly stated that he believed a conflict of interest existed concerning a council member. Bassett responded that, based on the email he reviewed, the Commonwealth's Attorney emphasized the importance of ensuring that no one violates the Conflict-of-Interest Act. Holloway then addressed the audience, expressing frustration that some council members were not representing the citizens' interests and instead pursuing personal agendas. He accused certain members of holding secret meetings to orchestrate the firing of the



City Manager and hiring outside attorneys without full council knowledge. Holloway alleged that he was personally targeted by the Mayor, recounting an incident where the Mayor allegedly threatened to have him removed from his seat and subsequently initiated efforts to collect petitions against him, resulting in felony charges intended to force him out of office. Holloway concluded his remarks as his allotted time expired.

Mayor Partin makes a motion to end discussion. The motion was seconded by Councilor Daye.

**ROLL CALL**

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

**Motion Passes 4-3**

The motion on the floor was to reconsider the City Council's decision made during the special meeting held on February 12th, 2025, regarding the employment of the City Manager. A roll call vote was conducted to determine whether the matter would be reconsidered.

**ROLL CALL**

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

**Motion Passes 5-2**

The crowd was upset about the action taken on the motion. Mayor Partin moved to the next item.

## **SB-2 - Whether to terminate the City Manager's employment contract**

Councilor Ellis makes a motion to terminate Dr. Concetta Manker without cause, effective immediately, and pay her severance plus certain benefits pursuant to her employment. Councilor Daye seconds the motion.

Councilor Harris expressed concern over the handling of the City Manager situation, emphasizing that he was not involved in the discussions regarding the decision to replace her. He clarified that while he was notified of the action, he was not part of any discussions and had never met the individual being considered as her replacement. Harris conveyed his disappointment with the process, noting its lack of transparency and fairness, and questioned how the council would effectively proceed given the current circumstances.

Councilor Stokes expressed deep disappointment and frustration over the council's decision to terminate Dr. Manka without cause, describing it as a significant setback for the city of Hopewell. As a lifelong resident, she stated that the council's actions have regressed the city by decades and warned that such behavior would deter people from returning. She emphasized that the termination of Dr. Manka, a member of a double-protected class, was, in her professional opinion, a violation of civil rights and extended discrimination, as the Black members of the council were excluded from the decision-making process. Stokes further criticized the lack of transparency and collaboration in other council matters, such as the hiring of the city attorney and board appointments, asserting that decisions were made without the input of all council members, further exacerbating racial and procedural divides.

Councilor Holloway raised a point of order, questioning whether a supermajority vote was required to revisit a previously failed motion, seeking clarification from the city attorney. The attorney clarified that a supermajority was not necessary; instead, the motion must be initiated by a council member who did not join the original motion. Following the clarification, Holloway resumed his earlier comments, alleging targeted actions against specific city employees, including the former and current Chiefs of Police and the city treasurer, Shannon Foskey. He claimed to possess recorded conversations and other evidence that he intended to release publicly, asserting that certain members of the council were orchestrating efforts to replace key personnel with preferred candidates. Holloway framed his statements as being guided by divine direction, emphasizing that he had previously warned community members about these events and was now compelled to speak out.

After the discussion, the mayor moved to the roll call for the motion on the floor.

**ROLL CALL**

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

**Motion Passes 4-3**

**SB-3 - Whether to terminate the City Clerk's employment contract**

Councilor Ellis makes a motion to terminate the employment of Brittani Williams without cause, effective immediately, and to pay her severance plus certain benefits pursuant to her employment agreement. Councilor Daye seconds the motion.

Councilor Harris addressed the council and the public, expressing frustration over the lack of transparency and explanation regarding the recent actions taken against the city clerk. He stated that the majority of the council has not provided any justification for their decisions, neither in February nor presently, despite repeated requests for clarity. Harris criticized a recent statement from certain council members about wanting to "take their city back," questioning its meaning and implications. He reflected on his personal history in the city, recalling his father's repeated unsuccessful attempts to join the council before the ward system was established to promote fairness. Harris emphasized that the ward system was intended to ensure equitable representation and expressed concern that the current actions of the majority undermine that goal. He concluded by reiterating his demand for explanations and accountability, stating that without a clear understanding of the council's direction, he is uncertain about how the city will function effectively moving forward.

Councilor Holloway addressed the council and the public, strongly condemning the actions taken against the city clerk and city manager, asserting that the council members voting in favor of the terminations have violated contractual obligations and state laws. He accused them of forming a covert alliance to target multiple officials, including the chief of police and Healthy Families program leaders,

without proper evaluation processes or fair treatment. Holloway emphasized that both contracts for the city clerk and city manager required performance evaluations that were intentionally withheld, characterizing the actions as discriminatory retaliation, particularly against Black officials. He stated that lawsuit papers would be filed by the next morning, alleging breaches of contract and violations of federal and state laws. Holloway further claimed that the dismissals were driven by racial bias and a racially motivated agenda orchestrated by certain council members and the mayor, who he alleged conspired illegally to orchestrate the terminations without notifying the entire council. Concluding his remarks, Holloway expressed his intention to lead an effort to have the responsible council members removed from office, invoking a call for divine justice and accountability.

Councilor Stokes addressed the audience, emphasizing the power of the voters as the true majority, urging them not to view the four council members who voted for the terminations as the majority but rather to recognize their own power to effect change. She encouraged registered voters in Hopewell to reconsider their representation if they felt the current council was not adequately representing their interests. Stokes expressed her disapproval of the termination of the city clerk, stating that she needed proper documentation to justify such an action, including evidence of failure and an opportunity to correct it. She reiterated her commitment to fighting for civil rights and holding accountable those who violate the law, highlighting her history of working alongside Reverend Harris and civil rights committees. Concluding her remarks, Stokes reiterated the power of the electorate to reclaim control of the council and urged the citizens to take action.

Brittani Williams, the city clerk, addressed the council and audience, expressing her frustration and disappointment over the council's decision to terminate her employment. She highlighted her military service, emphasizing that she served her country to protect the right to vote, including votes like the one taking place that night. Williams stated that she had consistently received praise for her work, including from Vice Mayor Joyner, and had not received any negative evaluations that would justify her termination. She argued that she had diligently completed all tasks assigned to her, including updating minutes dating back to 2019, despite being hired in 2023, and that she had successfully improved the office's operations to pass audits. Williams questioned the votes against her from newer council members who, she claimed, had not taken the time to get to know her or evaluate her work. She accused the council of acting out of racism and personal vendettas, noting that she had been brought in with unanimous support but was now being ousted without cause. Williams concluded by declaring it a sad day for Hopewell and stating that she would pray for the council members, calling their actions evil.

**ROLL CALL**

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

**Motion Passes 4-3****CLOSED MEETING**

Councilor Ellis makes a motion to go into a closed meeting under Va. Code § 2.2-3711 (A)(1) to discuss and consider personnel matters, including the assignment and performance of specific appointees and employees of City Council (interim City Manager and interim City Clerk). Councilor Daye seconds the motion.

Councilor Holloway delivered an emotionally charged statement during the city council meeting, expressing deep frustration with what he described as efforts to silence him and undermine transparency. He declared that the council was moving beyond mere talk and into action, suggesting that those aligned with him were preparing to challenge the council's decisions through other means, possibly legal or civic. Holloway accused other members of misusing closed session meetings to make last-minute appointments to city boards, such as the Board of Equalization, without proper representation or public input. He criticized the fact that two out of three members appointed to that board were from the mayor's ward, which he described as the wealthiest in the city, implying an imbalance in representation. Holloway admitted to recording closed session meetings, a controversial act, but insisted he did so with legal backing and out of necessity to expose unethical behavior. He further alleged that new resolutions were being crafted to punish council members like himself who challenged the majority, characterizing these efforts as retaliatory. When interrupted and told his remarks were not pertinent to the motion on the floor, Holloway pushed back, arguing that his comments were directly relevant because they explained the true purpose and misuse of the closed sessions. Throughout his remarks, he invoked his faith, promising that justice would come swiftly and criticizing his colleagues for prioritizing their own interests over those of the people. His statement painted a picture of a council in

turmoil, marked by mistrust, political maneuvering, and a battle over transparency and representation.

Councilor Stokes expressed her opposition to entering closed session, stating that the matters intended for discussion had already been addressed publicly. She questioned the necessity of further private deliberation and suggested that moving into closed session would serve as an excuse rooted in a racial divide. Councilor Stokes, expressing her position, stated that she would not support going into closed session at that time. She explained that the matter appeared to have already been discussed, or at least predetermined, and that there seemed to be only one option presented for a vote. Based on her observations since taking office in January, she believed the decision had effectively already been made. Consequently, she saw no justification for entering into a closed session and clearly voiced her opposition.

Councilor Harris stated that he would not be voting to go into closed session, expressing that there was no need for it given that the direction and outcome of the matter seemed already determined. He voiced his frustration with the proceedings, saying he had reached his limit for the night. Indicating he was done participating in the meeting, he noted that he would be outside in the parking lot and emphasized the need for the council to find a way to move the city forward. Concluding his remarks, he thanked everyone and exited the discussion.

#### **ROLL CALL**

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

#### **Motion Passes 4-3**

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

#### **ROLL CALL**

Vice Mayor Joyner-	Yes
--------------------	-----

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

**Motion Passes 4-0**

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

**ROLL CALL**

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

**Motion Passes 4-0**

**SPECIAL BUSINESS**

**SB-4 - Appointment of Interim City Manager**

Councilor Daye makes a motion to appoint Michael Rogers as Interim City Manager under Chapter Five, Section Five of the city charter at the terms presented to council, effective immediately, and to direct the mayor to execute an agreement to that effect. Councilor Ellis seconds the motion.

**ROLL CALL**

Vice Mayor Joyner-	Yes
Councilor Harris-	Absent
Mayor Partin-	Yes
Councilor Ellis-	Yes

Councilor Daye-	Yes
Councilor Stokes-	Absent
Councilor Holloway-	Absent

**Motion Passes 4-0**

**SB-5 - Appointment of Interim City Clerk**

Mayor Partin stated that Mrs. Sade Allen will remain the Deputy Clerk and will continue to run the office.

**ADJOURNMENT**

Respectfully Submitted,

---

**Johnny Partin, Mayor**

---

**Sade' Allen, Deputy City Clerk**



## **MINUTES OF THE MAY 13, 2025, CITY COUNCIL REGULAR MEETING**

A REGULAR meeting of the Hopewell City Council was held on Tuesday, May 13, 2025, at 5:00 p.m.

### **PRESENT:**

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

### **CLOSED MEETING**

Councilor Daye makes a motion to go into closed meeting under Va. Code § 2.2-371 l(A)(29) and (8), to discuss the award of a public contract where discussion in an open session would adversely affect the City's bargaining position and to consult with legal counsel regarding specific legal matters (offer request, two proposed real estate contract discussions, unsolicited offer); § 2.2-371 l(A)(8), (Data Integrators); and § 2.2-371 l(A)(1), to discuss and consider personnel matters, including board and commission appointments (interview candidates for City Clerk, former City manager and City clerk's separation of employment, and the contract modification agreement for the interim City Manager). Councilor Ellis seconds the motion.

### **ROLL CALL**

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

**Motion Passes 6-0**

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

**ROLL CALL**

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

**Motion Passes 6-0**

**WORK SESSION**

**1. Report out for City Arborist grant award letter** - Michael Crocker, Public Works Director

During a city council work session, Councilor Holloway questioned City Attorney Anthony Bessette about the removal of an item he had submitted for the meeting agenda. Holloway emphasized that under Council Rule 304, once a councilor places an item on the agenda, it can only be removed by the councilor themselves prior to adoption of the agenda, or by a two-thirds vote afterward. He asserted that his item was already on the published agenda and was removed without his consent, and without a vote, which he argued violated the council's rules.

Attorney Bessette responded by referencing \*Robert's Rules of Order\*, which are incorporated into the city's charter. He explained that the item Holloway attempted to place on the agenda—a motion to reconsider—was not valid because it pertained to an issue where action had already been taken, and thus was not subject to reconsideration. Bessette said the clerk had consulted him before publishing the final agenda, and he advised that the item should not be included based on procedural grounds.

Holloway disputed this, insisting the item had already been added before the attorney's intervention and that it was not within Bessette's authority to remove it. Holloway expressed frustration, accusing Bessette of participating in a "small

coup” and manipulating rules in coordination with other council members. He demanded a direct answer on whether Bessette believed he had the legal authority to remove the item from the published agenda, asserting that this action undermined the democratic process and transparency.

Councilor Daye makes a motion to extend the meeting until CCR-6 is finished. Mayor Partin seconds the motion.

**ROLL CALL**

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

**Motion Passes 6-0**

Councilor Holloway questioned City Attorney Anthony Bessette on whether an absent councilor’s vote should be counted as a “no” vote, specifically referencing past procedural decisions where absence was seemingly treated as opposition. Holloway pressed for a clear, legal answer rooted in the city’s charter, state code, or Robert’s Rules of Order, without opinion or interpretation. He emphasized this issue in the context of a prior vote from February, raising concerns about whether Councilor Ellis, who was absent during a closed session, could be considered as having been on the prevailing side.

Bessette attempted to clarify that while an absent vote is not counted as a “no” vote in the formal sense, under Robert’s Rules, absence can have the effect of a “no” in some procedural contexts. He stressed the nuance that Robert’s Rules distinguishes between the literal counting of votes and their procedural effect, and resisted offering a blanket yes-or-no answer without knowing the exact context.

Holloway reiterated that he wasn’t seeking a general explanation but a definitive ruling as parliamentarian on whether absence equates to a “no.” He accused the city attorney of evasiveness and complicity with other council members in manipulating procedural norms to marginalize certain voices, calling it a “small coup.” Despite repeated interruptions and procedural disputes, including over time limits and closed session confidentiality, Holloway’s central demand remained: a direct, legal ruling on whether an absent councilor’s vote is counted or assumed as

a “no,” asserting that past decisions and current debate hinge on this very question. Ultimately, Bessette stated clearly that an absent councilor’s vote does not count as a “no” under Robert’s Rules or the city’s governing laws, although he maintained that in certain procedural instances, such absence might have the effect of a “no,” depending on the vote structure and motion type.

Vice Mayor Joyner makes a motion to overrule the parliamentarians' ruling and discussion on the matter. Mayor Partin seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-1**

Michael Crocker addressed Council to provide an update on the city arborist position and a related grant from the Virginia Department of Forestry. Crocker reported that the city had previously applied for and successfully secured a grant totaling \$108,403. This funding will fully cover the arborist’s salary, benefits, equipment, and supplies, with no cost-sharing requirement from the city. The new arborist position has already been incorporated into the Fiscal Year 2026 budget, so no formal action or approval was needed during the meeting. The role will be housed within the Department of Public Works but will also support the Planning and Development Department. The arborist will play a key role in advancing Hopewell’s urban forestry efforts, particularly in supporting the city’s tree strategies and achieving its tree canopy goals through six defined objectives. Crocker concluded by opening the floor for questions, but none were posed by council members.

**2. Conditional Use Permit on a non-conforming lot, Parcel #014-1252**  
**Clingman St** - Chris Ward, Planning and Development Director

Chris Ward presented during a work session before City Council regarding a

conditional use permit (CUP) request submitted by La Nova Properties, LLC, to construct a single-family home on a nonconforming lot located at Parcel 0141252 on Clingman Street in Ward 5. The parcel, currently zoned R-2, does not meet zoning requirements in either width (required: 75 feet; existing: 50 feet) or area (required: 7,500 sq. ft.; existing: 4,250 sq. ft.). The proposed construction is a two-story, three-bedroom, 2.5-bath home measuring 1,456 square feet—larger than the neighborhood average of 1,267 square feet. The home design includes vinyl siding, and it will meet all R-2 setback requirements.

Ward presented architectural elevations of the proposed structure and noted that the design is compatible with surrounding homes. Staff recommended approval of the CUP with several conditions, including 12-inch minimum eaves, 20% tree canopy coverage, installation of a concrete or asphalt driveway, a brick or stone foundation on all sides, foundation plantings, and final construction that closely matches the presented elevations.

Ward also reported that one adjacent property owner spoke in opposition at the public hearing, expressing concerns that construction would block his informal access route to the rear of his property, which currently passes through the subject parcel. The Planning Commission ultimately recommended denial of the CUP, citing the lot's small size and the proposed home's scale being inconsistent with the surrounding properties. Ward clarified that no vote or action was required at this meeting, as it was a work session.

During council discussion, a question was raised about an existing concrete slab that partially straddles two properties and whether the applicant had proposed any accommodations. Ward responded that the applicant intends to widen the driveway on their own property to ensure adequate parking while maintaining the shared pad.

### **3. Conditional Use Permit, auto-related use** - Chris Ward, Planning and Development Director

Chris Ward presented a zoning amendment proposal during a City Council work session. The request, initiated by City Council, aims to amend several sections of the zoning ordinance, specifically Articles 10, 11, 11A, 12, and 13, to allow automobile-related uses by Conditional Use Permit (CUP) within the affected zoning districts. These districts span Wards 1, 2, 5, 6, and 7, and the proposed amendment would provide Council the authority to review and issue CUPs for such uses in these areas.

Ward outlined that currently, auto-related uses like automobile and truck service establishments and rental agencies are permitted in the V2 district, with additional allowances for sales in the B3 and B4 districts, and more intensive operations such as painting and bodywork in the M1 and M2 industrial zones. These uses are permitted by right in 96.8% of all commercial and industrial land in the city, with the exception of the B1 downtown district. However, they can have a number of negative impacts, including parking congestion, outdoor storage and display, noise and air pollution, waste disposal challenges, fire hazards, aesthetic concerns, and increased risk of theft and vandalism.

During the Planning Commission's public hearing, one citizen questioned whether a CUP was necessary, suggesting that potential impacts could be addressed through enforcement of existing ordinances such as noise regulations. Ward emphasized, however, that the proposed CUP requirement would apply only to new auto-related businesses and would not affect existing operations. The goal is to be proactive by requiring public input and site-specific evaluation before such businesses open, rather than relying solely on reactive enforcement measures once issues arise.

Staff recommended adopting the CUP requirement for auto-related uses as an interim measure while the city undergoes a comprehensive zoning ordinance update, anticipated to be completed within the next year. The Planning Commission also recommended approval. As this was a work session, no formal action was taken, but Ward remained available for questions. With no questions from the Council, the session moved on.

#### **4. CDBG Annual Action Plan - Chris Ward, Planning and Development Director**

Chris Ward introduced the beginning of the required 30-day public comment period for Hopewell's Community Development Block Grant (CDBG) program and its corresponding Annual Action Plan. Ward explained that as an entitlement community, Hopewell receives yearly CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD), which are intended to support HUD's mission of building strong, sustainable, and inclusive communities. All CDBG expenditures must meet one of three national objectives: benefiting low-to-moderate-income persons, eliminating slums and blight, or addressing urgent needs such as natural disasters.

Since 2019, Hopewell has received approximately \$1.5 million in CDBG funds. While the exact allocation for the current year is not yet known, Ward estimated it

would be around \$245,000, consistent with previous years. This year's plan includes three separate funding pools: the anticipated annual allocation, \$258,000 in unspent funds from prior years (some dating back to 2018), and \$31,202 in remaining COVID-related CDBG (CV) funds that must be spent by September of next year or be forfeited.

Ward outlined specific recommendations for each funding category. From the annual allocation, 20% (\$49,000) is reserved for program administration, and 15% (\$37,000) is designated for public service projects. Four public service applicants were considered: Hebron, Healthy Families, The James House, and Pretty Purposed. Three are returning recipients, while Pretty Purposed is a new applicant recommended for funding after previously being denied due to application issues. For housing rehabilitation, which traditionally consumes the bulk of CDBG funds, Ward recommended allocating \$100,000 to Project: Homes for five emergency repair units and \$40,000 to Rebuilding Together for two additional units. The remaining \$17,000 of annual funds is proposed for the Hopewell Economic Development and Tourism project, aimed at constructing a land connection for the Riverwalk, an initiative also proposed for larger funding from the unspent pool.

Ward then addressed the \$258,000 in unspent funds, recommending their full allocation to the Riverwalk project, citing potential recapture risks due to increased federal scrutiny of the CDBG program. Regarding the leftover COVID funds, which are not subject to the public service cap, Ward proposed granting the \$31,202 to Catholic Charities for homeless outreach. This initiative aligns with eligible COVID-related use cases and reflects past successful program partnerships in Hopewell.

In total, the draft budget for all CDBG funding sources amounts to approximately \$534,202. Ward also noted the city is beginning the process of developing its new Five-Year Consolidated Plan for HUD, covering 2025–2030. While he does not anticipate significant changes in priorities from the previous plan, the draft includes updated goals and project categories. Ward emphasized that public input is welcome throughout the 30-day comment window, and feedback can be submitted online, by mail, or in person. A formal public hearing will follow. With no questions from the Council, the presentation concluded.

### **REGULAR MEETING**

#### **PRESENT:**

John B. Partin, Mayor  
Rita Joyner, Vice Mayor

Michael Harris, Councilor  
Ronnie Ellis, Councilor  
Susan Daye, Councilor  
Dominic Holloway, Councilor

Prayer by Apostle Wyche followed by the Pledge of Allegiance by Mayor Partin.

Councilor Daye makes a motion to adopt the regular meeting agenda. Councilor Ellis seconds the motion.

Councilor Holloway addressed the council to express strong concern over the removal of his requested agenda item without a direct explanation. He emphasized that such an action contradicts established council rules, asserting that a councilor's request should not be unilaterally removed. Holloway framed his remarks with a call for unity and peace, but warned that disregarding procedure invites conflict, referencing scripture to illustrate the seriousness of division. He cited his right to raise a point of personal privilege, which, according to state guidance he reviewed, cannot be subject to a vote when it involves expressing discomfort or personal matters impacting his duties. He reiterated that his intent was to represent the best interests of his ward and the city, and raised unresolved concerns from previous discussions. His central question remained: whether a councilor's absence is automatically interpreted as a "no" vote. Holloway challenged the overruling of his point of information and questioned the legality of procedural decisions made without proper justification or adherence to rules, stating that his role as councilor includes upholding both the voice and the rights of his constituents.

## **ROLL CALL**

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

## **Motion Passes 5-1**

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



seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-1**

**INFORMATION/PRESENTATION**

**1. Quarterly Financial Budget - Stacey Jordan, CFO**

Stacey Jordan presented the third quarter financial report for the City of Hopewell, offering a detailed overview of the city's financial performance across multiple areas, including the General Fund, Enterprise Funds, Schools, Departmental Budgets, and various financial operations. Citywide, revenues are trending \$2.3 million higher in Fiscal Year 2025 compared to the previous year, while expenses have increased by approximately \$2.6 million, or 2.26%. The General Fund is showing an 8% decline in revenues, primarily due to delayed personal property tax collections, while expenses have risen slightly by 0.5%. Projections for the end of FY25 estimate total revenues at \$68.75 million and expenses at \$65.49 million, resulting in a projected surplus of about \$3.2 million.

Enterprise Funds are performing well, with revenues up \$2.4 million due to timely billing and expenses down by \$84,000, mainly due to fewer emergency repairs. School revenues, however, have decreased by \$536,000, attributed to lower federal funding and reduced charges for cafeteria services, partially offset by a slight increase in state funding. School expenses have increased marginally by \$4,000.

Departmental spending is currently trending at about 60%, slightly below the target of 75% for this point in the fiscal year. Specific departments such as the City Assessor and City Manager's Office exceeded expectations due to consultant costs, while Economic Development and IT reflected lump-sum payments that should balance out by year-end. Overtime expenditures were reported across multiple departments including Police, Fire, Public Works, and others. Accounts Payable

has processed over 1,295 invoices totaling \$5.3 million, and \$215,000 was paid toward sewer-related debt service. The city is projected to have approximately \$24 million in the General Fund bank account by the end of the fiscal year, not including investment accounts.

Jordan also provided an update on the city's audit progress, noting that the FY21 audit was completed with two unmodified (clean) opinions, a milestone praised by the council. Audits for FY22, FY23, and FY24 are scheduled to be completed in June, September, and December, respectively.

During the meeting, a council member raised a question about ongoing paving projects, specifically in Manchin Hills, Appomattox Heights, and Danville. Jordan confirmed multiple projects are underway, partly funded by VDOT money that must be used by the end of the fiscal year. She agreed to provide a list of those projects to the council. The presentation closed with appreciation for the financial progress made and the importance of celebrating the city's audit accomplishments.

## **2. Fiscal Year 2021 ACFR Presentation - Stacey Jordan, CFO & David Foley**

David Foley, a partner with Robinson, Farmer, Cox Associates, presented the results of the City of Hopewell's FY2021 financial audit during the council meeting. He began by outlining the three main components of the audit: the financial statement audit to ensure compliance with generally accepted accounting principles (GAAP); a review of internal controls over financial reporting in accordance with Government Auditing Standards; and a federal compliance audit for entities expending more than \$750,000 in federal grant funds, conducted under Uniform Guidance.

Foley reported that the city received an unmodified (clean) opinion on its FY21 financial statements, the second consecutive year of such a rating, confirming that the financials were prepared in accordance with GAAP. However, the audit also identified material weaknesses in internal controls over financial reporting, similar to those found in previous years. These recurring issues are primarily related to untimely or incomplete reconciliations, such as bank reconciliations and reconciliations over receivables, including taxes and enterprise fund balances.

Additionally, the audit's federal compliance component revealed no instances of noncompliance or significant deficiencies in the management of federal grant programs by the city or the school system, which resulted in a clean report for that section as well.

Foley informed the council that the FY2022 audit had already begun, with a substantial amount of information uploaded to their portal, and emphasized ongoing collaboration through monthly update meetings with city management. The goal is to complete the FY22 audit by the end of June.

During the Q&A portion, the Vice Mayor raised concerns about the persistence of internal control weaknesses and asked if there was a plan to address them. Finance Director Stacey Jordan responded that most issues stem from a historic lack of reconciliation and that the finance team is now conducting one-time reconciliations, particularly related to cash, which should resolve many of the findings.

Another issue discussed involved the Beacon Theatre's financial reporting. It was noted that the third-party management has not provided data in a sufficiently detailed format to complete accurate financial statements. However, steps are being taken to improve communication and financial oversight, and Jordan mentioned that the Economic Development Authority (EDA) audits were recently completed, which should help in aligning financial reporting moving forward.

Mayor Partin concluded the discussion by recommending that now that the FY21 audit is complete, the city should proceed with a diagnostic bond rating analysis, as was done following the FY2020 audit, to evaluate the city's financial position and anticipate improvements as they catch up on outstanding audits.

### **COMMUNICATIONS FROM CITIZENS**

**Reverend William Avon Keen-** representing the National Movement for Civil and Human Rights and serving as the State President of the Southern Christian Leadership Conference, addressed the Hopewell City Council. He opened by acknowledging council members, introducing his affiliations, and the national leadership of his organizations. Reverend Keene expressed that he was honored to be in Hopewell, a city with which he has historical ties, particularly through civil rights work alongside Dr. Curtis Harris. He recalled having marched in Hopewell in the past and highlighted the city's legacy of progress, noting it once served as a model for others, including hosting a Black police chief and being recognized for its school system.

Reverend Keene stated that his presence was prompted by growing national concern regarding civil and human rights issues affecting Hopewell. Emphasizing the principles of equality, justice, and democracy, he warned against the

resurgence of racism and injustice in the country. He quoted Dr. Martin Luther King Jr., reminding the council that "injustice anywhere is a threat to justice everywhere" and urging that silence in the face of issues that matter is unacceptable.

Drawing from his background as a firefighter and member of the International Association of Firefighters, he referenced rules around conflicts of interest, implying that public officials should maintain ethical standards and abstain from involvement where conflicts arise. He concluded with a call for unity and reasoning among citizens and leadership, urging the city to live up to its legacy of fairness and justice. As his allotted time ended, he offered to answer any questions and stated that he was invited to speak in Hopewell. He added that he hopes the issues prompting his visit are resolved so that a return visit will not be necessary.

Councilor Harris makes a motion to allow Mr. Keene two more minutes to finish his conversation. Councilor Holloway seconds the motion.

#### **ROLL CALL**

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

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

Reverend William Avon Keene returned to the podium to expand on his earlier remarks, emphasizing the importance of civic engagement and justice. He introduced the acronym L.O.V.E., which stands for Lead, Organize, Vote, Every time let out our Voice Elect, underscoring a message of proactive participation in democracy. Reverend Keene expressed his hope that he would not have to return to Hopewell, reiterating that his presence stemmed from deep concern over the current atmosphere in the city.

He shared his extensive background in civil rights activism with the Southern Christian Leadership Conference (SCLC), highlighting his involvement in voter registration drives, sit-ins, and marches, including historic events such as those on the Edmund Pettus Bridge and in Washington, D.C. He stated that his concern lies

in what he perceives as a growing trend of individuals being fired without cause. According to Reverend Keene, such actions create distrust and unrest, and he warned that firing someone without cause effectively *creates* a cause, igniting broader issues.

He urged city leaders to carefully consider the implications of their decisions, particularly in light of the national attention Hopewell is receiving. Stressing the principle of equal protection under the law, Reverend Keene illustrated his point with simple examples: if laws prohibit theft or murder, they must apply equally to all people regardless of their background or status. He concluded by reinforcing that justice must be consistent and impartial, and he thanked the council for their time and attention.

**William McGhee**- President of the Richmond Chapter of the Southern Christian Leadership Conference (SCLC), addressed the Hopewell City Council with a firm yet encouraging message rooted in both historical reflection and civic responsibility.

He opened by honoring the legacy of Dr. Martin Luther King Jr. and Reverend Dr. Curtis Harris, noting their past efforts in Hopewell to secure justice and equality. Minister McGee cautioned that the city must not regress to the era of racial animosity and injustice that Dr. King fought against. "You don't want to go back," he repeated, emphasizing that the city has made great strides forward and should continue progressing rather than risk reversing that progress.

He offered a personal connection to the city, sharing that he has four grandchildren enrolled in Hopewell schools. He proudly compared their educational experience to schools in North Chesterfield, noting that Hopewell's schools performed better based on test scores, something he emphasized as a point of civic pride and evidence of the city's growth.

However, Minister McGee also voiced deep concerns about the perception, and potential reality, of secretive or racially motivated decision-making within city leadership. He warned that when decisions are made without transparency or clear justification, it breeds suspicion and undermines public trust. "Your decisions have to be done in the light," he insisted, calling for honesty, accountability, and openness from the council.

He concluded by reiterating his core message: Hopewell has made real progress, but it must stay on a path of integrity and justice in order to truly move forward and not fall back into the shadows of its past.

**Janice Denton** - a resident of Hopewell's Ward Five and former city council member, delivered a passionate and emotional statement in defense of the previous city manager. Reflecting on her time on council from 2017 through the end of 2023, Denton expressed deep concern over what she described as unprecedented levels of hostility and division within the council during her final two years. She stated that she witnessed more hate than ever before, pointing specifically to the targeted efforts of some council members against the city manager. According to Denton, certain individuals even campaigned on the promise of removing the city manager and then spent the next two years relentlessly working to discredit her.

Despite these attacks, Denton highlighted the city manager's accomplishments, including her successful collaboration with the Robert Bobb Group and progress on important initiatives such as financial projects. She emphasized that the city manager has been responsive and effective in her role, helping to guide the city in a positive direction. Denton expressed her disbelief and disappointment at how such progress has been met with persistent animosity by some members of the council. She concluded her remarks with a strong declaration of support, vowing to continue standing up for the previous city manager and fighting what she sees as unjust treatment, stating firmly, "I will fight this as long as God gives me breath."

**Debbie Randolph** - a resident of Ward One and a former council member, began her remarks by referencing the famous quote, "Government is of the people, by the people, and for the people," emphasizing that true governmental strength comes from listening to and engaging with citizens. Drawing from her 25 years of involvement with the city, Randolph expressed her deep embarrassment and disappointment over the council's recent conduct, particularly in the last several meetings where she felt the public was unjustly denied the right to speak. She asserted that regardless of whether council members wanted to hear from the public, they are obligated to give citizens the opportunity to express their concerns. Randolph warned that when residents are not provided clear explanations, they are left to make assumptions, something she believes is detrimental to good governance.

She went on to highlight her professional background in compliance, noting her experience with extensive federal regulations and asserting that such complexity does not excuse public officials from doing their jobs properly. Randolph also

referenced her familiarity with Robert's Rules of Order from her time on council, raising a specific procedural concern: why Rule 36, which states that someone who was absent from a vote cannot motion to reconsider it, was seemingly disregarded. She called on the council to provide an explanation for that decision. Concluding her statement, Randolph expressed at least some relief that the council allowed public comment during the current meeting, underscoring the importance of transparency and civic dialogue.

**Mark Burroughs** - a resident of Ward Three, expressed his deep dissatisfaction with the conduct of certain members of the city council during his remarks. Acknowledging that he may not be as eloquent as previous speakers, he nonetheless delivered a forceful statement calling for the immediate resignation of what he referred to as the "corrupt and cowardly four" members of the council. He accused them of betraying their constituents by voting in alignment with personal motives rather than public interest, asserting that they have repeatedly demonstrated a lack of fitness, competence, and integrity to lead the city forward.

Burroughs also called for the resignation of the city attorney, referencing the attorney's own admission of not being legally competent to advise the council. He further announced that he would be filing a formal complaint against city employee Arnold Day, citing disrespectful and sexist remarks allegedly made during a public meeting. Specifically, he condemned Day's use of the term "girl" to insult a male citizen, interpreting the comment as both demeaning and indicative of a belief that being female is inferior. Burroughs stated he would be submitting a FOIA request to ensure that Day is held accountable, ideally resulting in termination.

In closing, Burroughs urged the five officials in question to recognize that the most meaningful act of service they could perform would be to step down from their positions. He added a pointed observation about the grass around the government building being 14 inches tall, an apparent code violation, and criticized council members for inattentive behavior during meetings, urging them to "knock it off" and stop embarrassing the city.

**Travis Burroughs**- Identified himself as someone who is neither well-spoken nor comfortable speaking in public, shared that despite his reservations, he felt compelled to address the council. He expressed strong frustration and anger toward certain members, describing their conduct as "disgusting" and calling them "crooked" and "atrocious." He criticized them for nodding along with a prayer while allegedly acting in opposition to its values, accusing them of hypocrisy.

Burroughs went on to say that the best course of action for those members would be to resign immediately, stating he did not want to see them in office any longer. He referred to their presence as a “cancer to Hopewell,” alleging that their motives were self-serving and detrimental to the city. Concluding his remarks, he said he hoped they would distance themselves from the community entirely and even expressed a hope that four of the council members would one day be held accountable to the point of facing arrest.

**Becky Anders** - shared that she has lived in Hopewell for almost five years. She expressed concern and frustration about the presence of homeless individuals around the library, stating that she has witnessed unsanitary behavior, such as people using the bathroom outside near the facility. She described the situation as “disgusting” and urged the council to take action, saying that the homeless individuals should leave Hopewell and go elsewhere. Her comments sparked some response from the audience, but others defended her right to speak, noting that she had remained polite while others shared their views and deserved the same courtesy in return.

**Stephen Smith** – Mr. Smith stated that he has been attending council meetings for about six months and consistently hears complaints about financial issues. He expressed frustration over what he perceives as poor decision-making by the council. Drawing a comparison to his own household, he said that when faced with a choice between buying work boots or paying bills, the bills come first, emphasizing that priorities must be set correctly. Smith criticized the council for not doing the same, accusing them of failing to prioritize the city's needs responsibly. He concluded by suggesting that the State of Virginia should get involved, asserting that if people aren't doing their jobs or can't make decisions, they should be removed from their positions.

**Sha'rah Fuller** - a resident of Ward Five, addressed the council and fellow citizens, emphasizing her ongoing efforts to promote and support the city's neighborhood watch meetings. She noted that she has consistently reminded both the public and council members about these meetings and has invited all council members, the city attorney, and the city manager to attend. Although she understands that the presence of two or more council members would constitute a public meeting, she still asked that at least one attend. She commended Mr. Gaston for consistently attending every ward's neighborhood watch meetings, even if only briefly, and doing so on his own time. She also gave credit to Mr. Crocker and Mr.



Gomes for attending and engaging with residents directly, rather than relying on what she called the "Facebook misinformation highway."

Fuller then shifted to a deeply personal matter, recounting how she had to withdraw her 12-year-old son from Carter G. Woodson Middle School due to threats and harassment from another parent. Despite the disturbing behavior, including daily drive-bys and verbal threats, she explained that the law provided no protection unless a specific, actionable threat was made. This forced her to make a difficult decision for her family's safety. She expressed frustration that she had to escalate the matter to state-level officials, as she felt the city was failing to protect its citizens. She compared the city's misplaced priorities to sending a firetruck to smoke while ignoring a nearby fire.

Fuller voiced strong support for City Clerk, Brittani Williams, saying she has done a great job, and lamented how little recognition neighborhood watch leaders like herself and others, Debbie Randolph, Larry Sears, and Halima Shepherd Crawford, receive. She urged the council to be present, listen to residents, and see things from the community's point of view.

While she acknowledged that being a council member is not easy, Fuller stressed that elected officials must rise to the challenge. She invoked the metaphor of diamonds being created under pressure, urging the council to surround themselves with those who challenge them to grow rather than those who foster complacency. She concluded passionately, asking the council to "please be better."

**Ed Houser** - a resident of Ward Five, began his remarks by acknowledging that his tone would be more restrained than at the May 1st meeting, though he admitted that what he witnessed during that session left him deeply disturbed. He expressed strong disapproval of the actions taken by four council members who, in his view, denied their constituents the opportunity to be heard. Houser emphasized that council members are elected to serve as the voice of the people, and when they silence or ignore public input, they are no longer representing their community but rather acting in self-interest.

He specifically condemned the terminations of Brittani Williams and Concetta Manker, describing them as unjustified and rooted in personal vendettas rather than legitimate reasons. Houser praised both individuals for their dedication to the community and efforts to raise standards in Hopewell. He accused the four council members of conspiring together to remove them without cause, and although he refrained from explicitly stating what he believed the underlying motive was, he

made clear that the optics were troubling. He concluded by stating that many citizens of Hopewell no longer believe those four council members represent them and called on each of them to submit their resignations immediately.

**Wayne Parson** - a resident of Ward One, addressed the council during only his second appearance at a city council meeting. He focused primarily on concerns regarding a city paving project, questioning the logic behind beginning the work in Mansion Hills. Parsons pointed out that the only traffic in Mansion Hills comes from its own residents, and one of the streets being repaved is essentially just a circular drive around a house. He added that a section of that area had already been newly paved just a year ago by a contractor who had also installed curbs and gutters, work which has now been milled out again for resurfacing.

In contrast, Parsons noted that major roads like City Point are in much worse condition and significantly more in need of repair, citing the damage they do to vehicles and the frequency of realignment issues. He expressed frustration that Mesa Street is in a similar state but is not receiving attention.

Parsons also raised deeper concerns about the operations within Public Works, accusing the department of being a financial burden to the city and filled with inadequacies. He alleged that certain individuals are acting on personal agendas rather than in the best interest of Hopewell's residents. He claimed to have spoken with two members of the council about these issues but received no response. Finally, Parsons stated that a former state senator had even sent the mayor a letter recommending he speak with him, but he had still heard nothing, despite living just a block away.

**Jasmine Gore** - former Mayor and immediate past Vice Mayor of Hopewell and representative of Ward Four, addressed the council. Initially not planning to speak, she was compelled to do so after hearing remarks from former colleagues.

She began by expressing disappointment over divisive rhetoric circulating in the community, particularly literature using the phrase "taking the city back." Gore emphasized that after dedicating 12 years of her life to public service, becoming the first African American to represent Ward Four, such language was disheartening and did not represent the values Hopewell should uphold.

Gore commended Dr. Manker, applauding her role in keeping the city's audit on track, and acknowledged Mr. Gaston, the former assistant city manager, who resigned because his position was about to be defunded, highlighting that his

departure should not be overlooked in discussions focused on recent terminations, such as those of Dr. Manker and Brittani Williams.

She then raised serious concerns about conflicts of interest, alleging that some council members had voted for salary increases that benefited themselves and their family members. She stressed the need for transparency and proper review of such decisions.

In closing, Gore supported Councilor Holloway's stance regarding procedural issues, affirming that motions made under points of personal privilege do not require a second or vote and cannot be blocked. She further criticized the removal of Holloway's requested agenda item from the meeting, stating that doing so violated both Robert's Rules of Order and the council's own governance rules. Gore encouraged Councilor Holloway to persist in demanding accountability and addressing abuses of power in a public forum.

Councilor Holloway makes a motion to waive the rules and extend public comment by one speaker. Councilor Harris seconds the motion.

#### **ROLL CALL**

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

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

**Darlene Thompson** - a resident of Ward Six, delivered a passionate statement directed at the city council. She opened by saying that "disgusted is not even the word" to describe her feelings about the current state of city leadership, accusing council members of blatant disrespect toward the citizens of Hopewell.

Thompson accused certain council members of misleading the public during their campaigns, making promises such as "giving the people what they want" but failing to follow through once elected.

She alleged that the council has "swindled" millions of dollars from the city and its residents. Specifically, she referred to an overassessment of taxes, claiming that last year's budget was inflated by \$7.2 million, which she said was deliberately done by increasing the tax rate without conducting a proper reassessment of property values. According to Thompson, this resulted in residents being overcharged on taxes for three years, amounting to millions of extra dollars extracted from the community.

Thompson contrasted this financial burden on citizens with what she viewed as selective prioritization of spending by council members. She cited that while \$258,000 in COVID relief funds remains, citizens still can't get basic services like leaf pickup, whereas a project like the Riverwalk, reportedly championed by Mayor Partin, gets funding.

She also referenced past criticisms involving allegations of favoritism or racism, comparing a case where a council member was investigated over \$700 for helping someone with a repast, while the council allegedly mishandled millions of public dollars without accountability.

Thompson ended her remarks with a strong call to action for citizens to continue attending meetings and stay engaged, warning that complacency allows mismanagement to persist. Her final words emphasized that the council's actions are "affecting our pockets," referencing costs like sewage, trash collection, and increased real estate taxes, and concluded in frustration as she noted the perceived inaction and "stone faces" of the council.

Councilor Holloway raised a pointed concern regarding Councilor Ellis's conduct in a previous session. Specifically, Holloway questioned whether Ellis acted in the best interest of the public when he voted against allowing public comment related to Dr. Manker, despite the presence and concerns of city employees, directors, and constituents. Holloway argued that Ellis's dismissive response, reportedly a loud "Nope," indicated a failure to represent the public's voice, suggesting the vote may have been driven by personal interest rather than civic duty. In response, the City Attorney clarified that while he is knowledgeable about the Conflict of Interests Act, he is not legally authorized to determine whether a conflict exists; that authority lies with the Virginia Conflict of Interest and Ethics Advisory Council. Because of this, he could not answer Holloway's question directly.

Councilor Holloway makes a motion to add to the agenda to allow Councilor Holloway to ask Councilor Ellis if he was acting in the best interest of the people on May 1<sup>st</sup>. Councilor Harris seconds the motion.

**ROLL CALL**

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

**Motion Fails 4-2**

Councilor Holloway addressed the audience with a passionate appeal, urging the public to observe and recognize where each city council member stands. He stated unequivocally that the issues at hand stem from racism, describing the situation as both disgusting and sad. Holloway specifically called out four council members, accusing them of orchestrating a coup, including the questionable hiring of the current city attorney. He claimed that the attorney's contract nearly included an additional \$6,000 in compensation for dog-sitting services for his Great Danes, an offer that he emphasized was not extended to the previous, qualified city attorney. Holloway framed this disparity as further evidence of racial discrimination. Despite the severity of his allegations, he ended his remarks with a call for unity and peace, while also acknowledging that he and others are prepared to engage in what he described as a "spiritual warfare session" to combat the injustice.

Councilor Holloway raised a point of information, requesting clarification from the city attorney regarding the legal status of Dr. Manker as city manager. He asked whether, based on previous council actions and statements made during the February and May 1st meetings, Dr. Manker was still legally the city manager, citing Robert's Rules and the potential need for reconsideration under Rule 36. The city attorney began to respond, asking whether Holloway was seeking a parliamentary opinion on the validity of the May 1st vote. However, before the exchange could continue, Holloway's allotted speaking time expired. Despite his insistence that the question still stood, the presiding officer moved the meeting forward, instructing Ms. Jordan to proceed with the public hearing, asserting that the question would not be answered as Holloway's time had ended.

## **PUBLIC HEARING**

### **PH-1- Proposed Budget FY26-** Stacey Jordan, CFO

Vice Mayor Joyner makes a motion to remove the protestors from the meeting.  
Mayor Partin seconds the motion.

#### **ROLL CALL**

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

### **Motion Passes 4-1**

Speaker Stacey Jordan presented the proposed Fiscal Year 2026 Operating and Capital Budget to the City Council. The purpose of her presentation was to provide an overview and highlight key components of the upcoming fiscal year's financial plan. The total proposed operational budget amounts to \$222,772,514, encompassing all funds necessary to sustain city services. For capital projects, \$650,000 has been identified for allocation, which is significantly lower than the \$10.5 million in total capital requests received. Additionally, \$250,000 has been set aside for reserves. Overall, the budget reflects a \$1.9 million increase across all funds, representing a 0.90% rise compared to the Fiscal Year 2025 budget. The proposed General Operating Fund is recommended at \$70,518,068.

Vice Mayor Joyner makes a motion to remove Mr. Burroughs from the meeting.  
Mayor Partin seconds the motion.

#### **ROLL CALL**

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

### **Motion Passes 4-1**

Ms. Jordan continued her presentation on the proposed Fiscal Year 2026 budget, highlighting an overall budget increase of 2.2% to 3.2% over FY25. She explained that the baseline budget remains consistent with the previous year, incorporating a 3% Cost of Living Adjustment (COLA) for employees and implementing a class and compensation study specifically for Public Safety and Parks & Recreation departments. An additional \$500,000 has been allocated to address increased healthcare costs. Funding for schools remains steady at \$13.5 million, consistent with FY24 and FY25, and there has been no need to withdraw from the city's undesignated fund balance to balance the budget. Furthermore, no tax rate increases have been proposed.

The overall proposed revenue and expenditures for all funds total \$222,772,514, with the General Fund accounting for \$70,268,068, a \$1.9 million increase from the previous year. Jordan provided a breakdown of General Fund transfers, totaling \$20,893,554, which support schools, CSA, recreation, capital projects, economic development, debt service, and other services. Key budget highlights include funding for new positions such as an Aquatics Program Manager, an Assistant City Attorney, and three firefighters. The city also plans to continue refining the budget and exploring potential additional revenue sources to support the Capital Improvement Plan (CIP), which currently includes limited funding. The total five-year CIP request received amounts to \$47,380,775.

Jordan stated that the May 20 meeting marks the first reading of the city and schools' budget, with final adoption scheduled for May 27. A resolution supporting the budget will also be reviewed. Council members asked clarifying questions regarding funding allocations and pending updates, such as a list of pump stations. It was confirmed that the \$250,000 contribution to the rainy-day fund is included in the budget. No members of the public spoke during the hearing, and since there were not enough councilors present to approve the budget on first reading, it will be taken up for approval at the next meeting.

**PH-2 - Conditional Use Permit request for accessory dwelling unit 219 S.16<sup>th</sup> -**  
Chris Ward, Planning and Development Director

Chris Ward presented a request for a Conditional Use Permit (CUP) related to a property in Ward One, zoned R-2, owned by applicant Esteban Perez. The request seeks approval to convert an existing accessory structure on parcel #024-0890 into an accessory dwelling unit (ADU). The property is already undergoing rehabilitation, including both the primary and accessory structures. Visual aids, such as maps, aerial views, and elevation drawings, were shown to provide context and illustrate the planned renovations.

Ward explained that the R-2 zoning district does allow accessory apartments with an approved CUP and noted that the property has sufficient space to meet off-street parking requirements. According to zoning ordinances, the CUP requires that the accessory unit be occupied by a family member of the property's primary resident, specifically someone who is 55 years of age or older or disabled. Once vacated, the unit may only be occupied by another qualifying family member, and it cannot be used as a general rental property.

Staff analysis supported the request and recommended approval with conditions, including requirements for paved driveway surfaces (asphalt or concrete), tree canopy coverage of 20%, foundation plantings, and architectural consistency with the proposed design. An additional written comment from a citizen requested off-street parking and fencing as conditions, which was included in the staff report.

The Planning Commission unanimously recommended approval (3-0), adding two more conditions: that the ADU must remain unoccupied until a certificate of occupancy is issued, and that the unit must be occupied only by the qualifying family member, not sublet to anyone else. No one signed up or came forward to speak during the public hearing, and the session was closed without public comment.

Vice Mayor Joyner makes a motion to approve the conditional use permit request for accessory dwelling unit 219 South 16<sup>th</sup> Ave. as presented. Councilor Daye seconds the motion.

## **ROLL CALL**

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



Vice Mayor Joyner-

Yes

**Motion Passes 5-0**

**PH-3 - Rezoning request for Parcel #0420165 and #0420170, Cypress St. B3 to B4** - Chris Ward, Planning and Development Director

Chris Ward presented a rezoning request, also referred to as a zoning map amendment, for two parcels located on Cypress Street, specifically parcels #042-0165 and #042-0170, which comprise Lots 7R and 9R in Block 4 of the Highland Park Subdivision. The applicant, Lewis Stevenson, is requesting that the zoning of these properties be changed from B-3 (commercial) to R-4 (residential). The properties are located in Ward Six. The existing B-3 zoning presents development challenges due to setback requirements, which would only allow for a narrow four-foot-wide buildable area. However, the parcels meet the R-4 zoning requirements in both lot width and square footage.

Ward explained that a previous attempt to rezone the properties in the early 2000s failed because residents opposed townhome construction but supported single-family development. In alignment with that earlier community preference, the current applicant has proffered that the lots will be used for single-family homes. Additional proffers include standard requirements such as roof overhangs, a tree canopy, a paved driveway, foundation plantings, and brick exteriors on all four sides.

City planning staff support the rezoning, noting that the proposed R-4 zoning is more compatible with surrounding properties and that the B-3 zoning limits feasible development. The proposed rezoning also aligns with the City's Comprehensive Plan, which identifies this area as suitable for traditional neighborhood revitalization and medium to high-density housing. The Planning Commission echoed the staff's recommendation and also supports the rezoning along with acceptance of the applicant's proffers. No public comments were received, and no one came forward to speak during the hearing. The public hearing was closed without further discussion.

Councilor Ellis makes a motion to approve the rezoning request for parcels #0420165 and #0420170, Cypress St. B3 to R4 as presented, and accept the applicant's proffers. Mayor Partin seconds the motion.

## **ROLL CALL**

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

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

#### **PH-4 - Right of Way Vacation Request 319 Maryland Ave** - Chris Ward, Planning and Development Director

Chris Ward presented a request to vacate a portion of public right-of-way located adjacent to parcels #024-0510 and #024-0430, associated with the address 319 Maryland Avenue in Ward Two. The area in question is approximately 5,870 square feet and is zoned R-2 residential. The specific portion of right-of-way requested for vacation was highlighted in red on a map shown during the presentation. Ward noted that this particular right-of-way is an interior parcel whose original purpose could not be identified through research, suggesting it may have been planned but never utilized.

The applicant for the vacation is West End Presbyterian Church. The presence of this unused right-of-way currently impedes the church's potential expansion plans. All relevant city departments reviewed the request, and no objections or concerns were raised. Based on this, city staff recommends approval of the vacation request. No one signed up to speak on the matter, and no audience members came forward during the public hearing. The hearing was subsequently closed without further discussion.

Councilor Daye makes a motion to approve the right-of-way vacation request of 319 Maryland Ave. Vice Mayor Joyner seconds the motion.

Mayor Partin expressed a positive outlook regarding the right-of-way vacation request, highlighting the encouraging development that both a church and a school in Hopewell are experiencing growth. He noted that the potential need for expansion by these institutions is a good sign for the community and emphasized that such matters coming before the council reflect positive progress for the city.

## **ROLL CALL**

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

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

Charles Bennett offered historical context regarding the right-of-way vacation discussed in the previous public hearing. He shared that, according to Reverend Bill Hill's book, the parcel in question was originally owned by the City of Hopewell and acquired in 1942. At the time, there was a tower on the property, and the right-of-way existed to provide city access to that tower. Bennett recounted a compelling story from Hill's biography about how the church was able to purchase the property from the city to build a gymnasium for local children to roller skate. Notably, the materials and permits for the gymnasium were secured just before the federal government halted all new construction projects in the U.S. due to World War II, making it a significant and almost miraculous event in local history. This, he explained, is the origin of the right-of-way in question.

### **PH-5 - Real Estate Exchange 15 Reverend CW Harris St** - Charles Bennett, Economic Development Director

Charles Bennett addressed the council regarding a significant historical preservation project involving a land exchange. The action under consideration formalizes a process that began on August 31, 2023, when the City of Hopewell entered into a support agreement with the Hopewell Economic Development Authority (EDA) to purchase a historic site on Reverend CW Harris Street, formerly the Harry James School, originally built in 1942. Of particular importance is the preservation of an even older structure on the site, dating back to 1916, where Reverend Samuel Perry began teaching 80 African American students in a YMCA building due to the absence of formal education for Black children at that time. Under the current proposal, the City of Hopewell will officially receive ownership of the historic schoolhouse. Restoration efforts are already underway,

including asbestos removal funded by a Virginia Brownfields Grant. Plans include replacing windows and making other improvements to establish the site as a public historical destination celebrating African American educational history in Hopewell. In return, the EDA will receive the adjacent land behind the school, formerly a ball field, to connect with the rest of their property for future development. The exchange involves no additional financial transaction, as the monetary transfer was completed in 2023. The deed and relevant documentation were attached to the public hearing notice, and no one from the public signed up or requested to speak.

Councilor Harris makes a motion to approve the deed of a boundary line adjustment and combination between the city of Hopewell, Virginia, and the Economic Development Authority of the city of Virginia EDA for the tax ID #0480340 and tax ID #480339 as presented. Councilor Ellis seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

**REGULAR BUSINESS**

**R-1 - Approval of 700 S. 6th Ave.** - Chris Ward, Planning and Development Director

Chris Ward presented a subdivision request for the property located at 700 South Sixth Avenue, identified as Parcel #0610161. The site, situated at the corner of South Sixth Avenue and Elm Street, is currently zoned B-3 and spans 4.55 acres. The proposal involves subdividing the vacant portion fronting Elm Street to facilitate the construction of a new food distribution warehouse for Rio Suarez Foods LLC, with Delta Citation, LLC as the applicant. Ward displayed maps showing the general location and aerial view of the property, explaining that the submitted final plat has undergone thorough staff review and complies fully with

the city's subdivision ordinance. As such, the decision before the council is ministerial, with no legal basis for denial. Staff recommended approval, and Ward made himself available for any questions.

Vice Mayor Joyner makes a motion to approve the subdivision plat as presented. Councilor Daye seconds the motion.

**ROLL CALL**

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

**Motion Passes 5-0**

**Reports of City Manager:** Michael Rogers

Michael Rogers, in his second week on the job, addressed the council to provide an update on his initial assessment period. He noted that he is actively meeting with council members and department heads to understand key priorities, ongoing issues, and major projects across the city. Rogers emphasized that he is identifying urgent matters that need immediate attention to prevent further complications, as well as longstanding items requiring action. He committed to returning soon with a comprehensive list of projects, complete with timelines and tasks. Rogers also highlighted three key areas of focus: progressing the city audits, addressing deficiencies identified in those audits, and acting on recommendations from the Robert Bobb Group. He concluded by stating that his next update would include a clear action plan to move the city forward.

**CCR-1-6 - Re-Allocation of Ward 1,2,4,5,6, and 7 Councilor Funds -**

Vice Mayor Joyner, Councilor Harris, Councilor Ellis, Councilor Daye, Councilor Stokes, and Councilor Holloway

Attorney Bessette addressed the council to explain a procedural option for voting on a group of upcoming resolutions. He noted that, if the council agreed, they could vote *en bloc*, all at once, unless any member preferred to vote on a specific

item separately. The resolutions in question involve reallocating discretionary funds (such as communication and travel allowances) into each member's ward fund. This follows Mayor Partin the previous month, when he redirected his discretionary funds to support a nonprofit project. The reallocation would allow council members to use an increased ward fund balance for approved projects before the fiscal year ends on July 1. Members would still follow standard application procedures to distribute the funds appropriately.

Vice Mayor Joyner makes a motion to approve the ward 1, 2, 4, 5, 6, and 7 reallocations of communications and travel funds to ward funds as presented in the resolutions. Councilor Daye seconds the motion.

Council discussed whether to vote on all the proposed fund reallocation resolutions *en bloc* (together) or wait until absent council members, specifically Councilors Stokes and Holloway, were present. Attorney Bessette clarified that all council members had previously requested the preparation of these resolutions, suggesting they intended for them to move forward.

It was noted that if the vote passed during this first reading, members would immediately gain access to the reallocated funds, giving them additional time to utilize the resources before the fiscal year ends.

#### **ROLL CALL**

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

**Motion Passes 5-0**

**ADJOURNMENT**

Respectfully Submitted,

---

**Johnny Partin, Mayor**

---

**Sade' Allen, Deputy City Clerk**

# INFORMATION/PRESENTATION



# Utility Billing Program Overview

## City of Hopewell Implementation Process

---

**Minol**  
Powered by **Brunata**



## Kevin Marcinek

- VP of Fedral Markets -  
11 YEARS Minol  
22 YEARS Industry

**ACCOUNT MANAGEMENT**

## Andrian Basson

- Senior VP of Operations -  
31 YEARS Minol  
33 YEARS Industry

**MUNICIPAL, MILITARY &  
UTILITY EXPENSE MANAGEMENT**

## Corey Hauser

- VP of Operations -  
11 YEARS Minol  
25 YEARS Industry

**METER OPERATIONS**

## Brad Richards

- Director -  
4 YEARS Minol  
12 YEARS Industry

**CONTACT CENTER OPERATIONS**

## Jason Brown

- Sr Associate Director -  
21 YEARS Minol  
21 YEARS Industry

**PROJECT MANAGEMENT**

## Shannon Tackitt

- Sr Associate Director -  
20 YEARS Minol  
26 YEARS Industry

**BILLING OPERATIONS**

### ADDITIONAL RESOURCES

## Lisa Poste

- Director -  
23 YEARS Minol  
23 YEARS Industry

**CLIENT RELATIONS**

## Tim Dart

- Client Relations Manager -  
2 YEARS Minol  
16 YEARS Industry

**CLIENT RELATIONS**

## Shane Stenger

- Support Eng. -  
22 YEARS Minol  
22 YEARS Industry

**IT SUPPORT**

**Total Combined Industry Experience:**

**145 years Minol & 200 years Industry**

**Minol**  
Powered by **Brunata**

# MINOL CORPORATE OVERVIEW

- Minol is one of the largest Metering, Billing, Conservation and Energy Management providers with 3,200 employees and 40 offices worldwide.
- Utility submetering and billing services for water, gas and electricity to municipal, residential and commercial properties, as well as military housing communities.
- The Minol USA team generates more than 450,000 monthly utility statements for multifamily units, municipal accounts and military homes nationwide. Billing operations are based in Addison, Texas.
- Our sister company, Zenner USA, is one of the largest water and gas meter manufacturers worldwide.
- Our global team produces more than 5.4 million bills annually.



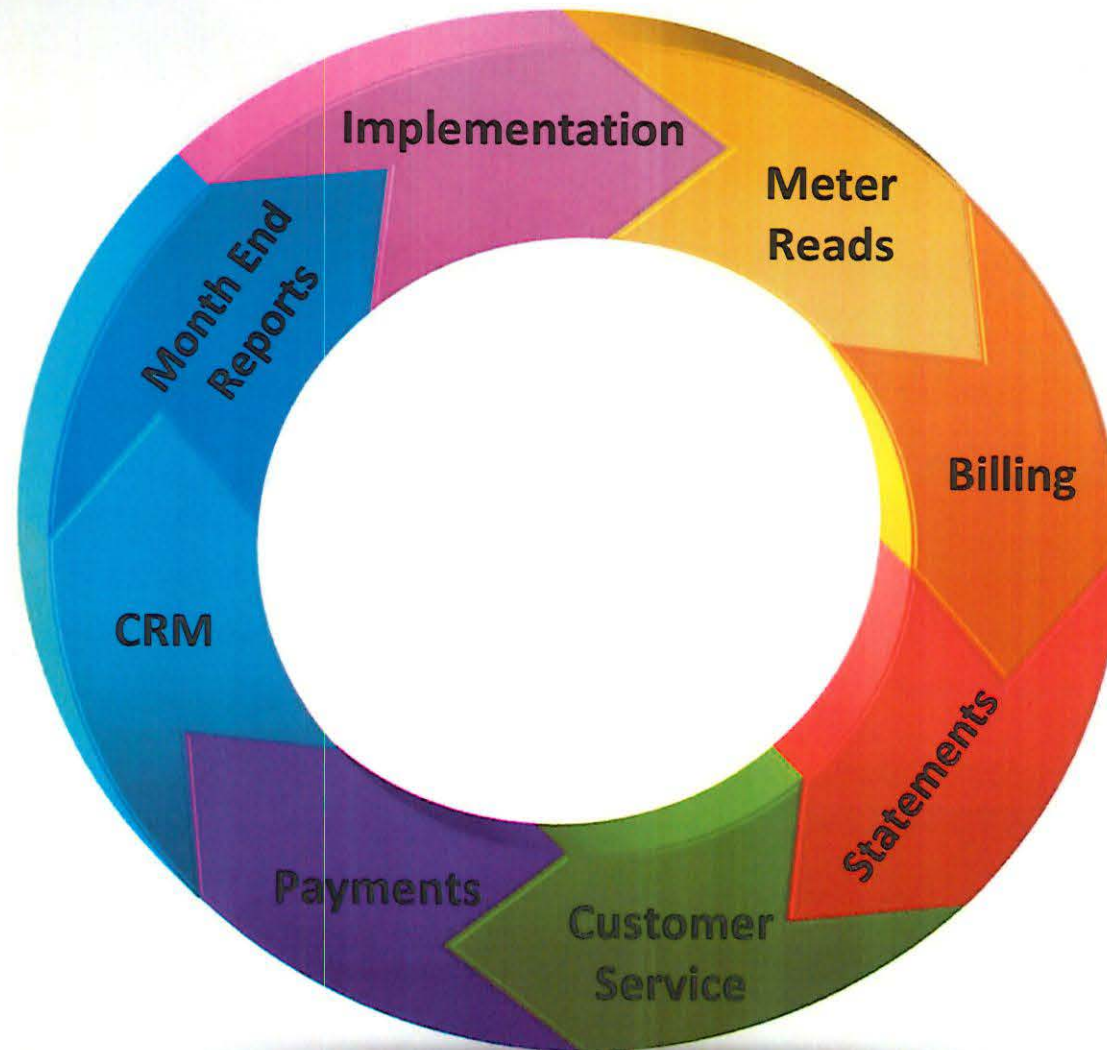


# OUR VALUE PROPOSITION

- Improve Customer Service for all residents in The City of Hopewell.
- Provide complete turnkey billing solutions.
- Provide consistent billing and improved collections.
- Improve the customer experience with a fully-staffed, Dallas based Call Center and Work Order Management team.
- Enhance the daily communication between City personnel and Minol.

# HOW THE PROGRAM WORKS

The Best Utility Billing Solution - Without the Hassle of Software



---

**Minol**  
Powered by **Brunata**

# IMPLEMENTATION



- Develop customer communication and timelines for transition.
- Review established procedures and discuss best practices to ensure a smooth transition.
- Audit of accounts prior to first billing.
- Review reporting and setup GL codes in the Minol system, as well as establish a cutover date of balances.
- Parallel billing prior to our first bill.

[Click Here to Return to the Cycle](#)



# METER READS



## Our Team Can Pull Reads From Any System

- **AMI** – Reads sent daily to a secure FTP that we import as received.
- **Manual** – Reads uploaded directly into the Minol system.

[Click Here to Return to the Cycle](#)

# UTILITY BILLING

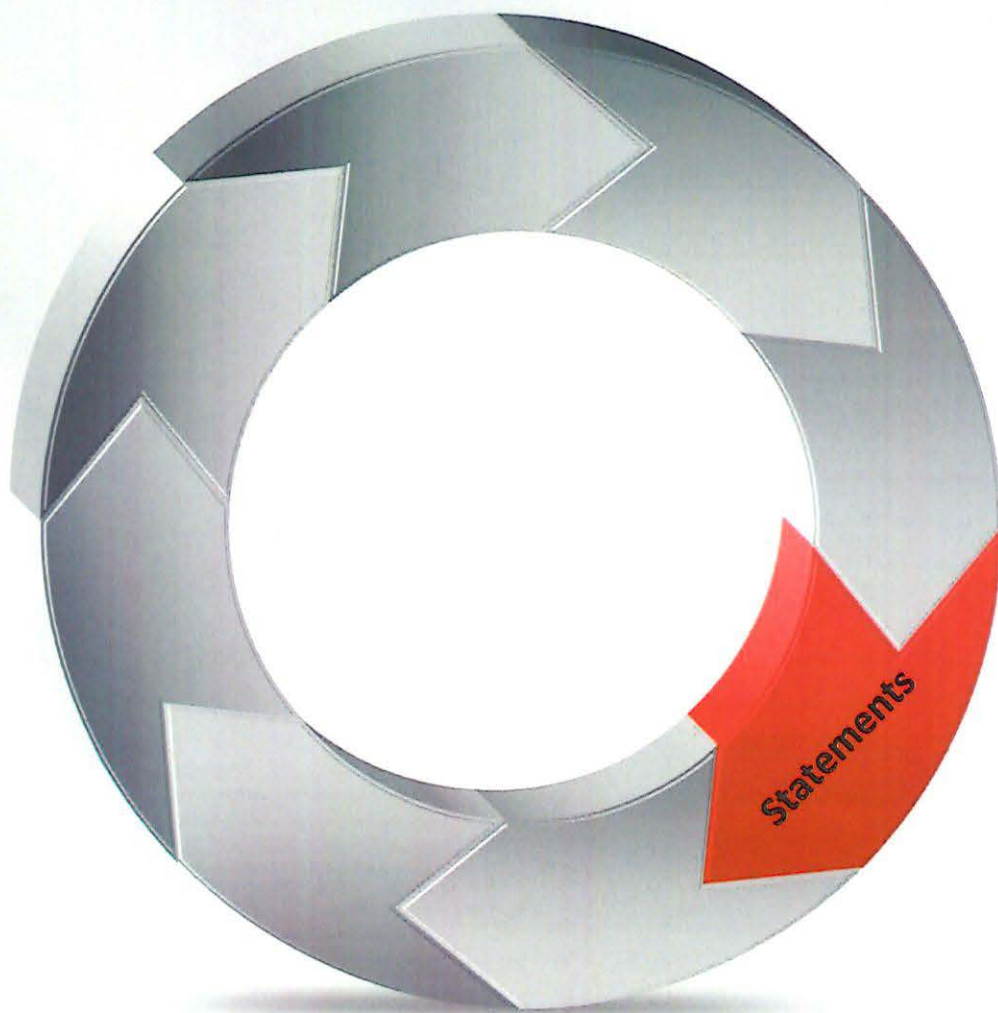


- Read Review
- Charges Review
- Review all vacant accounts for unauthorized usage.

[Click Here to Return  
to the Cycle](#)



# STATEMENTS



- Minol offers the option of print/mail or online.
- Customizable based on City preferences.
- All statements are reviewed prior to processing.

[Click Here to Return to the Cycle](#)

# CUSTOMER SERVICE

All agent's are highly-trained and understand each client's protocol and how to prioritize. Our clients trust us to make decisions.



We are proud to provide client management and quality of service that isn't standard:

- Proactively call customers prior to them getting a bill if the bill is higher than normal.
- Assist with late fees and disconnections.
- One-on-One service approach.

Our Customer Service Agents are full-time employees of Minol and will answer customer calls,

*"Thank you for calling (name of community)."*



# PAYMENTS



- ACH
- Credit card
- Auto-draft
- Mail-in
- Can be paid at the City if requested

[Click Here to Return  
to the Cycle](#)

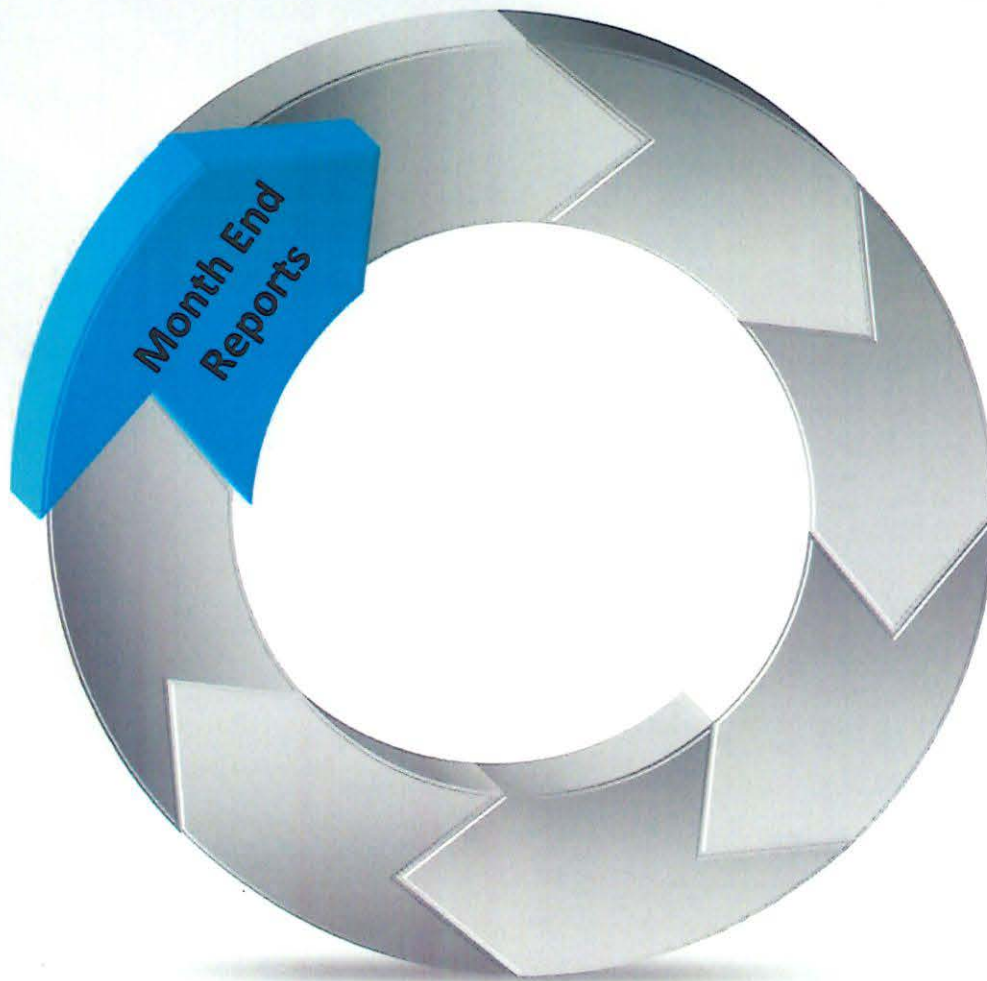
# CLIENT RELATIONS



- Dedicated Client Relations Manager.
- Minol Team works with the City and internal team on daily issues as they occur.
- Customer Service can escalate to the CRM without having to go to the City, thus freeing the city up from daily issues.

[Click Here to Return to the Cycle](#)

# MONTH END REPORTS



- Minol reviews the City's current reports and recreates in our portal.
- Can be weekly, bi-weekly, or monthly.
- We can also customize when cash settlements are sent if they are cash basis vs. accrual.

[Click Here to Return to the Cycle](#)

# COMMUNICATIONS FROM CITIZENS

# PUBLIC HEARING



PH-1



# **Proposed FY26 Operating & Capital Budget**

## **Budget Overview**

---

Hopewell, VA

City Council Meeting

# **Proposed FY26 Operating & Capital Budget**

---

The purpose of today's City Manager's presentation is to:

- Provide City Council with an overview and highlights of the proposed FY26 Operating & Capital Budget
- Discuss next steps

# **Proposed FY26 Operating & Capital Budget**

---

The development of the proposed FY26 Operating & Capital Budget deployed the four (4) pillar approach:

1. Assessment – Are we budget sound?
2. Analysis – Reviewed prior budget practices & trends.
3. Preservation – Will proposed revenues meet costs?
4. Status – Are we able to handle matters that may arise during FY26 that are not budgeted for?

# Proposed FY26 Operating & Capital Budget

---

The framework of the proposed FY26 Operating & Capital Budget is:

1. Proposed Operational & Capital Budget– \$222,772,514
  - Total of all funds required for operation of City services
  - \$650,000 identified for capital at this time, against \$10.5M in capital requests; \$250,000 for reserves
  - An increase of \$1,991,327 for all funds or 0.90% over FY 25
2. Proposed General Operating Fund recommended funding – \$70,518,068
  - An increase of \$2,215,802 or 3.24% over FY 25
3. The baseline budget equals the adopted FY25 budget; however, the General Fund increase for FY26 was primarily applied to City Council's approval of class and compensation plan for public safety, a 3% COLA for non-step positions, increase in health care costs & minimal essential increases in departmental budgets
4. School Operating Funding is consistent with FY24 and FY25 funding levels
5. NO draw from Unassigned Fund Balance to balance the budget.
  - Continuation of maintaining a structurally balanced budget
6. NO proposed adjustment to tax rates

# Proposed FY26 Operating & Capital Budget

---

## Current Tax Rates

### 2026 RE Tax Rate

- \$1.17/per \$100 assessed value

### Cigarette Tax

- \$0.40/pk

### Sales Tax

- Meals 6%
- Lodging 10%

### Personal Property Tax

- \$3.50 per \$100 assessed value (Auto, Trucks, Boats, Trailers, Motorcycles)

### Machinery and Tools Tax

- \$3.10 per \$100 at 25% original cost

### Utility Taxes

- Gas \$1.40 / Month
- Water and Electric \$2 / Month
- Phone \$2 / Month
- Cellular \$3 / Month



# **Proposed FY26 Operating & Capital Budget**

---

## **City Manager's Revenue Committee**

- City Manager
- Commissioner of Revenue
- Real Estate Assessor
- Chief Financial Officer
- Budget Department
- Department Directors (Enterprise Funds)

# Proposed FY26 Operating & Capital Budget

---

City of Hopewell, Virginia FY 26 Proposed Revenue Budget-All Funds	
General Fund	70,518,068
Social Services	7,594,552
CSA	3,881,730
Recreation	2,587,917
Marina	101,000
Economic Development	20,000
Self-Insurance	600,000
Cemetery	65,000
Healthy Families	957,884
School Operating	71,796,026
School Textbook	1,560,727
School Cafeteria	2,854,068
School Bldg/Bus Replacement	-
Solid Waste	3,451,654
Sewer System Operating	9,457,718
Sewer System Maintenance	7,936,248
Sewer System Bond	1,636,371
Storm Water 1	1,085,068
Storm Water 2	10,000
Water Renewal	27,643,738
Debt Service	4,809,745
Capital Projects	4,205,000
<b>Total Revenue</b>	<b>222,772,514</b>

# Proposed FY26 Operating & Capital Budget

---

City of Hopewell, Virginia FY 26 Proposed Expenditure Budget-All Funds	
General Fund	70,518,068
Social Services	7,594,552
CSA	3,881,730
Recreation	2,587,917
Marina	101,000
Economic Development	20,000
Self-Insurance	600,000
Cemetery	65,000
Healthy Families	957,884
School Operating	71,796,026
School Textbook	1,560,727
School Cafeteria	2,854,068
School Bldg/Bus Replacement	-
Solid Waste	3,451,654
Sewer System Operating	9,457,718
Sewer System Maintenance	7,936,248
Sewer System Bond	1,636,371
Storm Water 1	1,085,068
Storm Water 2	10,000
Water Renewal	27,643,738
Debt Service	4,809,745
Capital Projects	4,205,000
<b>Total Expenditures</b>	<b>222,772,514</b>



# Proposed FY26 Operating & Capital Budget

City of Hopewell, Virginia General Fund				
EXPENDITURES	FY 26 Proposed Budget	FY 25 Adopted Budget	Dollar Change	Percent Change
City Council	\$ 203,711	\$ 254,861	\$ (51,149)	-20.07%
City Clerk	\$ 193,036	\$ 179,066	\$ 13,970	7.80%
City Attorney	\$ 728,084	\$ 425,480	\$ 302,604	71.12%
City Manager	\$ 2,114,169	\$ 2,067,443	\$ 46,727	2.26%
Human Resources	\$ 748,324	\$ 765,866	\$ (17,542)	-2.29%
Finance	\$ 2,751,231	\$ 2,593,050	\$ 158,181	6.10%
Voter Registration	\$ 482,937	\$ 423,466	\$ 59,471	14.04%
Comm of Revenue	\$ 754,063	\$ 732,599	\$ 21,464	2.93%
Treasurer	\$ 636,788	\$ 725,642	\$ (88,853)	-12.24%
Information Tech	\$ 2,062,515	\$ 1,836,536	\$ 225,980	12.30%
Circuit Ct-Clerk	\$ 623,963	\$ 598,766	\$ 25,197	4.21%
Commonwealth Atty	\$ 1,273,160	\$ 1,065,315	\$ 207,844	19.51%
Victim Witness	\$ 189,603	\$ 165,057	\$ 24,546	14.87%
Sheriff	\$ 2,531,802	\$ 2,262,891	\$ 268,911	11.88%
Circuit Ct-Law Intern	\$ 130,920	\$ 153,398	\$ (22,478)	-14.65%
General District Ct	\$ 155,923	\$ 147,472	\$ 8,451	5.73%
Police	\$ 11,359,370	\$ 10,713,977	\$ 645,393	6.02%
Fire	\$ 7,838,922	\$ 6,701,199	\$ 1,137,723	16.98%
Crater Detention	\$ 331,515	\$ 313,069	\$ 18,446	5.89%
Riverside Jail	\$ 2,753,122	\$ 2,470,145	\$ 282,977	11.46%
Court Services	\$ 7,000	\$ 7,000	\$ -	0.00%
VJCCCA	\$ 202,147	\$ 177,663	\$ 24,484	13.78%
Public Works	\$ 6,584,592	\$ 6,551,960	\$ 32,631	0.50%
Development	\$ 1,509,379	\$ 1,437,546	\$ 71,833	5.00%
Non-Departmental	\$ 1,082,043	\$ 1,177,491	\$ (95,448)	-8.11%
Outside Agencies	\$ 2,126,193	\$ 2,104,518	\$ 21,675	1.03%
Transfers	\$ 20,893,555	\$ 22,250,791	\$ (1,357,236)	-6.10%
<b>Total Expenditures</b>	<b>\$ 70,268,068</b>	<b>\$ 68,302,266</b>	<b>\$ 1,965,802</b>	<b>2.88%</b>

# Proposed FY26 Operating & Capital Budget

DESCRIPTION	2026 Proposed
SUPPORT OF VPA	1,177,155.50
SUPPORT OF SCHOOLS	13,580,000.00
SUPPORT OF CSA & CPMT	1,009,249.92
SUPPORT OF RECREATION	2,496,017.47
SUPPORT OF CAPITAL PROJECTS	650,000.00
SUPPORT OF ECONOMIC DEVELOP	20,000.00
SUPPORT OF SELF INSURANCE	600,000.00
SUPPORT OF DEBT SERVICE	852,321.00
SUPPORT OF HEALTHY FAMILIES	508,810.81
Total	20,893,554.70

City of Hopewell, Virginia General Fund				
EXPENDITURES	FY 26 Proposed Budget	FY 25 Adopted Budget	Dollar Change	Percent Change
City Council	\$ 203,711	\$ 254,861	\$ (51,149)	-20.07%
City Clerk	\$ 193,036	\$ 179,066	\$ 13,970	7.80%
City Attorney	\$ 728,084	\$ 425,480	\$ 302,604	71.12%
City Manager	\$ 2,114,169	\$ 2,067,443	\$ 46,727	2.26%
Human Resources	\$ 748,324	\$ 765,866	\$ (17,542)	-2.29%
Finance	\$ 2,751,231	\$ 2,593,050	\$ 158,181	6.10%
Voter Registration	\$ 482,937	\$ 423,466	\$ 59,471	14.04%
Comm of Revenue	\$ 754,063	\$ 732,599	\$ 21,464	2.93%
Treasurer	\$ 636,788	\$ 725,642	\$ (88,853)	-12.24%
Information Tech	\$ 2,062,515	\$ 1,836,536	\$ 225,980	12.30%
Circuit Ct-Clerk	\$ 623,963	\$ 598,766	\$ 25,197	4.21%
Commonwealth Atty	\$ 1,273,160	\$ 1,065,315	\$ 207,844	19.51%
Victim Witness	\$ 189,603	\$ 165,057	\$ 24,546	14.87%
Sheriff	\$ 2,531,802	\$ 2,262,891	\$ 268,911	11.88%
Circuit Ct-Law Intern	\$ 130,920	\$ 153,398	\$ (22,478)	-14.65%
General District Ct	\$ 155,923	\$ 147,472	\$ 8,451	5.73%
Police	\$ 11,359,370	\$ 10,713,977	\$ 645,393	6.02%
Fire	\$ 7,838,922	\$ 6,701,199	\$ 1,137,723	16.98%
Crater Detention	\$ 331,515	\$ 313,069	\$ 18,446	5.89%
Riverside Jail	\$ 2,753,122	\$ 2,470,145	\$ 282,977	11.46%
Court Services	\$ 7,000	\$ 7,000	\$ -	0.00%
VJCCCA	\$ 202,147	\$ 177,663	\$ 24,484	13.78%
Public Works	\$ 6,584,592	\$ 6,551,960	\$ 32,631	0.50%
Development	\$ 1,509,379	\$ 1,437,546	\$ 71,833	5.00%
Non-Departmental	\$ 1,082,043	\$ 1,177,491	\$ (95,448)	-8.11%
Outside Agencies	\$ 2,126,193	\$ 2,104,518	\$ 21,675	1.03%
Transfers	\$ 20,893,555	\$ 22,250,791	\$ (1,357,236)	-6.10%
<b>Total Expenditures</b>	<b>\$ 70,268,068</b>	<b>\$ 68,302,266</b>	<b>\$ 1,965,802</b>	<b>2.88%</b>

# Proposed FY26 Operating & Capital Budget

---

## Highlights of the Proposed FY 2026 Budget

- The proposed budget includes the following:
- Class & Compensation Implementation for Public Safety & Recreation
- 3% State funded COLA for DSS & Constitutional Offices
- 3% City funded COLA for City Departments
- Roughly 80%/\$500,000 of health care cost increase absorbed by the City
- New Positions: Aquatics Program Manager, Assistant City Attorney & 3 Firefighters
- School Operating Funding (Fund 014) of \$13,580,000
- Mandated Services Funding (Social Services & CSA)
- Limited CIP Funding (We will continue to refine the budget and potential revenue sources to identify CIP funding for FY 2026 and beyond.)



## Proposed FY26 Operating & Capital Budget

---

### Capital Improvement Program (CIP):

- FY2026 CIP Requests - \$10,589,200
- FY2027 CIP Requests - \$12,854,475
- FY2028 CIP Requests - \$6,564,814
- FY2029 CIP Requests - \$3,024,286
- FY2030 CIP Request - \$769,000

Total CIP Requests - \$47,380,775

*\*Note: These totals exclude Hopewell Water Renewal CIP. General Fund requests only.*

## **Proposed FY26 Operating & Capital Budget**

---

### **Next Steps:**

- May 13, 2025 - Public Hearing & Approval on 1<sup>st</sup> Reading of City & School Budgets
- May 27, 2025 – Public Hearing & Adoption on 2<sup>nd</sup> Reading of City & School Budgets

# **Proposed FY26 Operating & Capital Budget**

---

## **Closing Comments**

# **Proposed FY26 Operating & Capital Budget**

---

## **Appendix**

# Proposed FY26 Operating & Capital Budget

---

## Definition of Terms:

- **Use of Money** – Interest Income and Rent of Property (ARLS)
- **Charges of Services** – Circuit Court Clerk Fees, Sheriff Fees, Law Library Fees, Courthouse Maintenance Fees, Jail Admission Fees, Police Record Checks, EMS Billing, and E-Summons Fees
- **Miscellaneous** – Donation/Private Grants, Sale of Real Estate Data, Tax Exemption Program Fees, Insurance/FEMA Refunds, Keep Hopewell Beautiful, FOIA Fees, Toter Replacement Fees, Employee Misc. Reimbursement, Vendor Misc. Reimbursement
- **Local** – Payment in Lieu of Taxes
- **Transfers** – (Cost Recovery) Sewer Service Fund, Solid Waste Fund, and Dept. of Social Services



**BUDGET RESOLUTION  
FISCAL YEAR 2025-26**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on May 27, 2025, a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2025, and ending June 30, 2026, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form; of which \$174,442,271 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 \$47,121,764 and,

WHEREAS, a tax rate (Note: All tax rates remain the same for fiscal year 2025-26. Real Estate \$1.17/Personal Property \$3.50/Machinery & Tools \$3.10) 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 2025-2026 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.....	\$47,121,764
Other Local Taxes.....	7,652,180
Licenses, Permits, Fees.....	1,699,400
Fines & Forfeitures .....	985,000
Use of Money/Property.....	60,000
In-Lieu of Taxes.....	1,257,500
Other Local Revenues.....	268,801

From Other Agencies

State Sources .....	9,623,520
---------------------	-----------

Federal Sources .....	458,403
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 .....	<u>382,500</u>
Total Revenues.....	\$70,518,068
Appropriations:	
General Government:	
City Council .....	203,711
City Clerk.....	193,036
City Attorney .....	728,084
City Manager .....	2,114,169
Information Technology .....	2,062,515
Human Resources .....	748,324
Finance Department .....	2,731,231
Development Department .....	1,518,791
Non-Departmental.....	814,858
Courts:	
Circuit Court .....	130,920
General District Court.....	155,923
Court Services .....	7,000
VJCCCA Grant .....	202,147
Crater Detention Facility.....	331,515
Regional Jail.....	2,753,122
Constitutional Offices:	
Clerk of Circuit Court .....	623,963
Commonwealth Attorney.....	1,273,160
Commissioner of Revenue .....	754,063
Sheriff .....	2,531,802
Treasurer .....	704,482
Voter Registrar .....	482,937
Victim Witness.....	189,603
Police Department.....	11,359,371
Fire Department .....	7,838,922
Public Works Department.....	6,553,480
Outside Agencies .....	2,126,193
Operating Transfers .....	20,884,746
Contingency .....	250,000
Reserves .....	<u>250,000</u>
Total General Fund .....	\$70,518,068

Social Services Fund-012:

Estimated Revenues:

From State Sources .....	\$3,166,140
From Federal Sources .....	3,421,936
Transfer from General Fund-011 .....	<u>1,208,464</u>
Total Revenues .....	\$7,796,540

Appropriations:

Administration .....	\$4,880,129
Eligibility .....	<u>2,916,411</u>
Total Social Services Fund .....	\$7,796,540

Children's Services Act Fund-015:

Estimated Revenues:

From State Sources .....	\$2,758,302
Transfer from General Fund-011 .....	<u>969,133</u>
Total Revenues.....	\$3,727,435

Appropriations:

Administration .....	27,435
Direct Services .....	<u>3,700,000</u>
Total Children's Services Act Fund.....	\$3,727,435

Recreation Fund-035:

Estimated Revenues:

Fees & Charges .....	\$91,900
Transfer from General Fund-011 .....	<u>2,496,017</u>
Total Revenues.....	\$2,587,917

Appropriations:

Recreation Center Div.....	898,788
Community Div .....	268,167
Athletics Div .....	166,320
Seniors Div.....	198,411
Pool Div .....	359,377
Parks Div.....	<u>696,854</u>
Total Recreation Fund.....	\$2,587,917

Marina Fund-039:

Estimated Revenues:

Rentals.....	<u>\$101,000</u>
Total Revenues.....	\$101,000

Appropriations:

Insurance .....	3,250
Operating Expenses .....	<u>97,750</u>
Total Marina Fund .....	\$101,000

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.....	\$50,000
Grave Site Sales .....	<u>15,000</u>
Total Revenues.....	\$65,000

Appropriations:

Operating Supplies.....	20,000
Maintenance Supplies .....	12,500
Grass Cutting .....	30,000
Utilities.....	<u>2,500</u>
Total Cemetery Fund .....	\$65,000

School Operating Fund-014:

Estimated Revenues:

From State Sources .....	\$47,007,328
From Federal Sources .....	6,881,109
Other Revenues .....	4,327,589
Transfer from General Fund-011 .....	<u>13,580,000</u>
Total Revenues.....	\$71,796,026

Appropriations:

Non-Categorical.....	<u>71,796,026</u>
Total School Operating Fund.....	\$71,796,026

School Textbook Fund-056:

Estimated Revenues:

From State Sources .....	<u>\$1,560,727</u>
Total Revenues.....	\$1,560,727

Appropriations:

Textbook Purchases .....	<u>1,560,727</u>
Total School Textbook Fund .....	\$1,560,727

School Cafeteria Fund-057:

Estimated Revenues:

From State Sources .....	\$55,013
From Federal Sources .....	2,700,000
Other Revenues .....	<u>99,055</u>
Total Revenues.....	\$2,854,068

Appropriations:

Operating Expenses .....	<u>2,854,068</u>
Total School Cafeteria Fund .....	\$2,854,068

Solid Waste Fund-030:

Estimated Revenues:

Fees & Charges .....	<u>\$3,559,199</u>
Total Revenues.....	\$3,559,199

Appropriations:

Curb-Side Pickup .....	3,242,647
Convenience Center .....	<u>316,552</u>
Total Solid Waste Fund .....	\$3,559,199

Sewer Operations Fund-040:

Estimated Revenues:

Charges for Services .....	<u>\$9,490,359</u>
Total Revenues.....	\$9,490,359

Appropriations:

Transfer to Sewer Maintenance Fund-041 .....	7,853,988
Transfer to Sewer Bond Fund-043 .....	<u>1,636,371</u>
Total Sewer Operations Fund .....	\$9,490,359

Sewer Maintenance Fund-041:

Estimated Revenues:

Transfer from Sewer Operations Fund-040 .....	\$7,853,988
Interest Income.....	<u>114,901</u>
Total Revenues.....	\$7,968,889

Appropriations:

Maintenance & Inspections.....	1,604,711
City Pump Stations .....	5,610,878
Capital .....	<u>753,300</u>
Total Sewer Maintenance Fund .....	\$7,968,889

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 .....	685,000
Bond Interest .....	<u>951,371</u>
Total Sewer Bond Fund .....	\$1,636,371

Storm Water Fund #1-048:

Estimated Revenues:

Storm Water Fees.....	<u>\$1,085,068</u>
Total Revenues.....	\$1,085,068

Appropriations:

Operating Expenses .....	<u>1,085,068</u>
Total Storm Water Fund #1 .....	\$1,085,068

Storm Water Fund #2-049:

Estimated Revenues:

Storm Water Fees.....	<u>\$10,000</u>
Total Revenues.....	\$10,000

Appropriations:

Operating Expenses .....	<u>10,000</u>
Total Storm Water Fund #2 .....	\$10,000

Hopewell Water Renewal Fund-032:

Estimated Revenues:

Industrial User Charges.....	<u>\$27,643,738</u>
Total Revenues.....	\$27,643,738

Appropriations:

Operating Expenses .....	\$19,200,000
Debt Service.....	1,042,738
Capital .....	<u>7,401,000</u>
Total Hopewell Water Renewal Fund.....	\$27,643,738

Debt Service Fund-070:

Estimated Revenues:

Food Tax .....	\$2,700,000
Lodging Tax.....	1,100,000
Fund 070 Revenue .....	157,424
Transfer from General Fund-011 .....	<u>852,321</u>
Total Revenues.....	\$4,809,745

Appropriations:

Debt Service.....	<u>4,809,745</u>
Total Debt Service Fund .....	\$4,809,745

Capital Projects Fund-071:

Estimated Revenues:

From State Sources .....	\$2,126,000
Transfer from General Fund-011 .....	<u>650,000</u>
Total Revenues.....	\$2,776,000

Appropriations:	
Capital Projects	
Information Technology-Host Servers & Core Switches .....	79,700
Information Technology-Office 365 .....	124,000
Public Works-Engineering Projects .....	2,151,000
Additional Capital Projects to be determined by Council .....	<u>421,300</u>
Total Capital Projects Fund .....	\$2,776,000

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/Grants .....	\$148,460
Transfer from General Fund-011 .....	508,811
From State Sources .....	<u>300,613</u>
Total Revenues.....	\$957,884

Appropriations:	
Operating Expenses .....	<u>957,884</u>
Total Healthy Families Fund .....	\$957,884

Personnel Changes effective 7/1/2025:

New Full Time Positions  
Deputy City Attorney  
Aquatics Program Manager  
Firefighters (3)  
Positions Converting from Part Time to Full Time  
Assistant Voter Registrar  
Sheriff Dispatch (Combining 2 Part Time Positions)  
Sheriff Deputy (Combining 2 Part Time Positions)



- 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 \$100,000 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 \$100,000.
- Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2025 shall be re-appropriated to the 2025-26 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, 2025 and appropriations in the

2025-26 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$100,000 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, 2025 and appropriations in the 2025-26 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, 2025, and all funds received in the 2025-26 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, 2025, and all funds received in the 2025-26 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, 2025 and all funds received in the FY 2025-26 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, 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. 23 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. 24 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. 25 Effective July 1, 2025, the following will be the City share of health care cost from The Local Choice (Anthem):

**Medical, Dental and Vision Insurance (Bundled) - The Local Choice (TLC) – Anthem**

<b>High Deductible Health Plan (HDHP) with HSA*</b>	<b>Employee Share (per pay)</b>	<b>Employee Share (per month)</b>	<b>City Share (per month)</b>	<b>Total Premium (per month)</b>
Employee Only	\$39.92	\$79.83	\$601.17	\$681.00
Employee + Spouse	\$113.05	\$226.10	\$1,034.90	\$1,261.00
Employee + Child	\$93.40	\$186.80	\$1,074.20	\$1,261.00
Employee + Children	\$93.40	\$186.81	\$1,652.19	\$1,839.00
Employee + Family	\$186.81	\$373.61	\$1,465.39	\$1,839.00
<b>Key Advantage 500</b>	<b>Employee Share</b>	<b>Employee Share</b>	<b>City Share</b>	<b>Total Premium</b>
Employee Only	\$48.26	\$96.51	\$749.49	\$846.00
Employee + Spouse	\$141.31	\$282.61	\$1,281.39	\$1,564.00
Employee + Child	\$114.52	\$229.04	\$1,334.96	\$1,564.00
Employee + Children	\$114.51	\$229.02	\$2,053.98	\$2,283.00
Employee + Family	\$236.87	\$473.74	\$1,809.26	\$2,283.00
<b>Key Advantage 250</b>	<b>Employee Share</b>	<b>Employee Share</b>	<b>City Share</b>	<b>Total Premium</b>
Employee Only	\$56.56	\$113.11	\$820.89	\$934.00
Employee + Spouse	\$169.45	\$338.90	\$1,389.10	\$1,728.00
Employee + Child	\$135.48	\$270.96	\$1,457.04	\$1,728.00
Employee + Children	\$135.48	\$270.96	\$2,250.03	\$2,521.00
Employee + Family	\$286.83	\$573.66	\$1,947.34	\$2,521.00

City of Hopewell's Health Savings Account (HSA) contribution (24 pays): \$1,400 individual or \$2,700 family  
Please note the rates above may be reduced by \$30 or \$15 per month based on achieving one of our two wellness incentives.

## 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	653.80	280.20	\$934.00
TLC Key Advantage 500	592.20	253.80	\$846.00
TLC HDHP	476.70	204.30	\$681.00

15-19 Years of Service (City Pays 20% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage 250	747.20	186.80	\$934.00
TLC Key Advantage 500	676.80	169.20	\$846.00
TLC HDHP	544.80	136.20	\$681.00

## Retirement Health Insurance Benefit

### Pre-65 Retirees

Retirees not eligible for Medicare and have at least 15 years of full-time city service are eligible for the same plans available to active employees. The city premium contribution for health and dental coverage will be based on years of service at retirement, according to the chart below.

Years of Service at Retirement	Benefit
15-19 Years of Service	City pays 20% of the total premium.
20+ Years of Service	City pays 30% of the total premium.

The Chief Financial Officer is authorized and directed to terminate health insurance coverage for any retiree who:

- Fails to pay their respective share of the health insurance premium, and
- Is sixty (60) days delinquent in premium payments.

**Important:** Any retiree whose coverage is terminated due to non-payment will **not be eligible for re-enrollment** in any city health plan.

### Post-65 Retirees

Retirees who meet **all** of the following criteria are eligible for **Medicare Complementary Coverage**:

- Are age 65 or older, and
- Have at least 15 years of full-time City service.

Eligible retirees will receive:

- A Medicare Supplement Plan, and
- Medicare Part D Prescription Drug Coverage.

This coverage is provided at **no cost to the retiree—the City pays the full premium.**

### **Health Insurance Credit**

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

Retirees who opt out of health insurance coverage at the initial retirement date or any time after are ineligible to re-enroll in any city health benefit.

**Sec. 26** 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. 27** 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, 2025. 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. 28 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

**--00000--**

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 27<sup>th</sup> day of May 2025.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia, this 27<sup>th</sup> day of May 2025.

---

Johnny Partin  
Mayor

**ATTEST:**

---

Sade Allen, Deputy City Clerk  
City of Hopewell



PH-2

ORDINANCE NO.:

**AN ORDINANCE AMENDING CHAPTER 34 TAXATION**

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

**WHEREAS**, the City Council of Hopewell, Virginia has given notice of its intention to amend this ordinance and conducted a public hearing on May 27, 2025 in accordance with Va. Code § 15.2-1427; and

**WHEREAS**, the full text of this proposed ordinance amendment was available for the public at the Council meeting held on May 27, 2025; and

**WHEREAS**, the proposed ordinance was adopted by Council at the meeting held on June 10, 2025; now therefore

**BE IT ORDAINED**, by the City Council of Hopewell, Virginia that Chapter 34 of the Hopewell City Code of Ordinances is amended by adding two sections, Secs. 34-5 and 34-192, and by amending Secs. 34-16, 34-23, 34-41, 34-147, 34-153.1 and 34-191, as set forth below:

**CHAPTER 34 – TAXATION**

**ARTICLE I. – IN GENERAL**

**Sec. 34-5. Personal property tax relief.**

*(a) Purpose; definitions; relation to other ordinances.*

- (1) The purpose of this section is to provide for the implementation of the changes to PPTRA effected by legislation adopted during the 2025 Session of the General Assembly of Virginia.
- (2) Terms used in this section that have defined meanings set forth in Va. Code, § 58.1-3523, as amended.
- (3) To the extent that the provisions of this section conflict with any prior ordinance or provision of the City Code, this section controls.

*(b) Method of computing and reflecting tax relief.*

- (1) The City adopts the provisions of Item 255 of the 2025 Appropriations Act, providing for the computation of tax relief as a specific dollar amount to be offset against the total taxes that would otherwise be due but for PPTRA and the reporting of such specific dollar relief on the tax bill.
- (2) The Council will, as part of the annual budget, set the rate of tax relief at such a level that it is anticipated fully to exhaust PPTRA relief funds provided to the City by the Commonwealth. Any amount of PPTRA relief not used within the fiscal year will be carried forward and used to increase the funds available for personal property tax relief in the following year.

## ORDINANCE NO.:

- (3) Personal property tax bills will set forth on their face the specific dollar amount of relief credited with respect to each qualifying vehicle, together with an explanation of the general manner in which relief is allocated.

*(c) Allocation of relief among taxpayers.*

- (1) Allocation of PPTRA relief will be provided in accordance with the general provisions of this section, as implemented by the specific provisions of the City's annual budget relating to PPTRA relief.
- (2) Relief will be allocated in such a manner as to eliminate personal property taxation of each qualifying vehicle with an assessed value of \$1,000.00 or less.
- (3) Relief with respect to qualifying vehicles with assessed values of more than \$1,000.00 will be provided at a rate fixed in the City's annual budget and applied to the first \$20,000.00 in value of each qualifying vehicle, but is estimated fully to use all available state PPTRA relief.

*(d) Transitional provisions.*

- (1) The collector of City taxes is authorized to issue a supplemental personal property tax bill in the amount of 100 percent of tax due, without regard to any former entitlement to state PPTRA relief, plus applicable penalties and interest, to any taxpayer whose taxes with respect to a qualifying vehicle for tax year 2025 or any prior tax year remain unpaid on September 1, 2025, or such date as state funds for reimbursement of the state share of such bill have become unavailable, whichever earlier occurs.
- (2) Penalty and interest with respect to bills issued under this section will be computed on the entire amount of tax owed. Interest will be computed at the rate otherwise authorized by the City Code or general law.

**Secs. 34-5 34-6 thru 34-15. Reserved.**

## **ARTICLE II. – TAX ON REAL ESTATE, MACHINERY AND TOOLS**

### **Sec. 34-16. Levy; Accrual; when due and payable**

~~All taxes and levies on real estate and on machinery and tools subject to taxation by the city shall accrue on January first of each year and shall become due and payable on the first day of June of each year. There is hereby imposed and levied a tax on each real estate property at the rate of \$1.17 per every \$100 assessed value and a machinery and tools tax of \$3.10 per every \$100 at 25 percent of original cost. All taxes and levies on real estate and on machinery and tools subject to taxation will accrue on January 1 of each year and will become due and payable on June 1 of each year.~~

ORDINANCE NO.:

**Sec. 34-23 Real estate tax relief for elderly and disabled persons.**

- (a) An exemption or deferral of real estate taxes will be granted from local real estate taxation, or a portion thereof, owned by and occupied as the sole dwelling of a person or persons not less than 65 years of age, or where such person or persons are determined to be permanently and totally disabled as defined by Va. Code § 58.1-3217, provided that (i) the dwelling is occupied as the sole dwelling by all such joint owners, and (ii) the net combined financial worth, including the present value of all equitable interests, as of December 31 of the immediately preceding calendar year, of the owners, and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding one (1) acre, upon which it is situated will not exceed: \$100,000.00 for a tax exemption, and \$200,000.00 for a tax deferral.
- (b) The total combined income received from all sources during the preceding calendar year by (i) owners of the dwelling who use it as their principal residence, (ii) owners' relatives who live in the dwelling, and (iii) nonrelatives of the owner who live in the dwelling except for bona fide tenants or bona fide paid caregivers of the owner, will not exceed \$32,500.00 (provided that the first \$4,000.00 of income of each person who is not the spouse of an owner living in the dwelling will not be included in such total) for an exemption, and \$50,000.00 for a tax deferral. *\$10,000.00 of income is excluded for an owner who is permanently disabled.*
- (c) Where the person claiming exemption conforms to the standards and does not exceed the limitations contained herein, the tax exemption will be as shown on the following schedule:
  - (1) Total combined income not exceeding \$18,500.00, the tax exemption is 100 percent;
  - (2) Total combined income exceeding eighteen thousand five hundred dollars \$18,500.00 and not exceeding \$32,500.00, the tax exemption is 50 percent.The maximum tax exemption hereunder is \$850.00.
- (d) In addition to any exemption that may be available, the above-described property owners can also choose to defer all, or part of the real estate taxes on any amounts not subject to exemption, which amounts will be collected pursuant to Va. Code § 58.1-3216.

**ARTICLE III. – TAX ON PUBLIC SERVICE CORPORATIONS AND TANGIBLE PERSONAL PROPERTY OTHER THAN MACHINERY AND TOOLS**

**Sec. 34-41. Levy; Accrual; when due and payable**

*There is hereby imposed and levied a tax on personal property other than machinery and tools at a rate of \$3.50 per \$100 of the assessed value. The rate for real and personal property owned by a Public Service Corporation is taxed in accordance with Va. Code § 58.1-2606.*

Beginning with tax year 2006, and for subsequent tax years, taxes accruing to the city from public service corporations and on all tangible personal property, other than machinery and tools,

## ORDINANCE NO.:

subject to taxation by the city ~~shall will~~ accrue annually, at the beginning of the tax year, on January 1, and ~~shall will~~ be paid in full to the city treasurer no later than February 15 of the following year. Taxpayers ~~shall will~~ be provided payment options for the payment of taxes accruing to the city on all tangible personal property, other than machinery and tools, which options ~~shall will~~ include payment through monthly, bi-monthly, quarterly, or semi-annual installments, or in ~~one (1)~~ a lump sum. However, taxpayers in arrears for previous years' taxes ~~shall will~~ not be afforded such payment options, but must pay annually in a lump sum.

### ARTICLE IX. – TRANSIENT LODGERS

#### Sec. 34-147. Imposed; amount; use of proceeds.

There is hereby levied and imposed, in addition to all other taxes and fee of every kind now imposed by law, on each transient, a tax equivalent to ~~eight~~ 10 percent (8.0%) of the total amount paid for lodging by or for such transient to any hotel or lodging property.

#### Sec. 34-153.1. Levy; amount; collection.

*As allowed under Va. Code § 58.1-3819, there is levied and imposed, in addition to any other taxes or fees, a tax of 10 percent of the total price paid or for a customer for use or possession of any lodging accommodations for a continuous occupancy for fewer than 90 days. The tax will be collected at the time and in the manner provided for in this article.*

~~Pursuant to §58.1-3819 of the Code of Virginia, the city may levy and impose, in addition to any other taxes and fees of every kind imposed by law, a tax of eight percent (8%) of the total price paid or for a customer for use of possession of any lodging accommodations for the continuous occupancy for fewer than ninety (90) days. The tax shall be collected at the time and in the manner provided for in this article.~~

### ARTICLE XII. – DISABLE VETERAN AND SURVIVING SPOUSE EXEMPTIONS

#### Sec. 34-191. Disabled veteran exemptions.

- (a) Exemptions ~~shall will~~ be granted from local real estate taxation of real property owned by and certified that the real property is occupied as the veteran's principal place of residence who has provided documentation from the U.S. Department of Veterans Affairs or its successor agency indicating that the veteran has a ~~one hundred~~ 100 percent service-connected, permanent, and total disability. A surviving spouse of a veteran eligible for the exemption may also qualify for the exemption. Such exemptions ~~shall will~~ be subject to the following restrictions and conditions:
- (b) The veteran or surviving spouse claiming the exemption will file with the commissioner of the revenue on forms provided by the city, an affidavit or written statement that:

ORDINANCE NO.:

- (1) Sets forth the name of the disabled veteran and the name of the spouse, if any, also occupying the real property.
  - (2) Indicates whether the real property is jointly owned by a husband and wife.
  - (3) Certifies that the real property is occupied as the veteran's principal place of residence.
  - (4) Provide documentation from the U.S. Department of Veterans Affairs or its successor agency indicating that the veteran has a ~~one-hundred~~ 100 percent service-connected, permanent, and total disability.
  - (5) The surviving spouse of a veteran eligible for the exemption ~~shall~~ *will* also qualify for the exemption, so long as:
    - a. The death of the veteran occurs on or after January 1, 2011.
    - b. The surviving spouse does not remarry.
    - e. ~~The surviving spouse continues to occupy the real property as their principal place of residence.~~
    - c.d. The surviving spouse provides documentation that the veteran's death occurred on or after January 1, 2011.
  - (c) The veteran or surviving spouse ~~shall~~ *will* be required to re-file the information only if the principal place of residence changes.
  - (d) The city ~~shall~~ *will* provide for the exemption from real property taxes the qualifying dwelling and ~~shall~~ *will* provide for the exemption from real property taxes on the land, not exceeding ~~one~~ (1) acre, upon which it is situated.
  - (f) *This exemption applies without restriction on the spouse's moving to a different principal place of residence.*
- ~~Tax relief shall be granted effective January 1, 2011. This article shall be deemed an emergency measure to take effect immediately, after passage on one and only reading.~~

***Sec. 34-192. Classification of real property owned by certain surviving spouses for tax purposes.***

*For taxable years beginning on or after January 1, 2022, any real property owned by a surviving spouse of a member of the Armed Forces of the United States who died in the line of duty with a line of duty determination from the U.S. Department of Defense, where such death was not the result of criminal conduct, and where such spouse occupies the real property as his principal place of residence and does not remarry may be declared and classified as a separate class of property and will constitute a separate classification for local taxation of real property.*

VOTING AYE:

VOTING NAY:

ORDINANCE NO.:

ABSTAINING:

ABSENT:

DONE this \_\_\_\_\_ day of \_\_\_\_\_

---

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

---

Sade' Allen, Deputy City Clerk



# REGULAR BUSINESS

R-1



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: School Division Supplemental Appropriation**

**ISSUE:** Supplemental appropriation amending the FY25 Hopewell Public Schools budget by a total of \$146,000 in additional federal, state, and local grants.

**RECOMMENDATION:** Staff recommends that City Council approve the resolution to amend the FY25 Hopewell Public Schools supplemental budget appropriation, as presented.

**TIMING:**

**BACKGROUND:** The Hopewell Public School (HPS) Division's FY25 budget was approved by City Council on May 28, 2024, with supplemental appropriations approved on September 24, 2024 and January 28, 2025. Hopewell Public Schools have received additional federal, state, and local grants in the amount of \$146,000.

HPS received the following new grants: The John Randolph Foundation Grant, the Early Childhood Provisionally Licensed Teacher Incentive Grant, and the School Based Mental Health Grant. This amounts to an increase to the Operating Fund in the amount of \$146,000.

**ENCLOSED DOCUMENTS:** Budget Amendment Resolution – Supplemental Appropriation #4 & #5

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

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

**SUMMARY:**

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

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

**FOR IN MEETING USE ONLY**

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

---

**Roll Call**

---

**SUMMARY:**

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

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



**General Resolutions for January 9, 2025**

**Warrants**  
**Review of Bills**  
**December**  
**25-01-G1**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that bills in the amount of \$706,434.06 (Operating Fund), \$1,119.00 (Textbook Fund) & \$168,358.34 (Cafeteria Fund) for December have been presented and reviewed by the Hopewell City School Board.

**Approval of Supplemental Appropriation**  
**FY25 #4**  
**25-01-G2**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that a supplemental appropriation to the Operating Fund, in the amount of \$38,000 be and is hereby approved for FY25. The supplemental appropriation is for state and local grants. The grants are as follows:

John Randolph 

The ~~Cameron~~ Foundation Grant

The Early Childhood Provisionally Licensed Teacher Incentive Grant



**General Resolutions for April 10, 2025**

**Warrants**  
**Review of Bills**  
**March**  
**25-04-G1**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that bills in the amount of \$890,149.92 (Operating Fund), \$10,725.00 (Textbook Fund) & \$151,576.81 (Cafeteria Fund) for March have been presented and reviewed by the Hopewell City School Board.

**Approval of Supplemental Appropriation**  
**FY25 #5**  
**25-04-G2**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that a supplemental appropriation to the Operating Fund, in the amount of \$108,000 be and is hereby approved for FY25. The supplemental appropriation is for a federal grant for school-based mental health services.



# FY25 Proposed School Budget

School Operating Fund - 014	Approved Budget	Changes	Adjusted Budget
Estimated Revenues			
State Sources	45,110,734	15,000	45,125,734
Federal Sources	7,937,315	108,000	8,045,315
Other Revenues	6,508,181	23,000	6,531,181
Transfer from General Fund	13,865,905	-	13,865,905
Total Revenues	<u>73,422,135</u>	<u>146,000</u>	<u>73,568,135</u>
Appropriations			
Non-Categorical	<u>73,422,135</u>	<u>146,000</u>	<u>73,568,135</u>
Total School Operating Fund	<u>73,422,135</u>	<u>146,000</u>	<u>73,568,135</u>
 School Textbook Fund - 056			
Estimated Revenues			
State Sources	<u>1,485,444</u>	-	<u>1,485,444</u>
Total Revenues	<u>1,485,444</u>	-	<u>1,485,444</u>
Appropriations			
Textbook Purchases	<u>1,485,444</u>	-	<u>1,485,444</u>
Total School Textbook Fund	<u>1,485,444</u>	-	<u>1,485,444</u>
 School Cafeteria Fund - 057			
Estimated Revenues			
States Sources	41,165	-	41,165
Federal Sources	2,800,000		2,800,000
Other Sources	<u>981,624</u>	-	<u>981,624</u>
Total Revenues	<u>3,822,789</u>	-	<u>3,822,789</u>
Appropriations			
Operating Expenses	<u>3,822,789</u>	-	<u>3,822,789</u>
Total School Cafeteria Fund	<u>3,822,789</u>	-	<u>3,822,789</u>
 School Building/Bus Replacement Fund - 063			
Estimated Revenues			
Other Sources	<u>47,180</u>		<u>47,180</u>
Total Revenues	<u>47,180</u>	-	<u>47,180</u>
Appropriations			
Appropriations	<u>47,180</u>		<u>47,180</u>
Total School Building/Bus Repl Fund	<u>47,180</u>	-	<u>47,180</u>
 Total Budget Request	<u>78,777,548</u>	<u>146,000</u>	<u>78,923,548</u>



# Hopewell City School Board FY25 Budget

Board Resolution Number Fund	Original Budget Approved 6/20/2024 24-06-G2 5/28/2024	Rolled Purchase Order Approved 8/8/2024 24-08-G21 8/27/2024	Supplemental Appropriation FY25 #1 Approved 8/8/2024 24-08-G21 9/24/2024	Supplemental Appropriation FY25 #2 Approved 11/14/2024 24-11-G2 1/28/2025	Supplemental Appropriation FY25 #3 Approved 12/12/2024 24-12-G2 1/28/2025	Supplemental Appropriation FY25 #4 Approved 1/9/2025 25-01-G2	Supplemental Appropriation FY25 #5 Approved 4/10/2025 25-04-G2	Total of Supplemental Appropriations That Need City Approval	FY25 REVISED SCHOOL BOARD BUDGET
14 Operating Fund	\$69,718,597	\$155,905	\$212,680	\$2,825,566	\$509,387	\$38,000	\$108,000	\$146,000	\$73,568,135
63 Building/Bus Replacement Fund	\$47,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,180
56 Textbook Fund	\$1,499,244	\$0	\$0	(\$13,800)	\$0	\$0	\$0	\$0	\$1,485,444
57 School Food Fund	\$3,480,588	\$0	\$0	\$342,201	\$0	\$0	\$0	\$0	\$3,822,789
Total Budget	\$74,745,609	\$155,905	\$212,680	\$3,153,967	\$509,387	\$38,000	\$108,000	\$146,000	\$78,923,548

Carryovers for Title I, Title II, Title III,  
Title IV, Va All In Funding, Year  
Round Schools, School

Construction, Gear Up, Stranger  
Connections, Perkins, CARES,  
Indirect Costs, Correction to ISAEF,  
New grant for Project Hope, Title I  
School Improvement, Correction to  
Beginning Balances for Food  
Services and Textbook funds.

A&T Striping

SSO Grant & School  
Safety and Security  
Grant

The Apprenticeship  
Grant, DBHDS state  
grant, School  
Security Grant, The  
Cameron  
Foundation Grant

The John Randolph  
Foundation Grant  
(The Well), Early  
Childhood  
Provisionally Licensed  
Teacher Incentive  
Grant

School Based Mental  
Health Grant

R-2



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: FY2026 Industrial Revitalization Fund(IRF)  
Grant Resolution**

**ISSUE:** Request Resolution to apply for IRF Grant/Loan for 256 East Cawson Street in partnership with the Hopewell Downtown Partnership

**RECOMMENDATION:** Approve draft resolution

**TIMING:** Regular Council Meeting May 27, 2025

**BACKGROUND: (From IRF Grant Manual)** The Industrial Revitalization Fund (IRF) has a proposed \$3.8 million available for Fiscal Year 2025 (FY25) for the strategic redevelopment of vacant and deteriorated industrial properties across the Commonwealth. The General Assembly will finalize the total funding available in the spring of 2025.

For the purposes of this program, the term “industrial” means any non-residential structure significant to the community due to size, location, and/or economic importance. Remnants of past economic vibrancy and local economies in transition, these structures are no longer suited for their former purpose, and in their current deteriorated condition, stand as a substantial deterrent for future economic opportunity in the surrounding area and region.

Financial barriers typically block the timely redevelopment of these structures and often require more than local resources to attract private sector investment in order to make a deal cash flow. This is especially true in distressed areas. Therefore, the allocation is meant to leverage local and private resources to achieve market-driven redevelopment of these structures, creating a catalyst for long-term employment opportunities and on-going physical

**SUMMARY:**

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

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

and economic revitalization. Eligible properties and structures must be vacant and deteriorated and may be redeveloped for any market-driven purpose including mixed-use, regardless of the original use. For purposes of IRF, market-driven purpose is defined as guided by market trends and consumer needs based on market research where there is an actual need to be fulfilled or a market problem to solve.

### Summary of Project and Grant/Loan Details:

In December of 2024 the City of Hopewell sold this building to **North Qqz Lp of 7619 Pocoshock Way, Richmond, VA 23235**. The building is in very poor condition due to years of water infiltration from roof leaks. The entire building interior finishes are covered in mold (see attached photos). The owner/manager, Jason Bhattacharya has a vision to redevelop the building after major interior renovations and improvements. The building will be taken back to shell condition and all mold removed before new systems and finishes are installed (See attached budget and summary of work). Once the building shell is cleaned and new restrooms, life safety systems and lighting installed, Jason will begin marketing the property for new business tenants. He will also use the space for pop up events and make available for interim short term uses until long term tenants are secured.

### Budget for project:

The total project budget for remediation and shell. \$883,842.63. The IRF requires the Owner to match 1 for 1. The Owner will match \$441,921.31. The requested amount for the IRF Grant/Loan is \$441,921.32.

### Please note conditions of grant funding if awarded for this project as “For Profit Owner”:

IRF Grant/Loans may be funded as a grant to the applicant local government who will in turn make a loan to the for-profit entity (Property Owner). The following standard terms and conditions will apply to all projects unless DHCD determines that a regionally significant project requires more favorable terms. The terms of the loan must be agreed to by DHCD. Interest Rate: 2.5% Amortization: Up to 20 Years (negotiated on a project-by-project basis) Environmental Review. DHCD will require an executed performance agreement with the developer

The Hopewell Downtown Partnership will be the fiscal agent for this grant and administer the grant/loan through a revolving loan program.

### ENCLOSED DOCUMENTS:

- Summary of Proposed Project

---

#### SUMMARY:

Y N

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

Y N

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

- Summary Budget
- Photos of existing conditions
- Draft Resolution for the IRF Grant Application

**STAFF:** Charles Bennett, Director of Economic Development

**FOR IN MEETING USE ONLY**

**MOTION:** I move to adopt the attached resolution allowing the Hopewell Downtown Partnership to apply for \$441,921.32 from the IRF Grant application for the rehabilitation of 256 East Cawson Street, and all match funding to be paid by the property owner.

**Roll Call**

---

**SUMMARY:**

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

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

**RESOLUTION AUTHORIZING OF THE APPLICATION OF THE INDUSTRIAL  
REVITALIZATION FUND (IRF) GRANT**

**WHEREAS**, the Department of Economic Development and Tourism has determined the property at 256 East Cawson Street ("Property") is in poor condition and appears to meet the definition of "blighted" according to Va. Code § 36-3;

**WHEREAS**, the owner of the Property is working with the Department of Economic Development and Tourism and the Hopewell Downtown Partnership seeking assistance with its rehabilitation for the purposes of economic development;

**WHEREAS**, Council supports the application of the Industrial Revitalization Fund (IRF) Grant for the Property;

**WHEREAS**, Council is committed to the continued redevelopment of Hopewell through ongoing physical and economic revitalization;

**WHEREAS**, Council understands that the IRF Grant will be used to match the funds being brought forth by the current property owner for a projected remediation cost of \$883,842.63; and

**WHEREAS**, Council understands that, if awarded, the IRF Grant will be administered by the Hopewell Downtown Partnership as fiscal agent via a revolving loan program; and now therefore,

**BE IT RESOLVED** that Council hereby authorizes the application for \$441,921.32 of Industrial Revitalization Funds to transform the Property from its current state to a safe, accessible, and marketable property with immediate community benefits and potential employment opportunities.

**BE IT FURTHER RESOLVED** that the Director of Economic Development and Tourism is hereby authorized to sign any documents necessary to submit the Industrial Revitalization Fund application.

Witness this signature and seal

\_\_\_\_\_  
Johnny Partin, Mayor  
Hopewell City Council, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

\_\_\_\_\_  
Sade' Allen, Deputy City Clerk



May 21, 2025

## **256 E. Cawson Project Proposal**

### **IRF Application Narrative – Project Overview & Funding Priorities Alignment**

#### **Introduction:**

The proposed redevelopment of 256 E. Cawson Street in downtown Hopewell, VA, will transform a long-vacant, environmentally hazardous commercial building into a safe, accessible, and marketable property with immediate community benefit and long-term job-creating potential. The building sits in a prime location within Hopewell's historic downtown core and is currently the **only non-usable, blighted structure on the block**, standing in stark contrast to the surrounding revitalization efforts.

#### **Current Conditions:**

At present, the building is **unsafe for occupancy or even walk-throughs**, due to **widespread mold contamination, a failing roof, and compromised infrastructure**. Its condition not only presents a health and liability risk to workers and the public, but it also prevents any meaningful marketing to prospective tenants. The building cannot be shown, staged, or evaluated until major environmental remediation is complete. As a result, without IRF support to stabilize and clean the structure, it is very likely to remain vacant for years to come, continuing to suppress the block's potential and discourage adjacent investment.

#### **Case for Preservation and Redevelopment:**

The building does have very "good bones". Built originally as a Bell Atlantic switch building, it is constructed of solid concrete, steel and brick. This will enable the remediation and redevelopment to be feasible that would not be possible if the building was built using less resilient materials. Given the current cost of new construction for similar size building, preservation and redevelopment of this structure is recommended in order to continue the revitalization of Downtown Hopewell through thoughtful place-making strategies.

#### **Why IRF Grant Makes Sense:**

This project directly supports IRF's funding priorities:

- It **removes a documented hazard** and stabilizes a visibly blighted property
- It **creates job and entrepreneurial opportunities** through targeted end uses
- It includes a **phased activation strategy** with clear community benefit
- It is **shovel-ready**, with private funds already committed and a clear timeline in place

May 21, 2025

This building restoration cannot move forward without funding. With it, the building will finally be safe to occupy and market — setting the stage for permanent reinvestment and serving as a key anchor in downtown Hopewell's continued resurgence.

IRF support is essential to reverse this trajectory. With funding, remediation and stabilization can begin immediately, with core improvements completed within 9 to 12 months. The work will include:

- Full mold remediation to eliminate health hazards
- Complete roof replacement and masonry repair.
- Installation of two ADA-compliant bathrooms and water fountains
- Base electrical and lighting systems to allow safe occupancy and public use

**Future Use Proposed (Phase I Interim Tenants):**

Once stabilized, the building will offer approximately 11,000 **square feet of fully accessible, compliant commercial space**. It will be the **only pop-up-ready, showable flex space in downtown Hopewell**, immediately available for interim community-serving uses while a long-term tenant is secured. Short-term uses will include:

- Indoor markets and local vendor events
- Civic meetings and public forums
- Nonprofit service rotations
- Arts, culture, and educational programming
- Entrepreneur workshops and coworking tests

These interim uses meet a key IRF priority: demonstrating tangible, early activation while building toward lasting private-sector reinvestment.

**Future Use Proposed (Phase II Long Term Tenants):**

The building will be marketed to the City of Hopewell, then to nonprofit and mission-aligned users. If no public-interest tenants emerge, it will be marketed to private commercial tenants with a focus on job creation and public engagement.

**Targeted tenant types include:**

- A microbrewery, taproom, or microwinery with job creation potential and destination appeal

May 21, 2025

- A **shared office and business incubator space**, allowing entrepreneurs to launch ventures in Hopewell
- A **retail/artisan hybrid** that engages both residents and visitors

An added asset is that the City of Hopewell owns parking lot and open spaces parcels near this building, offering both interim tenants, and future tenants an opportunity to expand outdoor programming, add patio space, or support customer access.

**The ultimate goal of this project is to eliminate a prominent source of downtown blight, deliver safe, flexible commercial space to the local market, and support long-term job growth and community vitality. It is for these reasons that we are seeking Industrial Revitalization Fund Grant consideration for this project.**

256 E. Cawson  
Hopewell, VA 23860

Photo Addendum

F

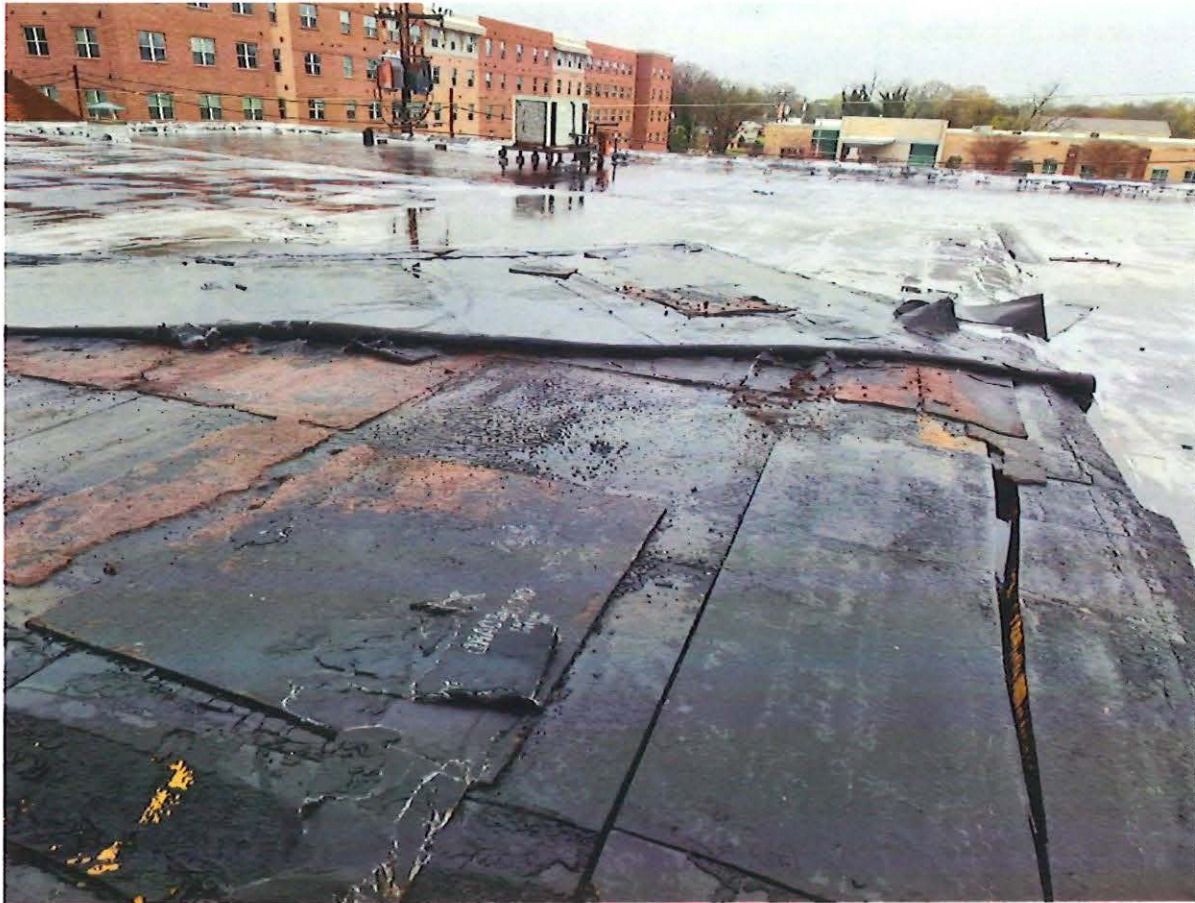


Front Elevation



Street View From Roof Towards James River



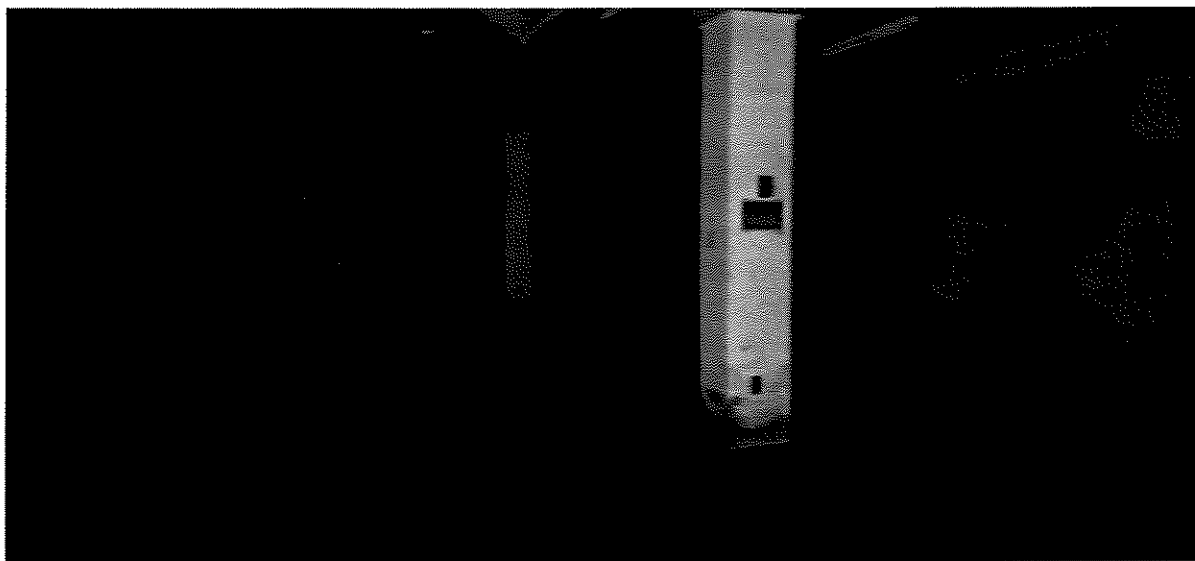


Roof Damage. Roof has been partially blown off.



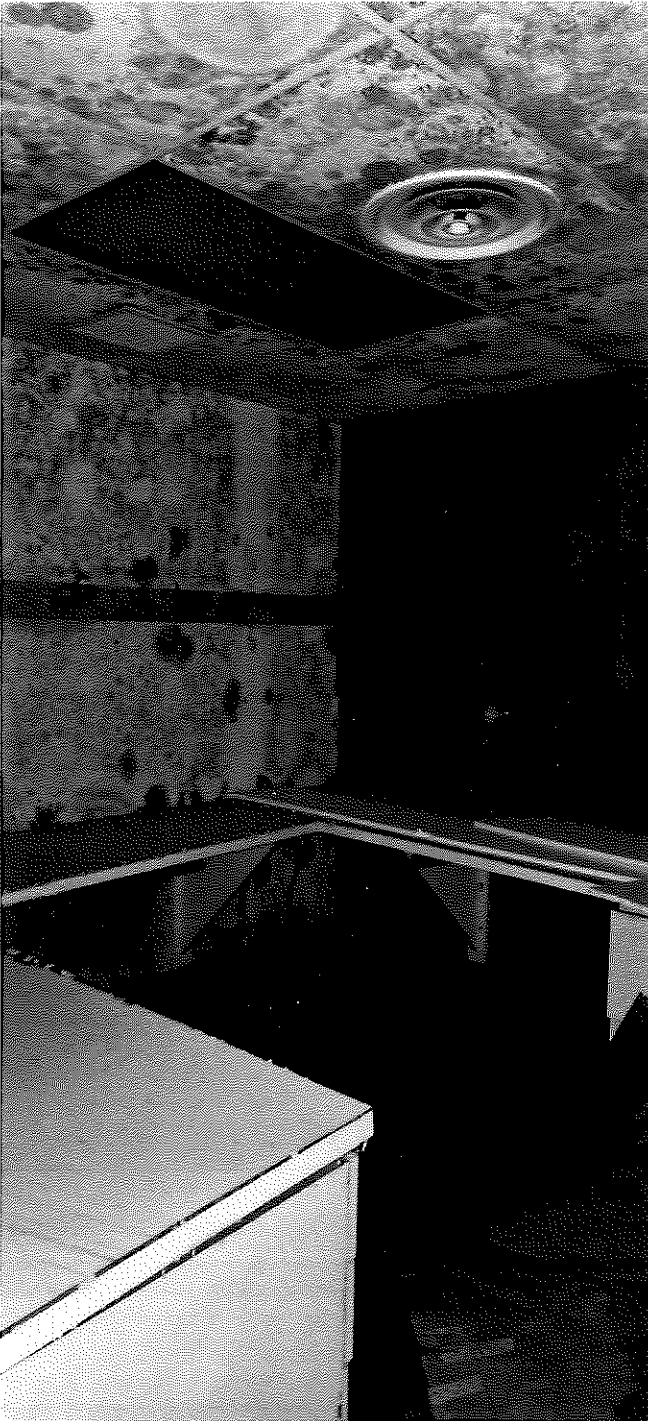
Brick Deflection





## Standing Water in Basement

With the separate entry way this space could easily support a different business or concept.



Both Levels of Entire Structure are toxic mold.



Prior usage was Department of Social Services. Once mold remediation is completed, the space will be open to a variety of use cases.



Mold has been unabated for more than 10 years.



Every non structural surface must be removed to abate mold hazard.

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

## Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235
<b>Project 256 Cawson Hopewell, VA</b>

			Project
Description	Qty	Cost	Total
ROOF a) Set up all safety equipment both on ground and on roof b) Remove existing roof to concrete deck c) Furnish and install (2) layers of 2.6" polyisocyanurate insulation over prepared surface as an underlayment for new PVC roof d) Furnish and install a Versico white PVC fully adhered roof, together with all necessary metal and membrane flashings e) Fabricate and install new .040 aluminum Kynar finish wall coping metal. Furnish and install new Versico aluminum termination bars where needed. Furnish and install new retro fit aluminum drains flashed into new PVC roof	100	2,250.00	225,000.00
Mold Remediation (Per attached detail)	1	313,827.63	313,827.63
MASONRY: This project involves the removal and resetting of the top 4 to 7 courses of brick masonry at the subject property. The existing brick has kicked out or become unstable, and must be safely removed and properly reinstalled with new mortar. The scope includes necessary site protection, demolition, scaffold access, material procurement, and reconstruction per industry standards.	1	65,000.00	65,000.00
2. SITE PREPARATION: Mobilize tools, equipment, and materials to site.  Erect safety barriers and signage to ensure site safety during work.  Provide necessary protection to adjacent surfaces, landscaping, and			
		<b>Total</b>	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
structure.  Deliver scaffolding and set up per OSHA standards to safely access work area.  3. DEMOLITION / REMOVAL: Carefully remove the top 4 to 7 courses of brick along the affected wall section down to solid, stable masonry.  Remove all loose, deteriorated, or failed mortar.  Salvage any undamaged existing brick for reuse where possible.  Clean salvaged bricks of mortar for reuse.  Dispose of broken or unsuitable brick and debris off-site in accordance with local regulations.  4. MATERIALS: Brick: Match existing in size, color, and texture as closely as possible. New bricks to be approved before use.  Mortar: Custom mortar mix to match existing in color, texture, and composition (Type N unless otherwise specified).  All materials to comply with ASTM standards for masonry			
		Total	

Customer Signature



Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
construction.  5. MASONRY RECONSTRUCTION: Re-lay the salvaged and/or new brick in running bond pattern to match existing.  Maintain existing coursing, joint spacing, and appearance.  Tool joints to match existing style (e.g., concave, raked, flush).  Ensure level and plumb courses, proper alignment, and full mortar joints (bed and head).  Allow sufficient curing time for mortar.  6. CLEANING & FINISHING: After mortar has properly cured, gently clean brickwork using non-acidic masonry cleaner or water wash to remove excess mortar or stains.  Final inspection with owner to ensure satisfaction and proper integration with existing wall.  Remove scaffolding, debris, and jobsite protections.  Leave work area in clean and safe condition.			
		Total	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

## Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
7. EXCLUSIONS (unless otherwise noted): Structural repairs beyond the scope of masonry reconstruction.  Interior wall finishes or damage behind masonry.  Waterproofing or sealing unless specified.  Landscaping repair beyond protection. ELECTRICAL PANEL UPGRADE  Disconnect and safely remove the existing electrical panel.  Supply and install a new main electrical panel (minimum 200A, expandable as needed for future use).  Install proper grounding and bonding in compliance with current NEC (National Electrical Code) standards.  Coordinate with local utility company for service disconnect/reconnect as required.  Label all circuits clearly for current and future loads.  Provide spare circuits for future expansion (designated and labeled).  B. BASIC INTERIOR LIGHTING Install general-purpose LED lighting in the open structure/common	1	18,050.00	18,050.00
		<b>Total</b>	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
area.  Fixtures to be energy-efficient, vandal-resistant, and suitable for public environments.  Switches installed at logical, accessible entry points.  Install appropriate lighting in each bathroom, including:  Ceiling-mounted LED fixtures or vanity lighting over sinks.  GFCI-protected outlets per code.  Exhaust fan wiring (if fans are to be installed).  Obtain all necessary permits and inspections.     CLEANUP & FINALIZATION: Perform system functionality check and final walkthrough with owner or designated representative.  Label all installed circuits at panel.  Remove and dispose of all electrical debris and packaging materials.  Submit final inspection paperwork and close permits			
		Total	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
EXCLUSIONS (unless otherwise noted): Installation of HVAC equipment, kitchen appliances, or specialty equipment.  Low-voltage wiring (e.g., security, fire alarm, internet).  Decorative or architectural lighting.  Generator installation.			
		Total	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

## Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
Plumbing – ADA Compliance Upgrades  1. Demolition & Preparation Disconnect and remove all existing bathroom fixtures, piping, and non-compliant components.  Remove floor and wall finishes as needed to access and modify existing plumbing infrastructure.  Cap off water and waste lines as required for safe demolition and staging.  2. ADA-Compliant Bathroom Plumbing Upgrades (2 Bathrooms) Reconfigure plumbing rough-ins to align with ADA fixture layout standards, including proper fixture spacing, mounting heights, and clearances.  Install new ADA-compliant water closets (toilets) with rear or side grab bar reinforcement blocking and 18" centerline from the adjacent wall.  Install ADA-compliant lavatories (sinks) with insulated P-traps and knee clearance of at least 27" high, 30" wide, and 19" deep.  Install ADA-compliant faucets with lever or sensor activation.	1	65,000.00	65,000.00
		<b>Total</b>	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
Update all associated hot and cold supply lines, drain lines, and venting to meet current plumbing code.  Install new cleanouts as required for code and serviceability.  3. Installation of ADA-Compliant Water Fountains (2 Units) Provide and install two bi-level ADA-compliant drinking fountain units, with one spout at 36" max height (wheelchair accessible) and one at standard adult standing height.  Run new cold water supply lines to each unit location.  Install new drain lines tied into existing or newly routed waste lines.  Provide electrical connections if refrigerated/chilled fountain models are used.  Frame and finish surrounding wall as necessary for mounting and code clearance (18" side clearance, 27"-80" forward reach, etc.).  4. Testing and Inspection Pressure test and inspect all new supply and drain lines.  Coordinate with local building officials for final plumbing inspection and ADA code compliance review.  5. Cleanup and Closeout Patch walls and floors to match adjacent finishes where disturbed during plumbing work.			
		Total	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

## Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
Provide as-built plumbing diagrams for inclusion in the final project documentation.Plumbing Framing – ADA Bathrooms & Changing/Storage Area  1. General Scope All framing work will comply with current International Building Code (IBC) and ADA accessibility standards, and will be coordinated with architectural and plumbing layouts.  Framing will be anchored to existing concrete slab using powder-actuated fasteners or concrete anchors, per structural and code requirements.  2. Layout and Framing of Two ADA-Compliant Bathrooms Layout and snap lines on the slab for two individual ADA-compliant bathroom spaces, ensuring minimum interior clearances:  60" turning radius within each bathroom  Proper fixture spacing (e.g., toilet centerline 18" from side wall)  Construct partition walls using 2x4 or 3-5/8" metal studs at 16" on center, from floor to ceiling (or to underside of roof deck if ceiling not framed).  Frame door openings with proper rough dimensions for ADA-compliant 36" wide doors.		19,500.00	19,500.00
		<b>Total</b>	

Customer Signature



Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
<p>Install blocking/backing in walls at appropriate heights to support future grab bars, accessories, and wall-hung fixtures (sinks, toilets, dispensers).</p> <p>Include fire blocking per code and acoustic insulation in walls (if required for privacy or code compliance).</p> <p>3. Framing of Changing/Storage Room Frame a flex-use room adjacent or nearby, designed to serve as a changing room with integrated or future use as a storage area.</p> <p>Room dimensions to provide privacy, with minimum 60" turning radius for ADA compliance if it is to serve as a gender-neutral or family changing room.</p> <p>Framing will include:</p> <p>One solid partition wall with backing for hooks, shelving, or lockers.</p> <p>Framed opening for a 3'0" door, swing-out or sliding, as required.</p> <p>Optional: Reinforcement in wall cavities for future shelving installation (if storage use will be active).</p> <p>Provide adequate framing for electrical box support (switches, outlets, lighting).</p>			
		Total	

Customer Signature

Plumbline Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

# Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
4. Anchoring and Compliance All bottom plates to be pressure-treated wood or galvanized track, anchored to concrete floor slab with Tapcon or Hilti fasteners (minimum 6' O.C., or as per structural).  Top plates or headers to tie into existing joists, ceiling structure, or blocking as needed.  Walls framed plumb and true, ready for MEP rough-in and drywall installation.			
5. Clean-up and Inspection Debris removed from work area daily.			
Framing inspected and signed off prior to MEP and drywall phases. Architect, and Engineer	1	7,500.00	7,500.00
Flooring – Scrubbed and Polished Concrete Finish	9,100	6.15	55,965.00
1. Surface Preparation Inspect all concrete floor surfaces in the two ADA-compliant bathrooms and the changing/storage room, as well as adjacent hallways or circulation areas.  Remove all debris, adhesives, coatings, dust, and surface			
		<b>Total</b>	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

# Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
contaminants using industrial degreasers and mechanical scrubbing equipment (auto scrubber or rotary floor machine with abrasive pads).  Spot grind or patch minor surface irregularities, spalling, or cracks as necessary to ensure a smooth and level substrate suitable for finishing.  2. Concrete Scrub & Light Polish Finish Perform a low-grit abrasive mechanical polishing (typically 100–200 grit) to clean and expose a uniform surface, giving a matte to satin finish with subtle reflectivity.  Maintain a consistent industrial aesthetic appropriate for flexible commercial use while meeting ADA slip-resistance requirements.  Apply penetrating densifier/hardener to improve abrasion resistance, dustproof the surface, and enhance durability.  Buff surface to an even, low-sheen finish — not a mirror polish — to preserve the “raw concrete” look while ensuring surface cleanability and performance.  3. Sealing (Optional) Optionally apply a clear, water-based sealant for stain resistance, especially in bathrooms or areas subject to spills.			
		<b>Total</b>	

Customer Signature

Plumblin Construction LLC

7619 Pocoshock Way  
Richmond, VA 23235

Estimate

Date	Estimate #
5/15/2025	32

Name / Address
7619 Pocoshock Way Richmond, VA 23235

			Project
Description	Qty	Cost	Total
Sealant will be selected to meet ADA slip coefficient requirements (minimum dry COF 0.6), particularly near wet areas (fountains, lavatories).			
4. Transitions and Thresholds Install ADA-compliant aluminum or rubber thresholds at all doorways where polished concrete meets other flooring types (if applicable).			
Ensure flush transition between slab areas and any bathroom fixtures or floor-mounted partitions.			
5. Cleanup Final sweep and mop of entire concrete floor surface.			
Remove polishing residue, dust, and protective masking.			
Floor to be turned over ready for use or staging for tenant buildout.Floor Coverings Supervision and Management	1,200	95.00	114,000.00
		Total	\$883,842.63

Customer Signature \_\_\_\_\_

R-3

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOPEWELL, VIRGINIA  
AMENDING THE FY 2025 CAPITAL BUDGET**

**WHEREAS**, the City Council of the City of Hopewell amended its budget on October, 2024 for FY25 and designated Capital Reserves in the amount of \$1,550,000.00 and,

**WHEREAS**, the City Council will designate \$500,000 of those funds to the Sewer Capital projects for Queen Anne Pump Station Design and Sewer Streets Repairs and,

**WHEREAS**, the City has paid or will pay certain expenditures (the "Expenditures") in connection with various Capital projects and make a reimbursement allocation, which is a written allocation by the City that evidences the City's use of proceeds of the Funds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Projects are placed in service or abandoned, but in no event more than 3 years after the date on which the Expenditure is paid as noted by the reimbursement resolution adopted by City Council April 15, 2025.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF HOPEWELL, VIRGINIA, AS FOLLOWS:**

This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED THIS.

The Clerk of the City Council of the City of Hopewell, Virginia hereby certifies that the above-referenced resolution was adopted by a majority vote of the City Council at a regular meeting of the City Council, duly called and held on September 19, 2023, during an open meeting, as follows:

AYES:

NAYS:

ABSTENTIONS

Attested to:

---

Clerk, City Council of the City of  
Hopewell, Virginia

# REPORTS OF THE CITY MANAGER

# ADJOURNMENT