

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

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

Dominic R. Holloway, Sr., Councilor, Ward #7

Dr. Concetta Manker, City Manager

Danielle Smith, City Attorney

Brittani Williams, City Clerk

Bridetta Williams, Deputy Clerk

November 14, 2023

REGULAR MEETING

Closed Meeting- 6:00 PM

Work Session – 7:00 PM

Regular Meeting-7:30pm

6:00 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

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

Roll Call

RECONVENE OPEN MEETING

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

WORK SESSION

WS-1 – Modification to development standards application – Chris Ward, Hopewell City Director of Development

REGULAR MEETING

7:30 p.m.

Call to order, roll call, and welcome to visitors

Prayer by Reverend Danny Tucker, followed by the Pledge of Allegiance to the Flag of the United

States of America led by Councilor Holloway.

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

CONSENT AGENDA

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

C-1 Minutes: October 10, 2023, October 12, 2023, October 19, 2023, October 24, 2023, October 26, 2023

C-2 Pending List:

C-3 Information for Council Review: Police Report - Chief Taylor

C-4 Personnel Change Report & Financial Report: HR Report, BOE Minutes July 2023 & August 2023, Planning Commission Minutes Oct 11, 2023, DDRC Minutes October 2023

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

INFORMATION/PRESENTATIONS

1. Finance Status Report – Robert Bobb Group

COMMUNICATIONS FROM CITIZENS

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

UNFINISHED BUSINESS

PUBLIC HEARING

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

REGULAR BUSINESS

R1 – PPTRA Budget Resolution Approval Request – Shannon Foskey, Hopewell City Treasurer

R2 - Proposed changes to the City's Parking Enforcement and Inoperable Vehicles Ordinance –Danielle Smith, Hopewell City Attorney

R3 - Hopewell High Visibility Back Plate Upgrades and Hopewell Pedestrian Crossing Improvements, Virginia Highway Safety Improvement Program (VHSIP) – Michael Campbell, Hopewell City Public Works Director

R4 – Collective Bargaining Resolution –Cynthia Hudson, Esq., Dr. Manker, Hopewell City Manager

R5 – Robert Bobb Group- Scope change approval - Dr. Manker, Hopewell City Manager

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Councilors Request

CR-1 – Approve the proposed changes to the City Attorney Employment Contract – Vice Mayor Gore

Presentations from Boards and Commission

Other Council Communications

Adjournment

CLOSED
MEETING

RECONVENE OPEN MEETING

WORK SESSION

WS-1

CITY OF HOPEWELL

CITY COUNCIL INFORMATION FORM



Non-Action Item:

- ☐ Closed Session
☒ Work Session
☐ Presentation
-

**COUNCIL AGENDA ITEM TITLE: Modification to Development Standards application
– 3609 Oaklawn Blvd. (Advance Auto Parts).**

ISSUE: Zoning ordinance allows only one freestanding sign per business. An existing freestanding sign is at the Oaklawn entrance. Advance Auto has access from two primary thoroughfares (Oaklawn and Woodlawn) and the second sign will mark the entrance to the business from Woodlawn.

RECOMMENDATION: Staff recommends approval. Planning Commission recommends approval 4-0.

TIMING: No action at this time.

ENCLOSED DOCUMENTS: Modification to Development Standards application, Proposed sign mock-up, Staff Report

STAFF: Christopher Ward, Director of Development

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
☐ ☐ Councilor Brenda Pelham, Ward #6
☐ ☐ Councilor Dominic Holloway, Sr., Ward #7



3609 Oaklawn Blvd. - Parcel #089-0915
Owner/Applicant: Gina Penney - Agent
Modification to Development Standards
Staff Report prepared for the Planning Commission Public Hearing

This report is prepared by the City of Hopewell Department of Development Staff to provide information to the Planning Commission to assist them in making an informed decision on this matter.

I. MEETINGS, WORK SESSIONS & PUBLIC HEARINGS:

Planning Comm.	Public Hearing	Nov. 2, 2023	Pending
City Council	Work Session	TBD	
City Council	Public Hearing	TBD	

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	B-4, Corridor Development District
Land SF:	66,298SF
Owner:	Bobbi N. Redding
Legal Description:	Lot 6R, Block 18, Subdivision Woodlawn
Election Ward:	Ward 7
Land Use Plan Recommendation:	Interchange Commercial
Strategic Plan Goal:	N/A
Zoning of Surrounding Property:	North: B-4 South: B-4 East: B-4 West: B-4

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Gina Penney, agent for the business located at the subject property (Advance Auto), to modify the development standards in accordance with Article XVIII, Section G, to erect a freestanding monument-style sign at

the Woodlawn Street entrance to the business. The business had a non-conforming entrance sign in this location within the last two years until a vehicle destroyed it. The business location already has one legal non-conforming sign at the Oaklawn entrance.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Modification to the Development Standards are:

ARTICLE XVIII – DEVELOPMENT STANDARDS

F. SIGNAGE

8. Signs Permitted in the B-3 and B-4, Districts.

The following signs are permitted in the B-3 and B-4 districts, unless otherwise noted.

- a. Signs for residential uses shall be regulated by subsection 4 of this Section F.
- b. For permitted commercial or industrial uses, total sign area for building mounted signs on buildings housing only one (1) tenant, shall not exceed in the aggregate two (2) square feet of sign area for each lineal foot of building frontage. No such sign area shall be required to be less than forty (40) square feet, nor shall it exceed two hundred (200) square feet.
- c. On lots containing buildings housing more than one (1) tenant, sign area for building-mounted signs for each tenant shall not exceed two (2) square feet for each lineal foot of building frontage occupied by that tenant, with a maximum sign area for that respective tenant of two hundred (200) square feet. No such sign area shall be required to be less than forty (40) square feet.
- d. The following types of building mounted signs shall be permitted:
 - (1) Projecting signs, provided that such signs shall not project nearer than five (5) feet from any property line.
 - (2) Roof signs.
 - (3) Signs attached to the vertical face of a marquee, provided that such signs shall not project below the lower edge of the marquee, nor shall extend above the vertical marquee face.
 - (4) Wall signs.
 - (5) Signs on awnings, provided that such signs shall be limited to the drop leaf and letters shall not exceed eight (8) feet in area.
- e. In addition to building mounted signs, freestanding signs shall be permitted. The area permitted for freestanding signs shall be in addition to that permitted for building mounted signs.

- (1) Freestanding signs shall not exceed in the aggregate forty (40) square feet, and shall not extend higher than ten (10) feet. One (1) freestanding sign is allowed per parcel.
- (2) No more than one (1) freestanding sign shall be permitted for a shopping center limited in area to fifty (50) square feet, and shall not extend higher than ten (10) feet. Such sign shall indicate only the name of the shopping center and/or a business use or combination of business uses within the center. No other freestanding signs shall be permitted; except that an individual enterprise with a direct access to a highway defined as a thoroughfare street in the comprehensive plan shall be permitted one (1) freestanding sign, not to exceed forty (40) square feet in area and limited height to ten (10) feet.

G. MODIFICATIONS TO DEVELOPMENT STANDARDS AND REQUIREMENTS

1. *Any aggrieved party may appeal the determination of the Director of Development or City Engineer related to the standards contained within this Article, except for those development standards or requirements, which must be modified by the granting of a variance, special exception, conditional use permit or rezoning. Such an appeal shall be taken within thirty (30) days after the decision appealed from by filing with the Director of Development a notice of appeal specifying the grounds thereof, and paying the applicable fee established for said appeal in Article XXII-G of this ordinance. The Director of Development shall forthwith transmit to the Planning Commission for its review and recommendation to City Council all the papers constituting the record upon which the action appealed from was taken.*
2. *An appeal shall stay all proceedings, to include but limited to site plan, building permit or record plat approval, in furtherance of the action appealed from, unless the Director of Development certifies to the Planning Commission that, by reason of facts stated in the certificate, a stay would in his opinion cause imminent peril to life and property, which case proceedings shall not be stayed otherwise than by a restraining order granted by a court of record, on application and on notice to the Director of Development and for good cause shown.*
3. *The Planning Commission shall fix a reasonable time for hearing of the application and shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation on the matter, unless the applicant requests or consents to action beyond such time or unless the applicant withdraws the request.*
4. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code 15.2-2204,*

shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.

5. *The City Council may grant modifications, with or without conditions, to development standards or requirements specific to this Article. No modification to a development standard or requirement shall be authorized by the City Council unless it considers and determines substantial compliance with the Comprehensive Plan. The City Council shall not grant a modification to any development standard or requirement if:*
 - a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning.*
 - b. *Ordinary financial considerations are the principal reason for the requested modification.*
 - c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*
 - d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*
6. *Any person or persons jointly or severely aggrieved by the final decision of the City Council shall file a written appeal with the Circuit Court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided such petition is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said petition shall stay the decision of the governing body pending the outcome of the appeal to the court. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body. Adjacent property owners' appeals shall be limited to conditions which directly affect the property owners and include access, utility locations, buffers, conditions of zoning, architectural treatment and land use transactions. The court shall fix a reasonable time for hearing the appeal.*

V. SUBJECT PROPERTY:

The subject property is located in Ward 7 in the Corridor Development District (B-4). The property is identified as 3609 Oaklawn Blvd. (Parcel #089-0915). The property is 66,298sf (1.522 acres) that sits between two opposing one-way thoroughfares. A legal, non-conforming freestanding pole sign is located at the Oaklawn Boulevard entrance. The Development Standards (Article XVIII in the Hopewell Zoning Ordinance) limit the number of freestanding signs to one. A second freestanding entrance sign was located at the Woodlawn entrance until a vehicle impact destroyed the sign.

VI. APPLICANT'S POSITION:

The applicant states that a second sign located at the Woodlawn entrance is needed to clearly identify the store entrance from that street. The applicant continues that the store is located approximately 200 feet from the Woodlawn entrance and not readily visible from that roadway.

VII. ZONING/STAFF ANALYSIS:

Staff conducted a site visit of the applicant property on October 24, 2023 and verified that the business is not visible from Woodlawn Street as one approaches the entrance to the business. Staff has determined that the installation of an entrance sign at this location is warranted and necessary since it will reduce confusion of drivers attempting to locate the entrance to the business.

Additionally, the proposed freestanding monument-style sign conforms to the specifications set forth in the Development Standards.

VIII. STAFF RECOMMENDATION:

Section G of Article XVIII, copied on page 3 of this report provides the criteria for approval of a modification. If the applicant meets any of these criteria, the modification cannot be granted. After careful review of the application, Staff concludes that the application does not meet any of the criteria and, therefore, recommends **approval** of the modification to development standards application. A detailed answer for each of the criteria follows:

- a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning. This request does not meet the criteria for a variance, special exception, conditional use or a rezoning.*
- b. *Ordinary financial considerations are the principal reason for the requested modification. Financial considerations are not the principal or secondary reason for the requested modification.*
- c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*
The modification will not amend a property-specific condition.

- d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*

The applicant did not create the situation. A vehicle impact destroyed the previous sign at this location and the applicant seeks to replace it in accordance with the specifications for freestanding signs.

IX. PLANNING COMMISSION RESOLUTION:

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends to (approve) (deny) the request submitted by Gina Penney on behalf of Advance Auto for a modification to the development standards to construct a freestanding sign at the Woodlawn Street entrance to 3609 Oaklawn Boulevard.



In accordance with Article XVIII, Section G of the Hopewell Zoning Ordinance related to Development Standards such appeal of the decision of the Director of Development or City Engineer must be made within thirty (30) days after the decision is provided of denial and/or need for a modification to the standards. The appeal must be filed with the Department of Development specifying the grounds thereof, and paying the applicable fee. The Director shall transmit the application to Planning Commission for its review and recommendation to the City Council. See Article XVIII, Section G, for complete requirements

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFORE, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.



APPLICANT SIGNATURE

10.2.23.

DATE

Gina Penney

APPLICANT PRINTED NAME

10.2.23.

DATE

OFFICIAL USE ONLY

DATE RECEIVED: 10-2-23 DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:



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

10/02/2023 03:42PM debra m.
022953-0002 000200603
Payment Effective Date 10/02/2023

PERMITS / INSPECTIONS

GINA PENNEY

ZONING APPEALS - REVIEW

2023 Item: 202309601ZA \$200.00

Payment Id: 321787

\$200.00

Subtotal \$200.00

TP CC Fee \$6.50

Total \$206.50

TP DEVELOPMENT OFFLINE \$206.50

Change due \$0.00

Paid by: GINA PENNEY



Thank you for your payment.

CUSTOMER COPY

Advance Auto Parts 

Store Number: 2850
3609 Oaklawn Blvd
Hopewell, VA 23860

S.O. Number: 166472
Created: 03/28/2023
Revised: 10/24/2023



National Headquarters: 1077 West Blue Heron Blvd.
West Palm Beach, Florida 33404
800.772.7932
www.atlasbtw.com



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Revisions:
04.06.22 (PH) Updated to larger ground sign
10.16.22 (PH) Updated to Aluminum Base
10.24.22 (PH) Updated Size of Base and GAN

Site #2850

S01

PM: Hannah P.

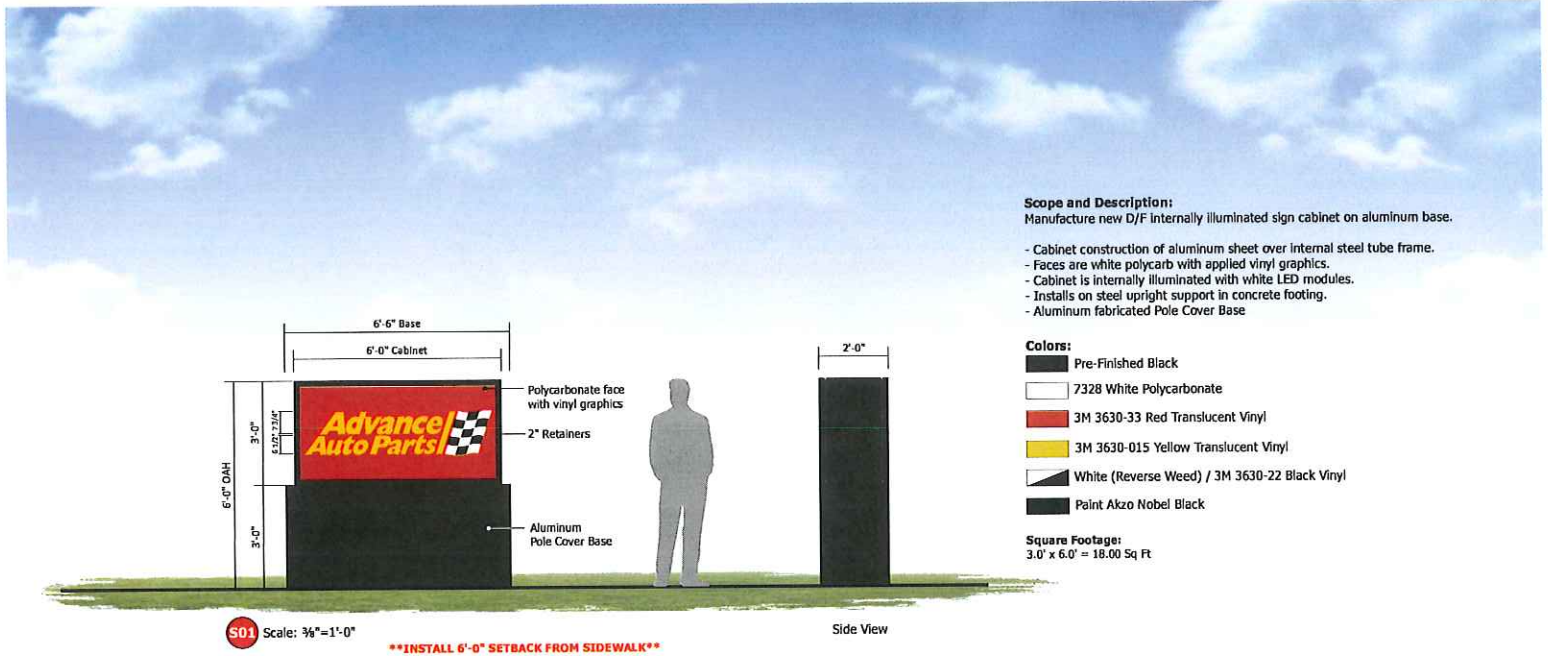
Drawn By: NR

Date: 03/28/2023

Address: 3609 Oaklawn Blvd

City/State: Hopewell, VA 23860

Drawing Number: 166472-S01



National Headquarters: 1077 West Blue Heron Blvd.
West Palm Beach, Florida 33404
800.772.7932
www.atlasbtw.com

Revisions:

Revisions:		
04.06.23 (N/A) Updated to larger ground sign	--	--
10.16.23 (N/A) Updated to Aluminum Base	--	--
10.24.23 (N/A) Updated Size of Base and GAH	--	--
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Site #2850

S01

PM: Hannah P.

Drawn By: NR

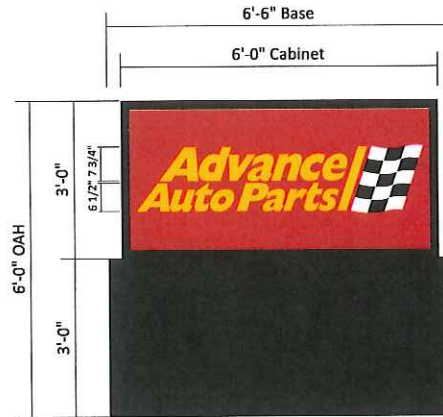
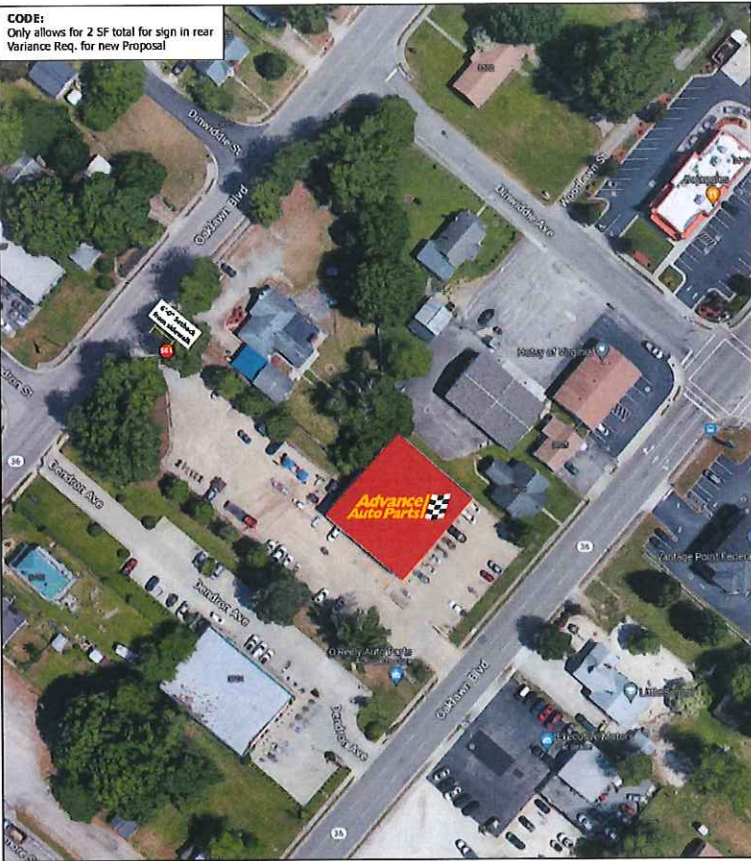
Date: 03/28/2023

Address: 3609 Oaklawn Blvd

City State: Hopewell, VA 23860

Drawing Number: 166472-S01

CODE:
Only allows for 2 SF total for sign in rear
Variance Req. for new Proposal



S01 Ground Sign - 3'-0" x 6'-0" = 18 SQFT



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West Palm Beach, Florida 33404
800.772.7932
www.atlasbtw.com

Revisions:
04.06.23 (m) Updated to larger ground sign
10.16.23 (m) Updated to Aluminum Base
10.24.23 (m) Updated Size of Base and OAH

Site #2850

SP

PM: Hannah P.

Drawn By: NR

Date: 03/28/2023

Address: 3609 Oaklawn Blvd

City/State: Hopewell, VA 23860

Drawing Number:

166472-SP

REGULAR MEETING

CONSENT AGENDA

C-1

MINUTES OF THE OCTOBER 10, 2023 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday
October 10, 2023 at 6:00 p.m.

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

Councilor Joyner makes a motion to allow Vice Mayor Gore and Councilor Harris to participate in meeting by zoom, Councilor Denton seconds the motion.

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

Motion Passes 5-0

CLOSED MEETING:

Councilor Pelham and second by Councilor Holloway makes a motion to go into closed session pursuant to Va. Code Section § 2.2-371 1 (A)(I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City

Council, and to the extent such discussion will be aided thereby.

ROLL CALL

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

Motion Passes 5-0

Reconvene Open Meeting

No motion made to reconvene open session, roll call taken:

ROLL CALL

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

Motion Passes 5-0

CERTIFICATION:

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

ROLL CALL

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

Motion Passes 5-0

WORK SESSION

WS-1- City Right of Way Policy Compliance Update: Chris Ward.

Mr. Ward begins by providing recommended proposed updates to the cities Right of Way policy. The current policy dates to 2003 and it's not compliant with state code. He states other issues we have with our vacation policy is the cost associated with vacating rights of way is confusing to our citizens. The process is unnecessarily lengthy and costly. The application for right of way vacation is not like the other applications in the department. Mr. Ward states he has submitted a red line version of the policy in the packet. He went on to summarize the proposed changes, primarily clarifying some wording in the policy. Secondly, Mr. Ward is proposing to remove the part which has a refundable deposit per petitioner and make it a flat one-hundred dollar application fee. Mr. Ward goes on to discuss recommendations for compliance and reasons why the planning commission is absent in the review process for Right of Way. Mr. Ward states in the current policy, there is a collections problem where the city is paying for ad costs instead of the petitioner incurring the ad fee. He states the revised policy will be able to better enforce the public hearing ad payment if it is reduced down to one, acknowledging this is for public hearings at City of Hopewell. The existing application is not thorough, it is old and doesn't cover all of the necessary aspects of a right of way

vacation request. A new application request has been developed that is in-line with what the other applications look like. Mr. Ward details the new application also has disclaimers the petitioner would need to recognize so that they fully understand the process. Mr. Ward explains the right of way vacation process is really a two part process, having the council agree to the vacation right of way but petitioners would be required to submit what is known as an administrative re-subdivision, which legally takes a vacation right of way and attaches it to the petitioners' property. He tells that often the petitioners did not understand that process because of the additional cost associated with this administrative re-subdivision process.

REGULAR MEETING

Mayor Partin calls the Regular Meeting to order.

ROLL CALL

Councilor Denton-	Present
Councilor Pelham-	Present
Councilor Holloway-	Present
Councilor Joyner-	Present
Councilor Harris-	Present (virtual)
Mayor Partin-	Present
Vice Mayor Gore-	Present (virtual)

Prayer by Reverend Danny Tucker, followed by the Pledge of Allegiance led by Councilor Denton.

Councilor Holloway makes a motion to adopt the Regular Meeting Agenda and

second by Councilor Denton.

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

Motion Passes 7-0

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

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

Motion Passes 7-0

INFORMATION/ PRESENTATIONS

1. Police Report by Chief Taylor-

Chief Taylor reports the details of the month of September beginning with the crime summary of violent crime reduction total of 36 percent decrease.

Property crimes are down for Arson, Burglary and larceny except for Motor Vehicle Theft which is up by 50 percent. This is a nationwide issue with higher thefts of Kia and Hyundai vehicles. He discusses social media hacks containing instructions for car thieves. Chief Taylor states he has reached out to Facebook and citizens on Facebook notifying them and make them aware of this problem. The police department is doing as much as they can to try to solve them. Chief Taylor gives the Property Crime total is -10 percent and major crime total is -16 percent this reporting period. The grand total of Opioid Overdoses is 84 suspected opioid overdoses tied with year 2021. The report on Shots fired is at 50 where there was 49 in 2021. There is a slight increase in shots fired in the city. Chief Taylor outlines upcoming events for the month of October 2023. The technology success from 2/26/2023-09/29/2023 Chief Taylor details the stolen vehicle recoveries to Hit & Run investigations. City of Hopewell police have and will be attending several job fairs on September 13, 2023 at Hampton Sidney University in Farmville VA and October 25, 2023 at VMI. Facebook Boost allows us to pay a fee for recruitment notification to be sent out to a larger area. An applicant interview Panel held on September 28, 2023 and several are in background. Recruitment flyers have been updated and as well as the increase in starting pay and the sigh on bonus. Lastly, Chief Taylor notes that the police department participated in a job fair held today, October 10, 2023 at the Community Center. Councilor Pelham asks if there were any people interested in the police department at today's job fair. Chief Taylor states officer assigned to the job fair will give his report on the details. Dr. Manker adds there were 9 applicants about 10:30 am.

COMMUNICATIONS FROM CITIZENS

1. Dorothy Flowers- explains in detail about a severe black mold problem in the apartments where she lives. Most of the residents have been sent to hotels and not currently living on the property. Ms. Flowers claims she has been sent back to live in her apartment but there is still a black mold problem. There have been humidifiers placed in apartments and no one is explaining how tenants are to pay their electric bill. She states no one will answer the phone in the office if you call. She notes the Hopewell food pantry is running out of food and needs a donation. Ms. Flowers states she is having health issues now. She asks that council can help with this situation. Mayor Partin asks Dr.

Manker to reach out to Mr. Starlene and ask if he can provide council with a remediation plan.

2. Sha'rah Fuller- Gives some details of violence in her family. She comments on the situation of the previous speaker. Ms. Fuller gives some examples of negative situations and incidences going on around Hopewell. She states the police officers are tired, sleep deprived working overtime shifts. Ms. Fuller goes further to state that as a mother of young children, who are scared that she is scared as well being outside their home. She states the people are frustrated and need resolve. She asks what does city council need from the citizens to get things done properly.

PUBLIC HEARING

PH-1-Collective Bargaining-Caleb Kershner, Will Thetford, Vance Stallings (second reading). Mr. Caleb, part of the legal team for the Hopewell Chapter of the SSPBA presents at the City Council. He begins with the history of collective bargaining 40.1 57.2 was amended in 2020 to allow collective bargaining by municipal employees. Since that time, many jurisdictions have now implemented collective bargaining by adopting collective bargaining ordinances or resolutions and some have also completed the process to establish their first collective bargaining agreements. Collective bargaining allows employees to have a voice and provides a process by which public employees and the City can proactively and effectively address problems, like vacancies and turnover. It allows the City and employees to be more effective in their service to the Citizens. The Hopewell Chapter of the Southern State Police Benevolent Association (SSPBA), in cooperation with the City of Hopewell Police, are proposing the adoption of a Collective Bargaining Agreement between the City of Hopewell and members of the police department represented by the Hopewell Chapter of the PBA. Hopewell Chapter of the SSPBA requests that the City Council consider and adopt an ordinance permitting police officers and other public employees to collectively bargain as in its proposed ordinance. The police officers support the ordinance and look forward to participating in the process if the City Council authorizes it.

Councilor Joyner makes a motion to extend the meeting until CR-1 is finished.

Motion is seconded by Councilor Denton.

ROLL CAL:

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

Motion Passes 7-0

Mayor Partin opens the floor for public hearing citizens to ask any questions.
City Clerk reads public hearing section code.

1. Shirley Hummel wants city council to support collective bargaining for the benefit of our police.
2. Sharah Fuller asks that city council supports collective bargaining. She states the police are asking for something to be able to make better decisions; to alleviate some of the pressure and the stress that is on their shoulders every day and allow them to be able to do the best they can do make the best job and decision.
3. Robert Sargent- Strongly urges city council to go with bargaining. The police do a job the majority of us wouldn't consider doing. They put themselves in harm's way. They're just wanting to get a voice and I'm all for it. So, please vote yes towards collective bargaining.
4. Jackie Shornek- explains an incident she had while going on a walk as she spoke to local residents. She states the police are catching the grief for the crimes that are committed every day. She states the police are underpaid and undervalued. She comments salaries have been given to other department but you can't give them what they are asking for, collective bargaining? Ms. Shornek goes on to state that the people want change and that change comes

from you (council). The people have no control over how you vote. She tells that today the people deserve collective bargaining and that it's her way the peoples way of saying we want it now.

5. Susan Daye- Goes on to explain EMS procedures to involve the actions of the police department. She states that if we are down officers, it affects EMS officers in the city because it's a situation where they may have to go into a building that can't be cleared because there aren't enough officers that can do that. She states she one hundred percent 'back the badge' and encourage you to please vote for collective bargaining and give them a voice at the table.
6. Charles Bennett- Explains he is a city employee and that this issue when meeting with business owners is a real issue as far as dealing with crime and he supports whatever tools the council can wisely use for this. Mr. Bennett notes that as an employee of the city of Hopewell and who is not on the list of the people who would be benefitting from collective bargaining, he feels that as employees, we have been communicated in an effective way from council or management, as this issue is before us today. He states the police are extremely important and supports them one hundred percent. But we have a lot of employees in the city that he believes will be impacted by decisions that are made and he would like to have more communication to us as employees, that are not a part of collective bargaining, on the impacts of that. It would be great to hear what happens in other localities maybe in other states. He states there are deficits in other departments and other areas so this would be a request I have as a citizen and as an employee of the city of Hopewell.
7. Robert Howard- Explains his former position with the Government. He states that collective bargaining is in the best interest of the United States. So, it should be good for Hopewell. Mr. Howard states they had the right to collective bargain, arbitration and the right to bargain on conditions of employment. He believes all police officers in Hopewell need a union and they need it badly. He states the need for a professional police force in this state.
8. Shamika Lewis- states she supports collective bargaining. Ms. Lewis

mentions she is sorry to see so many officers leave the city. She shares some of the concerns of the officers and supports collective bargaining as a citizen.

9. Constance Monroe- Officer Monroe explains her journey to become an officer and some of the situations that have occurred while being an officer. She asks council that they should be asking why would an officer want to leave what they have accrued to go elsewhere. She asks council to please help us want to stay here. She explains some of her duties and responsibilities and her work hours over the next few months. She states she doesn't want to go anywhere else and neither does her co-workers.
10. Ed Houser- States that he has spent some time talking to the officers doing functions in the community. Mr. Houser states that many of the officers are dedicated to this community and there's not much they wouldn't give to this community. He states if it's worth a couple of dollars to you to lose those kind of people in this community, you all need to get up from those seats.

Councilor Joyner moves to make a motion to have a work session on consideration of Collective Bargaining at the next regular meeting in two weeks. Motion was seconded by Mayor Partin. Vice Mayor Gore asked for a friendly amendment to be reviewed in a month to allow time for them to get stuff together. Councilor Joyner accepts the friendly amendment stating if there can be a vote by the November 14th meeting if there will be a work session within two weeks of tonight's meeting. Vice Mayor Gore had a point of order asking if the friendly amendment was accepted, she received an answer that yes the friendly amendment was accepted. Councilor Denton speaks in reference to her opinion of collective bargaining and believes they need to do their due diligence before making a decision. She states she does not believe this can be decided on two weeks. Councilors have debate back and forth regarding the motion prior to roll call. Councilor Holloway states officers have the ability to speak to council with any issues they have whenever they need to. Mayor Partin states he is in support and was ready to vote in favor for it tonight, but due to caring for the police and ensuring they have all tools they need he wants to ensure this comes forward successfully. Councilor Harris states it is the law of our land to have collective bargaining, and he would not deprive his citizens of their rights, but he does not want anyone misled of how it works. Motion on the floor is to have a work session in two weeks, and final vote for

collective bargaining on the November 14th meeting.

ROLL CAL:

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

Motion Passes 6-1

REGULAR BUSINESS

R1- Amendment to the Connection Sewer Fees Ordinance-City Attorney, Danielle Smith. Consideration for the amendment to the City's sewer use connection fee ordinance that is already in existence. Changes are where a property owner divides a parcel of land into two or more lots. There is an available sewer line when the secondary lot does not have a pre-existing sewer line. The connection fee would remain the same at \$2,026 paid in advance. Where there is a pre-existing sewer line connection in that same example, the proposed change fee would drop to \$200, because there is already a connection to the sewer line. Attorney smith is asking City Councils action on the proposed ordinance change.

Councilor Joyner makes a motion to approve amendments to the sewer Fee ordinance as presented and seconded by Mayor Partin.

ROLL CAL:

Councilor Denton-	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes

Mayor Partin-	Yes
Vice Mayor Gore-	Yes

Motion Passes 7-0

R-2 - Amendments to the transient occupancy Tax ordinance – Danielle Smith discusses the proposed ordinances amendment to discuss the additions to definitions inside the ordinance regard to person, retail sell, room change, and accommodations provider in section 34-146 of city ordinance. Another addition are the added job responsibilities for the commission of revenue Ms. Reason who is now required to report all information to Virginia dept. of Tax and must maintain a list of hotel owners here in the city of Hopewell and have a copy of all rules and regulations that will be available in her office. She provides contact info for Ms. Reason. Mrs. Smith opens the floor for questions.

Councilor Joyner makes a motion to approve amendments to transient occupancy tax ordinance as presented and seconded by Councilor Denton.

ROLL CAL:

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

Motion Passes 7-0

R3 - Amended FOIA policy language and fees – Mrs. Smith asks for consideration to adopt a FOIA policy required by general assembly. Specifically, the general assembly has required that every city, county, or town to adopt the FOIA policy and post it to the city website to allow citizens to be aware of the fees associated with their requests. She explains what the current policy is. She gives council options on how they can set the policy, to either

continue current policy, set hour rate, or set flat rate per page. City council action is requested; she is also asking for a deadline for payment with regard to making request for the FOIA documentation. She offers a suggestion to say if it is not picked up within a 60 day pay period, the office may shred and get rid of the documents.

Councilor Holloway suggest there be an addendum to help with senior citizens or disabled, because the prices may not be affordable to those on fixed incomes. Councilor Denton asked do they need to give the city attorney what option they want tonight if it should be flat rate or choose a different option. City attorney answered yes to her question. Councilor Holloway asked for point of information stating he thought they voted on what they should do and he believes they agreed to do it by employee salary, he asked is there a consensus and it was stated there was a consensus but not a vote.

Councilor Denton makes a motion to charge \$35 dollars an hour and .10 cents per copy. Motion dies for lack of second.

Councilor Gore makes motion to adopt the policy and keep it the same and for staff to develop an exception policy for those who are disabled and senior citizens, motion is second by councilor Joyner. Councilor Holloway asked for point of order for what clarifies what is a senior citizen. Vice Mayor Gore stated to apply the same standard that is applied in the commission of revenue for tax exemption.

ROLL CAL:

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

Motion Passes 7-0

R4 – Mr. Thomas gives a presentation about the queen Ann pump station. He begins explaining his diagram that was presented to council. He stated there has been increased development and the current set up reduces the pump capacity that was originally installed. In the past there have been overflows that leads to the Appomattox river. He is looking to improve resiliency and construct a separate force main for the prison and the jail flow. He states this also helps protect the environment. He provided a memo that highlights that davenport suggested to use the sewer improvement fund and the sewer rate stabilization fund. He is requesting to appropriate 3 million to have contingency money from the two funds mentioned. He explains in detail the valves and the walls and the equipment that is aged and needs to be replaced. He opens the floor for any questions.

Councilor Holloways makes a motion to approve the resolution as presented, Mayor Partin seconds the motion.

ROLL CAL:

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

Motion Passes 7-0

COUNCILOR REQUEST

Vice Mayor begins her presentation by stating she did not provide documentation because for this discussion there are no documents to present. This presentation is up for discussion if council is in agreement to hold a retreat at the beginning of next year. She also recommends to do a two-day retreat, day one being a dinner and evening retreat, and day two will be a full day retreat.

She leaves it to council how the days fall. She then asked council will they want it to be in town or out of town, she stated the even has to be open to the public. She goes into detail what the retreat will include to include Robert's rule of order, and council rules to determine what everyone's roles are. She stated she would like to be a part of the planning committee and opens the floor to council to give ideas. Councilor Harris asked why is it taken this long for this to come up. Vice Mayor Gore says because it is not a standard to do so it had not happened often before. Vice Mayor Gore asked is there any objections to planning the retreat. There was an agreement to do it in January or February. Councilor Holloways asked to do end of January and everyone was in agreement. Councilor Joyner, Councilor Denton, Councilor Holloway, Vice Mayor Gore, City Manager, and City Clerk, and City Attorney will be part of the planning committee for getting the retreat planned. Vice Mayor Gore asked what is local to the council to determine where to plan to have the retreat. There was an agreement to keep it local and be mindful of night time driving, Richmond is not too far but try to avoid Richmond if possible. Vice Mayor Gore asked is everyone in agreement to a two-day retreat, dinner one first day and one full day of retreat. Councilor Pelham stated planning committee will come back with options of dinner and dates and locations. Vice Mayor Gore stated when they meet they will come back with topics they will want to discuss. Councilor Holloway asked if they would be going home each night, the answer is they will come back and forth for the retreat it will not be an overnight retreat. Councilor Pelham asked can she pull up an old to do list to incorporate it into the agenda.

Councilor Pelham would like to make a motion for closing comments by council, Mayor Partin seconds it.

ROLL CAL:

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

Motion Passes 6-1

Councilor Joyner thanks all citizens who came out to speak about collective bargaining and looks for a vote within the month.

Councilor Holloway thanks the officers who appeared and those who left for their service and to remind them their doors are open to speak to them about any issues.

Councilor Pelham thanks to all the citizens for coming up and hopefully in the future more people will come out and engage more for everything. She thanks the lamb of arts for what she is doing with the children.

Councilor Denton says she supports her police, public works, the fireman and feels she is very lucky to have dedicated employees.

Vice Mayor Gore thanks everyone for supporting her and have a ward meeting to get one scheduled with Dr. Manker soon. She offers other councilors to join in and do the same thing.

Mayo Partin stated he has no comments and have a great evening.

Councilor Holloway makes a motion to adjourn.

Vote: 7 Aye

0 Nay

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

**MINUTES OF THE October 12, 2023 CITY COUNCIL SPECIAL
MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Tuesday
October 12, 2023 at 6:00 p.m.

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

Councilor Joyner makes a motion to allow Vice Mayor Gore and Councilor Harris to participate in meeting by zoom, Councilor Pelham seconds the motion.

Roll Call:	Councilor Pelham -	Yes
	Councilor Joyner -	Yes
	Mayor Partin -	Yes
	Councilor Denton -	Yes
	Councilor Harris -	Abstain
	Vice Mayor Gore -	Abstain

Motion Passes 4-0

CLOSED MEETING:

Councilor Joyner makes a motion to go into closed session pursuant to Va. Code Section § 2.2-371 1 (A)(I) to discuss and consider personnel matters, including board and commission appointments; the assignment and

performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby, motion is seconded by Councilor Pelham

Roll Call:	Councilor Pelham -	Yes
	Councilor Joyner –	Yes
	Councilor Harris -	Yes
	Mayor Partin -	Yes
	Vice Mayor Gore -	Yes
	Councilor Denton -	Yes

Motion Passes 6-0

Reconvene Open Session

Councilor Holloway makes a motion to come out of closed session motion is seconded by Councilor Joyner.

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

Motion Passes 7-0

CERTIFICATION:

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

Roll Call:

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

Motion Passes 7-0

WORK SESSION

WS -1

Robert Bobb begins his presentation by highlighting challenges, showcasing progress made to date, and outlining actionable strategies for future financial recovery and transformation. Mr. Bobb introduces Heather and allows her to begin to present. She begins by giving a brief overview of where they are currently. She states the last annual comprehensive financial report and single audit was in FY 2019, but the last unmodified opinion was in FY 14. Recently she states the auditor of public accounts was unable to evaluate the financial mentality of the city. So far they have completed current state assessment and finalizing financial walk-thru' s. They have tracked 2015 to

2019 audit findings for mediation. Before fixing reconciliations for 2020 forward, they have to start by closing the findings by the auditors from 2015 to 2019. She states they identified 93 additional issues for remediation across the departments. They have met with all 4 industry partners as well as the Beacon Theatre. They have briefed twice the commonwealth secretary of finance and visited the state auditor's office. They have completed a full assessment of MUNIS. They have worked with and collaborated with external auditors. They are not starting their audit preparation work starting with 2020. Councilor Pelham asks Ms. Heather if 2015-2019 if they are still tracking or is it tracked completely. Heather stated they have outlined the findings and they now have to through and close the findings. Councilor Holloway asks is there a little over 500 findings total, Mr. Bobb stated he does not have the exact number, but Heather stated she can get that number and provided the number to be 44 audit findings and 93 of their own, making a total of 137. Mr. Jack steps up to give his presentation in relation to the audit. He gives two streams. One to fix the numbers, and the second is to fix the porosities. Mr. Jack walks council through what they are doing to clean up the old numbers. He has a core team which is the treasurer office. He goes into detail what all they are going through with the treasurer. His second team is his grant team, which is the money that came in under ARPA that includes money from the state every year as well. His third team is his enterprise team which deals with water, solid waste and storm water. He has been able to identify certain reports the city has been obtaining but was unsure how to optimize their use within the MUNIS environment. He goes into what the timeline for this is. He mentions the goal is to get an unmodified audit opinion which will be when the auditor says the finical statement present fairly in all material respects the financial condition of the city. In order to get that rendered in 2020 you need an anchoring point for the beginning of the year. He mentions if everything is done right they will finish the 2020 audit and 2021 remediation work, and then roll over and start 2021 audit, and Mr. Jack's team will begin the 2022 remediation. Councilor Pelham asked during all corrections is there anywhere on the audit is there anywhere to show notations of what the corrections were. Mr. Jack answers the question. Ms. Heather comes back up to discuss the MUNIS system and how it was designed and what it is meant to do. She goes over how to fix the issues; she states they are going to work with RP team and while doing financial closing cost and procedures the RP team is going to put automated

controls in place. They are recommending enhanced ERP security and work flow rules and separation of duties. They would like to change the work flow to avoid being in this situation again. She mentions they are also working on training to ensure everyone knows how to do their job correctly to avoid running into any of these issues again. Councilor Pelham asked is Tyler used in DSS as well. Ms. Heather and Jack answered that Tyler is the company that developed MUNIS. Councilor Pelham then asked is there a time keeping system. Ms. Heather answers in detail based on her provided slides. Vice Mayor Gore stated she is concerned with the different modules that were purchased and not being used, and she thought they would be getting implemented. She asked has any of the new modules been started yet. Ms. Heather answered that some were started and scrapped for lack of adoption. Vice Mayor Gore then asked Dr. Manker the same question. Dr. Manker responded to Vice Mayor that the system did not allow many of the modules to be used. Vice Mayor asked did any modules start or were they implemented at all. Heather responds that they do not have evidence of that but they did not look for it. Vice Mayor asked did they see any evidence if the modules were in process to be developed. Ms. Heather responded that evidence was they were implemented but they couldn't use them effectively so it was back tracked to do it manually in another system. Mr. Holloway states he was confused between vice mayor and Heather because the vice mayor addressed the issues of the admin of council giving directions to departments and not following, but he thought Heather said in return the implementation could not be carried out as a whole if other departments or processes weren't done properly. So even though it was the intention, if other departments could not do it, then it couldn't be done. There was an open discussion between council and Robert Bobb in regards to this. Mr. Bobb speaks again to say for the city to thrive its imperative to maintain good relationships with their industry partners. He wants to ensure up to date operation capital reconciliation and prioritize the timely updates. They go into further detail of how they will fix the numbers and fix the process to reach the goal of a good strong reconciliation. Vice Mayor Gore asked Mr. Jack did he notice the way some departments have historically operated is in silos and breaking down communication and how it feeds into larger picture. Mr. Jack responds in detail to the Vice Mayor about the data and how it is supposed to move. Vice Mayor then asked Mr. Bobb are they going to get what is being asked of them to stop discussion and to get clarity to address

the concerns to put a pause to the complaints. Mr. Bobb responds to Vice Mayor in detail.

Councilor Joyner makes a motion to adjourn the meeting.

Vote: 7 Aye

0 Nay

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

**MINUTES OF THE October 19, 2023 CITY COUNCIL SPECIAL
MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Tuesday
October 19, 2023 at 6:00 p.m.

PRESENT: John B. Partin, Mayor
Jasmine Gore, Vice Mayor (Virtual)
Rita Joyner, Councilor
Michael Harris, Councilor (Virtual)
Janice Denton, Councilor
Brenda Pelham, Councilor (Late, 6:10)
Dominic Holloway, Councilor

Councilor Holloway makes a motion to allow Vice Mayor Gore and Councilor Harris to participate in meeting by zoom, Councilor Denton seconds the motion.

Roll Call:	Councilor Joyner -	Yes
	Councilor Harris -	Abstain
	Mayor Partin -	Yes
	Vice Mayor Gore -	Abstain
	Councilor Denton -	Yes
	Councilor Pelham -	Absent
	Councilor Holloway -	Yes

Motion Passes 4-0

CLOSED MEETING:

Councilor Joyner makes a motion to go into closed session pursuant to Va. Code Section § 2.2-371 1 (A)(I) to discuss and consider personnel matters, including board and commission appointments; the assignment and

performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby, motion is seconded by Councilor Denton

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

Motion Pass -6-0

Reconvene Open Session

Councilor Holloway makes a motion to come out of closed session motion is seconded by Councilor Joyner.

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

Motion Pass -6-0

CERTIFICATION:

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

Roll Call:

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

Motion Pass -6-0

Councilor Holloway makes a motion to appoint Mr. Tunstall and Ms. Harris-Jones to the HRHA Board. Motion dies for lack of a second. Councilor Harris speaks stating he did not hear the motion. Councilor Denton makes a motion to appoint Mr. Tunstall and Queen Jones-Harris, Councilor Holloway seconds the motion. Mayor Partin asks then city attorney can someone make the same motion of one that died for lack of a second. Councilor Harris stating he did not hear anything until he heard the motion died, and he stated he wanted to second Councilor Holloway's motion. Vice Mayor Gore asked for the motion to be repeated and stated she also did not hear the motion. Vice Mayor Gore stated there is a technical issue, Mayor Partin stated he asked the attorney what to do next because the motion has died. Councilor Holloway also asked the city attorney to check for rules on technical difficulties. City Attorney stated there are no rules for that. City Attorney stated there is nothing that answers the question in city council rules, Roberts rules does not talk about technical difficulties, but if a motion dies, the issue is it died because all members of

city council were not present, so what should happen is the motion is revived so Councilor Harris and Vice Mayor Gore can participate. Councilor Holloway's motion is revived. Mr. Harris seconded the motion.

Mayor Partin states he cannot vote in favor because of the issues HRHA is currently experiencing and he feels there needs to be fresh members on board to fix the issue. Vice Mayor Gore asked to split out the vote to make sure nothing is contradicted that was shared in closed session. Motion on the floor by Councilor Holloway is to appoint Queen Harris-Jones to HRHA board. Vice mayor Gore states for record that the motion in the floor based on assumption should be a unanimous vote based on discussion in the back. Councilor Pelham states change is difficult and the current HRHA housing authority is a trouble housing authority and received a 40 out of 100 points. The city has failed financially and so has HRHA. Councilor Joyner reiterated some of Councilor Pelham's comments. She stated the troubled status of HRHA should concern everyone in the city. Based upon the troubled status clearly this board has failed in many ways to represent the best interest of the residents and would prefer for change and irresponsible for council to not move in that direction. Councilor Holloway states the information discussed amongst councilors with issues brought up had not given any substance, and people make accusations and not give evidence of those accusations and get clarity. Councilor Holloways calls for the vote, Vice Mayor Gore states she wanted to speak as well as Councilor Dentin, Councilor Holloway withdraws his motion to call for the vote. Councilor Denton states she is not astute on HRHA as some on council are, but she has done her homework and listened to those who came to her home and talked to her. She stated they should sit down and talk to the members and have a come to Jesus moment. She states she knows it's a push back but they need to sit down with the commission and give them a chance. Vice Mayor Gore states she sees points on both sides of the equation and states she understands the board is in trouble and she would like to request a special meeting to investigate specific points to address with data with what people are claiming because serious allegations have been raised. She is supporting Mr. Tunstall because he has been on constant contact with her and his work experience around the state. When she polled to see if there were any objections there were none, so she assumed there was no issue with appointing Queen Harris-Jones. She would also like to request the ability to interview three of the candidates because she has not spoken to them and they are the ones divided between council, she would like to do this if council does not object. Mayor and Councilor Holloway stated they have no problem

with her doing that, and there were no other objections. Councilor Pelham stated she has no direct objection except for one person who once was on the board before and the board needs education and direction on regulation, policy, and procedure. Councilor Holloway calls for the vote.

Roll Call:	Councilor Joyner -	Yes (Silence)
	Councilor Harris -	Yes
	Mayor Partin -	No
	Vice Mayor Gore -	Yes
	Councilor Denton -	Yes
	Councilor Pelham -	Yes (Silence)
	Councilor Holloway -	Yes

Motion Pass -6-1

Councilor Holloway makes a motion to appoint John Tunstall, motion seconded by Councilor Harris.

Roll Call:	Councilor Joyner -	Yes (Silence)
	Councilor Harris -	Yes
	Mayor Partin -	No
	Vice Mayor Gore -	Yes
	Councilor Denton -	Yes
	Councilor Pelham -	Yes (Silence)
	Councilor Holloway -	Yes

Motion Pass -6-1

WORK SESSION

WS -1 – Councilor Rules – Danielle Smith

City Attorney begins the work session starting where councilor rules were left off at from the last meeting. They left off at rule 417. City Attorney begins by stating her intent is to go over standard of conduct and present to council at a later meeting to go over suggested changes for city council to adopt. Councilor Holloway has a point of information asking where it says Robert rules of order he thinks those are older editions and believes those need to be updated. City attorney made a note to update the references. Council begins with 417, section B was addressed. Mayor Partin states to strike Hopewell news. Councilor Pelham asks to say progress index and or Richmond times dispatch. Mayor Partin suggests to say any local news outlets. On subsection D Councilor Pelham suggests it read any committee member. Councilor Pelham asked about minutes from board and commission, stating they are not complete minutes from them, so she suggest adding complete in front of minutes on section F. On section G city attorney will scratch the parenthesis language. Councilor Holloway has point of information for what does G section mean. City attorney responds to what it means. Councilor Holloway ask to change it to include the language, city attorney will write down exactly what the protocol is and add it to the section. Vice Mayor Gore asked about section B stating meeting notices asking for clarification notices should be done by the clerk or council designee based on previous issues. She also suggests about boards and commission there needs to be language to say the board chair or city staff liaison shall submit them so someone is held accountable. She stated the time periods for meetings should be in section C clearly stating council members, and add another boards and commission minutes shall be submitted in the same time frame by chairman or staff designee added to section G. Council moves on to rule 418. Councilor Holloway states city clerk shall confirm with council instead of the Mayor. There is debate in reference to that suggested motion. The suggestion was changed to state mayor/vice mayor instead of just mayor. Vice Mayor asked if that language for the entire section where is states just mayor, the answer was yes. There is further debate on how meals should be distributed for meetings. City

Manager states the past budget on consensus they budgeted for regular council meals and the amount that is there now is to supply meals for regular city council meetings. Vice Mayor asked Mayor to poll council so they can move on from this section. Mayor does a poll and there was a consensus to continue having meals at regular meetings and no meals at special meals. Meetings will start at 6:00 pm. City attorney is striking the 5:30 portion of number 1 and changing it to 6:00 pm and to say any meeting and not work session. Councilor Harris is asking how is food defined for meals to be provided. City attorney responded the answer is on section B1. City attorney states she will change it to say a meal is to be defined as and make sure it is not exclusive to those examples and not limited to. Vice Mayor asked to add the clerk locks stuff up, it was confirmed that the clerk's office has already began doing that. Vice Mayor asked that locks of conference room be changed so no one has access to conference room. Letter C vice mayor states it needs to say council budget instead of council miscellaneous budget. Council moves on to 419. It was suggested by councilor Pelham to change time to 15 minutes instead of 10 minutes. There was debate between council with this suggestion. The consensus was to change it to annual and 15 minutes. Vice Mayor suggest the clerk be responsible for scheduling. Councilor Joyner states the first since of 419 is not relevant and Vice Mayor agrees. Councilor Denton asked is there any rules that govern the regular presentations. City attorney answers this question. Councilor Holloway suggests that boards and commissions send updates for term ending and current members by secretary or chair of the boards. There was debate between council. Suggestion is if there is a change in membership the body should let council know of the change. It was agreed to make that rule 420 and move 420 down. Council moves on to rule 420. Vice Mayor suggested striking the whole section, there is debate between council in regard to that rule. Vice Mayor states COLA is not currently in contracts and if COLA is given to contract employees' council need to decide, and if it is decided for them to get it then the contract needs to be amended. Council debated this suggestion. The suggestion to state before adding COLA the contracts need to be amended to follow what the rule current says and add COLA to the contracts. Council moves on to rule 421. Councilor suggested this needs to be a living document for future councilors. City Attorney is going to strike out the approval date. Council went through 421 by page, on page 18 council is asked are there any suggestions. Council moves to page 19 for any

suggestions. Council Denton talks about the council rules of conduct and states they should be policed and have consequences for when it is necessary because citizens have to answer to someone, whereas they do not. There is debate between council regarding this suggestion. Vice Mayor asked for City Attorney to do steps for reprimand regarding council members, city attorney stated she did research and stated there have been a few cases where censure is allowed but it cannot violate the first amendment speech. There was further debate between council. Vice Mayor asked that conduct of council be inside and outside, including online and for sharing confidential information. The agreement is to hold on making a decision until city attorney completes research to determine what they can or cannot do. Councilor Denton states she would love to sign the council rules at the end of this, once all suggested changes have been made. City Attorney stated she will provide a copy to each council once it is completed. Councilor Harris asked what happens if they do not answer, City Attorney responds it is just a different form of acknowledgement, but they will still be responsible for the rules that are approved with or without a signature. There is further debate between council. Councilor Holloway asked about question 11 and asked about a specific example of a letter received from CW of Virginia. Vice Mayor corrected the question to state the information should be shared publically with all other council, Councilor Holloway states the word publically needs to be removed if it is just to be shares with council. There is debate between council regarding current suggestion. City Attorney stated she made the change to remove publically from the language. Councilor Harris asked is there anything explaining the intent, answer is received by Vice Mayor.

Councilor Holloway makes a motion to adjourn the meeting. Councilor Denton would like to make an announcement; Mayor states the mics will remain hot after adjournment for her to make her announcement. Vice Mayor asked is there going to be a third meeting to finish the rules, the answer was yes.

Vote: 6 Aye

1 Nay

Councilor Denton makes announcement that at 11:40 AM there will be regular broadcast from the beacon that at 9:30 the history of Hopewell will be discussed for anyone who may be interested.

Respectfully submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE OCTOBER 24, 2023 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday
October 24, 2023 at 6:00 p.m.

PRESENT: John B. Partin, Mayor
Jasmine Gore, Vice Mayor (Virtual)
Rita Joyner, Councilor
Michael Harris, Councilor (Virtual)
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor (Late 6:14PM)

Councilor Joyner makes a motion to allow Vice Mayor Gore and Councilor Harris to participate in meeting by zoom, Councilor Denton seconds the motion.

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

Motion Passes 5-0

CLOSED MEETING:

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

ROLL CALL

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

Motion Passes 7-0

Reconvene Open Meeting

Councilor Holloway makes a motion to reconvene open meeting and seconded by Councilor Denton

ROLL CALL

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

Motion Passes 5-0

CERTIFICATION:

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

ROLL CALL

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

Motion Passes 5-0

REGULAR MEETING

Mayor Partin calls the Regular Meeting to order.

ROLL CALL

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

Councilor Joyner- Yes

A quorum has been established

Prayer by Reverend Danny Tucker, followed by the Pledge of Allegiance led by Councilor Pelham.

Councilor Holloway makes a motion to adopt the Regular Meeting Agenda and seconded by Councilor Denton.

ROLL CALL

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

Motion Passes 6-0

Councilor Joyner makes a motion to adopt the Consent Agenda and seconded by Councilor Pelham

ROLL CALL

Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	Excused
Councilor Denton-	Yes
Councilor Pelham-	Yes

Councilor Holloway-	Yes
Councilor Joyner-	Yes

Motion Passes 6-0

Councilor Joyner moves to makes a motion to extend the meeting until the completion of item R4 and seconded by Councilor Denton

ROLL CALL

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

Motion Passes 6-0

INFORMATION/ PRESENTATIONS

1. **Downtown Hopewell Updates-** Heather Lynn is the director of the Hopewell Downtown partnership and she begins her presentation with some updates going on in the organization and programs being able to offer Downtown Hopewell Partnerships as well as take you through a four-point approach that is used as a main street organization. We are locals supporting local; a grassroots non-profit organization that is accredited with the National Main Street Center. Their mission is to build a healthy, vibrant, and more prosperous central downtown for the Hopewell community. Heather Lynn details a fully revitalized downtown with minimal vacancies. A place where young people are proud to stay, families want to live and businesses desire to locate. The National Main Street Center with whom the Downtown Hopewell Partnerships is accredited began in 1980. They developed a trademark model on how to go about revitalization of a

historical district or neighborhood. Heather Lynn explains the four points that categorizes the work being done. We are working with a lot of little projects and programs that are puzzle pieces being put together. Ms. Lynn is excited to share some news that they have capture two (2) of the large state grant announcements the governor released in September and we are doing a pilot project that may have similarities to Homegrown for Hopewell, which was the business pitch competition from last year. Ms. Lynn states they are trying to do more of a tailored or targeted approach and round up new types of entrepreneur in the Hopewell community. Ms. Lynn states they have the funding for the made in Hopewell project that is focused on celebrating the manufacturing legacy. They are trying to connect with anyone in the small batch production space and she goes thru examples of what that may look like. They have funding to work on a local branding initiative that is celebrating the small-scale manufacturing identity but can also be a brand that's appealing to our larger industry. We want this to be a PR campaign about being proud about everything that is made in Hopewell. We want to do a trade show we're working with the brand center at VCU to work on all of this. Ms. Lynn has already met with the Hopewell Manufacturing Association to talk through how we can pull the trade show together. She states they want to give out micro business grants out to the crowds choice favorites. All this is happening next year. Ms. Lynn explains they will be doing citywide mailings trying to recruit and identify people that fall in this category. Ms. Lynn wanted to make aware another grant announcement her company was involved with and supported last year. They captured large resurgence grant for downtown this year they supported another application, there could only be one from Hopewell. They've been working with a group from Richmond, the RVA Street Foodies. The company has a couple of food cart businesses and are now coming to Hopewell. The company is going to be launching six new food carts, mentoring young people who want to start a culinary business. They also have quite a bit of commercial kitchen equipment, so we've been trying to bring that dream alive for a long time; another program just to be aware of and they want to be launching the carts at the plants, at schools and where sites can be found around the city. Ms. Lynn has discussed in the past on how more lodging options are needed, especially in the downtown area. We are not able to capitalize on people going to the Beacon Theater, visiting the historical sites or going to the River walk for an overnight stay downtown. Her company was awarded grant funds and are working on floor plans and a lodging study done on the Suntrust property. She expresses her excitement to be working with Mr. Elder and Economic Development on this project.

Ms. Lynn talks about being part of the launch of the Five and Dime project and how scanning the QR code will take you to the Five and Dime website where you can set up a login and check into your favorite destinations in Hopewell and surrounding areas. You can earn points towards Five and Dime merch! Ms. Lynn shares how very excited she is about the tourism initiative. She talks about Harvest Market celebrating the end of the Hopewell Farmers market season on this Thursday 5pm to 8pm. There are a lot of activities you can see some of them listed there; how we are working with business owners; and how we are working on food access and nutrition. We are making a nice festive event for the end of the market season. Next year the market launches in April and goes through the end of October for 30 weekly events with live music and 15 or more vendors. Next, Ms. Lynn talks about the success of two programs, Downtown Designs and About Facades, offering free architectural renderings through Virginia Main Street to downtown businesses and property owners. She points out two successful properties. Ms. Lynn walks parcel by parcel through some of the complex thought processes of another building and what they have been working on. RVA Street Foodies, is the company who has just received a grant and will be activating in spaces around Hopewell, bringing in income to Hopewell. Ms. Lynn again showing these are concepts that would love to see in downtown, bringing more activity and having people animating the spaces that we have. Ms. Lynn states there is data collected from BCU studies and EPA studies and working with the vendors at our street festivals and our markets. She outlines some of the challenges for the vendors. There have been a lot of meetings and strategy calls and applied for some funding in the past and feels they have a more solidified team. Painting the vision for what they are trying to make happen in downtown are big and hard but could be very impactful. Ms. Lynn states they are working with several universities and P hops and everyone in the food access is aware of what's trying to be done. Ms. Lynn details some projects and planning ideas for Hopewell in partnership with local businesses. She states she would love to have a conversation on bringing in new community members.

COMMUNICATIONS FROM CITIZENS

1. **Shanique Watson**- speaks on hazardous housing conditions such as mold.

She has been a tenant for 7 years complaining about these conditions. She states her health was recently in jeopardy for two months. She was sent to a hotel to remediate the problem. She states her rights, health and her belongings were violated. She has been threatened to give into terms she didn't agree upon such as bribery and if she doesn't, would be in violation of her lease terms. Ms. Watson states she is asking for help because she is a disabled woman new to Virginia and her ancestors instilled in her you have to fight for what you believe in.

2. **Dorothy Flowers**- Spoke about a woman having 5 children was put on the voucher program. She discussed in detail the living conditions of a lady and her five children laying and sleeping on the floor, one of the children is autistic. There are no blinds on the windows so the mother had to put blankets up to the windows. She talks about the people's furniture has been thrown away. She states the mother's apartment has mold in the dishwasher and on the ceiling. Roaches are crawling everywhere while the kids are lying in the floor. Ms. Flowers tells of the mother, being told in a text message by the property manager to use some bleach and clean up the mold. Stating the mother is disabled too. In her description, the whole property has mold and people are being put in hotels, but they are not telling who those people are. Ms. Flowers tells of a test that was performed on where the mold was originating from and that there is no mold in the ducts, but the mold is coming from underground. She comments she knows the council will do the best they can but people shouldn't have to live like that. She explains they are taking people's furniture and throwing it away and offering the tenants \$2,500. No one is answering the phone and will not talk to the tenants at the office. Mayor Partin states Ms. Flowers is over her 3 minutes but Dr. Manker has been taking a lot of notes along with the lady that spoke previously. The City Manager and City Attorney are going to start looking at options on what can be done because this is a recurring problem and nothing unfortunately is being done to remedy it with the Housing Authority. Ms. Flowers adds she hopes somebody can do something because it's sad that people are living like this in the city of Hopewell; that some people pay taxes and they shouldn't be living or be treated like this. Mayor Partin agrees with Ms. Flowers.
3. **Shirley Hummel**- States that she wants council to vote for collective bargaining. She explains she wants to give our police as much as we can. We want to support them because they stand between us and big hairy problems. Ms. Hummel thinks the police are doing a splendid job and believes the police are working at a deficit. She hopes that we bring it up to

snuff so they will be happy to work here and they don't go else ware.

REGULAR BUSINESS

R-1- 519 Jefferson Avenue- Chris Ward. Presents a Subdivision application for 519 Jefferson Avenue. He states the property is under a half acre at 20,000 square feet. The applicant on this subdivision is Mr. Riley Ingram and he is serving as an agent for the owner. The owner being the James A Morgan living trust. The property is located in ward 5. The property is zoned R1A. Future land use is urban residential. The request is for you to review this subdivision. The property is a corner lot located along Jefferson Avenue with frontage on Portsmouth. The applicant is proposing to divide this property into 2. Both new lots would meet the minimum zoning requirements for the R1a district, a minimum of 10,000 total sq. ft. and a minimum of 75 sq. ft. road frontage. The subdivision ordinance states that if the two lots meet the minimum standards, then the subdivision should be approved.

Councilor Joyner moves to make a motion to approve the request presented.
Councilor Holloway seconded the motion

ROLL CALL

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

Motion Passes 6-0

R-2-Revenue Sharing Program Application- Mr. Campbell is asking for support for Richmond Street and Petersburg Street road reconstruction and drainage

improvements. This is for the 2025 Revenue share application. For the installation new curb and gutter driveway entrances, underground storm pipes and inlets, full width pavement reconstruction. The area has insufficient storm water facilities and the road is coming apart. The total local match for project funding during FY 2027 and FY 2028 will be \$3,540,318, with a total estimated value of work at \$7,080,635. The city has committed to and previously been granted Revenue Share Funds in Resolution. The current application requests an additional \$3,386,532 of which \$1,693,266 is the local match. This will fully fund the project. For VDOT to consider the City's applications for the Revenue Sharing program matching state funds in FY2027 and 2028, the application must include a resolution supporting the project and committing to the required local funding. Staff requests council action on October 24, 2023

Councilor Holloway moves to make a motion to accept the resolution as stated by Dr. Manker- to approve the VDOT Revenue Sharing Program for funding in FY2027 and FY2028 in the total amount of \$7,080,635. The City has to provide the total amount and the revenue sharing portion will be reimbursed. Councilor Pelham seconds the motion.

ROLL CALL

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

Motion Passes 6-0

Councilor Joyner moves to make a motion that we formerly add and update the project to the current capital improvement plan; to formerly add the Richmond street and Petersburg street improvements 2025 Revenue Share application to the city's current capital improvement plan. Councilor Denton seconds the motion as is. Dr. Manker requests to add a friendly amendment to approve the Resolution as

presented, friendly amendment accepted.

ROLL CALL

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

Motion Passes 6-0

R-3-Grant Approval for project SAF- Major Reid. Requests approval to apply for a 2024 Firearm Violence Intervention and Prevention Grant. This is a \$250,000 Grant. Maj. Reid states we will work with Real Life and Project SAF to further enhance our capabilities with gun violence, not only here but also the Tri-cities. He states it is a reimbursement grant beginning on January 1, 2024 and go thru December 31, 2025. Part or all of this grant will be used to hire staff, coordinators, with Real Life to assist in furthering our footprint in the community and surrounding jurisdictions.

Councilor Holloway moves to make a motion to approve the request to submit a \$250,000 DCJS Firearm Violence Intervention and Prevention Grant application. Councilor Pelham seconds the motion.

ROLL CALL

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

Councilor Joyner- Yes

Motion Passes 6-0

R-4 –Employee Bonus Payment Ordinance- Danielle Smith. Attorney Smith presents for consideration a proposed ordinance that mirrors Virginia Code 15.2-1508 which allows for payments of bonuses to city employees. The adoption of the ordinance would bring the city into compliance with the state requirement. Attorney Smith points to a couple of last minutes changes that were made to the information. She is requesting action tonight, the first reading or on November 14, 2023 meeting.

Councilor Holloway moves to make a motion to approve the ordinance as presented by the city attorney. Councilor Pelham seconds the motion.

ROLL CALL

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

Motion Passes 6-0

REPORTS FROM THE CITY MANAGER

Dr. Manker- Will ask council to consider any capital improvement projects that they would like to email me in consideration for the budget. I have asked staff earlier this week also to email me a list so I can have that prepared for council for their discussion to their council retreat.

REPORTS OF THE CITY ATTORNEY

Attorney Smith- No reports from the City Attorneys' office.

REPORTS OF CITY CLERK

Brittani Williams- Nothing to report from the City Clerks' office.

COUNCILOR COMMENTS

Councilor Holloway- Would like to thank everyone for coming out. Thank each department for all your hard work that you do as always and again to the safety persons, our sheriffs' office and police department. Again thank you for all you. And even to the citizens, thank you for your comments and we are doing our very best to research information and get the city on the road. Thank you again.

Councilor Pelham- Relays the same sentiments as well. Would like to thank Ms. Heather for the presentation of downtown. It looks real pretty on the photos. I would like that to be a reality as the future moves along. Also, thank you to all the citizens for coming out and participating in this thing called government. I would like to announce that I will be retiring from Hopewell Public Schools on November 1, 2023 with 33 and 1 half years. I really enjoyed working with the children. Councilor Pelham talks about one of her students present at the council meeting, now he's participating in government. She remarks how it pleases her to see the kids grow up, stay in Hopewell and be a part of the activities they have and be a voice in how we want to shape Hopewell for them and their children. Thank you for giving me the opportunity and God Bless you all.

Councilor Denton-Comments that it's too bad it wasn't next Tuesday because we could come dressed up for Halloween. Maybe one of these years, it could fall on that day. We have one meeting in November, believes it is the 13th or 14th of November. Councilor Denton announces she is having a ward meeting for Ward 5 and because there is no place in her ward where she can have it, the high school has allowed her to have it there in the library. I know Dr. Manker is going to be there with all of her wonderful directors that can give you lots of information, I promise you. I will not say, except Welcome! This is a night for the citizens can come and hear what the City is doing from the people that make up our city. I hope Mike you are planning to come. We got snow coming and I know people want to know if they're going to have their streets plowed. Councilor Denton expresses it is a chance for, not a counselor, but you the people to ask questions to listen to learn more about your city in an informal climate. So, go home, mark your calendar for November 6 at 6 o'clock at Hopewell High school in the library. If we get too many people there we'll just go into the auditorium. So, I hope we'll just push out the walls. I look forward to seeing you then. Thank you

Councilor Joyner- Would like to thank everyone that is here in the chambers tonight and those that are watching online. She would like to say it is a privilege to serve as a counselor for the City of Hopewell. It's a rewarding experience and we're certainly trying to fix things that have been identified as trouble here in the city. As all of you know we have the Robert Bob Group here in our midst and they are going to be with us for quite some time. And I think that when they have done their due diligence and completed things then we will certainly be on an upward trajectory. That's certainly our goal. She would like to say thanks to Heather Lynn for a superb presentation today. That group does a great job in terms of a return on investment. The Hopewell Downtown Partnership does a fantastic job when you look at all the other groups that we support. She thanks those in my ward for the privilege of serving and hope you have a wonderful evening.

Councilor Harris- Expresses his apologies to all his constituents for his absence from the dais and hopes that you continue to pray for him to be assured

that he can get back. He applauds Councilor Pelham for her service to the City and to the Nation. Councilor Harris continues he definitely wants to applaud her and congratulate her on completing all of her service. But her service is not stopping her serving the City. Councilor Harris again wants to thank everyone for participating tonight and hopefully we can get something else done for our City. Thank you

Mayor Partin- Also congratulates Councilor Pelham on her retirement. Mayor Partin comments he is only 35 years behind Councilor Pelham. He will soon join her and they will have a grand retirement party. Also, Mayor Partin wants to remind everyone that this Thursday we do have the Harvest Festival and this Saturday we do have the City Point 5K so please come out and run it, walk it support it. It raises money for a lot of youth programs for the John Randolph Foundation and the Rec Center and also if you have seniors or students that are in college right now, scholarship season is open at the John Randolph Foundation and there are scholarships not just for college but also for students that want to go into trades. A lot of people don't know that. So, please pass the word out. Spread it. It's still open for another couple of months. Mayor Partin thanks everyone for coming out for tonight's city council meeting.

Councilor Holloway makes a motion to adjourn.

Vote: 6 Aye

0 Nay

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

**MINUTES OF THE October 26, 2023 CITY COUNCIL SPECIAL
MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Tuesday
October 26, 2023 at 6:00 p.m.

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

Councilor Holloway makes a motion to allow Vice Mayor Gore and Councilor Harris to participate in meeting by zoom, Councilor Pelham seconds the motion.

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

Motion Passes 5-0

CLOSED MEETING:

Councilor Holloway makes a motion to go into closed session pursuant to Va. Code Section § 2.2-371 1 (A)(8) to receive consultation with legal counsel

employed or retained by a public body regarding specific legal matters which requires the provision of legal advice by counsel. to the extent such discussion will be aided thereby.

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

Motion Passes 7-0

Reconvene Open Session

Councilor Holloway makes a motion to come out of closed session motion is seconded by Councilor Joyner.

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

Motion Passes 5-0

CERTIFICATION:

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

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

Motion Passes 5-0

Councilor Joyner makes a motion to adjourn the meeting.

Vote: 7 Aye
0 Nay

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

C-3

Hopewell Police Department Crime Summary

Nov 14, 2023



HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: October 30, 2023

Year-to-Date Comparison		Thru October 29th				
	2022	2023	# Change	% Change	5 Year Average	% Change to Average
MURDER	7	5	-1	-14%	5	25%
FORCIBLE RAPE	8	3	-5	-63%	4	-32%
ROBBERY	27	9	-18	-67%	17	-48%
AGGRAVATED ASSAULT	63	51	-12	-19%	49	5%
Violent Crime Total	105	69	-36	-34%	75	-8%
ARSON	1	5	4	400%	2	213%
BURGLARY	51	40	-11	-22%	65	-38%
LARCENY	287	236	-51	-18%	299	-21%
MOTOR VEHICLE THEFT	40	64	24	60%	41	55%
Property Crime Total	379	345	-34	-9%	407	-15%
Total Major Crime	484	414	-70	-14%	482	-14%

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

5 Year Average to 9/30

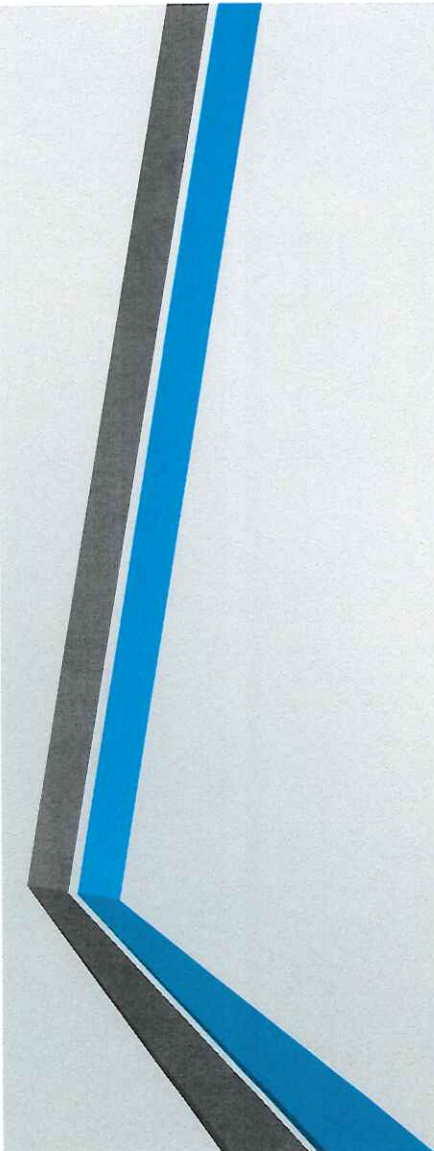
HOPEWELL POLICE DEPARTMENT
Reporting Date: October 30, 2023

Suspected Opioid Overdoses 10/31							
	2018	2019	2020	2021	2022	2023	Grand Total
Fatal	7	10	12	15	12	20	76
Non-fatal	27	50	74	78	68	70	367
Grand Total	34	60	86	93	80	90	443

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: October 30, 2023

Shots Fired Thru 10/31/23					
2018	2019	2020	2021	2022	2023
42	30	47	49	47	56



Upcoming November 2023 Events

- The community engagement officer will be participating in the annual food drive for the Food Pantry.
- The Community engagement officer will be participating in a Career Fair at Patrick Copeland Elementary School with the 4th graders about becoming Police Officers
- We will be having a Thanksgiving Lunch for employees prior to the Thanksgiving holidays.

Best Raider Event November 4, 2023

The event was held at HHS, the Community Engagement Officer, SWAT Team and the Police Explorers attended.



Hiring-Recruitment

- 7 Police applicants currently are in background checks and 3 are precertified.
- November 8th – The recruitment team will be participating in a Career Fair at Montgomery College Criminal Justice Career Fair in Rockville, Maryland. Will update on the number of applicants that applied at the Dec meeting.
- The recruitment flyer and recruitment pamphlet have been updated and placed on Facebook and other media sources.
- 2 Recruits are attending Crater Criminal Justice Academy are scheduled to graduate on December 21th.
- The VMI career fair held on October 25th a total of 11 people visited the Hopewell booth to speak about employment opportunities, we will be checking to see who actually applied from this event and report at the Dec meeting.

C-4

DATE: November 08, 2023
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – October 2023

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
SLOAN, TYRONE	PUBLIC WORKS	PW MAINT SPEC	10/04/2023

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE

CC: Concetta Manker, City Manager
 Jay Rezin, IT
 Arlethia Dearing, Customer Service Mgr.
 Kim Hunter, Payroll
 Michael Terry, Finance Director

2023 Hopewell VA Board of Equalization

Board Members:

Billie Glass (Chairperson)

Misty Pippin (Secretary)

Rosalyn Wiggins

Kathy Heimbuch

Assessor's Office

Jason Cowan, Interim Assessor

Terry Born, Assessor

Vickie Akremi, Appraiser

Diana Samsal, Contract Appraiser

Minutes of Meeting

Monday July 24, 2023

5:45-8:30 pm

Hopewell Fire Station One

200 Hopewell ST, Hopewell, VA 23860

ORGANIZATIONAL MEETING

The members called the Organizational Meeting to order at 5:45 PM. Billie Glass was nominated as Chairperson and Misty Pippin was nominated as Secretary. All members voted unanimously to accept these nominations

REGULAR MEETING

Call to order: Billie Glass called the meeting to order at 6:00 PM

Roll Call: All members were in attendance.

New Business: All members were presented with the following spreadsheet outlining several properties that have been changed due to changes made after additional information was provided by owners. Two owners withdrew their appeal prior to scheduling of hearings.

2023 BLDG	TOTAL	New LAND value	New BLDG value	New Total	LAND Change	BUILDING Change	VALUE CHANGE	ACTION C/NC	Check	REMARKS		Note	DATE to the BOE	Reason	Order Number	posted in Proval	Posted in MUNIS (NEW LD & BLD value)	TOT Bill correction MINUS ADJ	Amount paid 1st half	Existing abateme nt 1st half	Existing abateme nt 2nd half	calculate d 1st half bill (what it should have been)	calculate d 2nd half bill (what it should have been)		PMT 2nd half
314800	431300	116500	241500	358000	0	-73300	-73300		-73300	Consent	1		07/24/23	Property Characteristics	80590010-2023										
264000	319000	55000	211200	266200	0	-52800	-52800		-52800	Consent	1		07/24/23	Property Characteristics	82910200-2023										
0	41300	35800	0	35800	-5500	0	-5500		-5500	Consent	1		07/24/23	Lot Units	81190065-2023										
126000	171100	45100	117000	162100	0	-9000	-9000		-9000	Consent	1		07/24/23	Property Characteristics	81060335-2023										
208700	321900	113200	180500	293700	0	-28200	-28200		-28200	Consent	1		07/24/23	Property Characteristics	80280245-2023										
542600	612400	69800	504600	574400	0	-38000	-38000		-38000	Consent	1		07/24/23	Property Characteristics	81810005-2023										
241600	279000	31400	199100	224500	0	-48500	-48500		-48500	Consent	1		07/24/23	Property Characteristics	82150055-2023										
128500	155500	27000	128500	155500	0	0	0		0	Withdrawal	1		07/24/23		80131930-2023										
72200	84200	12000	70300	82300	0	-1900	-1900		-1900	Withdrawal	1		7/24/2023	Characteristic change	80420690-2023										

2023 BLDG	TOTAL	New LAND value	New BLDG value	New Total	LAND Change	BUILDING Change	VALUE CHANGE	ACTION C/NC	Check	REMARKS		Note	DATE to the BOE	Reason	Order Number	posted in Proval	Posted in MUNIS (NEW LD & BLD value)	TOT Bill correction MINUS ADJ	Amount paid 1st half	Existing abateme nt 1st half	Existing abateme nt 2nd half	calculate d 1st half bill (what it should have been)	calculate d 2nd half bill (what it should have been)	PMT 2nd half
255800	291600	35800	255800	291600	0	0	0	INC	0		1		7/24/2023	Value to high	81760020-2023									
249300	296100	46800	249300	296100	0	0	0	INC	0		1		7/24/2023	Value to high	81750025-2023									
111300	141600	30300	100000	130300	0	10%	10%	C	11300		1		7/24/2023	Value to high	81190425-2023									
191900	238700	46800	155100	201900	46800	155100	201900	C	36800	Tabled	1	Site Visit Required	7/24/2023	Value to high	81750010-2023									
0	30000	30000	0	30000				INC	0		1		7/24/2023	Value to high	82900210-2023									
0	30000	30000	0	30000				INC	0		1		7/25/2023	Value to high	82900215-2023									

A motion was made by Billie Glass to accept the consent items that were presented, seconded by Rosalyn Wiggins. Motion carried.

First case: 176-0020 1202 Peterson Mill Road *MARK OR JACQUELINE SHORNAK*

Mrs. Shornak presented several comparable properties within her immediate neighborhood with similar size and age in a package to the members. Mrs. Shornak stated roads flood with heavy rains.

Board Members had no questions.

Jason Cowan presented the board with data from neighborhood 45 sales and stated the assessments are at 95% of the sales price, Prior assessments were low at 70%. He explained how the market effects the assessment, the assessment process and how the properties were treated. Stating both were treated as modern not remodeled houses.

Billie Glass made a motion to uphold the assessor's value of \$ 291,600. Rosalyn Wiggins seconded the motion. The motion carried.

Second case: 175-0025 1900 Davis Lane *DOROTHY SHORNAK*

Dorothy Shornak referenced the information presented in the previous hearing since both are in the same neighborhood with a few additional comparable properties. Also mentioning, Davis Lane was on target for improvements but after the second pond the road was condemned due to the dams and it would not hold a paver. There will not be any further work to the road. Mrs. Shornak stated the pond floods the road near her house.

Billie Glass made a motion to uphold the assessor's value of \$ 296,100. Rosalyn Wiggins seconded the motion. Motion carried.

Third case: 175-0010 1815 DAVIS LN *Evelyn Burton*

Introductions were made and the process explained. Mrs. Burton provided the members with a package. She stated that the records were full of errors. Bathroom count and fixtures were not correct on the card, there is no detached garage on the property. The garage is on the first level with nothing under it with no garage doors, no heat or ac, some insulation and electrical rough in, concrete floors. Jason ask her to describe the basement and she explained that it is the main living area of the house, the main floor is 3 bedrooms and a bath. It was determined that a site inspection was in order to correct the information on record.

This item was tabled until a site inspection is completed by City Staff.

Fourth case: 119-0425 1911 Old Iron Rd

James Taylor

Mr. Taylor commented on the large increase and thought there should be more people complaining about their new values. He presented several pictures showing the flooding in his yard because the road is higher than the yard since some development in the 1970's. Additionally, the basement floods and there is mold & mildew. There are drainage issues and pipes clogged in Prince George that contribute to the issues.

The board members had no questions.

Jason explained the changes he made during the informal hearings. The board discussed the changes and issues, and made a determination to lower the building value by 10% due to the water issues.

Billie Glass made a motion to lower the value by 10% on the building only. Rosalyn Wiggins seconded the motion. Motion carried.

Fifth case: 290-0210 & 290-0215 **Cobblestone** James Jones

Mr. Jones did not appear before the board members for his hearings at the appointed time.

Jason noted that there is a negative factor on these lots of -40%. And he explained that the base rate on the land was increased which increased the assessed value. Vickie explained the location and topography of the property.

Billie Glass made a motion to uphold the assessor's value of \$ 30,000 each. Rosalyn Wiggins seconded the motion. Motion carried.

Meeting was adjourned by Billie Glass at 7:20 PM

Minutes approved by:

Billie Glass, Chairperson Billie S Glass Date 8/30/2023

Misty Pippins, Secretary Misty Pippins Date 8/30/2023

2023 Hopewell VA Board of Equalization

Board Members:

Billie Glass (Chairperson)
Misty Pippin (Secretary)
Rosalyn Wiggins
Kathy Heimbuch

Assessor's Office

Jason Cowan, Interim Assessor
Terry Born, Assessor
Vickie Akremi, Appraiser
Diana Samsal, Contract Appraiser

Minutes of Meeting

Monday July 25, 2023

6:00-8:30 pm

Hopewell Fire Station One

200 Hopewell ST, Hopewell, VA 23860

Call to order: Billie Glass called the meeting to order at 6:03 PM

Roll Call: All members were in attendance.

Old Business: None at this time, Staff will be making a site visit to Burton property.

New Business:

First case: 020-0055 309 Sunset Circle Timothy & Pauline Mulaniff

Reason for appeal is the assessment was too high.

Owners stated that all of the window need replacing. Stating weights are missing, some are broken and others are fogged up. The garage is rotted and needs to repaired or torn down. The neighborhood has turned into a rental properties and there are hoarders on both sides. They don't cut the grass or maintain the properties.

Jason commented on garage condition and stated it was reduced during informal hearings. Recommended no other changes than the heat & ac.

The board had no additional questions for the owners. It was determined that the value after correcting the heat/ac the value is \$120,300

Billie Glass made a motion to uphold the assessor's new value of \$120,300. Misty Pippins seconded the motion. Motion carried.

Their concern is that the value was lowered from \$40,000.

Jason explained that is zoned R-3 and not B-2 which caused the change in value. And that when the property changed hands it was noticed that the zoning was not reflected in the value. Since the building was demoed and it is no longer used by the drycleaners the value needed to reflect the actual zoning.

Jason stated if they wanted a refund on the taxes that they paid at the commercial value that is possible and explained the process to do so.

Billie Glass made a motion to uphold the assessor's value of \$19,500. Kathy Heimbuch seconded the motion. Motion carried.

Fifth case: 014-0900 **207 S Mesa Dr.** **Michael & Bonnie Griffith**

Mr. Griffith stated that he has done no work to his house but the neighbors have done significant improvements. His value has increased by \$84,000. He ask Jason what he made and if he got a bonus if he came up with additional value. Jason informed him that it would be illegal for him to do so. He did have an informal hearing. He feels that the increase is excessive and he does not qualify for any benefits. He thinks it should be \$175,000-180,000.

Jason stated that we value the property based on qualified sales. Neighborhood 6 had 135 sales. The assessment level was 65% initially. His is assessed at \$100/SF newer window, roof is good on house. Real estate taxes are voluntary because you don't have to own property. City council voted to not lower the tax rate.

Billie Glass made a motion to uphold the assessor's value of \$207,300. Rosalyn Wiggins seconded the motion. Motion carried

Sixth case: 073-0710 **1510 Delaware** **Lawana Peterson**

Mrs. Peterson did not appear for her hearing.

Billie Glass made a motion to uphold the assessor's value of \$173,600. Rosalyn Wiggins seconded the motion. Motion carried.

Meeting was adjourned by Billie Glass at 7:51

Minutes approved by:

Billie Glass, Chairperson Billie S Glass Date 8/30/2023

Misty Pippin, Secretary Misty Pippin Date 8/30/2023

2023 Hopewell VA Board of Equalization

Board Members:

Billie Glass (Chairperson)
Misty Pippin (Secretary)
Rosalyn Wiggins
Kathy Heimbuch

Assessor's Office

Jason Cowan, Interim Assessor
Terry Born, Assessor
Vickie Akremi, Appraiser
Diana Samsal, Contract Appraiser

Minutes of Meeting

Monday August 7, 2023

6:00-8:30 pm

Hopewell Fire Station One

200 Hopewell ST, Hopewell, VA 23860

In lieu of Billy Glass absence the remaining Board members meet to nominate alternate chairperson.

Kathy Heimbuch nominated Rosalyn Wiggins for Chairperson, Misty Pippin seconded the motion and all members approved.

Call to order: Rosalyn Wiggins called the meeting to order at 6:03 PM

Roll Call: Misty Pippin, Rosalyn Wiggins and Kathy Heimbuch were in attendance.

New Business:

First case: 048-0018 103 Industrial ST Advansix (Shoup)

After some technical difficulties with the zoom meeting we used a phone for audio. The members were given a copy of documents provided by the tax rep. They feel that the value is more in the range of \$ 5,939,000. He stated that they did not receive all of the information they requested. They looked at each building and Marshall & Swift. They are class S buildings, most built in 2002-2003 with a 30% depreciation and the assessor's office used 15%. He mentioned the tank values

should have 25% of the total cost the assessor's office used. And that these values are over assessed. Yard improvement should be at 50% depreciation.

And they used 50% on some buildings. As for land they want to understand the land value as it increased by double.

The Board had no questions for him.

Jason stated that the land had not changed in a decade but he compared it to other industrial land. Prior to 2021 the value stayed the same, the tanks have not changed and they are not changed if they are considered personal property but are when they are considered real estate. The buildings are used by companies that use the waste products and turn them into a useful product. Jason provided some industrial sales as comparables that are in Virginia. The city recommends no change.

Mr. Shoup questioned the sales that Jason used and Jason offered to email the information to him.

The board ask about the land value and Jason stated that it was on the low end of the range.

Rosalyn Wiggins made a motion to uphold the assessor's value and no change, Misty Pippin seconded the motion. The motion carried.

Second case:

080-0740

201 E Broadway

Gerald Bosch

Mr. Bosch doesn't feel that the assessed value is accurate because there are no sales of renovated properties in Downtown Hopewell. He paid \$150,000 and the appraisal came in at \$130,000. However the income approach came in at \$170,000. They used \$150,000 as the appraised value. He provided the income and expense. His income value is \$328,000 using a 9% cap rate. Which is the highest value it could be. Even a 10%-11% cap rate are not realistic in Hopewell.

The board had no questions

Jason provided some information and mentioned that it is in the rehab program. Mr. Bosch provided information about the rehab and how he split it up to make more rental space. And everything is new he spent 220,000 in renovations and got 10,000 from Hopewell and 21,000 in rebates.

There were some buildings that sold in Hopewell at \$142/SF and another at \$75/SF. These put us in the ball park of \$81/SF that this property is assessed for. Jason feels like we are in the range, therefore he recommends no change.

Rosalyn Wiggins made a motion to uphold the assessor's value of \$543,700. Misty Pippin seconded the motion. Motion carried.

Third case: 023-0700 1200 Lynchburg Clarold LLC

No one attended from Clarold, LLC. The Board addressed this property at the end of all new business.

Rosalyn Wiggins made a motion to uphold the assessor's value of \$2,504,700. Misty Pippin seconded the motion. Motion carried.

Fourth case: 071-0004 600 Winston Churchill TRP Twin Rivers LLC

The representative ask for this rental information to be kept confidential so the board went into closed session at 7:06 and returned at 7:25

Rosalyn Wiggins made a motion to uphold the assessor's value of \$ 12,795.000. Misty Pippin seconded the motion. Motion carried.

Fifth case: 024-1210 104 16 S Loftus Paul

The Loftus provide their rental information and ask that the location of the property be taken into consideration.

Jason provided market rental information for properties in Hopewell and explained how he arrived at the value.

Rosalyn Wiggins made a motion to lower the assessment value to \$83,000 due to it exceeds Fair Market value. Misty Pippin seconded the motion. Motion carried

Sixth case: 048-0095 910 Industrial Centennial Hopewell Inc.

The representative provided sales information of various properties outside of Hopewell and the age and condition of the buildings. Also the acreage of 152 with 49 acers unusable.

Jason also provided sales from the south east region and suggested that the property has value also as a multiple industrial/commercial property. Several of the buildings could be used as individual units at considerable income.

Rosalyn Wiggins made a motion to uphold the assessor's value of \$ 25,003,500. Misty Pippin seconded the motion. Motion carried.

Old Business:

175-0010 1815 Davis Lane

Evelyn Burton

Vickie made a site inspection and corrected our record which she explained to the board. Arriving at a new value of \$201,900

Rosalyn Wiggins made a motion to uphold the assessor's value of \$ 201,900. Misty Pippin seconded the motion. Motion carried.

285-1303 301 Beacon Ridge Drive Unit 303

Donald & Kathleen McNeely

Mr. McNeely contacted the office and wanted to withdraw his appeal however, he has not come in to sign the form.

The Board ask the staff to mail the information.

Meeting was adjourned by Rosalyn Wiggins at 8:25

Minutes approved by:

Rosalyn Wiggins, Chairperson

Rosalyn Wiggins

Date

Aug 30, 2023

Misty Pippins, Secretary

Misty Pippin

Date

Aug 30, 2023

Board Members:

Billie Glass (Chairperson)

Misty Pippin (Secretary)

Rosalyn Wiggins

Kathy Heimbuch

Assessor's Office

Jason Cowan, Interim Assessor

Terry Born, Assessor

Vickie Akremi, Appraiser

Diana Samsal, Contract Appraiser

Minutes of Meeting

Tuesday August 8, 2023

6:00-8:30 pm

Hopewell Fire Station One

200 Hopewell ST, Hopewell, VA 23860

Call to order: Rosalyn Wiggins called the meeting to order at 6:03 PM**Roll Call:** Misty Pippin, Rosalyn Wiggins and Kathy Heimbuch were in attendance.**Old Business:** None**New Business:**

The Board members began with Riley Ingram's duplex properties.

Mr. Ingram was confused about the location of the hearings and did not join us until 6:45 PM.

First case group

Jason provided several duplex comparable and explained that he was grouping similar properties together.

A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment.

2714 WINSTON CHURCHILL DR	0260005	135600
2710 WINSTON CHURCHILL DR	0260015	135600

1012 LIBERTY	0260025	135600
1014 LIBERTY	0260030	135600
1018 LIBERTY	0260040	135600
1020 LIBERTY	0260045	135600
1017 LIBERTY	0260055	135600
1015 LIBERTY	0260060	135600
1013 LIBERTY	0260065	135600
1011 LIBERTY	0260070	135600
1010 LIBERTY	0260020	135600
1019 LIBERTY	0260050	135600
2712 WINSTON CHURCHILL DR	0260010	135600
1016 LIBERTY	0260035	135600

Second case

MONTICELLO DR	0610380	2,454,900
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Jason spoke about the potential for these units and provided some sales to support the value. These are the lowest valued units in the city.

A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Third case

Jason provided more sales data in Hopewell for multifamily.

1212 CITY POINT RD	0230130	413200
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A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Fourth case

2105 Dublin	0730250	342,400
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These were reduced during the informal appeal. A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Fifth case

1410 NEW YORK	0730075	323700
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These were reduced during the informal appeal.

A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Sixth case

710 BLACKSTONE	0500025	127500
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Jason explained the process using gross rent multiplier and the board as for recent sales which he provided.

A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Seventh case

901 CEDAR LEVEL RD N	0250311	121900
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A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Eighth case

901 A CEDAR LEVEL RD N	0250320	328700
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A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the value to remain the same as the assessment. Motion carried.

At this point Mr. Ingram joined us.

He stated that he had solved many of the issues prior to coming in by renovating or was agreeable with the new values. He talked about his upcoming projects, new office building, sprinkler systems requirements and other issues

Mr. Ingram offered information on several of his properties and the rent he was receiving on these parcels and damage caused by tenants and general maintenance.

He stated that he was fine with the residential properties that he had appealed.

013-1230

013-1235

Ninth case group

3004 Virginia	0470286	164,300
3006 Virginia	0470285	164,300

A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Tenth case

100 REV. CW HARRIS ST	0480035	330,300
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Jason provided comp of similar properties.

A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Eleventh case

3318 OAKLAWN BLVD	0891430	210500
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Jason provided some sales but stated that they were not very good because this property in dissimilar to anything in Hopewell. This building has very little parking.

A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Twelfth case

710 City Point	0460250	215,900
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A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Thirteenth Case

710 CEDAR LEVEL RD	1060360	175300
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A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Fourteenth case

Oaklawn Blvd	0250050	88,200
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A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Fifteen case

2102 JOHNSON	0131230	97600
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A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

Sixteenth case

JOHNSON ST	0131235	3000
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A motion was made by Rosalyn Wiggins and was seconded by Misty Pippin for the values to remain the same as the assessment. Motion carried.

All business being concluded the meeting was adjourned at 6:25 PM

Minutes approved by:

Rosalyn Wiggins, Chairperson Rosalyn Wiggins Date Aug 30, 2023
Misty Pippins, Secretary Misty Pippin Date Aug 30, 2023

Board Members:

Billie Glass (Chairperson)

Misty Pippin (Secretary)

Rosalyn Wiggins

Kathy Heimbuch

Assessor's Office

Jason Cowan, Interim Assessor by zoom

Terry Born, Assessor

Vickie Akremi, Appraiser

Diana Samsal, Contract Appraiser

Minutes of Meeting

Thursday August 10, 2023

6:00-8:30 pm

Hopewell Fire Station One

200 Hopewell ST, Hopewell, VA 23860

REGULAR MEETING

Call to order: Billie Glass called the meeting to order at 6:18 PM

Roll Call: All members were in attendance

Old Business: None

New Business:

Case one

025-0189 2911 Oaklawn CD Restaurants Inc.

Zoom Meeting

Jason joined the meeting by zoom as did Mr. Jefferies from CD Restaurants.

Mr. Jefferies stated they have been in Hopewell since 1960 and now have built a Captain D's. While they expected to get increases but this year seemed excessive compared to others that they own in surrounding areas.

Jason provided assessment history of the property since it was built. It is being assessed like the other fast food establishments in the area with this being the newest. It is slightly higher because it is the newest in the city and on economy of scale it is in the middle of sales he pulled. He provided the sales information. And he recommended no change.

After deliberation

Billie Glass made a motion to uphold the assessor's value of \$ 1414900. Misty Pippin seconded the motion. Motion carried.

There were two cases that the board heard the assessor's case for

060-0015 and 027-0040 & 059-0020. It was later determined that these individual showed up at the municipal building and missed their scheduled hearing. Since they may not have been properly informed of the location they were rescheduled.

Meeting was adjourned at 7:38 PM

Minutes approved by:

Billie Glass, Chairperson Billie S. Glass Date 8/30/2023

Misty Pippins, Secretary Misty Pippins Date 8/30/2023

Board Members:

Billie Glass (Chairperson)

Misty Pippin (Secretary)

Rosalyn Wiggins

Kathy Heimbuch

Assessor's Office

Terry Born, Assessor

Vickie Akremi, Appraiser

Diana Samsal, Contract Appraiser

Minutes of Meeting

Tuesday August 15, 2023

6:00-8:30 pm

Hopewell Fire Station One

200 Hopewell ST, Hopewell, VA 23860

Call to order: Billie Glass called the meeting to order at 6:02 PM

Roll Call: Billie Glass & Rosalyn Wiggins in attendance.

Old Business: None

New Business:**Case One**

060-0015 406 Woodland Rd David & Suzanne Fratacangelo

Mr. Fratacangelo stated that the house was built in 1980 and has never been updated. Bathrooms are all original and showers are leaking down into the rooms below and into the basement. Kitchen is original & windows are in poor condition. The HVAC system is at the end of its life expectancy. And there are drainage issues in the yard that causes water to stand in the detached garage.

Mrs. Fratacangelo gave some comparable sales that were in better condition than their home. She also provided some pictures of the interior and will send them to the assessor's office.

Diana ask if it was possible to do an interior inspection of the dwelling which is when they offered the pictures. They stated the he worked and she was seldom home so it would not be possible to inspect. The only work that has been done on the property is some wallpaper removed and painting.

Diana provided explanations as to what reductions were made.

Billie ask about changing the grade of the property. The board decided to table this property until the staff could provide values with some different grades and conditions.

Case Two & Three

027-0040

1008 Pecan

Ban Rafey

Ms Rafey stated that she bought the property low and did some improvements. The neighbor's houses are not well kept, the yard is very small, the basement leaks and the neighborhood is not that good. She is not getting any rent just letting a friend live there.

Vickie gave details on the property. Ms Rafey stated that she has done work on the inside. Vickie provided neighborhood sales and it is equalized within the neighborhood.

After discussions Billie Glass made a motion for the value to remain at \$130,600. Rosalyn seconded the motion. Motion carried.

059-0020

3009 Riverside

Ban Rafey

Mrs Rafey stated that she had an appraisal done less than 4 years ago and the assessment is \$100,000 above that amount. She has a lot of erosion issues on the land. Her home is not brick like the others in the area.

Vickie stated that an inform appeal resulted in no change. She provided the topo map of the property and she provided similar homes and this property is in equalized with these. Also sales in the neighborhood show that it is in line.

After discussions Billie Glass made a motion for the value to remain at \$386,200. Rosalyn seconded the motion. Motion carried

Case Four

092-0395

2906 Belmont

Rhonda Ford

Mr. & Mrs. Ford stated that they have an unfinished basement and provided pictures. There is some drywall but it has been cut out in various places and there is no heat or air. She provided addresses of some comparable properties but did not have the values on them.

Terry offered to the board to print the cards and bring them in tomorrow.

Diana spoke about removing the chimney and the value change. Also provided sales and equalization information as they compare to the subject.

This property was also tabled until we could get the cards printed.

Meeting adjourned: 6:55 PM.

Minutes approved by:

Billie Glass, Chairperson Billie S. Glass Date 8/30/2023

Misty Pippins, Secretary Misty Pippins Date 8/30/2023

Board Members:

Billie Glass (Chairperson)

Misty Pippin (Secretary)

Rosalyn Wiggins

Kathy Heimbuch

Assessor's Office

Jason Cowan, Interim Assessor

Terry Born, Assessor

Vickie Akremi, Appraiser

Diana Samsal, Contract Appraiser

Minutes of Meeting

Wednesday August 16, 2023

6:00-8:30 pm

Hopewell Fire Station One

200 Hopewell ST, Hopewell, VA 23860

Call to order 5:55 PM

Roll call: Billie Glass, Rosalyn Wiggins and Kathy Heimbuch

New Business

102-0005, 102-0010 & 103-0030

Farmingdale

Townhouses

BJ Patton the managing member of Farmingdale Townhouses. She provided copies of the previous assessment and current assessment. She broke down all of the values per building and per unit and provided comparable property in Hopewell. Mr. Cowan did not use any of these he used some in Chesterfield and larger complexes elsewhere. Price per unit is much lower than these. He used a 5% cap rate which she feels is not accurate and this time. She also provided market rent growth and stated that rents dropped in 2022. She ask the board to evaluate the information she provided.

Mr. Cowan stated that he was going to discuss rents and ask if she wanted it in closed session, she did not. The complex is very well maintained. Some units are renovated. The best way to value is the income approach and the sales are secondary. After the informal appeal it was lowered based on that he used the high end of the scale. The property income is around \$1,000,000 a year. Some items cannot be used on the income and expense statement to determine value, including mortgage and capital expense, which were used in the owner's information. He then showed statements from sales he had of multifamily

properties which provided cap rates for those properties sold and were in line with his rate. The property has had no significant increase in many years.

17 Parcels

James Jones

903 CITY POINT RD	0300265	HBS ASSOCIATES L.L.C.
CITY POINT RD	0300260	HBS ASSOCIATES L.L.C.
DOLIN	0300345	HBS ASSOCIATES L.L.C.
829 CITY POINT RD	0300325	HBS ASSOCIATES LLC
915 CITY POINT RD	0300275	HBS ASSOCIATES, L.L.C.
919 CITY POINT RD	0300280	HBS ASSOCIATES, L.L.C.
903 CITY POINT RD	0300290	HBS ASSOCIATES, L.L.C.
903 CITY POINT RD	0300311	HBS ASSOCIATES, L.L.C.
1501 CITY POINT RD	0300082	JONES JAMES R AND TERESA F
3514 OAKLAWN BLVD	0891280	JONES JAMES R
3208 WESTERN	0500066	JONES JAMES R OR TERESA F
3206 WESTERN	0500064	JONES JAMES R OR TERESA F
3210 WESTERN	0500067	JONES JAMES R OR TERESA F
701 BLACKSTONE	0500068	JONES JAMES R OR TERESA F
705 BLACKSTONE	0500069	JONES JAMES R OR TERESA F

0670105 no Formal Appeal application on file.

Mr. Jones stated that his duplexes are all the same. Values are based on the rent rolls and cap rates. They pay for all repairs and lawn maintenance and keeps up all of the properties. He feels that he can't sell the properties for the assessment.

1126 Salem Ave 067-0105 is not in a very good neighborhood. These are all easy to rent but not easy to collect the rent.

Mr. Cowan stated that there have been no significant increases in a decade. There are plenty of sales to support the value. Also we collect rent from other properties and tenants and use a gross rent multiplier to determine value. These should rent for \$800-\$875.

The board having no questions moved on to industrial.

0300325, 0300275, 0300290, 0300311, 030265, 0300260, 0300345

The surrounding properties are in bad shape, this is a wooden building that has facade on it. There are 15 vacancy properties in the immediate area. High crime rates leads to higher vacancies. It makes it difficult to get any renters that will pay the rent. There is no market for this type of property. There is limited parking and you cannot get a large truck on the property.

Mr. Cowan provided some similar properties in other areas. Most are over \$100/SF but most are not in this area. Williamsburg, Smithfield, Chesapeake are a different market area and they can easily accept a large truck. This property is roughly 30% less than these.

The board having no questions moved on to the remaining properties.

0500068, 0500069, 0500066, 0500064, 050067, (0670105 no package or application)

This has been set up for individual storage areas. They are about 50% occupancy and difficult to find renters.

Jason stated that these are assessed at \$51/SF. These are small space users and are on the low end of value. These are valued at 1/3 of the value of the comps from across the state. And he recommended no change.

0300280

This is office space with 3 apartments above. He installed an elevator for the apartments. He can't get tenants for the office space. Residential tenants don't go out at night due to crime in the area. Rents are \$700-800 a month for the apartments.

Mr. Cowan stated this property is assessed at \$77/SF. And has a 15% reduction on it. He provided some comparable properties in Hopewell, Chester and surrounding areas all which have much higher rents.

0300275

There is no upstairs in the building it is office space downstairs. It is all open with no second floor in the front. The rear is rented as storage for the flooring company.

Jason is going to put it back to the original value because it was raised during the informal hearing because he thought there was an upstairs \$ 210,200

0300265

This is the food pantry. The value was lowered during informal hearings. The food pantry pays the taxes and they requested the decrease. It has been completely refurbished. It is assessed at \$93/sf Mr. Jones was okay with this value.

0891280

This property is a strip mall and it stays pretty fully occupied. The annual income is \$193,500 for this property and the health department complex. This building is 40+ years old. They only get around 10/sf. The rents have not gone up in that area.

Jason provided some comps of Domino's pizza which sold for \$75/sf in Hopewell and one in Petersburg for that value. Another comp was \$125/sf in Hopewell. He had 8 sales between \$106/SF -\$125/SF. Some in surrounding areas of Chester, Richmond & in the Western part of the state. This property was lowered during the informal appeals.

0300082

This building is 15 years old and is rented to the health department. With an accountant office also in the building for \$1050 a month. He renovated for the health dept. and the rate was high for 5 years then dropped down to \$4,981 a month. This is a contract that he had to bid on.

This was lowered during the informal hearings. This is assessed at \$141/SF. His comps were one in Lancaster renting for 213/SF it is way out in the country. Colonial Heights one for \$ 239/SF one in Chester \$149/SF. There were no sales in Hopewell.

The board had no additional questions

Billie Glass made a motion for no change on parcels 102-0005, 102-0010 & 103-0030 Farmingdale Townhouses for no change. It was seconded by Rosalyn Wiggins. Motion was carried.

Billie Glass made a motion for no change on parcels 0500068, 0500069, 0500066, 0500064, 050067, (0670105 no package or application) Seconded by Kathy Heimbush. Motion passed.

Billie Glass made a motion for no change on parcels 0300325, 0300345, 030260, Rosalyn Wiggins second, Motion passed.

Billie Glass made a motion to change parcel 0300275 back to \$210,200. Seconded by Rosalyn Wiggins. Motion passed.

Billie Glass made a motion for no change on parcels 0300265, 030311, 0300280, 0300290, 0891280 & 0300082

Billie Glass made a motion for no change on parcels 2851303. Rosalyn Wiggins second, Motion carried. These owners gave a verbal consent but never came in to sign the paperwork.

Old Business

**060-0015 406 Woodland Rd David & Suzanne
Fratarcangelo**

The board was presented with information on the value if grade, condition and or functional obs. And effective year were changed, they came to the conclusion that the condition should be changed based on the photos submitted.

Billie Glass made a motion to change on parcels 060-0015 to fair condition \$381,000. Rosalyn Wiggins second. Motion carried.

092-0395 2906 Belmont Rhonda Ford

Rosalyn Wiggins made a motion accept the adjusted value on parcel 092-0395 \$231,200. Rosalyn Wiggins second, Motion carried.

Meeting Adjourned 8:15 PM

Minutes approved by:

Billie Glass, Chairperson Billie S. Glass Date 8/30/2023

Misty Pippins, Secretary Misty Pippin Date 8/30/2023

**CITY OF HOPEWELL, VIRGINIA
MEETING OF THE PLANNING COMMISSION
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET
WEDNESDAY, OCTOBER 11, 2023
6:00 p.m.
MINUTES**

I. Call to Order

The meeting was called to order at 6:00 p.m.

II. Roll Call

Members Present:

Paul Reynolds, Chairman
Todd M. Butterworth
Carlos Roman
Patience Bennett

Members Absent:

Fara Jenkins, Vice-Chairman

Staff Member present:

Christopher Ward, Director

III. Determination of Quorum

A quorum was determined.

IV. Prayer by designated Commission Member

Prayer rendered by Commissioner Butterworth.

V. Administrative Matters

1. Withdrawals/Deferrals/Amendments

Commissioner Roman made a motion to amend the agenda and move the review of subdivision at – 519 Jefferson Avenue before approval of meeting minutes.
Commissioner Butterworth seconded the motion. The motion was approved 4-0.

X. Old Business of the Planning Commission

1. Discussion of Comprehensive Plan, Chapter 3 review

The Chairman asked the Commissioners instead of modifying the thirteen strategies in this chapter, have the Commissioners come up with their own top five or six strategies. At that point merge ideas and see how it compares to what is in there now. The members were in agreement with that exercise.

Chairman Reynolds asked: who is the Planning Commission audience with the Comprehensive Plan? Commissioner Butterworth replied with the development stakeholders; Commissioner Roman replied with City Council; and Commissioner Bennett replied with City Council and staff.

Chairman Reynolds asked the Commissioners what strategies they would select to be a priority. Commissioner Bennett replied with storm drainage, sewer and pipelines. Commissioner Roman replied with beautification of the entrance corridors to the city and beautification or a facelift of the older buildings within the city, traffic patterns and how they affect our city from the major routes (36 & 10), and investing in EV chargers. Commissioner Roman stated they were not in any particular order. Commissioner Butterworth stressed that all the groups that are working to get businesses and developers to the city like the Economic Development Authority (EDA), Hopewell / Prince George VA Tourism & Visitor Center (HPG) all work together in alignment.

Chairman Reynolds followed up with his strategies: place equal emphasis on mixed commercial and residential development downtown and route 36 corridor near Fort Gregg-Adams, establish a clear plan for best use of city owned property including land banking where appropriate, remove truck traffic from route 10 in downtown, ensure land development and support for possible hospital expansion, develop and implement land use plan for advancing attractiveness of city's strengths, develop land use plan that ensures citizens near industries have an option to move to more accommodating properties, and advocate for traditional neighborhood development and non-vehicle connections between small neighborhoods.

Commissioner Bennett stressed that staff needs to advocate for policies that will attract businesses.

VIII. Old Business of the Wetlands Board

None

**MINUTES OF THE OCTOBER 11, 2023 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
CITY OF HOPEWELL**

A meeting of the City of Hopewell Downtown Design Review Committee (DDRC) was held on Wednesday, October 11, 2023, in the City Council Conference Room (300 N. Main St.) at 3:30 p.m.

Downtown Design Review Committee Members present:

Drew Dayberry, Chair
Mary French Elder, Vice Chair
Phillip Hughes

Staff:

Kelly Davis, AICP, Senior Planner

Guests:

Heather Lyne, Hopewell Downtown Partnership

CALL TO ORDER

Mr. Dayberry called the meeting to order at 3:40 p.m. Ms. Davis conducted the roll call. A quorum was established. Mr. Dayberry welcomed the members and led introductions

ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS

Mr. Dayberry asked if there were requests for withdrawal, deferral, or amendment to the agenda. There were none.

Mr. Dayberry asked for any amendments to the minutes. Ms. Elder provided a correction to the name Hopewell Downtown Partnership. Mr. Hughes made a motion to approve the meeting minutes. Ms. Elder seconded. The motion carried 3-0.

CITIZEN COMMENTS

None.

CERTIFICATES OF APPROPRIATENESS (COAs)

1. 252 E. Broadway – Fencing

Ms. Davis presented the application for fencing. The committee discussed the following:

- Hopewell Downtown Partnership has worked to activate the alley. The DDRC would like to see this activation continue with fencing that promotes visibility, safety, and improved appearance.
- DDRC does not want to set the precedent that opaque fencing is appropriate. For safety and visibility, an open fence style like the one recently approved and installed at 247 E. Cawson is preferred over an opaque fence. Other dog runs in the area have open style fencing.

- The prior business owner had left an accessway between the alley and the street. This is preferred to allow a mid-block connection and would provide convenient access for customers that could park in the City's Hopewell Street parking lot.
- If the business owner believes an opaque fence is required for their operations, the DDRC would like additional measures to mitigate the impact. Measures discussed included:
 - o A mural along the alley fence, which was with the conditional use permit.
 - o The horizontal board fence should be painted or stained a solid color.
 - o The horizontal board fence should have continuous boards for the entire length of the fence.
 - o The height of the door on the front fenceline should be the same height as the fence and the post.
- The applicant should provide more detail on the landscaping plan for the front fenceline. Appropriate landscaping will help to soften the impact of the fence on the streetscape.

Mr. Hughes motioned to defer the application. Mr. Dayberry seconded. The motion carried 3-0.

2. 425 E. Broadway – Façade and Trash Enclosure

Ms. Davis presented the request for façade color changes to the existing building and new trash enclosure. Mr. Hughes motioned to approve the application as submitted. Mr. Dayberry seconded. The motion carried 3-0.

UNFINISHED BUSINESS

1. Downtown Code Violations

Ms. Davis reminded the DDRC of the upcoming code enforcement inspections for Downtown properties. Ms. Davis explained that staff visited downtown businesses to explain the inspections and answer any questions.

2. Ms. Davis gave an update on the zoning ordinance amendments to the B-1, Downtown Central Business District and newly proposed Historic Preservation Article. Five businesses attended the meeting and gave feedback on the proposed changes. The following additional items were discussed:

- Outdoor uses – Ms. Davis explained proposed language related to outdoor uses. The DDRC questioned additional uses that should be allowed outdoors, such as restaurants, food carts, and markets. Ms. Davis asked the group to consider this for additional conversation at the next meeting.
- Window signage – DDRC agreed to maintain the existing standard of 20% of the window glass area. They agreed to proposed language to transfer signage between windows for up to 50% of the area of the window on which the sign is placed.

- Window murals – DDRC agreed to staff's proposed language that would allow DDRC approval of locations for seasonal window murals.
- Fencing – DDRC discussed appropriate fencing for the district. They agreed with staff's proposed language to exclude chain link, vinyl, split rail, or unpainted pressure-treated wood.

DDRC will review the draft at a special meeting on October 23, 2023.

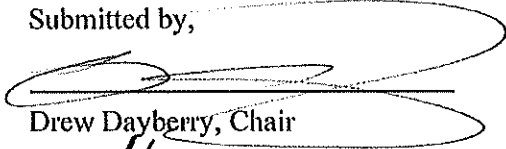
NEW BUSINESS

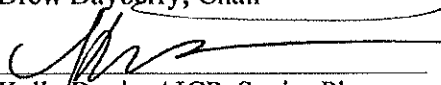
None.

ADJOURNMENT

Mr. Dayberry made a motion to adjourn. Ms. Elder seconded. The motion carried 3-0. The meeting adjourned at 4:51 p.m.

Submitted by,


Drew Dayberry, Chair


Kelly Davis, AICP, Senior Planner

11/1/23
Date

INFORMATION/PRESENTATION

City of Hopewell

Project Management Office and
Accounting Remediation Services

November 14, 2023



Agenda

- Progress to Date
 - Accounting Remediation / Reconciliation Team
 - Enterprise Resource Planning Team
 - Standard Operating Procedures / Project Management Office Team
 - Industry Team
 - Interim Chief Financial Officer
- Recent Successes
- Progress Toward December Goals
- Next Steps and Issues Potentially Preventing Progress

Thank you

COMMUNICATIONS FROM CITIZENS

REGULAR BUSINESS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Recommendation to approve budget resolution for property tax relief percentage of 31% for qualifying vehicles for tax year 2023

ISSUE: Per Ordinance No. 2022-0825, Section 2.(b), City Council must set the percentage of tax relief yearly as part of its annual budget. It is recommended that City Council set the 2023 tax relief percentage at 31% for qualifying vehicles.

RECOMMENDATION: City Administration recommends that the personal property tax relief percentage for 2023 be set at 31% for qualifying vehicles.

TIMING: City Council is asked to approve the proposed resolution on 11/14/2023

BACKGROUND: The percentage of tax relief has to be recalculated annually and is based on information downloaded monthly by the Commissioner's Office from the Division of Motor Vehicles. The Commissioner's personal property tax book is generally completed in August and due by September 1st of each year.

FISCAL IMPACT: None. The tax rate for personal property was set during the 2023 budget process and remained \$3.50 per hundred. The tax relief percentage does not change the amount of the personal property tax levy for 2023; however, it establishes the portion estimated to be applied as tax relief from the lump sum of \$1,618,029.64 paid annually by the State.

ENCLOSED DOCUMENTS: 1) The proposed resolution recommending the tax relief percentage of 31% for 2023; 2) Ordinance No. 2022-0825 and 3) Projection for Tax Year 2023

STAFF: Shannon Foskey, Treasurer

Debra Reason, Commissioner of Revenue

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
- ☐ ☐ Councilor Brenda Pelham, Ward #6
- ☐ ☐ Councilor Dominic Holloway, Sr., Ward #7



City of
HOPEWELL
VIRGINIA

RESOLUTION NO. _____

**ESTABLISHING TAX CLASSIFICATIONS AND TAX RATES
Tax Year beginning January 1, 2023 and ending December 31, 2023**

WHEREAS, the Personal Property Tax Relief Act of 1198, VA Code Sections 5831-3523 et seq. (PPTRA) has been substantial modified by the enactment of Chapter 1 of the Acts of assembly, 2004 Special Session I (Senate Bill 5005), and provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-2006 Appropriations Act, hereinafter cited as the “2005 Appropriations Act”); and

WHEREAS, these legislative enactments require the City of Hopewell, Virginia to take affirmative steps to implement these changes, and to provide for the computation and allocation pursuant to the PPTRA as revised, and

WHEREAS, the values for personal property previous estimates have decreased at a rate resulting in a decrease in assessed values, and

WHEREAS, City Council for the City of Hopewell previously voted on April 18, 2023 to accept a tax rate for personal property of \$3.50 per \$100 of assessed value, and

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL this 14th day of November, 2023 that the following tax classifications and tax rates are approved and adopted for tax year beginning January 1, 2023 and ending December 31, 2023. All levies are per one hundred dollars of assessed valuation at fair market value as of January 1, 2023. Real and personal property owned by a Public Service Corporation shall be taxed in accordance with Va. Code 58.1-2600, *et seq.*

Tangible Personal Property pursuant to VA. Code Section 58.1-3000 and as classified by, VA Code Section 58.1-3500 through 3506; \$3.50 per 100 of assessed valued and PPTRA of 31%.

CERTIFICATE

I, Brittani Williams, Clerk of the city of Hopewell, Virginia, certify that the foregoing is a true and correct copy of the resolution passed at lawfully organized meeting of the City Council held October 26, 2023. Given under my hand and seal this 14th day of November, 2023.



City of
HOPEWELL
VIRGINIA

Witness this signature and seal

Mayor Johnny Partin,

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Brittani Williams, City Clerk

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

ISSUE: Proposed changes to the city's Parking Enforcement and Inoperable Vehicles ordinance (§22-91.1)

RECOMMENDATION: Approve the amendment to the ordinance at the first reading.

TIMING: November 14, 2023 City Council Reading

BACKGROUND: Proposed changes to the city's parking enforcement and inoperable vehicles ordinance (HCC §22-91.1) would allow a designee (selected by the City Manager) with the authority to issue parking

ENCLOSED DOCUMENTS:

- Amended Parking Enforcement and Inoperable Vehicles Ordinance

STAFF: Danielle F. Smith, City Attorney

FOR IN MEETING USE ONLY

MOTION: _ Motion to approve the amended change to the city's Parking Enforcement and Inoperable Vehicles ordinance.

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

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Hopewell High Visibility Backplate Upgrades and Hopewell Pedestrian Crossing Improvements – 2025 Virginia Highway Safety Improvement Program (VHSIP) Applications.

ISSUE: The current application cycle for the VDOT Virginia Highway Safety Improvement Program (VHSIP) ended on October 31, 2023, for funding in fiscal years 2025 and 2026. This funding will be available July 1, 2024, and July 1, 2025. The program is 100% reimbursable Federal and State funds. City staff has identified and applied for two (2) proposed projects in need of a Resolution of Support.

City staff has identified and applied for two (2) proposed projects in the following applications:

Application ID 10695: Hopewell High Visibility Backplate Upgrades - \$353,193

Application ID 11127: Hopewell Pedestrian Crossing Improvements - \$353,948

These applications propose to provide and install High Visibility Backplates at thirty (30) signalized intersections throughout the City and make pedestrian improvements to include new ADA conforming ramps, High Visibility Crosswalks, and Pedestrian Signals where applicable at eight (8) Intersections in the Downtown area.

City staff also requests that the City formally add and update the project to the City's current Capital Improvement Program (CIP).

RECOMMENDATION: City staff recommends approval.

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
- ☐ ☐ Councilor Brenda Pelham, Ward #6
- ☐ ☐ Councilor Dominic Holloway, Sr., Ward #7

TIMING: Staff requests council action on November 14, 2023. The application cycle closed on October 31, 2023, and VDOT's review is pending the City's Resolution of Support.

BACKGROUND: VHSIP 2025 Applications - The Virginia Highway Safety Improvement Program (VHSIP) is guided by VDOT's Strategic Highway Safety Plan and receives federal and state safety funding to implement safety improvements across the roadway network in Virginia. The VHSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focus on safety performance. VDOT advances highway safety improvement projects with the greatest potential to reduce the State's roadway fatalities and serious injuries.

ENCLOSED DOCUMENTS: VHSIP Applications 10695 and 11127, Location Maps, Sample Resolution.

STAFF: Michael Campbell, Director of Public Works

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

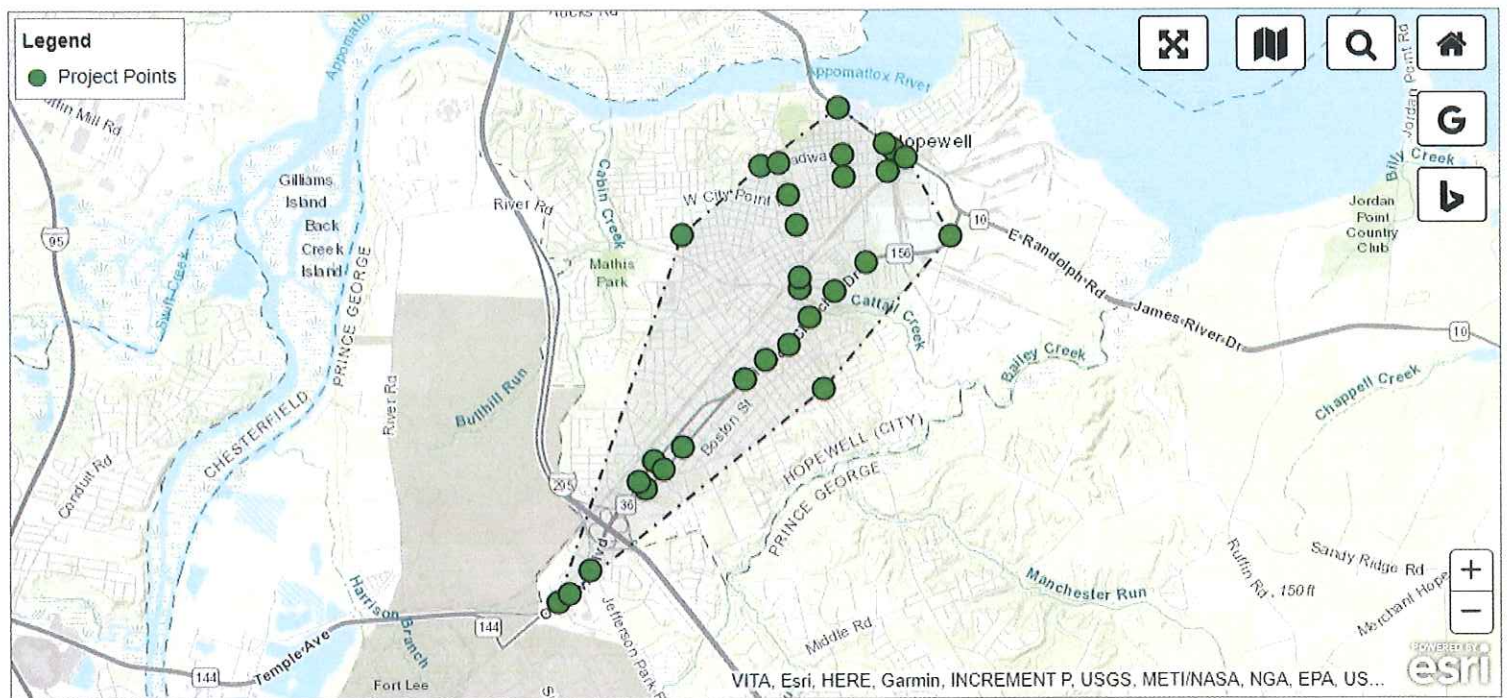
☐ ☐ Councilor Rita Joyner, Ward #1
☐ ☐ Councilor Michael Harris, Ward #2
☐ ☐ Mayor John B. Partin, Ward #3
☐ ☐ Vice Mayor Jasmine Gore, Ward #4

Y N

☐ ☐ Councilor Janice Denton, Ward #5
☐ ☐ Councilor Brenda Pelham, Ward #6
☐ ☐ Councilor Dominic Holloway, Sr., Ward #7

Location Details

Applicants should be as specific as possible in noting the project locations.



Viewing VHSIP 2025 Application

Hopewell High Visibility Backplate Upgrades

Project Status: Submitted

Organization: Hopewell City

Project ID: 10695

Created: 08/08/2023 @ 1:22PM

Submitted: 10/31/2023 @ 3:05PM by Michael Campbell

Last Updated: 10/31/2023 @ 3:05PM by Michael Campbell

General

Project Information

Project Administered By

Locality

Project Title

Hopewell High Visibility Backplate Upgrades

Type of Plan

Minimal

Accomplishment

Type

Project Short Description

This project will be to install high visibility signal backplates at 30 signalized intersections in the City of Hopewell to improve signal visibility. A complete list of intersections is included in the attachments.

Agency

City of Hopewell

Project Point of Contact Name

Mike Campbell

Address

300 N Main St

City

Hopewell

State

VA

ZIP Code

23860

Point of Contact

Email

mcampbell@hopewellva.gov

Point of Contact

Phone

(804) 998-3960

VDOT District

Richmond

VDOT Region

Central

Speed Limit (s)

- < 25 MPH
- 25-35 MPH

Roadway Ownership

- City or Municipal Highway Agency

Railroad Crossing Ownership

- Not Applicable

Average AADT**DOT-ARR****Area Location Code**

2-Small Urban(5,000-49,999)

Federal System Code**Study Period Begins****Study Period Ends**

0-NON NHS

2018-01-01

2022-12-31

Jurisdiction**Route(s) (Include Name)****System**

Hopewell City

Multiple

Urban (U)

From/Major Road (RNS Node-Offset If Applicable)**To/Cross Street (RNS Node-Offset If Applicable)****Improvements****Improvements**

At Least 1 Systemic Improvement is Required

Proposed Systemic Initiative**Crash Applicability (Crash Type)**

High-Visibility Signal Backplates

All

Improvement**Proposed Systemic Improvement****Number or Miles of Systemic Improvement Deployments**

High-Visibility Signal Backplates

30

Proposed Systemic Improvement Description

Install high-visibility signal backplates at 30 signalized intersections in the City of Hopewell. A complete list of intersections is included in the attachments.

Economic Cost

Please use this link to find your Service Life:

https://www.virginiadot.org/business/resources/vhsip/VA-State-Preferred-CMF-List_acc050222.pdf

Compute the Total Economic Cost

Service Life (Years)

6

Phase Milestone

PE (Survey, Environmental, Design)

Base Estimate	Risk/Contingencies/Unknowns
\$60,000	10

Phase Estimate + Contingency

\$66,000.00

Phase Milestone

RW (Right of Way and Easement Acquisition,
Utility Relocation)

Base Estimate	Risk/Contingencies/Unknowns
\$0	0

Phase Estimate + Contingency

\$0.00

Phase Milestone

CN (Construction, Oversight, Contingencies)

Base Estimate	Risk/Contingencies/Unknowns
\$206,000	25

CEI

0

Phase Estimate + Contingency + CEI

\$257,500.00

**Annual
Maintenance**

VHSIP webpage

Average Cost

\$10,783.33

Benefits**CMF Value (Must be for CMF value that is
applicable for all Severity)**

0.85

Crash History**Please select one:**

I have selected an initiative from the VDOT-identified Proposed Systemic Initiative list in the
Improvements section

Total Crashes

Number of Crashes Across Entire Study Area

All	Fatal (K)	Suspected Serious Injury (A)	Suspected Minor Injury (B)
804	1	25	251
Possible Injury (C)	Property Damage (O)		
395	132		

Number of years in crash history:

5 Year(s)

Discount Rate

3

3%

Location**Location Details**

Applicants should be as specific as possible in noting the project locations.

Areas Served

Based on project area, the geographic information below will populate.

Districts Served

- Richmond

MPOs Served

- Tri-Cities
Metropolitan Planning
Organization

PDCs Served

- Crater

Jurisdictions Served

- Hopewell City
- Prince George
County

Functional Classifications

- Minor Arterial
- Other Principal
Arterial
- Major Collector
- Minor Collector
- Interstate
- Local

**Transportation
Management Areas****Delivery/Funding****Phase Estimate and Schedule****Phase Milestone**

PE (Survey, Environmental, Design)

Phase**Status**

Not Started

Base Estimate	Risks/Contingency/Unknowns	Start Date
\$60,000	\$6,000.00	2024-07-01

**Phase Estimate +
Contingency + Inflation**

\$69,300

Phase Milestone

RW (Right of Way and Easement Acquisition, Utility Relocation)

Phase

Status

Not Needed

Phase Milestone

CN (Construction, Oversight, Contingencies)

Phase

Status

Not Started

Base Estimate	Risks/Contingency	Start Date	End Date
\$206,000	\$51,500.00	2025-07-01	2027-01-01

CEI

\$0.00

**Phase Estimate +
Contingency + CEI +
Inflation**

\$283,893

**Total Cost
Estimate**

\$353,193

B/C Ratio

Proposed Improvement	Present Value of Benefit	Present Value of Cost	B/C by CMF	B/C Ratio	Estimated Annual Number of Applicable Crashes Prevented
High-Visibility Signal Backplates	\$25,419,897.39	\$323,500.00	78.58	78.58	24.12

Project Funding Sources

SYIP Allocation

Provide Existing Project VDOT UPC(s) or DRPT Project Number(s), if applicable

SYIP Allocation

Project UPC/DRPT/ID	UPC Type	UPC Description	VDOT / DRPT (\$)
Total SYIP Allocations			
\$0			

Other Committed Funds

Other Committed Fund

Other Funds Committed to Project	Description of Fund Type	Amount
Total Other Committed Funds		
\$0		

Project Financial Information

The Project Financial Information section includes the sum of all SYIP Allocations and Other Committed Funds Amounts. The amount of Requested Funds is automatically calculated based on the formula of Total Cost Estimate - SYIP Allocations - Other Committed Funds Amount. The remainder needed to complete and fully fund the project is identified as the Requested Funds.

Total SYIP Allocations

\$0

Total Other Committed Funds

\$0

Total Requested Funds

\$353,193

Total Project Funding

\$0

Total Cost Estimate

\$353,193

Supporting Documents

Supporting Documents

Upload any additional documents to help support this application. If a proposed systemic initiative of "other" was selected in the Improvements section, please provide justification on the effectiveness of that treatment.

Description/File**Name:****Attachment Type:**[Clear Filters](#)

<input type="checkbox"/>	Description	Attachment Type	File Name	File Uploaded on	Cloned
<input type="checkbox"/>	High-Visibility Signal Backplate Locations.pdf	Project Sketch	High-Visibility Signal Backplate Locations.pdf	10/24/2023 @ 6:13PM	
<input type="checkbox"/>	Hopewell Crash Data Per Intersection - HVSB.pdf	Planning Study/Safety Study	Hopewell Crash Data Per Intersection - HVSB.pdf	10/31/2023 @ 9:31AM	

[Download Selected](#)
[Download All Attachments](#)

Scores

Factor	Score
Factor 1 - Systemic Project Scope	/ 20
Factor 2 - Location	/ 20
Factor 3 - Right of Way	/ 5
Factor 4 - Project Schedule and Cost Estimates	/ 10
Factor 5 - B/C Ratio	/ 40
Factor 6 - Supporting Documents	/ 5
Final Score	0 / 100

Comments

Filter By:

Michael Campbell | Hopewell City MCAMPBELL@HOPEWELLVA.GOV
 10/31/2023 @ 3:04PM

Relevant To: All Sections

Additional Cost Estimate information is available upon request.

Acknowledged By: Deepak Koirala on 10/31/2023 @ 3:31PM

Michael Campbell | Hopewell City MCAMPBELL@HOPEWELLVA.GOV
10/31/2023 @ 9:30AM

Relevant To: Supporting Docs

Letter of support to be uploaded upon receipt

Acknowledged By: Deepak Koirala on 10/31/2023 @ 10:59AM

Deepak Koirala | VDOT DEEPAK.KOIRALA@VDOT.VIRGINIA.GOV
10/24/2023 @ 8:18AM

Relevant To: All Sections

Good Morning, the intake period ends on 10/31/2023 please let us know if you need any help on the application.

Acknowledged By: Michael Campbell on 10/31/2023 @ 3:03PM

Relevant To:

All Sections



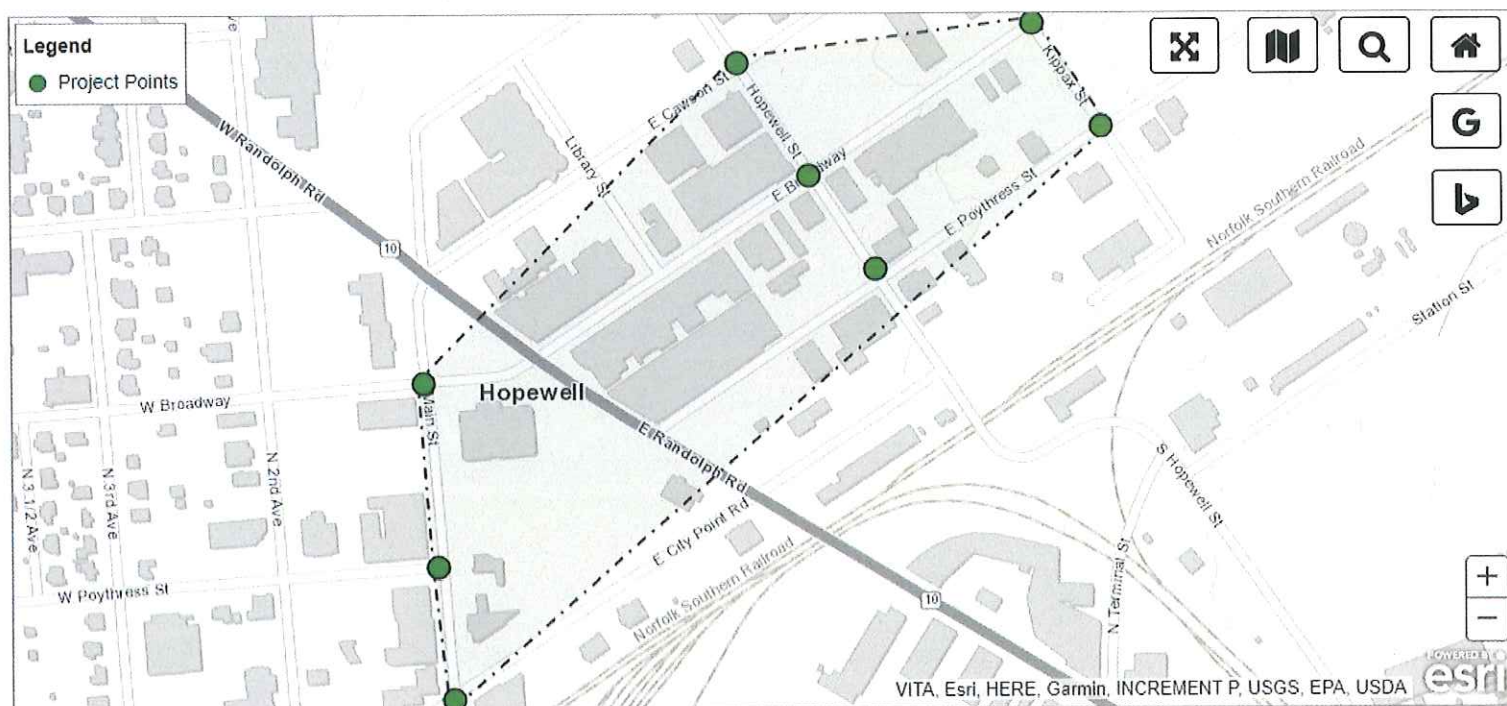
Type Comment

Add Comment

Screening

No Screenings have occurred on this application yet

Applicants should be as specific as possible in noting the project locations.



Viewing VHSIP 2025 Application

Hopewell Pedestrian Crossing Improvements

Project Status: Pending
Organization: Hopewell City
Project ID: 11127

Created: 10/30/2023 @ 6:07PM
Last Updated: 10/31/2023 @ 3:02PM by Michael Campbell

General

Project Information

Project Administered By

Locality

Project Title

Hopewell Pedestrian Crossing Improvements

Type of Plan

Complete

Accomplishment

Type

Project Short Description

This project will install pedestrian crossing improvements at 8 intersections in the City of Hopewell. The three intersections on Main Street are on the PSAP 3.0 network and provide better connection to the Hopewell Community Center. The other intersections were not on the PSAP network but were identified as priority intersections because they provide connectivity between residential areas and the social services building. Improvements include high-visibility crosswalks, accessible curb ramps, and pedestrian signal poles. 1) N Main St and W Broadway; 2) N Main St and W Poythress St; 3) N Main Street and W City Point Rd; 4) Hopewell St and E Cawson St; 5) Hopewell St and E Broadway; 6) Hopewell St & E Poythress St; 7) Kippax St and E Broadway; 8) Kippax St and E Poythress St

Agency

City of Hopewell

Project Point of Contact Name

Mike Campbell

Address

300 N Main St

City

Hopewell

State

VA

ZIP Code

23860

Point of Contact

Email

mcampbell@hopewellva.gov

Point of Contact

Phone

(804) 998-3960

VDOT District

Richmond

VDOT Region

Central

Speed Limit (s)

- 25-35 MPH

- < 25 MPH

Roadway Ownership

- City or Municipal Highway Agency

Railroad Crossing Ownership

- Not Applicable

Average AADT**DOT-ARR****Area Location Code****Federal System Code****Study Period Begins****Study Period Ends**

2018-01-01

2022-12-31

Jurisdiction**Route(s) (Include Name)****System**

Hopewell City

N Main St; Hopewell St; Kippax St

Urban (U)

From/Major Road (RNS Node-Offset If Applicable)**To/Cross Street (RNS Node-Offset If Applicable)****Improvements****Improvements**

At Least 1 Systemic Improvement is Required

Proposed Systemic Initiative

Pedestrian Crossings

Crash Applicability (Crash Type)

All

Improvement**Proposed Systemic Improvement**

Pedestrian Crossing Improvements

Number or Miles of Systemic Improvement Deployments

8

Proposed Systemic Improvement Description

This project will install pedestrian crossing improvements at 8 intersections in the City of Hopewell. Improvements include high-visibility crosswalks, accessible curb ramps, and pedestrian signal poles.

Economic Cost

Please use this link to find your Service Life:

https://www.virginiadot.org/business/resources/vhsip/VA-State-Preferred-CMF-List_acc050222.pdf

Compute the Total Economic Cost

Service Life (Years)

5 Phase Milestone

PE (Survey, Environmental, Design)

Base Estimate	Risk/Contingencies/Unknowns
\$40,000	10

Phase Estimate + Contingency

\$44,000.00

Phase Milestone

RW (Right of Way and Easement Acquisition,
Utility Relocation)

Base Estimate	Risk/Contingencies/Unknowns
\$100,000	10

Phase Estimate + Contingency

\$110,000.00

Phase Milestone

CN (Construction, Oversight, Contingencies)

Base Estimate	Risk/Contingencies/Unknowns
\$139,500	20

CEI

5

Phase Estimate + Contingency + CEI

\$174,375.00

**Annual
Maintenance**

\$45,000.00

VHSIP webpage

Average Cost

\$41,046.88

Benefits**CMF Value (Must be for CMF value that is
applicable for all Severity)**

0.6

Crash History**Please select one:**

I have selected an initiative from the VDOT-identified Proposed Systemic Initiative list in the
Improvements section

Total Crashes

Number of Crashes Across Entire Study Area

All	Fatal (K)	Suspected Serious Injury (A)	Suspected Minor Injury (B)
29	1	0	6
Possible Injury (C)	Property Damage (O)		
15	7		

Number of years in crash history:

5 Year(s)

Discount Rate

3

3%

Location**Location Details**

Applicants should be as specific as possible in noting the project locations.

Areas Served

Based on project area, the geographic information below will populate.

Districts Served

- Richmond

MPOs Served

- Tri-Cities
Metropolitan Planning
Organization

PDCs Served

- Crater

Jurisdictions Served

- Hopewell City
- Prince George
County

Functional Classifications

- Minor Arterial
- Major Collector
- Other Principal
Arterial
- Minor Collector
- Interstate
- Local

**Transportation
Management Areas****Delivery/Funding****Phase Estimate and Schedule**

Phase Milestone

PE (Survey, Environmental, Design)

Phase**Status**

Not Started

Base Estimate

\$40,000

Risks/Contingency/Unknowns

\$4,000.00

Start Date

2024-07-01

Phase Estimate +**Contingency + Inflation**

\$46,200

Phase Milestone

RW (Right of Way and Easement Acquisition, Utility Relocation)

Phase**Status**

Not Started

Base Estimate

\$100,000

Risks/Contingency/Unknowns

\$10,000.00

Start Date

2025-01-01

Phase Estimate +**Contingency + Inflation**

\$115,500

Phase Milestone

CN (Construction, Oversight, Contingencies)

Phase**Status**

Not Started

Base Estimate

\$139,500

Risks/Contingency

\$27,900.00

Start Date

2025-07-01

End Date

2026-03-01

CEI

\$6,975.00

Phase Estimate +**Contingency + CEI +****Inflation**

\$192,248

**Total Cost
Estimate**

\$353,948

B/C Ratio

Proposed Improvement	Present Value of Benefit	Present Value of Cost	B/C by CMF	B/C Ratio	Estimated Annual Number of Applicable Crashes Prevented
Pedestrian Crossing Improvements	\$2,067,035.82	\$534,461.82	3.87	3.87	2.32

Project Funding Sources**SYIP Allocation**

Provide Existing Project VDOT UPC(s) or DRPT Project Number(s), if applicable

SYIP Allocation

Project UPC/DRPT/ID	UPC Type	UPC Description	VDOT / DRPT (\$)
Total SYIP Allocations			
\$0			

Other Committed Funds

Other Committed Fund

Other Funds Committed to Project	Description of Fund Type	Amount
-------------------------------------	--------------------------	--------

Total Other Committed Funds

\$0

Project Financial Information

The Project Financial Information section includes the sum of all SYIP Allocations and Other Committed Funds Amounts. The amount of Requested Funds is automatically calculated based on the formula of Total Cost Estimate - SYIP Allocations - Other Committed Funds Amount. The remainder needed to complete and fully fund the project is identified as the Requested Funds.

Total SYIP Allocations

\$0

Total Other Committed Funds

\$0

Total Requested Funds

\$353,948

Total Project Funding

\$0

Total Cost Estimate

\$353,948

Supporting Documents

Supporting Documents

Upload any additional documents to help support this application. If a proposed systemic initiative of "other" was selected in the Improvements section, please provide justification on the effectiveness of that treatment.

**Description/File
Name:**

Attachment Type:

Clear Filters

<input type="checkbox"/>	Description	Attachment Type	File Name	File Uploaded on	Cloned
<input type="checkbox"/>	Hopewell Crash Data Per Intersection - Pedestrian Improvements.pdf	Planning Study/Safety Study	Hopewell Crash Data Per Intersection - Pedestrian Improvements.pdf	10/31/2023 @ 9:24AM	

Download Selected

Download All Attachments

Scores

Factor	Score
Factor 1 - Systemic Project Scope	/ 20
Factor 2 - Location	/ 20
Factor 3 - Right of Way	/ 5
Factor 4 - Project Schedule and Cost Estimates	/ 10
Factor 5 - B/C Ratio	/ 40
Factor 6 - Supporting Documents	/ 5
Final Score	NaN / 100

Comments

Filter By:

Michael Campbell | Hopewell City MCAMPBELL@HOPEWELLVA.GOV
10/31/2023 @ 3:01PM

Relevant To: All Sections

Additional Cost Estimate information is available upon request.

Acknowledged By: Deepak Koirala on 10/31/2023 @ 3:30PM

Michael Campbell | Hopewell City MCAMPBELL@HOPEWELLVA.GOV
10/31/2023 @ 9:24AM

Relevant To: Supporting Docs

Letter of support to be uploaded upon receipt

Acknowledged By: Deepak Koirala on 10/31/2023 @ 11:01AM

Screening

No Screenings have occurred on this application yet

RESOLUTION

A RESOLUTION OF THE CITY OF HOPEWELL CITY COUNCIL AFFIRMING
COMMITMENT TO FUND THE LOCALITY SHARE OF PROJECTS UNDER AGREEMENT
WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION AND PROVIDE SIGNATURE
AUTHORITY

WHEREAS, the City of Hopewell is a recipient of Virginia Department of Transportation funds under various grant programs for transportation-related projects; and

WHEREAS, the Virginia Department of Transportation requires each locality, by resolution, to provide assurance of its commitment to funding its local share; and

THEREFORE, IT IS HEREBY RESOLVED, by the City Council of Hopewell hereby commits to fund its local share of preliminary engineering, right-of-way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s); and

BE IT FURTHER RESOLVED, that the City Manager and/or his designees is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

In witness whereof, the forgoing was adopted by City Council of Hopewell, Virginia on November 14, 2023.

Witness this signature and seal

John Partin, Mayor

VOTING AYE:
VOTING NAY:
ABSTAINING:
ABSENT:

ATTEST:

City Clerk

Brittani Williams, City Clerk
City of Hopewell

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Council Approval of Collective Bargaining Resolution

ISSUE: City Council held a closed session on October 26, 2023 to receive legal advice specifically about the issue of collective bargaining from retained counsel, Cynthia Hudson

RECOMMENDATION: It is the intention of City Council to direct City Administration to begin working on a collective bargaining ordinance and request administration to begin the review of what impacts its implementation for presentation to City Council within 120 days or sooner.

TIMING: Approval on November 14, 2023

BACKGROUND: In April of 2020, the Virginia General Assembly passed legislation permitting local governing bodies to enter into collective bargaining agreements with respect to any matter relating to employment, provided that the local government adopts an ordinance.

ENCLOSED DOCUMENTS: Collective Bargaining Resolution

STAFF: Dr. Concetta Manker, City Manager

FOR IN MEETING USE ONLY**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

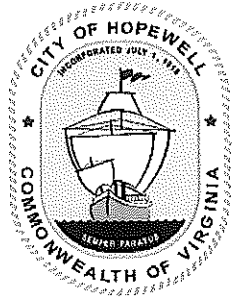
MOTION: _____

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 |



CITY OF HOPEWELL, VIRGINIA

COLLECTIVE BARGAINING RESOLUTION

WHEREAS, in April of 2020, the Virginia General Assembly passed legislation permitting local governing bodies to enter into collective bargaining agreements with respect to any matter relating to employment, provided that the local government adopts an ordinance authorizing as much; and

WHEREAS, pursuant to Section 40.1-57.2 (C), VA Code Ann., any governing body that has not adopted an ordinance providing for collective bargaining may receive an employee certification from a majority of employees who self-identify as a bargaining unit, and within 120 days of receipt of such employee certification, shall take a vote to adopt or not adopt an ordinance or resolution to provide for collective bargaining; the Virginia Code does not require any governing body to adopt an ordinance or resolution authorizing collective bargaining; and

WHEREAS, City Council held a closed session on October 26, 2023 to receive legal advice specifically about the issue of collective bargaining from retained counsel, Cynthia Hudson; and

WHEREAS, Hopewell City Council (City Council) at their City Council meeting on November 14, 2023 requested administration to begin the review of collective bargaining in the City of Hopewell and what impacts its implementation may have on the city; and

WHEREAS, City Council additionally directed administration to research and include studies that have been done by other jurisdictions who have collective bargaining to determine residents' satisfaction with quality of life and how collective bargaining has impacted satisfaction; and

WHEREAS, it is the intention of City Council to direct City Administration to begin working on a collective bargaining ordinance and request city administration to begin the review of what impacts its implementation for presentation to City Council within 120 days or sooner; and

WHEREAS, it is the intention of City Council for consideration for future adoption of collective bargaining ordinance for after the completion of PMO financial services from the Robert Bobb Group; and

NOW, THEREFORE, BE IT RESOLVED that the Hopewell City Council hereby adopts this resolution to provide for collective bargaining by the applicable Hopewell Police Department and Department of Fire and Rescue employees, and any other public employees deemed appropriate by the Hopewell City Council, by directing city administration to draft a collective bargaining ordinance for Hopewell City Council's future consideration based on parameters the Hopewell City Council will set at upcoming Hopewell City Council Work Sessions and Hopewell City Council meetings after the completion of the audit work and PMO services performed by the Robert Bobb Group.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL on November 14, 2023.

Witness this signature and seal

Johnny Partin, Mayor
City of Hopewell

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Brittani Williams, City Clerk
City of Hopewell

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Robert Bobb Group Scope Change Approval

ISSUE: This request for additional work will provide additional resources to remediate financial management issues identified at the City of Hopewell beyond those already known to exist upon submission of the initial proposal. Further, these hours will supplant the hours provided by the short-term professional staff to execute the closing plan described in the enclosed documents to bring the books and records current.

RECOMMENDATION: Staff recommends the approval of the scope changes presented to City Council and direct the City Manager to execute the modified agreement to also include the additional payment of \$864,985 from the unassigned fund balance.

TIMING: Approval of November 14, 2023.

BACKGROUND: The Robert Bobb Group was selected as the firm to provide Fiscal Turnaround Services for the City of Hopewell on August 28, 2023.

ENCLOSED DOCUMENTS: Robert Bobb Group Scope Change

STAFF: Dr. Concetta Manker, City Manager

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

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

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
- ☐ ☐ Councilor Brenda Pelham, Ward #6
- ☐ ☐ Councilor Dominic Holloway, Sr., Ward #7

COUNCILOR REQUESTS

CR-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: City Attorney Contract Changes

ISSUE: Regular Business item to review and make changes to City Attorney employment contract.

RECOMMENDATION: Approve the proposed changes to the City Attorney employment contract.

TIMING: City Council Meeting scheduled for November 14, 2023.

BACKGROUND: Council Request (Vice Mayor Gore)

ENCLOSED DOCUMENTS:

STAFF: Danielle F. Smith, City Attorney

FOR IN MEETING USE ONLY

MOTION: Move to approve the changes to City Attorney employment contract as proposed by City Council.

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

CITY ATTORNEY EMPLOYMENT AGREEMENT

This City Attorney Employment Agreement ("Agreement"), effective the ____ day of _____, 2023 ("Employment Date"), by and between the **City Council** of the City of Hopewell, Virginia, a municipal corporation ("Employer"), and Danielle F. Smith ("Employee"), **an individual who is, and as a condition of this Agreement must remain, an active member of the Virginia State Bar, both of whom agree as follows:**

RECITALS

Section 1. Duties

This Agreement remains in full force and effect from the Employment Date until terminated by Employer or Employee as provided in Sections 9, 10, or 11 of this Agreement. Except as otherwise provided herein, the obligations of the parties commence on the Employment Date.

Section 2. Term

Employer has appointed Employee to perform the functions and duties specified in Chapter VII (City Attorney) of the Hopewell City Charter and those legal responsibilities pursuant to Title 15.2 of the Code of Virginia, 1950 as amended and to perform other legally permissible and proper duties and functions. Employee agrees to fully perform those duties and functions as City Attorney.

Section 3. Compensation

A. Commencing on the Employment Date, Employer agrees to pay Employee an annual base salary of \$ _____, payable in installments at the same time City employees are paid, and subject to all withholding required by federal, state, and local law.

B. Employee is entitled to all cost-of-living pay adjustments provided to City employees.

C. Consideration will be given on an annual basis to additional increases in compensation.

Section 4. Health, Disability, and Life Insurance Benefits

A. Commencing on the Employment Date, Employer will provide for and pay all costs for health, hospitalization, surgical, vision, dental, and comprehensive medical insurance for Employee equal to, and under the same terms as, those provided to City employees.

B. Commencing on the Employment Date, Employer will provide and pay for short-term and long-term disability coverage for Employee equal to, and under the same terms as, that provided to City employees.

C. Commencing on the Employment Date, Employer agrees to provide and pay the insurance premiums due for (i) term life in an amount equal to two times Employee's then-current base salary, and (ii) accidental death in an amount equal to four times Employee's then-current base salary.

Section 5. Paid Time Off (PTO)

A. Commencing on the Employment Date, Employee will receive a lump sum of 324 hours of PTO on an annual basis.

B. Employee is entitled to carry over up to 45 days of PTO from year to year, and in the event Employee's employment is terminated, either voluntarily or involuntarily, Employee will be compensated for all properly-accrued PTO through the date of termination, provided that no properly-accrued PTO will be paid upon the termination of this Agreement because of a conviction of a felony or of any criminal offense that involves theft or moral turpitude.

C. Employee will give Employer reasonable notice of all planned time off.

Commented [WU1]: Based on this and Section 10, I believe the agreement intends to NOT pay accrued PTO if terminated for a felony conviction or crime of theft or moral turpitude. So tried to add clarity

Section 6. Automobile

Employer will pay Employee's expenses for business travel beyond the City limits, in accordance with policies covering City employees. Mileage is reimbursed at the standard federal rate, which is reviewed periodically. ~~Employee may access City motor pool vehicles on an as-needed, as-available basis.~~

Section 7. Retirement

Employer agrees to contribute an amount equal to five percent of Employee's salary as ~~deferred compensation~~. Employee will contribute amounts required by local, state, and federal regulations.

Commented [WU2]: I assume the deferred compensation plan referred to here is a 457 plan (a type of deferred compensation that only public employers can offer) that the IRS recognizes is not subject to the regulations of Section 409A (prohibiting golden parachutes). When 409A applies, we typically include some disclaimer language.

Section 8. General Business Expenses

A. Employer agrees to budget and pay for professional dues and subscriptions of Employee for continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for Employee's continued professional growth, and for the good of Employer.

B. Employer agrees to budget and pay Employee's expenses for travel and subsistence necessary to continue Employee's professional development and to pursue Employer's official functions, including Local Government Attorneys of Virginia (LGA) conferences and other such national, regional, state, and local events.

C. The City Finance Director is authorized to pay or reimburse Employee for other reasonable non-personal, job-related expenses that might be incurred by Employee, upon receipt of appropriate vouchers, receipts, or other evidence of the expense.

Commented [WU3]: Do you need a limitation for the finance director to only pay up to the budgeted amount of professional dues/conferences/travel? Or is this paragraph intending to say that other reasonable expenses will be paid, without regard to what's been budgeted?

D. Employer acknowledges the value of having Employee participate and be directly involved in local civic organizations, and will pay Employee's reasonable dues or fees for such organizations.

Section 9. Termination

Pursuant to Virginia law and Hopewell City Charter Chapter VII, Employee is appointed as City Attorney for an **indefinite term**, and is employed at will.

A. **This Agreement terminates when a majority of members of City Council votes to terminate it at a duly-authorized public meeting.**

B. Reduction of Employee's base salary or other financial benefits will be deemed a termination unless the percentage reduction is applied equally to all City department heads or reversed within 30 days of notice to Employer by Employee that the reduction is not acceptable.

C. If this Agreement is terminated during the six months immediately following the seating and swearing-in of one or more new City Council members, and Employee remains willing and able to perform the functions and duties under this Agreement, then Employer agrees to pay severance under Section 10.

D. Should Employee's employment be terminated for cause, specifically defined as Employee's malfeasance or misfeasance in office; legal malpractice; a violation of legal ethics; charge or conviction of a felony or a crime of moral turpitude; any illegal act involving personal gain to Employee, City Council shall have no obligation to pay any sums otherwise provided under this Section.

Section 10. Severance

Severance will be paid to Employee if employment is terminated as set forth in Section 9, in a lump-sum amount equal to four months of Employee's then-current salary. Employee will also be compensated for all PTO properly accumulated, including up to the maximum 45-day carryover.

For a minimum of six months following termination, Employer will pay the costs to continue the following benefits:

A. Health insurance as provided in Section 4A

B. Short-term and long-term disability insurance as provided in Section 4B

- C. Life Insurance as provided in Section 4C
- D. Deferred compensation as may be provided in Section 7, and
- E. Any other then-available benefits.

If Employee is terminated because of a conviction of a felony or of any criminal offense that involves theft or moral turpitude, Employer is not obligated to pay severance or any properly-accumulated PTO at the time of termination.

Section 11. Resignation

Employee will provide a minimum of **45 days' notice** of voluntary resignation, unless the parties agree otherwise. In the event of voluntary resignation, Employee will not be entitled to any severance, but will be compensated for properly-accumulated PTO, including up to the maximum 45-day carryover. If City Council as a body requests that Employee resign, the resignation will be deemed involuntary.

Commented [WU4]: Will severance be paid in this situation? Unclear.

Section 12. Performance Evaluation

During the first year of this Agreement, Employer may review Employee's performance on a annual basis the Employee's performance. Annual evaluations may include (a) written self-evaluation by Employee submitted to Employer, (b) meeting to discuss the evaluation, and (c) written summary of City Council's evaluation of Employee, delivered to Employee within 30 days of the evaluation meeting.

Section 13. Work Hours

It is recognized that Employee must devote a great deal of time outside normal office hours (8:30 a.m. to 5:00 p.m.) on business for Employer, and to that end Employee may establish an appropriate work schedule.

Section 14. Outside Activities

The employment provided for in this Agreement will be Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to Employer and the community, Employee may elect to accept limited teaching, consulting, or other business opportunities, provided such arrangements do not interfere with, nor constitute a conflict of interest with Employee's responsibilities under this Agreement.

Commented [WU5]: Does this require prior approval of or reporting of the side opportunity to City Council? As written, she can work a second job without telling anyone.

Section 15. Indemnification

Beyond that required under federal, state, or local law, Employer, conditioned upon and to the extent of its insurance coverage, will defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Attorney or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful conduct known by the Employee to be unlawful. Employee may request and Employer may not unreasonably refuse to provide independent legal representation at Employer's expense, and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee, will extend until a final determination of the legal action including any appeals brought by either party. Employer, conditioned upon and to the extent of its insurance coverage, will indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs, and other reasonable costs and expenses of legal proceedings including attorneys' fees, and any other liabilities incurred by, imposed upon, or suffered by Employee in connection with or resulting from any claim, action, suits, or proceeding, actual or threatened, arising out of or in connection with the performance of Employee's duties. Any settlement of any claim must be made with prior approval of Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer has the right to compromise claims and suits against the City and, unless Employee is a party to the suit, settle any claim or suit, unless the compromise or settlement is of a personal nature to Employee. Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which Employee is a part, witness, or advisor to Employer. Such expense payments will continue beyond Employee's service to Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fee and travel expense when Employee serves as a witness, advisor, or consultant to Employer regarding pending litigation. All payments under this Agreement are conditioned upon and to the extent of budget and appropriation requirements.

Section 17. Bonding

Employer will bear the full cost of any fidelity or other bonds required of Employee under any law or ordinance.

Section 18. Other Terms and Conditions of Employment

Employer may fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Hopewell City Charter, or any other law.

Except as otherwise provided in this Agreement, Employee is entitled to the highest level of benefits that are enjoyed by City employees as provided in the City Charter, Code, Personnel Rules and Regulations, or by practice.

Section 19. Notices

Notice pursuant to this Agreement may be given by depositing in the custody of the United States Postal service postage prepaid addressed as follows:

EMPLOYER: City Council, City of Hopewell, 300 N. Main Street,
Hopewell, VA 23860

EMPLOYEE: Sandra R. Robinson, at the then-current address in the Employee's personnel file kept in the City's human resources office.

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil court practice. Notice is deemed given as of the date of personal service or the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 20. General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between Employer and Employee relating to the employment of Employee by Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provisions of this Agreement. Such amendments will be incorporated and made a part of this Agreement.

B. Binding Effect. This Agreement will be binding on Employer and Employee and their heirs, assigns, executors, personal representatives, and other successors in interest.

C. Effective Date. This Agreement is effective on the Employment Date.

D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. If a provision of this Agreement is held to be invalid, the remaining provisions will be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

The Council of the City of Hopewell, Virginia, has authorized the mayor to execute this Agreement.

COUNCIL OF THE CITY OF HOPEWELL, VIRGINIA

By: _____

Johnny Partin, Mayor

Date of Execution: _____

CITY ATTORNEY EMPLOYMENT AGREEMENT

Employee execution and attestation page

Danielle F. Smith, Employee

Date of Execution: _____

ADJOURNMENT