



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

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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

September 12, 2023

REGULAR MEETING

Closed Meeting- 6:30 PM

Work Session – 7:00 PM

Regular Meeting-7:30pm

6:30 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 – Real Estate Assessors Office and BOE Process – Jason Cowan and Theresa Born

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 Vice Mayor Gore.

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

CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine by 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: August 8 2023, August 24, 2023

C-2 Pending List:

C-3 Information for Council Review: EDA Minutes, ARB Minutes, DDRC Minutes (2023), Finance Report

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

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

INFORMATION/PRESENTATIONS.

1. **Police Report** – Chief Taylor
2. **Fiscal Turn Around Report** – Robert Bobb
3. **FY 2019 Audit Report** - Roberson, Farmer, Cox Associates

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)*

PH-1 – Rental Inspections Program Ordinance Amendment – Chris Ward

REGULAR BUSINESS

- R1** – Amendments to the Transient Occupancy Tax Ordinance – City Attorney, Danielle Smith
- R2** – Amended FOIA Policy language and fees – City Attorney, Danielle Smith
- R3** – Amendment to the Connection Sewer Fees Ordinance - City Attorney, Danielle Smith
- R4** – Formal Remaining ARPA Funds – Dr. Manker

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

**CLOSED
MEETING**

WORK SESSION

WS-1

Hopewell recently completed the 2023 General Reassessment of Property Tax Values. The office has also successfully transitioned from long time previous assessor Patricia Waggoner to the new and well qualified permanent assessor Theresa Born. Teresa brings to the city 37 years of appraisal experience as well as valuable experience and knowledge from her time as an employee with the Virginia Department of Taxation.

This work session will discuss the results of the 2023 reassessment, the mass appraisal process in general, the appeals process, and the future goals of the assessor's office.

Overview of the work session is as follows:

- The 2023 Reassessment was performed in conjunction with qualified outside contractors and in-house staff.
- The results of the reassessment and appeals process met all applicable requirements.
- The Board of Equalization suffered a loss of members at unfavorable times but the City recruited well qualified members who were trained by the state and appointed by the local circuit court.
- The Board of Equalization has completed its work.
- The goal of the office is to strive for excellence and perform all future reassessments in house. This is achievable if the office is fully staffed to recommendations and has all the necessary tools.

Hopewell 2023 Reassessment

By Jason Cowan, RES, AAS

A little about me-the Interim assessor and reassessment contractor.

- B/S in Real Estate from VCU
- 300 Hours of Appraisal coursework post graduate from Private institution.
- 11 additional Courses through the International Association of Assessing Officers
- Two professional designations
- About 15 years experience doing appraisal work.
- Assessment Instructor
- I am certified by the Virginia Department of Taxation

A little about Ms. Theresa Born - the new permanent assessor.

- B/S from Radford University in Business with minor in Economics
- 37 years of appraisal experience
- Extensive knowledge of the Code of Virginia.
- Previously trained local Boards of Equalization across the state during her time at the Virginia Department of Taxation.
- Significant coursework in mass appraisal.
- Certified General Real Estate Appraiser's license.
- Led the Assessor's School for the Department of Taxation which trains assessment staff across the state.
- Successfully recruited by city leadership.
- Ms. Born is qualified by the Virginia Department of Taxation

Why are we all here?

The Local Government needs to be funded!

Between 40-60 percent of local government budgets come from real estate taxes.

A Few Points about Real Estate Taxes:

- Real Estate taxes are based upon the value of the property.
- If property owners can't afford to pay the taxes there are certain programs that have income and asset requirements to remove some of the burden.
- These are administered by the Commissioner of the Revenue

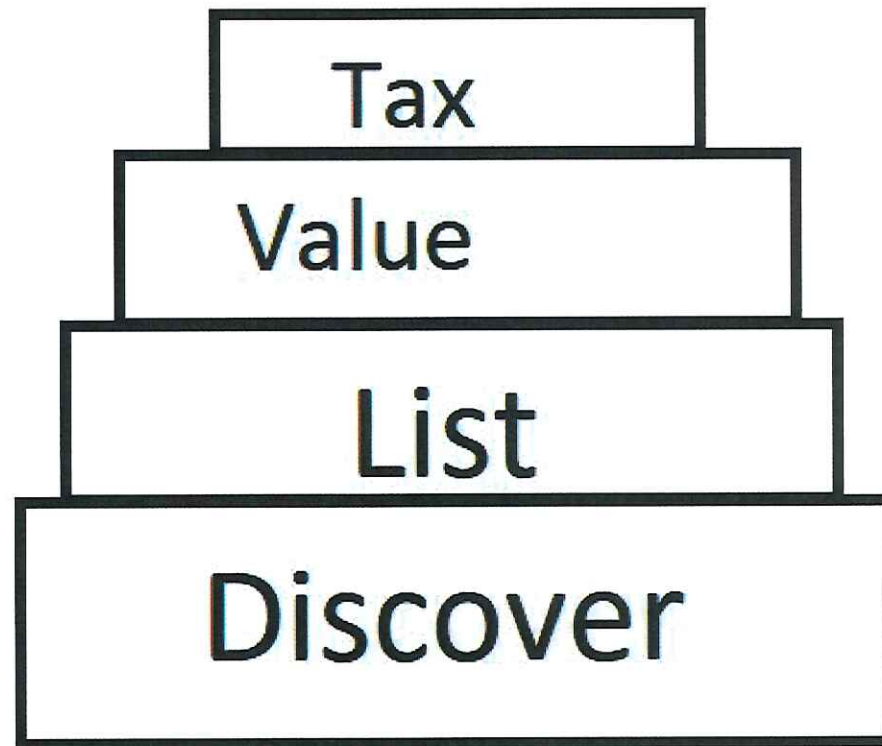
In order to fund the local Government 4 main functions are performed by property tax professionals.

- Discover
- List
- Value
- Tax

Discovery answers the questions...What is the property?...how big is it? What is it like? Usually entails a **combination of documents** (deeds, etc) and **field observations**.

Listing is the systematic collection and retention of property data that allows the jurisdiction to build valuation models and maintain property records.

The Taxation
and
Valuation
Functions
are **built**
upon the
Listing and
Discovery
Functions.



If an error is in the discovery and listing process is made then the chances of incorrect values and taxation goes up significantly.....

Garbage in equals garbage out!

Valuation Methodology--

For most properties we use a Market Based Cost Approach.

We approach the value of the property on a cost basis.

What would it cost to build the property new including land, and all costs?

Then we deduct depreciation or loss in value for various reasons.

The results are tested and validated by sales.

For some properties we develop the income approach.

Types of Depreciation---

- Physical--deterioration from wear and tear, age, lack of upkeep, etc.
- Functional--house has bedrooms and only 1 bathroom---doesn't function as it should.
- Economic---external----something that impacts property value that is outside the property lines---trash dump next door, close proximity to noise pollution or other adverse factors.

All results/values are calibrated and verified to be accurate from sales.

Assessors consider the assessment as it relates to the sales in the area. This is called an assessment to sale ratio.

What is a Ratio Study?

- Primary Method of testing and validating the accuracy of property tax assessments.
- Based upon a math comparison of the current assessments of individual properties and their sales price.
- Generally you divide the assessment by the sales price. If something is close to 1 then the result is considered accurate.
- As you move lower or higher away from 1 or 100%, the lower or higher the assessment level.
- Consider a large group at a time...the larger the group of comparisons or individual ratios the better.
- Primarily lean upon the median ratio of the group. (less impacted by outliers)

How were the City's residential assessments in comparison to the sales before starting the reassessment?

Overall, the assessment level was approximately 71%. There was a broad range of assessment levels within the cities various sections and neighborhoods.

Some were as high as 78% and others were as low as 59%.

This is one reason why assessments increase more or less in differing parts of the city.

Assessments generally follow the sales because we are required to set assessments based upon value.

Neighborhood: 1- to 45-Parkview Pointe
 Page: 1
 Sales from: 01/01/2021 to 01/01/2023

Value Calibration Analysis by Neighborhood - Current Characteristics
 Agricultural/Residential/Commercial/Industrial/Mineral/Exempt/Utility Parcels

01/26/2023
 All

Neighborhood Name	Total Parcels	Vacant Parcels	Dwellings	House Group	Type Mode Count	Adjusted Sales to Certified Ratio		COD	PRD	95% Conf.
						Sales Parcels	Median Ratio			
1	305	0	224	10 - 19	11	25	0.76	21.4	1.04	9.16
2	267	0	219	Other	11	26	0.60	20.1	1.01	6.05
3	134	0	117	Other	10	14	0.63	33.3	1.14	23.80
4	283	0	243	Other	13	25	0.66	19.1	1.01	6.08
5	504	0	416	Other	28	47	0.69	19.0	1.02	5.84
6	1209	0	1098	10 - 19	68	135	0.65	20.5	1.04	3.12
7	126	0	115	Other	15	15	0.74	13.2	1.00	7.11
8	156	0	139	Other	18	19	0.66	15.2	1.01	6.10
9	73	0	61	Other	5	5	0.83	9.4	1.00	10.15
10	172	0	161	10 - 19	6	12	0.81	11.1	1.01	6.22
11	216	0	211	Other	29	29	0.71	18.1	1.04	8.00
12	84	0	84	Other	7	8	0.75	16.8	1.04	13.33
13	378	0	366	10 - 19	23	35	0.73	14.9	1.03	4.83
14	330	0	323	Other	32	35	0.76	13.2	1.02	4.16
15	175	0	152	Other	10	12	0.68	15.0	1.03	8.23
16	280	0	275	Other	24	24	0.70	12.7	1.03	5.07
17	120	0	114	Other	13	13	0.84	7.4	1.01	4.74
18	83	0	81	Other	6	8	0.72	11.1	1.01	7.17
19	49	0	28	70 - 79	1	2	0.74	20.3	1.03	29.40
20	378	0	375	Other	26	27	0.78	11.0	1.01	4.56
22	544	0	495	10 - 19	35	53	0.68	20.5	1.02	4.61
23	270	0	249	Other	17	29	0.75	35.2	1.16	14.30
24	60	0	33	Other	3	3	0.63	6.3	1.01	7.07
25	623	0	360	Other	20	31	0.71	21.9	1.06	6.85
26	196	0	129	Other	6	6	0.72	19.4	1.03	14.71
27	140	0	139	Other	7	7	0.66	20.8	1.08	14.72
28	539	0	419	Other	33	45	0.70	18.7	1.03	7.21
29	60	0	57	Other	3	3	0.58	11.5	0.99	12.46
31	39	0	38	Other	5	5	0.59	7.8	1.01	7.24
32	73	0	72	10 - 19	7	12	0.77	11.4	1.00	7.01
33	272	0	222	Other	15	22	0.61	19.7	1.06	6.98
34	166	0	155	10 - 19	10	18	0.78	8.7	1.01	3.94
35	74	0	66	50 - 59	11	11	0.79	8.9	0.99	4.96
37	73	0	71	Other	8	8	0.67	13.4	1.03	8.45
38	44	0	44	Other	5	5	0.66	10.0	1.02	9.83
41	165	0	112	Other	9	9	0.67	18.6	1.03	11.12
42	75	0	75	60 - 69	6	8	0.78	5.5	1.00	4.39
43	152	0	80	Other	12	13	0.78	13.0	1.04	10.82
44	179	0	119	60 - 69	17	19	0.77	7.6	1.00	3.32
45	118	0	116	60 - 69	7	12	0.78	6.7	1.00	3.76
				Parkview Pointe						

After a thorough review of the sales by both the assessor's office staff and myself, we adjusted the assessments based upon the sales and field observations.

We looked at the properties in the field and made basic notes on the condition of the properties.

Factors such as the type and condition of the windows, roofs, siding, and overall condition impacted the assessments.

Some individual assessments went down, but most went up according to the sales.

On the next slide we will review the results.

Neighborhood: 1- to 45-Parkview Pointe
 Page: 1
 Sales from: 01/01/2021 to 01/01/2023

Value Calibration Analysis by Neighborhood - Current Characteristics
 Agricultural/Residential/Commercial/Industrial/Mineral/Exempt/Utility Parcels
 Adjusted Sales to Worksheet Ratio

Neighborhood	Total Parcels	Vacant Parcels	Dwellings	House Group	Type Mode Count	Sales Parcels	Median Ratio	COD	PRD	95% Conf.
1	305	0	224	10 - 19	11	25	1.01	12.8	1.03	9.15
2	267	0	219	Other	11	26	0.96	10.3	1.00	5.41
3	134	0	117	Other	10	14	0.98	8.6	1.02	7.39
4	283	0	243	Other	13	25	0.98	8.9	1.00	4.36
5	504	0	416	Other	28	47	0.98	10.9	1.01	4.90
6	1209	0	1098	10 - 19	68	135	1.00	12.2	1.03	3.19
7	126	0	115	Other	15	15	0.96	7.9	1.00	5.14
8	156	0	139	Other	18	19	0.98	11.8	1.01	7.29
9	73	0	61	Other	5	5	1.00	7.2	1.00	9.96
10	172	0	161	10 - 19	6	12	0.97	9.6	1.01	6.65
11	216	0	211	Other	29	29	0.97	11.7	1.02	6.74
12	84	0	84	Other	7	8	1.01	10.0	1.02	10.39
13	378	0	366	10 - 19	23	35	0.95	10.9	1.02	4.40
14	330	0	323	Other	32	35	0.94	9.0	1.01	3.52
15	175	0	152	Other	10	12	0.94	9.5	1.01	6.91
16	280	0	275	Other	24	24	0.94	9.7	1.01	4.89
17	120	0	114	Other	13	13	0.99	8.2	1.01	6.14
18	83	0	81	Other	6	8	0.96	10.9	1.00	9.40
19	49	0	28	70 - 79	1	2	0.95	7.4	1.01	13.72
20	378	0	375	Other	26	27	0.95	9.4	1.01	4.44
22	544	0	495	10 - 19	35	53	1.02	14.1	1.01	4.94
23	270	0	249	Other	17	29	1.00	16.3	1.07	8.21
24	60	0	33	Other	3	3	1.01	7.3	1.03	13.77
25	623	0	360	Other	20	31	0.97	15.7	1.07	9.39
26	196	0	129	Other	6	6	0.95	13.0	1.02	12.66
27	140	0	139	Other	7	7	0.98	18.8	1.05	19.06
28	539	0	419	Other	33	45	0.95	14.6	1.04	7.97
29	60	0	57	Other	3	3	0.98	4.1	1.00	7.28
31	39	0	38	Other	5	5	0.97	5.6	1.01	8.15
32	73	0	72	10 - 19	7	12	0.94	9.5	1.00	7.80
33	272	0	222	Other	15	22	0.94	10.8	1.02	6.04
34	166	0	155	10 - 19	10	18	1.00	8.6	1.01	5.26
35	74	0	66	50 - 59	11	11	0.98	5.7	1.00	4.51
37	73	0	71	Other	8	8	1.00	14.6	1.03	16.03
38	44	0	44	Other	5	5	0.93	9.2	1.01	12.35
41	165	0	112	Other	9	9	0.95	9.4	1.03	9.10
42	75	0	75	60 - 69	6	8	0.99	5.7	1.01	6.35
43	152	0	80	Other	12	13	0.99	6.1	1.01	4.05
44	179	0	119	60 - 69	17	19	0.98	8.3	1.00	5.12
45	118	0	116	60 - 69	7	12	0.98	7.0	1.00	4.94

Parkview Pointe

There are several commercial neighborhoods in the City of Hopewell. The individual parcels are generally grouped together by zoning.

Most neighborhoods had only a handful of commercial sales. For example, there were only about 3 industrial sales in the City during our study period. For most neighborhoods there were more sales of homes on commercially zoned land than actual commercial buildings.

When there are insufficient sales in the City, the appropriate procedure is to look in other comparable locations for sales and/or make location adjustments if there are locational influences that need to be accounted for.

Appraisers are impartial triers of fact that study sales and economic data and issue professional opinions of value.

Appraisals can be a certain number, or a number relative to another number, or a range of numbers.

An appraiser can consider a sale or group of sales and the property that is being worked on and then determine that the sale should be higher or lower than the sales or about the same as the sale.

So it would be perfectly fine for an appraiser to use sales from another location as long as any locational differences were accounted for.

Also, it would be appropriate to say that this group of sales is more valuable than the subject property and that in light of the sales, the subject should be on the low end of the range of values.

In this way, it would be appropriate to compare properties across differing locations.

There were approximately 30 commercial sales during the 2 year study period located in Hopewell.

There were a wide variety of sales.

Some Examples:

Wendy's on Oaklawn	1 retail Strip Center	1 gas station	1 Service Garage	FlagStop Car wash on Ashland Street
1 medical office building	Handful of retail buildings	2 hotels	Handful of mixed use buildings	Local restaurants and buildings purchased for renovation/conversion

The relatively few sales in each asset class required the use of sales from outside the city.

The ratio results of the assessments met standards for overall level and COD.

Review and Appeal Process

- There is a 2 step review and appeal process. The first is informal appeals where the taxpayer meets with assessor's office staff and the property is discussed.
- There were about 250 informal appeals or about 2.5% of the parcels were appealed.
- The 2nd step in the appeal process is the Board of Equalization.
- The results of Board of Equalization hearings are final.
- After the Board of Equalization hearings only errors can be corrected to change assessments.

Here are some Quick Facts about the Board of Equalization

- The Board of Equalization is a quasi judicial board made up of citizens who own property in the City.
- They are appointed by the local Circuit Court and the board is independent of the City Assessor's Office.
- They are trained by the State Department of Taxation.
- There is a guideline in code which states that 30% of the members need to have a background in law, real estate, banking, finance or development. We had 50% or more of our board members meet this requirement
- One of our members is a realtor with over 40 years of experience, another is a retired residential mortgage underwriter who reviewed and approved thousands of files and appraisals in their 15 years with Suntrust Bank.
- Instead of 30%, our board had 50% or more members who met this guideline.
- In Summary, our Board of Equalization was well qualified, trained by the State Department of Taxation, and appointed by the local Circuit Court.

More Quick Facts about the Board of Equalization

- The burden of showing a change to the assessment is needed rests on the taxpayer or their representative. This is because the city enjoys the presumption of correctness in the hearings.
- There were a little over 80 cases that were heard.
- This is not considered to be a high number. There are approximately 10,400 parcels in the City. Those parcels which were appealed to the Board of Equalization represents less than 1% of the total parcels.
- Two or three individuals represented about half of the cases because they owned and appealed multiple parcels.
- There were less than 50 unique property owners who appealed to the BOE, or about half of 1%.
- Between 10 and 15 properties were changed by the Board, which represented a total change in assessed value of less than \$505,800 or \$5,715.54 in tax dollars.

Presumption of Correctness

Although it is understood that assessment errors may exist, it is essential that a Board recognize that in all cases brought before it, there shall be a presumption that the value determined by the Assessing Officer is correct. The burden of proof on appeal to a Board is on the property owner to rebut the presumption and show by a preponderance of the evidence that the property in question is valued at other than its fair market value or that the assessment is not uniform in its application. Assessments must be arrived at in accordance with generally accepted appraisal practices, procedures, rules, and standards as prescribed by nationally recognized professional appraisal organizations such as the International Association of Assessing Officers (IAAO). Applicable Virginia law relating to the valuation of property must be observed. Mistakes of fact, including computation, that affect the assessment are not deemed to be in accordance with generally accepted appraisal practice.

Preponderance of the Evidence

A preponderance of the evidence has been described as just enough evidence to make it more likely than not that the fact the claimant seeks to prove is true

All members of every board of equalization, including alternate members, shall be residents, a majority of whom shall be freeholders, in the county or city for which they are to serve and shall be selected from the citizens of the county or city. Appointments to the board of equalization shall be broadly representative of the community. **Thirty percent of the members of the board shall be commercial or residential real estate appraisers, other real estate professionals, builders, developers, or legal or financial professionals, and at least one such member shall sit in all cases involving commercial, industrial or multi-family residential property, unless waived by the taxpayer.** No member of the board

The above screenshot is from page 42 of the Board of Equalization Manual that is published by the Virginia Department of Taxation.

Again, our board is well qualified in that it consists of more individuals that meet the above guideline: a realtor, and a financial professional (with underwriting experience). There is also another individual with strong business/contract experience with the federal government doing purchasing and small business administration advocacy and policy making.



COMMONWEALTH of VIRGINIA

Department of Taxation

Special Taxes and Services, Property Tax Unit

P.O. Box 2460

Richmond, Virginia 23218-2460

June 28, 2023

The Hon. William Edward Tomko III, Chief Judge
P.O. Box 310
100 E. Broadway
Hopewell, VA 23860-2715

Dear Judge Tomko:

The State Tax Department is certifying four prospective BOE members for the City of Hopewell. During multiple training sessions, selected citizens satisfied the mandated training on April 6th, June 15th and June 22nd. The dedicated service by veteran board member, Ms. Billie Glass is especially appreciated. The following prospective members of the Hopewell Board of Equalization attended and participated in the basic course of instruction presented by the Department of Taxation as prescribed in the *Code of Virginia*, Section 58.1-3374:

Ms. Billie Glass Ms. Rosalyn Wiggins Ms. Kathy Heimbuch Ms. Misty Pippin

Moving Forward!

Recommendations

- Consider moving to annual reassessment.
- Fully staff the assessors office based upon sound advice from outside professional.
- Strive for excellence and the CEAA.

- The CEAA stands for Certificate of Excellence in Assessment Administration and is offered through the International Association of Assessing Officers.
- Two of our neighboring jurisdictions have achieved the CEAA (Prince George and Petersburg)
- Only about 60 jurisdictions have achieved this nationwide and about 7 in Virginia.

- In 2021, the City hired a professional consultant who has led three different assessment offices to getting fully accredited through the IAAO to perform an office review. They recommended 4.5 full time positions.
- The office currently has 2 full time employees, and 2 part time staff members.

Non-Revenue Reasons for Considering Annual Reassessment

- Over time different groups of properties go up and down at varying rates, so their assessment levels may become significantly greater or less than other properties. This creates a situation where people are paying more or less than their fair share. Conducting reassessments more frequently allows these differences to be corrected sooner rather than later. (**Remember the slide showing the different assessment levels in residential neighborhoods**)
- Over time as the values increase or decrease the assessments could be updated more frequently, thus avoiding huge increases or decreases. A small increase more frequently is generally considered better than large swings or changes in the tax base. Better on the citizens and the finance people for planning purposes.
- Lastly, if there is a problem or error with an assessment or for whatever reason the assessment is off base, more frequent reassessments allow for more frequent informal appeals and/or Board of Equalization appeals to correct the issue. Right now if someone misses the filing deadline and thinks they have an erroneous assessment, they have to either wait 2 years or sue the city for relief in the local court system.

Current residential market update:

The residential market has increased in market value by approximately 8 to 10% since January 1st, 2023.

This estimate is based upon consideration of published data from the federal government, local MLS data, internal sales data, and ratio study data.

If the city was currently on an annual reassessment cycle, the resulting impact at the current tax rate would be an additional \$1,151,261 in tax revenue. (8% was used for the projection).

This would be in addition to the non-revenue benefits that were previously discussed.

Thank you for allowing me to share
this information with you.

Questions from City Council?

Regular Meeting

Consent Agenda

C-1

**MINUTES OF THE AUGUST 8, 2023 CITY COUNCIL REGULAR
MEETING**

A REGULAR meeting of the Hopewell City Council was held on Tuesday
August 8, 2023 at 6:00 p.m.

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

CLOSED MEETING:

Councilor Joyner and second by Vice Mayor Gore 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, and VA Code 2.2 -3711(A)(3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Councilor Joyner moves to make a motion to come out of closed meeting and second by Councilor Pelham.

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

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 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 Holloway moves to make a motion to appoint Thomas Wagstaff, Tony Anton, Susan Benton to the board of Economic Development Authority; and Beverly Balint, Vickie Riley, and Misty Phippen to the Healthy Families Advisory board, second by Councilor Pelham

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

WORK SESSION

WS-1- Collective Bargaining-Will Thetford and Caleb Kershner

The presentation began with an introduction of Caleb Kershner, by the President of the Hopewell Chapter Southern States Police Benevolent Association (SSPBA)- Michael Reed David. Caleb Kershner spoke about the history of Collective Bargaining in Virginia and the cities and counties that have adopted its ordinances. He notes the basics of Collective Bargaining as it begins with a bargaining agent. The proposed bargaining unit is the police department. Issues that are subject to bargaining are Terms and conditions of employment, wages, salaries and all forms of monetary compensations, benefits, personnel policies and practices, working conditions, hours and scheduling of work and subject to management rights. Caleb Kershner details how the Collective Bargaining would work under the proposed ordinance. There are protections for the City of Hopewell such as set boundaries in the ordinance. The City of Hopewell does not give up its 'Management Rights by entering collective bargaining and City Council still has ultimate say on matters of appropriations. Collective Bargaining is designed to have both parties voluntarily agree to address important matters to all parties. It usually takes one to two fiscal years before a bargaining agreement would be implemented. Strikes are prohibited for many City employees by State law, prohibited for SSPBA members and prohibited by the bargaining ordinance, as it is a part of the proposed

ordinance. Next steps would be to consider and approve the Ordinance to allow Collective Bargaining. The City of Hopewell will appoint a labor relations administrator to continue in the collective bargaining process. It is normally a 3-year contract. In order to ensure there is time for the ultimate collective bargaining agreement to be worked into the next fiscal years' budgeting process, most collective bargaining ordinances have a time frame when bargaining is initiated and completed in order to be included in the current fiscal year. Caleb Kershner gives an example which outlines a timeline of an ordinance passing this year.

REGULAR MEETING

Mayor Partin calls the Regular Meeting to order

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

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

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

ROLL CALL:

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

Motion Passes 6-0

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

ROLL CALL:

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

Motion Passes 6-0

INFORMATION/ PRESENTATIONS

1. **Finance Report**-Michael Terry, Finance Director

Mr. Terry presents the financial report for the month ending July 31, 2023. He begins his updates by first addressing a couple of house-keeping questions from council members. The auditor asked the City and schools to put together the PBC items in order to prepare and complete the audit. The auditor requested approx. 157 items to be completed for FY2020. As of July 31, 2023 eighty-five percent of those items has been completed. A final draft of the FY2019 audit will be available on August 16, 2023. The final report will be presented at the September 12, 2023 Regular City Council meeting. The auditor completed reporting the opinion and findings with an audit date of July 31, 2023. As far as internal controls for FY2019-FY2022, there were no material weaknesses, no significant deficiencies. There was a 'clean audit' for each of these years for the Head-start Program. There were no audit findings for FY2019-FY2022.

2. **Presentation from City's financial Planner**-James Sanderson

James Davenport of Davenport and Co. is the financial advisor for the City of Hopewell and reports on Tax-supported bonds for the City of Hopewell. Mr. Sanderson gives the update on the Tax supported debt service slide information shown by fiscal year. The City of Hopewell has held a very good credit rating from 1989 but failed to continue around 2017. Interest rates has fluctuated from .50 percent to almost 4.0 percent from January 2020 to August 2023. Mr. Sanderson highlights potential savings at points in time with the general fund, City Sewer Fund and Regional Wastewater bonds. Mr. Sanderson has reviewed and listed such as national credit ratings, ability to access debt markets, state and federal grant programs, financial assurance and uncertainty by stakeholders. There is more information shown in the appendix such as analysis and more information on the existing data for City Council's review.

COMMUNICATIONS FROM CITIZENS

1. Marcheal Crocker, Hopewell Virginia- Ms. Parker picks her grandson up from the school bus top. Ms. Parker says in her stay at her daughters' home

she picks her grandson from the school bus stop and a car ran thru the bus stop signal, nearly hitting her and her grandson. Ms. Parker alerts there is constant speeding on the main street where she lives. She states there are no speed signs posted on her street. Ms. Parker is requesting a speed bump on her road to slow down the speeding vehicles.

2. Sha'rah Fuller, Hopewell Virginia- States the citizens need more than is currently being done to address problems in Hopewell. The speeding thru residential roads, the amount of crime throughout the City and safety of the Hopewell citizens are problems in the different Wards and she believes there doesn't seem to be any funding to get things done.
3. Ripley Ballou, Hopewell Virginia- Mr. Blu is asking the Robert Bobb Group to be required to present a 3-month agenda of their specific objectives, a timeline to achieve it and the status of what has been achieved. Whether the objectives have been met, delayed or failed and what is the mitigation plan. He states the citizens deserve to know how the money is being spent, what progress is being made and where the bottlenecks are occurring. Mr. Blue would like the updates at the council meetings possibly during the open session.
4. Larry Searce, Hopewell Virginia- He states the City of Hopewell has created pay compression. Larry Searce says all the sworn officers are affected by the pay compression. With the pay plan and step increases, the increases were made but the steps were not adjusted all the way from bottom to the top. He comments the officers from the first three years of service were making the same amount of money and then asks if this is fair that officers are getting the same amount of pay for three years. He states since we are down 17 officers according to the numbers that were mentioned tonight, where is the overtime budget being funded from? He comments the City doesn't have the money to pay the police a fair amount but have money to pay on the overtime budget. He asks that you all will consider looking at what you all are dealing with.
5. Mark Burroughs, Hopewell Virginia- informs that last week we listened to the Robert Bobb Group outline a plan to audit the City of Hopewell finances. He tells that Vice Mayor Gore made mention that she would like

for city council in its entirety, to be briefed throughout the process not just the finance committee. He states he would like to voice support for this since we as the Hopewell residents would like to know where our funds have been spent and where they are going to be spent, what funds have been mismanaged and what happened to those funds. Mr. Burroughs comments we as a population deserve to know if our elected and appointed officials, their employees and subordinates have been honest and ethical with our funds. We deserve to know who should not be in charge of our funding as well. He states it requires transparency. He encourages the city council to bring a motion forward to require all of Robert Bobbs' findings be presented in a Regular city council meeting for the public to hear.

PUBLIC HEARING

PH1- Presentation of proposed FY23-FY24 CDBG (Community Block Grant) Sub recipients and funding Allocation- Chris Ward. The CDBG Committee reviewed and voted on the sub recipients and funding levels at a publicly advertised meeting held on May 17, 2023. Staff and CDBG Committee members have identified FY2024 Sub recipients and established Funding levels for the new program year. The estimated FY2024 CDBG budget is \$236,121. The City Administration recommends approval of the proposed FY2024 sub recipient funding levels and authorizes the City Manager to submit the 4th Year Annual Action Plan to HUD. The City Administration recommends action at the August 8, 2023 public hearing. HUD requires action before August 16, 2023 or the City will not be funded for the program year.

1. Yolanda Stokes, Hopewell VA- Would like a more thorough breakdown of who is benefitting from the grants that are being allocated to the groups that are there. Says she is aware that CDBG is to benefit low to moderate income and doesn't know if any input into the CDBG funding has come from the housing authority or any of its members. She states there is no citizen representative and states that person would give input into the CDBG funding because it benefits low to moderate income people. She references the Wards 1, 2, 6 and 7. Again, Yolanda Stokes states that she is curious to the breakdown to the funding and where the spending is going in the 5-year plan.

Councilor Denton moves to make a motion to approve the FY2024 sub recipient loans and authorize the city manager to submit the 4th year annual action plan to HUD in the amount of \$236,121, seconded by Councilor Pelham.

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 Pelham moves to make a motion to extend the meeting to finish RC-1, second 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

PH2- Conditional Use Permit APP, address 3400 Oaklawn Blvd, Hopewell, VA- Chris Ward. City Staff recommends approval of the CUP application with a condition that the Single-Family Dwelling use ceases when the current lease ends and the current resident vacates the property. Planning Commission recommends approval of the CUP application with the condition that the Single-Family Dwelling use ceases after 12 months. The property located at 3400 Oaklawn Boulevard requires CUP approval for use as a Single-Family Dwelling per Article XI-A of the Hopewell Zoning Ordinance. The City Administration recommends taking action on this application and action be taken at the August 8, 2023 public hearing.

1. Ed Howser, Hopewell VA- He states he is shocked the council is entertaining the idea of taking a turn-key business on a business corridor and zoning it residential. He points out when 295 was put in, Hopewell has tried its best to make 36 a business corridor and houses that were residential that have been torn down are sitting on vacant lots zoned business. We have a turn-key business with a dwelling on it and the city wants to zone it residential. Mr. Howser states we all know who resides in that residence and has been residing there for months now which is a city councilor. He states this is ridiculous and the councilor should have found another place to live. Mr. Howser suggests we need more businesses in Hopewell to help offset the taxes on the citizens. He comments we don't have enough lucrative businesses here so you want to take a business location and zone it to residential. He comments this makes absolutely no sense to him.
2. Sonya Harper, Hopewell VA- Questions why it's a problem now to turn one place that was once residential, changed to commercial and then turn it back to commercial. Sonya Harper states that it seems like it's prejudicial in a lot of areas. She would like to know why it's a conflict now when it hasn't been before. Ms. Harper asks if the property owner has applied for the property to be residential, why is it a problem for the person renting this location? She states business-wise it seems race

implemented.

3. Mark Burroughs, Hopewell VA- comments he doesn't care about the property use. He states he believes in freedom and that's not freedom, telling people how to use their property. Mr. Burroughs points out he observed the lady (Sonya Harper) was told that there's no questions and answer back and forth in a public hearing. Mr. Burroughs continues on that Councilor Holloway engaged in a 'back and forth' with Chris Ward and Mayor Partin didn't stop him and Councilor Holloway did so as a private citizen not as a counselor.

Councilor Joyner moves to make a motion that council accepts staff recommendation which is the approval of this application but with the following conditions: the single-family dwelling use will cease as a permitted use once the existing residential lease ends and the current residential tenants vacate the property, second by Councilor Harris.

ROLL CAL:

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

Motion Passes 4-2

PH3- Conditional Use Permit APP, address 102 S 5th Avenue, Hopewell, VA

-Chris Ward. Parcel #0111735, Ward 2, Limited Commercial downtown residential, mixed use. The CUP is for an expansion. The property owner wants to enclose a small rear porch to use a laundry room. The enclosure took place prior to a CUP application. Per the non-forming section, you can expand the property no more than 15 percent of the existing structure. The addition totals 12 square feet, making it 1.4 percent of the gross floor area. The property located at 102 S 5th Avenue is non-conforming use and CUP Approval is required to expand a non-conforming use under Article XVII of the Hopewell Zoning Ordinance. The City Administration recommends taking action on the CUP application and action be taken at the August 8, 2023 public hearing. Staff and the Planning Commission recommends Approval of the CUP with no conditions.

1. Susan Day, Hopewell VA- states when you receive your taxes every year, it tells you on there your property zone, so she believes Mr. Dearskey new with paying the taxes every year knew what his property is zoned. Mayor Partin points out this is a different public hearing.
2. Mark Burroughs Hopewell VA- Asks council are we having a city council vote on whether not someone can build a laundry room on the residence they reside in just because it zoned in a manner in consistent with your commercial plan for Hopewell? He notes the commercial plan outside is doing phenomenal. And there are other pressing issues like understaffed police officers than someone putting a laundry room in their home.
3. Sarah Fuller, Hopewell VA- She states there are other pressing issues that we should be addressing instead of someone washing clothes in her home. She comments the homeowner has to pay her taxes and they are being told what to do in their home. Mrs. Fuller asks that we let the homeowner do what she wants to do in their home.
4. Debbie Randolph, Hopewell VA- Starts off by thanking The City Council for holding these meetings and allowing citizens to speak. She informed these are normal city meetings occurring in all counties and cities in Virginia across the United States. She goes further to explain we have to

have guidelines, codes and code enforcement and have to tell people what they can and cannot do. There has to be a process and further comments that she appreciates city council for the work that is being done.

Councilor Joyner moves to make a motion that we approve the application for a conditional use permit (CUP) for this property, second by Councilor Pelham.

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

REGULAR BUSINESS

R1- Sub Division of 700 S. 15th Avenue-Chris Ward. The City of Hopewell received a request from Delta Citation LLC to subdivide one non-contiguous parcel (#045-0200) into three parcels. The property is located in the B-3, Highway Commercial Zoning District. The size of the area is 2.211 acres and is located in Ward 6. In this district, a property must contain at least 5,000 square feet and 50 feet of frontage along the public right of way to be subdivided. The existing parcel has been developed and currently contains

two primary structures. Elm Street currently divides this parcel making it non-contiguous. Each new parcel meets the requirements to subdivide. Staff recommends approval of the subdivision request submitted by Delta Citation LLC. Planning Commission Resolution: In accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, the Planning Commission recommends to Approve the request submitted by Delta Citation to subdivide 700 S. 15th Avenue, also currently identified as Parcel #045-0200 into three Sub-Parcels to be known as Lot 4R(#045-0201), L11R (045-0202), Lot10R (#045-0203).

Councilor Pelham moves to make a motion to subdivide this parcel this parcel to support Delta Citation LLC. The parcel #045-0200 to be divided three (3) ways; parcel #045-0201, parcel #045-0202 and parcel #045-0203, second by Councilor Joyner.

ROLL CAL:

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

Motion Passes 6 -0

RC-1-Discussion of Remaining ARPA Funds- Dr. Manker. On June 8, 2023, Council Pelham asked that we verify some nonprofit status of some businesses that we have considered making a donation. In that meeting, we also reserved \$950,000 for the PMO and Remediation Services. The remaining of the funds were declared as revenue lost. As a result we

currently have \$390,000 remaining. A decision of where to allocate \$390,000 needs to be decided by December 24, 2023. A reference sheet has been provided to council for possible fund allocations. The last two items, a burn building and the purchase of 15 Reverend CW Harris Drive School House, were added for consideration by council. Dr. Manker will provide a spend plan for the extra revenue at the next Regular meeting in September 2023.

Councilor Holloway moves to adjourn the meeting.

Meeting Adjourned.

Johnny Partin, Mayor

Brittani Williams, City Clerk

**MINUTES OF THE AUGUST 24, 2023 CITY COUNCIL SPECIAL
MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Thursday
August 24, 2023 at 6:30 p.m.

PRESENT: John B. Partin, Mayor
 Jasmine Gore, Vice Mayor (Not Present)
 Rita Joyner, Councilor
 Michael Harris, Councilor (Not Present)
 Janice Denton, Councilor (Not Present)
 Brenda Pelham, Councilor
 Dominic Holloway, Councilor(Not Present)

Mayor Partin has acknowledged a quorum has not been met for tonight's Special Meeting. The city clerk has made contact with each city council member to confirm the quorum status. Mayor Partin has adjourned tonight's meeting. All of the items listed on the agenda for this council meeting, may carry-over to the next scheduled city council meeting.

Johnny Partin, Mayor

Brittani Williams, City Clerk

C-3

EDA Meeting June 12, 2023

Present: Shanna Story, Tom Wagstaff, Bob Moore, and Lynda Frink

Absent: None

Staff Present: Charles Bennett, Director of Economic Development & Tourism

Others Present: Faith McClintic, Andrew Parker, AdvanSix, Inc. Director of Government Affairs, Elliot Eliades

Called to order: Shanna Story, Chairperson called the meeting to order at 4:35 in the Council Chambers Conference Room, 300 N. Main Street, Hopewell, VA 23860

Approval of Agenda: Agenda was approved and distributed

S. Story introduced our new EDA Member, Tavorise K. Marks

Minutes: The minutes of the May 01, 2023, meeting were reviewed. Motion T. Wagstaff and seconded by B. Moore to accept the minutes as read. Motion carried.

Treasurer's Report: T. Wagstaff presented the Treasurer's report. T. Wagstaff motioned to accept the report. Motion carried. T. Wagstaff reported that the electricity for 509 N. 3 ½ Street is in his name due to a problem with EIN number. He is working on the problem.

Chairperson Report:

- S. Story reported on Primus Bank concerning the loan renewal

Economic Development and Tourism Report:

Charles Bennett reported on the project plans that he is working on in the City of Hopewell.

Unfinished Business: None

Closed Session: None

Actions from Closed Session: none

New Business: S. Story reported that Faith McClintic's, Spectrum Growth Contract is ending on 06/30/2023. After discussion, a motion was made by T. Wagstaff and 2nd by L. Frink renew the contract for 6 additional months at the same rate. Motion carried.

Upcoming Events: Members shared upcoming events.

Next meeting: Next meeting will be held on July 10, 2023.

Adjourn: Motion by L. Frink seconded by T. Wagstaff to adjourn; adjourned at 6:25pm.

Minutes taken by Lynda K. Frink, Secretary

EDA Meeting May 1, 2023

Present: Shanna Story, Bob Moore, and Tom Wagstaff

Absent: Lynda Frick

Staff Present: Charles Bennett, Director of Economic Development & Tourism

Others Present: Faith McClintic, Tory Hawkins and Larry Scarca

Called to order: Shanna Story, Chairperson called the meeting to order at 4:30 in the Council Chambers Conference Room, 300 N. Main Street, Hopewell, VA 23860

Approval of Agenda: Agenda was approved and distributed.

Minutes: The minutes of the April 2023 meeting were not available and will be reviewed at June meeting.

Treasurer's Report: T. Wagstaff presented the Treasurer's report with discussion as to major items in the reports. The treasurer informed members that finding an auditor is proving to be difficult and he continues to search. T. Wagstaff motioned to accept the report. Motion carried.

Chairperson Report: Advised members of meeting with Acting City Manager, Director of EDA & Tourism, individuals from Primis and from EDA, Shanna Story and Tom Wagstaff and EDA consultant, Faith McClintic to discuss the City support for Primis loan for the Boathouse. Chairman also discussed a meeting between Kevin Healy & Brandan Faux from Boathouse and Shanna Story, Tom Wagstaff and Faith McClintic to discuss the status of the Boathouse loan with Primis Bank. Ms. Story discussed the current vacancies at EDA.

Closed Session: None

New Business: Charles Bennett discussed the current properties available in Hopewell, that an open house had been held for properties in the downtown area. He explained the purchase of 507, 509 & 511 N. 3 ½ Street (hereafter referred to as N. 3 ½ Avenue). Discussion was then held on the Support Agreement between EDA and the City of Hopewell. Once discussion on agreement concluded the following motion was made.

Motion to authorize the Chairperson to sign the Support Agreement between the EDA and City of Hopewell. Motion by T. Wagstaff and seconded by B. Moore. Motion passed.

Discussion was then held on leasing "509" 3 ½ back to the City, with lease to include utilities and using base estimates and to be reviewed in 6 months and to be a 1 year lease.

Based on discussion the following motions were made:

To authorize the Chairperson to execute purchase agreements for any supplemental items deemed necessary by City Council in order to move forward with purchase. Motion by T. Wagstaff and seconded by B. Moore. Motion passed.

To authorize Chairperson to develop a base lease agreement for “509” N. 3 ½ N Avenue between EDA and City’s Office of Tourism. Motion by T. Wagstaff and seconded by B. Moore. Motion passed.

Upcoming Events: Members shared upcoming events.

Next meeting: Next meeting will be held on June 12, 2023 at 4:30pm in the City Council’s conference room.

Adjourn: Motion by B. Moore and seconded by T. Wagstaff to adjourn; adjourned at 6:30.

Minutes taken by Tom Wagstaff

EDA Meeting April 03, 2023

Present: Shanna Story, Tom Wagstaff, Bob Moore, and Lynda Frink

Absent: None

Staff Present: Charles Bennett, Director of Economic Development & Tourism

Others Present: Faith McClintic, Donnie Barber of Barber Construction Company, Inc., Charles Dane, and Heather Lyne, Director of Hopewell Downtown Partnership

Called to order: Shanna Story, Chairperson called the meeting to order at 4:30 in the Council Chambers Conference Room, 300 N. Main Street, Hopewell, VA 23860

Approval of Agenda: Agenda was approved and distributed

Donnie Barber of Barber Construction Company, Inc. and Charles Dane, gave an overview of his plans to enhance his property downtown Hopewell to the EDA Board Members. Heather Lyne spoke concerning the proposed improvements and how it fits in with the plans of the Downtown Partnership.

Minutes: The minutes of the March 02, 2023, meeting were reviewed. Motion T. Wagstaff and seconded by B. Moore to accept the minutes as read. Motion carried.

Treasurer's Report: T. Wagstaff presented the Treasurer's report. T. Wagstaff motioned to accept the report. Motion carried.

Chairperson Report: Two of the EDA meeting dates will change as follows:

- June 5th meeting will now be on June 12, 2023
- September 4th meeting will now be on September 11, 2023
- Both meetings will be at 4:30 in the Council Chambers Conference Room, 300 N. Main Street, Hopewell, VA 23860

Unfinished Business:

- Discussion on EDA Member recruiting

Closed Session:

L. Frink moved and B. Moore seconded to go into closed meeting pursuant to Virginia Code 2.2-3711 (A) (3) and (6) to discuss the acquisition of real property for a public purpose and the investment of public funds, and pursuant to section 2.2-3711 (A) (7) and (8) to consult with legal counsel, who may be present electronically, retained by the EDA regarding specific legal matters requiring the provision of legal advice related thereto, where such discussion and consultation in open meeting would adversely affect the bargaining, negotiating, or litigating posture of the EDA.

A motion was made by B. Moore and 2nd by L. Frink to come out of closed session. Motion carried. Upon returning to open session, Pursuant to Virginia Code 2.2-3712, were the only matters heard, discussed, and considered by the Hopewell EDA in the closing meeting public business matters (i) lawfully exempted from open meeting requirements under the Virginia

Freedom of Information Act, and (ii) identified in the motion by which the closed meeting was convened, roll call vote: S. Story, Yes, T. Wagstaff, Yes; B. Moore, Yes and L. Frink, Yes.

Actions from Closed Session: none

New Business: none

Upcoming Events: Members shared upcoming events.

Next meeting: Next meeting will be held on April 03, 2023.

Adjourn: Motion by B. Moore and seconded by T. Wagstaff to adjourn; adjourned at 6:25pm.

Minutes taken by Lynda K. Frink, Secretary

EDA Meeting March 02, 2023

Present: Shanna Story, Bob Moore, Tom Wagstaff and Lynda Frink

Absent: None

Staff Present: Charles Bennett, Director of Economic Development & Tourism

Others Present: Faith McClintic, Phillip Hughes, Jonathan Montiel, Devine Crenshaw, Tavorise K. Marks, and Heather Heilman

Called to order: Shanna Story, Chairperson called the meeting to order at 5.00pm @ 702 Elm Street, Hopewell, VA 23860

Approval of Agenda: Agenda was approved and distributed

S. Story turned the floor over to Charles Bennett, Director of Economic Development & Tourism for a report on The 2018 Comprehensive Plan and the Hopewell Tour Book

Minutes: The minutes of the February 06, 2023, meeting were reviewed. Motion T. Wagstaff and seconded by B. Moore to accept the minutes as read. Motion carried.

Treasurer's Report: T. Wagstaff presented the Treasurer's report. T. Wagstaff motioned to accept the report. Motion carried.

Chairperson Report: S. Story introduced Jonathan Montiel and Phillip Hughes, business owners in Downtown, Hopewell.

Closed Session:

T. Wagstaff moved and L. Frink seconded to go into closed meeting pursuant to Virginia Code 2.2-3711 (A) (3) and (6) to discuss the acquisition of real property for a public purpose and the investment of public funds, and pursuant to section 2.2-3711 (A) (7) and (8) to consult with legal counsel, who may be present electronically, retained by the EDA regarding specific legal matters requiring the provision of legal advice related thereto, where such discussion and consultation in open meeting would adversely affect the bargaining, negotiating, or litigating posture of the EDA.

A motion was made by T. Wagstaff and 2nd by L. Frink to come out of closed session. Motion carried. Upon returning to open session, Pursuant to Virginia Code 2.2-3712, were the only matters heard, discussed, and considered by the Hopewell EDA in the closing meeting public business matters (i) lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and (ii) identified in the motion by which the closed meeting was convened, roll call vote: S. Story, Yes, T. Wagstaff, Yes; B. Moore, Yes and L. Frink, Yes.

Actions from Closed Session:

- A motion was made by T. Wagstaff and seconded by B. Moore to fund the requested loan to Broadway Building LLC. in Hopewell. Motion carried.

Unfinished Business: N o n e

New Business:

- The June meeting will be held on June 12, 2023
- The September meeting will be held on September 11, 2023

Upcoming Events: Members shared upcoming events.

Next meeting: Next meeting will be held on April 03, 2023 @ 4:30pm

Adjourn: Motion by B. Moore and seconded by T. Wagstaff to adjourn; adjourned at 6:49pm.

Minutes taken by Lynda K. Frink, Secretary

EDA Meeting February 6, 2023

Present: Shanna Story, Bob Moore, and Lynda Frink
Tom Wagstaff, participating electronically due to a business conflict

Absent: None

Staff Present: Charles Bennett, Director of Economic Development & Tourism

Others Present: Faith McClintic, Rick Giles, and Devine Crenshaw

Called to order: Shanna Story, Chairperson called the meeting to order at 4:39 in the Council Chambers Conference Room, 300 N. Main Street, Hopewell, VA 23860

Approval of Agenda: Agenda was approved and distributed

Minutes: The minutes of the January 09, 2023, meeting were reviewed. Motion T. Wagstaff and seconded by B. Moore to accept the minutes as read. Motion carried.

Treasurer's Report: T. Wagstaff presented the Treasurer's report. T. Wagstaff motioned to accept the report. Motion carried.

Chairperson Report: No report

Unfinished Business:

- Discussion on the sale of the parking lot on Randolph Road
- Discussion on EDA Member recruiting

Closed Session:

L. Frink moved and B. Moore seconded to go into closed meeting pursuant to Virginia Code 2.2-3711 (A) (3) and (6) to discuss the acquisition of real property for a public purpose and the investment of public funds, and pursuant to section 2.2-3711 (A) (7) and (8) to consult with legal counsel, who may be present electronically, retained by the EDA regarding specific legal matters requiring the provision of legal advice related thereto, where such discussion and consultation in open meeting would adversely affect the bargaining, negotiating, or litigating posture of the EDA.

A motion was made by B. Moore and 2nd by L. Frink to come out of closed session. Motion carried. Upon returning to open session, Pursuant to Virginia Code 2.2-3712, were the only matters heard, discussed, and considered by the Hopewell EDA in the closing meeting public business matters (i) lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and (ii) identified in the motion by which the closed meeting was convened, roll call vote: S. Story, Yes, T. Wagstaff, Yes; B. Moore, Yes and L. Frink, Yes.

Actions from Closed Session:

- A motion was made by L. Frink and seconded by B. Moore to authorize an extension in the loan period for small business in Hopewell. Motion carried.
- A motion was made by B. Moore and seconded by L. Frink to authorize S. Story, Chairperson, to review the loan with Primis Bank. Motion carried.

New Business:

- Discussion moving March meeting to March 2, 2023, due to a conflicting business meeting. A motion was made by S. Story and seconded by L. Frink to move the March meeting to March 2, 2023, at 5:00pm. Location to be determined. Motion carried.

Upcoming Events: Members shared upcoming events.

Next meeting: Next meeting will be held on March 02, 2023, location to be determined.

Adjourn: Motion by B. Moore and seconded by T. Wagstaff to adjourn; adjourned at 5:45pm.

Minutes taken by Lynda K. Frink, Secretary

EDA Meeting – January 09, 2023 @ 4:41 pm

Present: Shanna Story, Tom Wagstaff, Bob Moore, and Lynda Frink

Absent: None

Staff Present: none

Others Present: Faith McClintic

Called to order: Shanna Story, Chairperson called the meeting to order at 4:41 pm in Council Chambers Conference Room.

Approval of Agenda: Agenda was approved and distributed.

Minutes: The minutes of the December 05, 2022, meeting were reviewed. A motion was made by B. Moore and 2nd by L. Frink to approve the minutes for December 05, 2022. Motion carried.

Treasurer's Report: T. Wagstaff gave the Treasurer's report. T. Wagstaff motioned to accept the report. Motion carried.

Old Business:

- EDA discussed the selling of the parking lot. After discussion, a motion was made by T. Wagstaff and 2nd by B. Moore for S. Story to execute a contract on the sale of the 9 parcels. Motion carried.
- S. Story reported on the contract with Spectrum and their renewal
- R. Joyner now has a seat on the Hopewell City Council and will no longer be on the EDA Board. This now brings the EDA Board down to four members. S. Story encouraged to advise any qualified citizen to complete the Talent Bank Application.
- EDA discussed on a business loan to Broadway Building, LLC.

Closed Session: to discuss matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act

B. Moore moved and T. Wagstaff 2nd to go into closed meeting pursuant to Virginia Code 2.2-3711, for (1) discussion and consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Hopewell EDA, (2) the investment of public funds where competition and bargaining is involved, where, if made public initially, the financial interest of the EDA would be adversely affected, and (3) consultation with legal counsel retained by the EDA regarding specific legal matters requiring the provision of legal advice by such counsel, namely, matters related to real property located at and adjacent to 238 E. Broadway, Hopewell, Virginia. Motion carried.

A motion was made by T. Wagstaff and 2nd by L. Frink to come out of closed session. Motion carried. Upon returning to open session, Pursuant to Virginia Code 2.2-3712m were the only matters heard, discussed, and considered by the Hopewell EDA in the closing meeting public business matters (i) lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act,

and (ii) identified in the motion by which the closed meeting was convened, roll call vote: S. Story, Yes, T. Wagstaff, Yes; B. Moore, Yes; and L. Frink, Yes.

Actions from Closed Session: None

New Business: None

Unfinished Business: None

Upcoming Events: Members shared upcoming events and happenings.

Next meeting: The next meeting will be held on Monday, February 06, 2023, at 4:30pm in City Council Chambers Conference Room.

Adjourn: Motion by T. Wagstaff to adjourn, 2nd by B. Moore; adjourned at 6:15pm.

Minutes taken by Lynda K. Frink, Secretary

**MINUTES OF THE JANUARY 12, 2023 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Thursday, January 12, 2023 at 6:00PM. The meeting was held in the City Council Conference Room located at 300 N. Main Street, Hopewell, Virginia.

Architectural Review Board Members present:

Stephanie Dayberry, Chairman

Joseph Bailey, Vice Chairman

Susan Eliades

J. Paul Lewis

Staff:

Christopher J. Ward, Director of Development

The meeting was called to order at 6:01 p.m. by Ms. Dayberry. Mr. Ward conducted the roll call. A quorum was established. Ms. Dayberry welcomed the ARB members.

CONSENT AGENDA

Mr. Bailey made a motion to approve the Consent Agenda. Ms. Eliades seconded. The motion carried 3-0.

ADMINISTRATIVE MATTERS

Ms. Dayberry asked if there were any corrections to the minutes. There were none. Mr. Bailey made a motion to approve the December 8, 2022 meeting minutes. Ms. Eliades seconded. The motion passed 3-0.

CITIZEN COMMENTS

None

CERTIFICATES OF APPROPRIATENESS (COAs)

None

OLD BUSINESS

Mr. Ward stated that the Certified Local Government (CLG) status re-submission to the VA Department of Historic Resources would likely go on hold again because there is talk of merging the ARB and the DDRC together into one committee.

NEW BUSINESS

Mr. Ward asked the members what they thought were the ARB's goals for 2023. The members talked about finally obtaining CLG status and seeing some movement with the Shiloh Lodge property rehabilitation.

REPORTS FROM BOARD MEMBERS & STAFF

Ms. Dayberry noted things were looking pretty good in the neighborhood, especially 613 Prince Henry Avenue. She added that there was a discarded mattress on Prince Henry but that the trash pick-up would hopefully collect it. Ms. Eliades asked what could be done about the delays with the rehab on the Shiloh

Lodge. Ms. Dayberry suggested developing a petition with neighborhood signatures and presenting that to City Council.

Ms. Eliades made a motion to adjourn. Mr. Bailey seconded. The motion carried 3-0. The meeting adjourned at 6:46 PM.

Submitted by,


Stephanie Dayberry, Chairperson


Christopher Ward, Director of Development

DATE: 3/7/2023

**MINUTES OF THE MARCH 7, 2023 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Tuesday, March 7, 2023, at 6:00PM. The meeting was held in the City Council Conference Room located at 300 N. Main Street, Hopewell, Virginia.

Architectural Review Board Members present:
Stephanie Dayberry, Chairman
Joseph Bailey, Vice Chairman
Rubin Peacock
J. Paul Lewis, Advisor

Staff:
Christopher J. Ward, Director of Development
Kelly E. Davis, AICP, Senior Planner

CALL TO ORDER

Ms. Dayberry called the meeting to order at 6:02 p.m. Ms. Davis conducted the roll call. A quorum was established. Ms. Dayberry welcomed Mr. Peacock as a new member, and members introduced themselves for Mr. Peacock's benefit.

ADMINISTRATIVE MATTERS

Ms. Dayberry asked if there were any corrections to the minutes. Mr. Bailey requested that the minutes be amended to reflect his attendance in person rather than by phone. Mr. Peacock made a motion to approve the January 12, 2023, meeting minutes as amended. Mr. Bailey seconded. The motion passed 3-0.

CONSENT AGENDA

Mr. Peacock made a motion to approve the Consent Agenda. Mr. Bailey seconded. The motion carried 3-0.

CITIZEN COMMENTS

None

CERTIFICATES OF APPROPRIATENESS (COAs)

505 Prince Henry Avenue, Wood Fence

Ms. Davis presented a request by the applicant/owner, Ms. IBe' Crawley, to construct fencing in the front and side/rear yard of 505 Prince Henry Avenue.

The proposed side/rear yard fence is proposed as a 6-ft high wood stockade fence and will be painted white consistent with the design guidelines for material, style, and finish. The proposed height complies with the zoning ordinance.

The proposed front yard fence will consist of a 3.5' wood picket fence painted white. New street-front fencing is not recommended by the guidelines, as staff could find no evidence that a street-front fence previously existed on the property. The material, style, finish, and color of the proposed street-front fencing is consistent with existing fencing on the street and is compatible with the white clapboard style of the house. The proposed height complies with the zoning ordinance, which permits street-front fencing up to four feet in height.

Mr. Ward also noted that the fence locations shown on the exhibit are for illustrative purposes only based on a simple drawing provided by the applicant. The exact location/position of the proposed fencing may vary during construction.

The members discussed the following in their deliberations on the request:

- Whether the privacy fence should be installed finish-side toward the adjacent property.
- Whether the privacy fence should be a stockade style, which appears finished on one side only, or whether the Board should recommend a shadow box style, which would appear as finished on both sides.
- Whether the privacy fence should be painted on both sides.
- Whether the privacy fence should be painted white or stained a natural wood color.
- Whether the position of each fence is appropriate.

Following this discussion, Mr. Peacock motioned that the COA request for the picket fence be approved as submitted and that the COA request for the wood privacy fence be approved as submitted with the option that the fence may be painted or stained white or finished with a clear wood-colored stain. Mr. Bailey seconded the motion. The motion carried 3-0.

OLD BUSINESS

Mr. Ward stated that staff will work on a plan to improve communications with residents about the requirements associated with improvements in the historic district. This may include such options as a more robust website and semi-annual postcards.

Ms. Dayberry shared language for a petition to preserve and restore the Shiloh Lodge. Members supported Ms. Dayberry's suggested petition language. Ms. Dayberry will begin circulating the petition.

Mr. Ward gave an overview of two National Park Service (NPS) grant opportunities to support the Shiloh Lodge restoration. Mr. Ward noted the historical significance of Shiloh Lodge to African American Civil Rights and the urgency of foundation improvements as indicated by a recent engineering report. Mr. Peacock noted interpretation of the site should recognize an inclusive history of the area, to include Native American history. Mr. Ward stated that the Shiloh Lodge Highest and Best Use Study recognizes the potential of the property to interpret an inclusive history of Hopewell and that City Council ultimately decides the final end use. Staff will send the study to members.

NEW BUSINESS

Mr. Ward shared that a search for a new superintendent for City Point Unit is underway and gave an update on a recent meeting with the NPS transition team. Mr. Ward explained that NPS staff expressed interest in the City's goals for City Point and shared that NPS may be open to exploring innovative approaches and possible public-private partnerships for buildings on the property. ARB members responded positively toward this idea. Ms. Dayberry commended the recent event hosted on the property. Mr. Peacock suggested that additional wayfinding is needed to direct visitors to Hopewell's historic resources, specifically from I-95 to City Point.

REPORTS FROM BOARD MEMBERS & STAFF

Ms. Dayberry stated that she had no other items to report beyond the previously discussed Shiloh Lodge petition.

Mr. Bailey requested an update on the Certified Local Government (CLG) status re-submission to the VA Department of Historic Resources and potential merging the ARB and the DDRC together into one committee. Mr. Ward stated that merging the bodies requires a change to the zoning ordinance and new

bylaws. Staff has begun drafting the proposed revisions for review, which Ms. Davis added requires public hearings before the Planning Commission and City Council.

Mr. Ward stated that 1010 Pellum is scheduled for tax sale, and members discussed the property.

ADJOURNMENT

Mr. Peacock made a motion to adjourn. Mr. Bailey seconded. The motion carried 3-0. The meeting adjourned at 7:15 PM.

Submitted by,


Stephanie Dayberry, Chairperson


Kelly E. Davis, AICP, Senior Planner

DATE: May 2, 2023

**MINUTES OF THE MAY 2, 2023 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
CITY OF HOPEWELL**

A meeting of the Architectural Review Board for the City of Hopewell was held on Tuesday, May 2, 2023, at 6:00 p.m. The meeting was held in the City Council Conference Room located at 300 N. Main Street, Hopewell, Virginia.

Architectural Review Board Members present:

Stephanie Dayberry, Chair
Joseph Bailey, Vice Chair
Rubin Peacock
Susan Eliades
J. Paul Lewis, Architectural Advisor

Staff:

Kelly E. Davis, AICP, Senior Planner
Charles Bennett, Director of Economic Development & Tourism

Guests:

Brian McDonald
Councilor Rita Joyner

CALL TO ORDER

Ms. Dayberry called the meeting to order at 6:00 p.m. Ms. Davis conducted the roll call. A quorum was established. Ms. Dayberry welcomed guests and led introductions.

CONSENT AGENDA

Mr. Bailey made a motion to approve the consent agenda. Ms. Eliades seconded. The motion carried 4-0.

ADMINISTRATIVE MATTERS

Ms. Dayberry asked if there were any corrections to the minutes. There were none. Mr. Bailey made a motion to approve the March 7, 2023, meeting minutes. Mr. Peacock seconded. The motion carried 4-0.

CITIZEN COMMENTS

None

CERTIFICATES OF APPROPRIATENESS (COAs)

505 Cedar Lane, St. John's Episcopal Church Columbarium

Councilor Joyner presented the request by St. John's Episcopal Church to construct a columbarium. Councilor Joyner presented photos of the existing columbarium and stated the proposed columbarium will match the existing. The church is planning for a total of three columbariums within the cemetery area; however, only one is proposed within the next 12-month period subject to this COA application.

Ms. Eliades motioned to approve the columbarium as submitted. Mr. Bailey seconded the motion. The motion carried 4-0.

OLD BUSINESS

Shiloh Lodge Grants

Ms. Davis updated members that the City has submitted a letter of intent to Cameron Foundation to fund Shiloh Lodge foundation repairs. City staff will keep members updated on the outcome of this submission, as well as additional grant opportunities as they become available.

City Point Storyboards

Ms. Davis requested whether members are still interested in cleaning and painting the storyboard support structures this spring. Members agreed they would like to pursue this project and that a Saturday is preferred. Staff will coordinate with Keep Hopewell Beautiful to see if additional volunteers are available to support the project. Staff will also coordinate with public works on materials and supplies. Based on this, a date will be selected.

NEW BUSINESS

Ms. Davis presented an overview of the proposed zoning ordinance amendments for the TH-1 zoning district and newly proposed Historic Preservation Article.

Ms. Davis reviewed major changes to each article and answered questions from members.

- ARB members discussed Minor and Major violations in the TH-1 district. Members agreed that the description of minor violation is vague. Staff will be conducting additional research to propose a solution for this section.
- ARB members supported the opportunity to designate local individually-protected historic landmark properties.
- ARB members discussed whether the existing exemption to repainting windows, doors, porches, porch rails, and similar features should be continued. The existing language does not specify that color must be like for like.
- ARB members agreed with the addition of appeal by a third party of an approved COA for demolition of a historic landmark, building, or structure.
- ARB members discussed protective maintenance provisions. Staff will work with the City Attorney and Building Code Official to propose a final recommendation for this section.

REPORTS FROM BOARD MEMBERS & STAFF

Mr. Bailey raised that the fence at 505 Prince Henry was not constructed in accordance with the approved COA. Ms. Davis will follow up to inform the owner of the violation.

Mr. Bailey raised that a shed has been constructed at 509 Cedar without a COA. Ms. Davis has sent a courtesy letter requesting an application be submitted for the June meeting.

Ms. Davis stated that the owner of 1010 Pelham paid the taxes, thereby avoiding tax sale. Staff will work with code enforcement to begin pursuing enforcement actions.

Ms. Davis shared information about a National Park Service event at City Point on Thursday, May 25th from 11 a.m. to 2:00 p.m.

ADJOURNMENT

Ms. Eliades made a motion to adjourn. Mr. Bailey seconded. The motion carried 4-0. The meeting adjourned at 7:52 p.m.

Submitted by,


Stephanie Dayberry, Chairperson


Kelly E. Davis, AICP, Senior Planner

DATE: 6/6/2023

**MINUTES OF THE JULY 18, 2023 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
CITY OF HOPEWELL**

A meeting of the Architectural Review Board for the City of Hopewell was held on Tuesday, July 18, 2023, at 6:00 p.m. The meeting was held in the Appomattox Regional Library, 209 E. Cawson St., Hopewell, Virginia.

Architectural Review Board Members present:

Stephanie Dayberry, Chair
Joseph Bailey, Vice Chair
Rubin Peacock
J. Paul Lewis, Architectural Advisor

Staff:

Kelly E. Davis, AICP, Senior Planner

Guests:

Caroline Shumar
Pat Lamb
IBe' Crawley

CALL TO ORDER

Ms. Dayberry called the meeting to order at 6:00 p.m. Ms. Davis conducted the roll call. A quorum was established. Ms. Dayberry welcomed guests and led introductions.

ADMINISTRATIVE MATTERS

Ms. Dayberry asked if there were any corrections to the minutes. Mr. Bailey requested added clarification to explain that the rear fence at 509 Cedar Ln was being removed to allow an entrance to the back yard for parking. Mr. Bailey made a motion to approve the June 6, 2023, meeting minutes as amended. Mr. Peacock seconded. The motion carried 3-0.

CITIZEN COMMENTS

None

CERTIFICATES OF APPROPRIATENESS (COAs)

1. 1100 Pecan Avenue, Susan Benton – Shed Paint Color

Ms. Davis presented the request for approval of a change to the paint color on an existing shed. Mr. Bailey questioned whether the door would be painted the proposed trim color or the primary color. Ms. Davis stated that the applicant had not specified, but the door is not located on the primary façade facing the street. Mr. Lewis questioned whether the applicant would be undertaking

siding repair. Ms. Davis stated that the applicant had not specified but that in-kind repairs would not fall under the purview of the ARB. Mr. Bailey motioned to approve the request as submitted. Mr. Peacock seconded the motion. The motion carried 3-0.

2. 1000 Pecan Avenue, Caroline Shumar – New Fencing and Parking Addition

Ms. Davis invited Ms. Shumar to explain her request for new fencing. Ms. Shumar explained the following requests and provided additional photos showing existing conditions:

- Add a 4-ft horizontal slat privacy fence in the rear yard along Brown Avenue. The privacy fence is requested to provide safety and privacy for children in the rear yard, given visibility from the public parking lot across the street.
- Add a low hog fence in the rear yard to separate the parking area from the backyard. The hog fence is proposed because the mesh will allow a clear line of sight into the backyard for safety.
- Addition of a 4-ft fence in the front and corner side yards to prevent trespassing across Ms. Shumar's sidewalk and porch. Ms. Shumar stated that she believes the hog fence would be most appropriate in this area but stated that she was open to the ARB's recommendation. Ms. Davis stated that this was not included in the COA application.
- Add a pea gravel parking area at the intersection of the alley and Brown Avenue.
- In-kind maintenance of the existing stockade privacy fence along the rear alley, which Ms. Davis noted does not require ARB approval.

Ms. Davis read the ARB guidelines related to new fencing for the benefit of the ARB. It was noted that the proposed style and finish of the new fencing were not directly consistent with the guidelines, which state that new fences should be compatible with the style and period of the house and should be painted or opaquely stained. Mr. Lewis suggested that Ms. Shumar consider a white or white-stained wood picket fence in the front yard for compatibility with the existing picket railing on the front porch. Ms. Shumar indicated that she had considered this but was concerned about introducing another fence type to the property. Mr. Lewis suggested the picket fence could replace the proposed hog fence in the rear yard and a compatible privacy fence could be used along Brown Avenue.

At the request of ARB, Ms. Shumar explained that the proposed parking area is planned to consist of pea gravel at the rear of the property. The previous chain link fence had a vehicle access gate in this location, but the area was not surfaced for vehicles. Ms. Davis read the associated design guidelines. The guidelines recommend against driveways on small narrow lots if the driveway has a significant visual impact on the site. Mr. Lewis suggested considering interlocking grass pavers to reduce visual impact and the potential for erosion of pea gravel during storms.

Following the discussion, Ms. Shumar agreed to refine the request and return it at an upcoming meeting.

3. 505 Prince Henry, IBe' Crawley – Amendment to Previously Approved New Fence Request

Ms. Davis explained that Ms. Crawley was amending her prior request for a new fence. The ARB previously approved a wood stockade fence; instead, the applicant constructed a vinyl fence. At the staff's suggestion, Ms. Crawley submitted an amended application to retain the vinyl fence on the side property line, which is not visible from the street, and add a wood stockade fence parallel to the front property line to shield the vinyl fence from view. Ms. Crawley stated that she does not want to replace the vinyl fence or add the wood stockade fence and would like the ARB to approve the vinyl fence as constructed. Ms. Crawley further explained that she believes the location of the vinyl fence is set back far enough from the street that it is not identifiable as vinyl. Ms. Crawley stated that she is making significant investments and improvements to the property.

Mr. Peacock questioned whether Ms. Crawley would be willing to add an evergreen shrubbery hedge to shield the vinyl fence from the view of the street. Ms. Crawley agreed. Members discussed whether a specific number or height should be defined in the approval but agreed not to dictate specific plant materials as long as the fence was fully shielded from view. Mr. Peacock offered to help Ms. Crawley identify appropriate plant materials. Ms. Davis will also consult the zoning ordinance for a recommendation.

Mr. Bailey motioned to approve the amended request for the vinyl fence with the condition that an evergreen shrub hedge be planted along the full width of the fence to fully screen the fence from the view of the street. Mr. Peacock seconded the motion. The motion carried 3-0.

OLD BUSINESS

1. Shiloh Lodge Grants

Ms. Davis updated members that the Cameron Foundation did not fund the City's request for Shiloh Lodge foundation repairs. Mr. Bailey questioned whether the City could fund the repairs, and Ms. Davis stated that the City allocated \$125K in match funds, which is insufficient to fully fund the rehabilitation. Ms. Davis noted that staff is exploring other grant funding, including a National Park Service African American Civil Rights grant. Ms. Dayberry stated that she may be able to support the development of the grant application starting in August.

2. City Point Storyboards

Ms. Dayberry shared the completed storyboard inventory, which she will email to Ms. Davis. Mr. Lewis will use the inventory to ensure that duplicates are available for each board and to assist with replacement. Given summer schedules, staff proposed painting the boards on a Saturday in September. Ms. Davis requested that ARB members email their availability.

3. Zoning Ordinance Amendments for Historic Preservation

Ms. Davis questioned the ARB on the existing language related to "the repainting of the existing window, door, porch, porch rail, etc." The current wording does not specify that the repainting be

the same color, although this is how the language has historically been interpreted by staff. Ms. Davis would like to clarify the ARB's intent in the revised ordinance. ARB members discussed whether a change in the color of these building elements should be permitted without a COA. ARB members would like to consider paint colors as an administrative review item based on an approved color palette. Ms. Davis stated that she will research potential color palettes and request advice from other localities during the upcoming Department of Historic Resources training.

NEW BUSINESS

None.

REPORTS FROM BOARD MEMBERS & STAFF

1. *509 Cedar Lane, Proposed Façade Changes*

Ms. Davis provided an overview of an incomplete COA request for façade changes at 509 Cedar Lane that the Board will likely review next month. The applicant, Mr. Russell, requests to replace the existing enclosed porch exterior with Hardie stucco panels, painted the existing house color, and interlocking paintable PVC connections painted brown to match the decorative half-timber framing on the house. Mr. Lewis explained that he met with the applicant to take measurements and assess the compatibility of the request with the existing building. Mr. Bailey requested photos of each elevation to help determine how the proposed changes will relate to the rest of the façade.

Mr. Lewis also stated that the applicant would like to build a carport in the backyard and that overhead utilities preclude the ability to construct a pitched roof. Mr. Lewis noted that a flat roof carport could be compatible with the existing structure if appropriate materials and decorative brackets are incorporated.

ADJOURNMENT

Mr. Bailey made a motion to adjourn. Mr. Peacock seconded. The motion carried 3-0. The meeting adjourned at 7:38 p.m.

Submitted by,


Stephanie Dayberry, Chairperson


Kelly E. Davis, AICP, Senior Planner

DATE: 8/1/23

**MINUTES OF THE FEBRUARY 1, 2023 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, February 1, 2023, in the City Council Conference Room located at 300 N. Main St. at 3:30 PM.

Downtown Design Review Committee Members present:

Drew Dayberry, Chairman
Mary French Elder, Vice Chairman
Phillip Hughes
J. Paul Lewis, Architectural Advisor

Staff:

Chris Ward, Director of Development

Guests:

Heather Lyne, Executive Director, Hopewell Downtown Partnership

Mr. Dayberry called the meeting to order at 3:31 PM. Mr. Ward conducted the roll call. A quorum was established. Mr. Dayberry welcomed the members and guest.

ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS

Mr. Dayberry asked if there were requests for withdrawal, deferral or amendment to the agenda. Mr. Hughes made a motion to add the review of COA application for 227 Hopewell Street, Kush Kutz, and 226 E. Poythress, J&A Latino Market to the agenda. Mr. Dayberry seconded. The motion carried 3-0.

Mr. Dayberry asked if there was a motion to approve the meeting minutes from December 9, 2022. Ms. Elder made a motion to approve the meeting minutes from December 9, 2022. Mr. Hughes seconded. The motion carried 3-0.

CITIZEN COMMENTS

Mr. Dayberry asked if the guest had any comments about items not on the agenda. There were none.

CERTIFICATES OF APPROPRIATENESS (COAs)

Mr. Ward introduced the COA application for door signage at 215 E. Broadway, MJ's Art Gallery. He explained that the sign was installed without a permit or a COA. Ms. Elder made the motion to approve the door sign. Mr. Dayberry seconded. The motion carried 3-0.

Mr. Ward introduced the COA application for 111 S. Main St. submitted by Wunmi Investments for replacing the existing garage door with a glass commercial roll-up storefront and new paint (SW 7018 – Gray). Mr. Hughes made the motion to approve the new storefront and paint color as presented. Ms. Elder seconded. The motion carried 3-0.

Mr. Ward introduced the COA application for a projecting sign and window signage at 239 E. Broadway, Table of Love restaurant. Mr. Hughes made the motion to approve the projecting and window sign. Ms. Elder seconded. The motion carried 3-0.

Mr. Ward introduced the COA application for window signage at 227 Hopewell Street, Kush Kutz. Mr. Dayberry asked if the signage exceeded the allowable window coverage. Mr. Ward said that based on his calculations, it did exceed by approximately 2%. He continued that he had included the two barber pole images and those could be left out of the calculation since it was questionable whether they counted as signage. Mr. Hughes made a motion to approve the signage at 227 Hopewell St. Ms. Elder seconded. The motion carried 3-0.

Mr. Ward introduced the COA application for 226 E. Poythress, J&A Latino Market that included the new canopy across the front and wall-mounted signage. Mr. Ward stated that he had tried to get as much information from the applicant as possible for today's review. The members felt they did not have enough information on the canopy to make an informed decision. Mr. Dayberry asked Mr. Ward if internally lit signage was allowed in the B-1 district. Mr. Ward replied that Mr. Dayberry brought up a good point and those signs were not allowed. Mr. Ward stated that he would encourage the applicant to utilize the free design services offered by HDP. Ms. Elder made the motion to table the application for 226 E. Poythress until more information could be provided. Mr. Hughes seconded. The motion carried 3-0.

UNFINISHED BUSINESS

Ms. Lyne informed the group that was still working with Box 5 on the window signage. Mr. Ward stated that he would send a violation notice. Ms. Lyne continued that she was working with Simons Concrete on a quote to replace the alley apron at Route 10. She noted that the CUP for 101 S. Main Street was approved by City Council and that Bobby's Antiques will reopen with more regular hours in the April.

NEW BUSINESS

None

Ms. Elder made a motion to adjourn. Mr. Hughes seconded. The motion carried 3-0.
The meeting adjourned at 4:30PM.

Submitted by,



Drew Dayberry, Chairman



Christopher Ward, Director of Development

March 1, 2023
Date

**MINUTES OF THE MARCH 1, 2023 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, March 1, 2023, in the City Council Conference Room located at 300 N. Main St. at 3:30 PM.

Downtown Design Review Committee Members present:

Drew Dayberry, Chairman
Mary French Elder, Vice Chairman
Phillip Hughes
J. Paul Lewis, Architectural Advisor

Staff:

Chris Ward, Director of Development
Kelly Davis, AICP, Senior Planner

Guests:

None

Mr. Dayberry called the meeting to order at 3:41 p.m. Ms. Davis conducted the roll call. A quorum was established. Mr. Dayberry welcomed the members.

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 if there was a motion to approve the meeting minutes from February 1, 2023. Mr. Hughes made a motion to approve the meeting minutes from February 1, 2023. Ms. Elder seconded. The motion carried 3-0.

CITIZEN COMMENTS

None.

CERTIFICATES OF APPROPRIATENESS (COAs)

None.

UNFINISHED BUSINESS

The group discussed the following properties:

- 212 E. Broadway, Box 5, paper signs in the window – Mr. Hughes motioned that staff investigate the property for a violation of B-1 sign requirements. Mr. Dayberry seconded. The motion carried 3-0.
- 265 E. Broadway – Zoning enforcement is underway.
- 238 E. Broadway, Old Guncotton – Outdoor holiday decorations have been removed.
- 244 E. Broadway, Escape Room – Outdoor storage of junk and debris has been remediated.

- 320 Appomattox, The Broadway Apartments – Property is back on the market for sale.
- 101 S. Main, Hopewell Marine – CUP was approved, and a building permit has been submitted for a mixed use structure.
- Council approved a zoning text amendment to allow kennel as an accessory use to a pet store in the B-1 zoning district with approval of a CUP on February 28, 2023. Downtown Pups, 246 E. Broadway, is expected to move to Planning Commission CUP public hearing for a boarding kennel in April.
- 226 E. Poythress, J&A Latino Market – Frazier & Associates prepared proposed signage and building elevation plans for façade improvements. DDRRC should expect this application at the next meeting, pending approval by the applicant.
- 245 E. Broadway Unit B, Galaxy Signs – Ms. Elder made a motion that staff investigate the property for a violation of the B-1 sign requirements. Mr. Hughes seconded. The motion carried 3-0.


Mr. Ward also stated that staff will be reviewing and refreshing the B-1 toolkit.

NEW BUSINESS

None

Ms. Elder made a motion to adjourn. Mr. Hughes seconded. The motion carried 3-0.
The meeting adjourned at 4:20 p.m.

Submitted by,



Drew Dayberry, Chairman



Kelly Davis, AICP, Senior Planner

4/5/23
Date

**MINUTES OF THE APRIL 5, 2023 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
CITY OF HOPEWELL**

A meeting of the City of Hopewell Downtown Design Review Committee was held on Wednesday, April 5, 2023, in the City Council Conference Room (300 N. Main St.) at 3:30 PM.

Downtown Design Review Committee Members present:

Drew Dayberry, Chairman
Mary French Elder, Vice Chairman
Phillip Hughes
J. Paul Lewis, Architectural Advisor

Staff:

Kelly Davis, AICP, Senior Planner

Guests:

Kevin O'Leary, J.D. Lewis Construction Management, Inc.
Heather Lyne, Hopewell Downtown Partnership

CALL TO ORDER

Mr. Dayberry called the meeting to order at 3:30 p.m. Ms. Davis conducted the roll call. A quorum was established. Mr. Dayberry welcomed the members.

ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS

Mr. Dayberry asked if there were requests for withdrawal, deferral, or amendment to the agenda. Mr. Dayberry suggested changing the order of application review to bring 101 South Main Street as the first item for discussion. Mr. Hughes made the motion. Ms. Elder seconded. The motion carried 3-0.

Mr. Dayberry asked for any amendments to the minutes as presented. Mr. Hughes made a motion to approve the meeting minutes from March 1, 2023. Ms. Elder seconded. The motion carried 3-0.

CITIZEN COMMENTS

None.

CERTIFICATES OF APPROPRIATENESS (COAs)

1. 101 South Main Street, Mixed Use Building -- Façade rehabilitation to include windows and doors, painting, roof, cornice, soffit/fascia, and masonry.

Ms. Davis presented the application and supplemental attachments for DDRC consideration. Mr. O'Leary offered additional clarification, stating that items such as lighting and site improvements are not yet finalized and will be submitted at a later date. He clarified that the request includes extending the color scheme shown in Frazier

Associates' rendering to the East and South building facades, though not shown on the renderings.

Mr. Hughes motioned to approve the application as presented with the color scheme as shown on the renderings by Frazier Associates and façade elevations as shown on the elevations by Walter Parks. Ms. Elder seconded. The motion carried 3-0.

2. 226 E. Poythress Street, J&A Latino Market & Restaurant – Façade changes to include canopy, lighting, signage, and paint.

Ms. Davis presented the application and noted the additional request by the applicant to include parking lot security lighting.

- Mr. Lewis noted that the proposed gutter color on the front façade does not match the existing gutter color on the side of the building and should be painted to match the canopy finish (color C1 on Frazier Associates schematic design).
- Mr. Lewis stated that the color of the lights should be required to be of an incandescent color temperature in the range of 2700-3000 Kelvin.
- DDRC members agreed that any existing concrete masonry unit (CMU) on the side and rear facades should be painted to match the existing brick (color P1 on Frazier Associates schematic designs).

Mr. Hughes motioned to approve the application as submitted with the recommendation to: 1) paint the existing gutter to match the canopy finish (C1); 2) paint any existing CMU to match the existing brick color (P1); and 3) require lighting be an incandescent color temperature. Mr. Dayberry seconded. The motion carried 3-0.

3. 247 E. Cawson Street, Kidz with Goals – Façade changes to include removing 2 existing windows and installing an egress door.

Ms. Davis presented the application and stated that staff recommends that the door color be painted to match the color of the existing window frame, subject to administrative approval of the selected color by City staff. Mr. Lewis stated that a photo of the existing window frame should be made a part of the approval.

Ms. Elder motioned to approve the application provided that the door color be painted to match the color of the existing window frame, subject to administrative approval by City staff. Mr. Hughes seconded the motion. The motion carried 3-0.

UNFINISHED BUSINESS

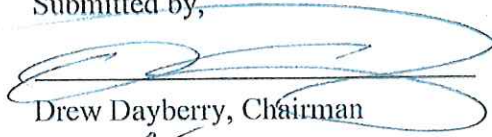
Ms. Davis gave a brief update of downtown code violations and stated that staff is continuing to pursue compliance for the properties discussed at the previous meeting.

NEW BUSINESS

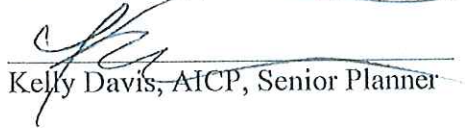
Ms. Davis stated that staff is drafting revisions to the B-1 zoning district and gave a brief overview of changes being considered. She requested members to email any items that they would like staff to consider as part of the update.

Ms. Elder made a motion to adjourn. Mr. Hughes seconded. The motion carried 3-0.
The meeting adjourned at 4:17 p.m.

Submitted by,



Drew Dayberry, Chairman



Kelly Davis, AICP, Senior Planner

~~5/3/23~~ 5/3/23
Date

**MINUTES OF THE JUNE 7, 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, June 7, 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
J. Paul Lewis, Architectural Advisor

Staff:

Kelly Davis, AICP, Senior Planner

Guests:

Heather Lyne, Hopewell Downtown Partnership

CALL TO ORDER

Mr. Dayberry called the meeting to order at 3:34 p.m. Ms. Davis conducted the roll call. A quorum was established. Mr. Dayberry welcomed the members.

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 made a motion to approve the May 3, 2023, meeting minutes as presented. Mr. Hughes seconded. The motion carried 3-0.

CITIZEN COMMENTS

None.

CERTIFICATES OF APPROPRIATENESS (COAs)

1. 247 E. Cawson Street, Kidz with Goals – Fence and Playground Equipment

Ms. Davis presented the revised application for a five-foot, black metal picket fence to enclose the proposed outdoor play area, stating that the applicant has chosen one of the options identified in the Poythress Streetscape Design Guidelines. Ms. Davis further explained that the application has been amended to include the playground equipment that was donated to the applicant, Ms. Juanterria Browne. Ms. Browne explained the request and noted that the fence and equipment were donated by a local church.

Mr. Hughes motioned to approve the application. Ms. Elder seconded. The motion carried 3-0.

2. 212 E. Broadway, Box 5 Cabaret Theatre, Window Signs

Ms. Davis presented the application for window signage at Box 5 Cabaret Theatre, which was applied without a COA. Ms. Davis explained that the applicant has also requested several other changes to signage and lighting; however, the applicant did not submit the required attachments to facilitate review and several of the requests are not permitted under the current zoning ordinance. Frazier Associates is working on a comprehensive sign and lighting package to address the applicant's needs. Members discussed that they would like to see the entire package before approving the COA request.

Mr. Hughes motioned to defer the review of the COA until a complete application package and attachments are submitted for the comprehensive signage and lighting plan. Ms. Elder seconded. The motion carried 3-0.

UNFINISHED BUSINESS

1. Downtown Code Violations

Ms. Davis gave a brief update of downtown code violations.

- Box 5 signage -- A COA application was submitted for the window signage; Frazier Associates is working on a complete sign package for the owner.
- MJs signage -- Staff has attempted contacting the business owner by phone and courtesy letter. (Signs on windows have been removed)
- 340 E. Broadway -- Staff has met with the owner, and the owner has agreed to remove the inoperable and oversized vehicles and other junk materials by June 30, 2023.
- 206 N 2nd -- The freestanding sign constructed without COA approval has been removed. The building is being renovated for a new massage therapy business.
- 221 E. Broadway -- Code enforcement staff has been asked to inspect the property for peeling paint and rotted wood.

2. Ms. Davis gave an update on the draft zoning ordinance amendments to the B-1, Downtown Central Business District and newly proposed Historic Preservation Article. Staff is currently working through edits and will present a revised draft at the next meeting.

NEW BUSINESS

Ms. Davis presented draft by-law amendments for the consolidation of the DDRC into the Architectural Review Board. Substantive changes include membership, committees, and consideration of applications, among others. Ms. Davis confirmed that the new Board membership would include a resident of the TH-1 zoning district and a resident, business owner, or property owner of the B-1 zoning district. DDRC members will email any comments directly to Ms. Davis.

Ms. Davis shared the link to the new historic district website, which staff has prepared to encourage education and awareness about the requirements for a COA. Members expressed enthusiasm and encouraged outreach and promotions that create a positive.

Ms. Lyne gave an update on Hopewell Downtown Partnership (HDP) and downtown properties and businesses.

- Farmer's Market season has begun, and HDP would like to place a shed next to the former Butterworth furniture building to provide storage. Ms. Davis will review the request with Development Director, Chris Ward.
- Chesterfield Hotel is being shown to potential buyers throughout the summer. Members asked if the City could also pursue code enforcement on the building to correct the deterioration. Ms. Lyne suggested speaking with Economic Development Director, Charles Bennett, before pursuing enforcement action.

ADJOURNMENT

Mr. Hughes made a motion to adjourn. Ms. Elder seconded. The motion carried 3-0. The meeting adjourned at 4:22 p.m.

Submitted by,



Drew Dayberry, Chair



Kelly Davis, AICP, Senior Planner

7/12/23
Date

**MINUTES OF THE JULY 12, 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, July 12, 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
J. Paul Lewis, Architectural Advisor

Staff:

Kelly Davis, AICP, Senior Planner

Guests:

Heather Lyne, Hopewell Downtown Partnership

CALL TO ORDER

Mr. Dayberry called the meeting to order at 3:37 p.m. Ms. Davis conducted the roll call. A quorum was established. Mr. Dayberry welcomed the members.

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. Mr. Hughes made a motion to approve the June 7, 2023, meeting minutes as presented. Ms. Elder seconded. The motion carried 3-0.

CITIZEN COMMENTS

None.

CERTIFICATES OF APPROPRIATENESS (COAs)

1. 221, 223, 225 E Broadway, Lebow Eye Associates, P.C. – Façade and Signage Improvements

Ms. Davis presented the application for façade colors and signage. Ms. Lyne stated that the applicant has requested additional changes to the sign package and lighting because the preferred sign was not permissible by the zoning ordinance.

Mr. Hughes motioned to approve sheet A-8 for façade colors and defer the decision on signage and lighting. Ms. Elder seconded. The motion carried 3-0.

UNFINISHED BUSINESS

1. Downtown Code Violations

Ms. Davis gave a brief update of downtown code violations.

- 215 E. Broadway, MJs signage – Window signs installed without ARB approval. Staff will send a violation.
- 340 E. Broadway, Walker Automotive – Staff is continuing to work with the property owner on abatement, and a formalized abatement plan is in place.
- 257 E. Broadway, Journey Outreach Center – Temporary signage has been removed.
- 221 E. Broadway, Chesterfield Hotel – A code enforcement inspector has been assigned.

Members brought up the following additional properties.

- 318 E. Broadway – Ms. Davis will forward inoperable vehicle complaints to the zoning code inspector.
- Intersection of Francis St, Kent St, and Canterbury St – Mr. Lewis will forward tall grass complaint to public works.
- 265 E. Broadway, Ingram – Ms. Davis will discuss with Mr. Ward to identify next steps.

2. Ms. Davis gave an update on the draft zoning ordinance amendments to the B-1, Downtown Central Business District and newly proposed Historic Preservation Article. Staff is currently working through edits. The following items were discussed:

- Change maximum building to 58 feet, per City Architect recommendation for a four-story building, with option for conditional use permit approval by City Council for higher building height.
- Remove maximum letter height for window signs to allow more creative designs. It was noted that existing window signs already exceed this requirement.
- Remove requirement to maintain historic storefronts, as this is already address in the Secretary of the Interior's Standards that are included in the ordinance. Ms. Davis shared a copy of the standards.
- Recommend maintaining 3000 Kelvins as proposed. 5000 Kelvins, as recommended by the Planning Commission, is a blue-white color. Engineering has confirmed that the existing downtown lighting is 3000 Kelvins.
- Differentiation between window displays and signage was discussed. Staff will draft language to allow window displays within 12-18 inches of the store window.
- Downtown dining on City sidewalks was discussed. Ms. Davis explained that this will require edits to other portions of City Code and would be appropriate to bring to the Downtown Economic Development and Tourism meeting.

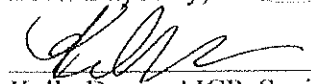
ADJOURNMENT

Mr. Hughes made a motion to adjourn. Mr. Dayberry seconded. The motion carried 3-0.
The meeting adjourned at 5:05 p.m.

Submitted by,



Drew Dayberry, Chair



Kelly Davis, AICP, Senior Planner

8/2/23

Date

Concetta Manker

From: Michael Terry
Sent: Thursday, August 31, 2023 8:13 PM
To: Concetta Manker
Cc: David Foley
Subject: Finance Department FY2020 Internal PBC Work Plan Status Report as of 08.31.2023
Attachments: Finance Department Internal FY2020 PBC Work Plan Status-08.31.2023.pdf

Good evening,

Provided for the City Manager's information and reference, attached is the Finance Department FY2020 Internal PBC Work Plan Status Report as of 08.31.2023.

The report reflects the PBC items requested by the Auditor has been completed and uploaded.

Also, please know the support of City Council's approval of funding to obtain pre-audit professional assistance, as well as, the ongoing support of the City Manager is sincerely appreciated. Thank you.

Respectfully,
Michael

Michael Terry
Finance Director
City of Hopewell, VA
300 N. Main Street
Hopewell, VA 23860

Operations Office: 804.541.2306 Ext160
Project Management Office: 804.519.7863
mterry@hopewellva.gov

FY20 Internal PBC Work Plan Status

Category	Items Requested	Completed			Compl. Uploaded	
		Y	N	%	Y	%
1 Financial Reporting /Other	39	39	0	100%	39	100%
2 Cash and Investments	7	7	0	100%	7	100%
3 Accounts Receivable/Revenues	17	17	0	100%	17	100%
4 Accounts Payable/Expenditures	11	11	0	100%	11	100%
5 Capital Assets	14	14	0	100%	14	100%
6 Debt Service	15	15	0	100%	15	100%
7 Enterprise Funds	10	10	0	100%	10	100%
8 Social Services	10	10	0	100%	10	100%
9 Fiduciary - Agency Funds	4	4	0	100%	4	100%
10 CSA	3	3	0	100%	3	100%
11 VDOT - Street Maintenance	4	4	0	100%	4	100%
12 Sheriff	4	4	0	100%	4	100%
13 Statistical Section	16	16	0	100%	16	100%
14 Parks and Rec	2	2	0	100%	2	100%
15 Perpetual Care	<u>1</u>	<u>1</u>	<u>0</u>	100%	<u>1</u>	100%
Totals	157	157	0	100%	157	100%

Financial Reporting /Other

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	FY20 Final Trial Balance	Finance	B. Shannon	3/7/2023	6/16/2023	8/31/2023	Uploaded to RFCA 8/31/23
2	Final Trial Balance for each sub ledger	Finance	B. Shannon	3/7/2023	6/16/2023	8/31/2023	Uploaded to RFCA 8/31/23
3	Financial Policies and Procedures	Finance	M. Terry	3/7/2023	3/7/2023	2/17/2023	Uploaded to RFCA 7/05/23
4	City Personnel Manual	Finance	M. Terry	3/7/2023	3/7/2023	2/17/2023	Uploaded to RFCA 7/05/23
5	Original Adopted Budget plus Adjustments	Finance	M. Terry	3/7/2023	4/30/2023	6/8/2023	Uploaded to RFCA 7/05/23
6	Public Hearing Documents	Clerk	B. Williams A. Parham K. Hembrick	3/7/2023	4/30/2023	5/25/2023	Uploaded to RFCA 7/05/23
7	Cost Allocation for FY20	Finance	F. Ashburn	3/7/2023	3/17/2023	10/27/2022	Uploaded to RFCA 7/05/23
8	Schedule of Retainage Payable by Contract at 6/30/20 for all funds at 6/30/20 that reconcile to general ledger	Finance	F. Ashburn	3/7/2023	4/30/2023	8/14/2023	Uploaded to RFCA 8/15/23
9	Ongoing Litigation Information	Finance	D. Smith M. Leon	3/7/2023	4/30/2023	4/21/2023	Uploaded to RFCA 7/05/23
10	List of new Intergovernmental agreements entered into during FY20 - 7/1/19 through 6/30/20	Finance	D. Smith M. Leon	3/7/2023	4/30/2023	4/21/2023	Uploaded to RFCA 7/18/23
11	Auditors access to MUNIS and IT systems	Finance	C. Manker	3/7/2023	3/17/2023	3/31/2023	Uploaded to RFCA 7/14/23
12	Reconciliation for Grants, federal, state, local and CDBG reconciled to Cardinal report	Finance	C. Judkins	3/7/2023	6/16/2023	8/18/2023	Uploaded to RFCA 8/18/23
13	List of all employees that contributed to VRS	Finance	K. Hunter	3/7/2023	3/17/2023	3/8/2023	Uploaded to RFCA 6/30/23
14	List of all new employees from 7/1/19 to 6/30/20	HR	Y. Smith	3/7/2023	3/17/2023	3/7/2023	Uploaded to RFCA 6/30/23
15	List of all terminated employees 7/1/19 to 6/30/20	HR	Y. Smith	3/7/2023	3/17/2023	3/7/2023	Uploaded to RFCA 6/30/23
16	List of all active employees as of 6/30/20	HR	Y. Smith	3/7/2023	3/17/2023	3/13/2023	Uploaded to RFCA 6/30/23
17	List of people receiving W2s on 12/31/19 and 12/31/20	Finance	K. Hunter	3/7/2023	3/17/2023	3/8/2023	Uploaded to RFCA 6/30/23
18	List of all employees receiving direct deposit on 12/31/19 and 12/31/20	Finance	K. Hunter	3/7/2023	3/17/2023	3/8/2023	Uploaded to RFCA 6/30/23
19	List of 941s with reconciliation report back to Trial Balance	Finance	K. Hunter	3/7/2023	3/17/2023	6/30/2023	Uploaded to RFCA 8/25/23
20	Compensated Absences	Finance	C. Judkins K. Hunter	3/7/2023	3/17/2023	6/30/2023	Uploaded to RFCA 7/18/23
21	Council Minutes from 7/1/19 to 6/30/20	Clerk	A. Reyna M. Jackson K. Hembrick	3/7/2023	3/17/2023	3/16/2023	Uploaded to RFCA 7/05/23
22	Statements of Economic Interest	Clerk	A. Reyna K. Hembrick	3/7/2023	3/17/2023	3/15/2023 & 8/31/2023	Uploaded to RFCA 8/31/23 w/o D Randolph & P Bennett
23	Provide Related Party Disclosure forms	Clerk	A. Reyna K. Hembrick	3/7/2023	3/17/2023	3/16/2023	Uploaded to RFCA 7/05/23
24	Calculation and supporting documentation for Accrued Payroll for all funds at 6/30/19 and 6/30/20	Finance	C. Judkins K. Hunter	3/7/2023	3/17/2023	7/19/2022 & 10/12/22	Uploaded to RFCA 7/18/23
25	Provide Reports filed with State Treasurer listing unclaimed property for 2019 and 2020	Treasurer	S. Forskey	3/7/2023	3/17/2023	8/1/2023 & 8/4/23	Uploaded to RFCA 8/1/23 & 8/4/23
26	Provide list of supplements and abatements	COR	D. Reason	3/7/2023	3/17/2023	8/18/2020, 9/27/2022 & 9/28/2022	Uploaded to RFCA 7/05/23
27	2020 ACFR Transmittal Letter	Finance	M. Terry	3/7/2023	6/16/2023	8/30/2023	Uploaded to RFCA 8/31/23
28	ACFR 2020 List of City Council and Officials as of June 30 2020	Finance	M. Terry	3/7/2023	5/31/2023	5/19/2023	Uploaded to RFCA 7/05/23
29	2020 Organization Chart	Finance	M. Terry	3/7/2023	3/17/2023	12/19/2022	Uploaded to RFCA 7/05/23
30	Fraud Risk Questionnaire - City Council	Finance	M. Terry	3/7/2023	6/30/2023	8/29/2023	8/29/23 email sent to RFCA as sub for upload
31	Fraud Risk Questionnaire - Management	Finance	M. Terry	3/7/2023	6/30/2023	8/29/2023	8/29/23 email sent to RFCA as sub for upload
32	Fraud Risk Questionnaire - Key Personnel	Finance	M. Terry	3/7/2023	6/30/2023	8/29/2023	8/29/23 email sent to RFCA as sub for upload
33	Schedule of Fund Balance by Classification	Finance	M. Terry	3/7/2023	6/30/2023	8/31/2023	Uploaded to RFCA 8/31/23
34	FY20 Interfund Transfers - Munis Report	Finance	C. Judkins	3/7/2023	5/31/2023	5/3/2023	Uploaded to RFCA 7/05/23
35	FY20 Due To (Interfund Oblig)	Finance	C. Judkins	3/7/2023	5/31/2023	8/30/2023	Uploaded to RFCA 8/31/23
36	FY20 Due From Other Govt & Comp Units	Finance	M. Terry	3/7/2023	6/30/2023	8/31/2023	Uploaded to RFCA 8/31/23
37	FY20 Revenues and Expenses by Fund	Finance	M. Terry	3/7/2023	6/30/2023	8/31/2023	Uploaded to RFCA 8/31/23
38	Check_Register 7.2020 - 11.30.20	Finance	M. Terry	3/7/2023	6/30/2023	7/20/2023	Uploaded to RFCA 7/20/23
39	FY20 General Ledger Detail 6.30.20	Finance	M. Terry	3/7/2023	6/30/2023	8/29/2023	Uploaded to RFCA 8/29/23

Cash and Investments

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Bank statements for all checking accounts, ZBAs and investments accounts for July 19 through June 20	Treasurer	S. Foskey J. Whyte	3/7/2023	3/7/2023	2/27/2023, 3/31/2023	Uploaded to RFCA 7/28/23
2	Reconciliation Reports for all checking, ZBA and investment accounts held by city as of 6/30/20	Treasurer	S. Foskey M. Harris J. Tien	3/7/2023	6/30/2023	8/31/2023	Uploaded to RFCA 8/31/23
3	List of Canceled Checks for FY20	Treasurer	S. Foskey	3/7/2023	3/7/2023	3/7/2023	Uploaded to RFCA 8/28/23
4	List of write offs	Treasurer	S. Foskey	3/7/2023	3/17/2023	3/20/2023	Uploaded to RFCA 8/28/23
5	Listing of all bank and investment accounts owned by the City as of 6/30/20	Treasurer	S. Foskey J. Tien	3/7/2023	4/30/2023	5/8/2023	Uploaded to RFCA 7/28/23
6	Schedule of Restricted Cash held by the City at 6/30/19 and 6/30/20	Treasurer	S. Foskey J. Tien	3/7/2023	4/30/2023	8/31/2023	Uploaded to RFCA 8/31/23
7	Listing of all authorized check signers for the City	Treasurer	S. Foskey R. Bray	3/7/2023	3/17/2023	3/21/2023	Uploaded to RFCA 7/28/23

Accounts Receivable/Revenues

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	60 day report of all revenues collected from July 1 to August 31, 2020	Treasurer	S. Foskey J. Tien	3/7/2023	4/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
2	Schedule of Receivables and Due from Other Governments at 6/30/19	Treasurer	J. Tien	3/7/2023	4/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
3	Schedule of Receivables and Due from Other Governments at 6/30/20	Treasurer	J. Tien	3/7/2023	4/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
4	Reconciliation of State and Federal Revenues to the APA's Cardinal reports	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 8/2/23
5	Documentation/Reimbursement requests for all federal revenues not reported on the APA's Cardinal reports	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
6	Documentations of amounts over \$100,000 state revenues that are not reported on the APA's Cardinal/CARS reports	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
7	2020 Personal Property Book	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
8	2019 Public Service Corporate Tax Levy	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
9	2019 Personal Property Tax Levy	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
10	2020 Public Service Corporate Tax Levy	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
11	FY20 Collections after 60 days	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
12	2020 Elderly Relief	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
13	Calculation of Deferred Revenue as of 6/30/20	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
14	All Supplements and Abatements in FY20	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
15	RE, PP and MT taxes receivable	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
16	Provide allowance for doubtful accounts report for Real Estate and Personal Property for FY20	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Uploaded to RFCA 7/03/23
17	Comprehensive review of two most recent levies	Finance	J. Tien	3/7/2023	5/31/2023	6/29/2023	Emailed Clarif. Req Uploaded to RFCA 8/2/23

Accounts Payable/Expenditures

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Provide the beginning and ending check numbers issued in FY20	Finance	F. Ashburn	3/7/2023	3/7/2023	2/21/2023	Uploaded to RFCA 7/03/23
2	Professional services that exceed \$50,000 and goods and services exceeding \$50,000 for fiscal year 2020	Finance	F. Ashburn	3/7/2023	3/7/2023	2/21/2023	Uploaded to RFCA 7/05/23
3	List of construction contracts over \$100,000 signed in fiscal year 2020	Finance	F. Ashburn	3/7/2023	3/7/2023	4/17/2023	Uploaded to RFCA 7/03/23
4	Copies of surety bond coverage and insurance coverage	Finance	F. Ashburn	3/7/2023	3/24/2023	4/17/2023	Uploaded to RFCA 7/03/23
5	Copy of the City's Procurement Manual	Finance	F. Ashburn	3/7/2023	3/7/2023	2/21/2023	Uploaded to RFCA 7/03/23
6	Schedules and reconciliations for all other liability accounts for all funds at 6/30/20	Finance	R. Bartlebaugh	3/7/2023	8/21/2023	8/28/2023	Uploaded to RFCA 8/28/23
7	Schedule of Accounts Payable batches by fund that reconciles to Accounts Payable recorded at 6/30/20	Finance	F. Ashburn	3/7/2023	5/31/2023	3/10/2023	Uploaded to RFCA 8/2/23
8	Listing of all employees who have a City Credit Card	Finance	F. Ashburn	3/7/2023	3/24/2023	3/9/2023	Uploaded to RFCA 7/03/23
9	Access to monthly credit card statements for all Credit Cards the City has starting 7/1/19 through 6/30/20	Finance	F. Ashburn	3/7/2023	3/24/2023	2/21/2023	Uploaded to RFCA 7/03/23
10	Copy of the City's Credit Card Policy	Finance	F. Ashburn	3/7/2023	3/24/2023	2/21/2023	Uploaded to RFCA 7/03/23
11	List of City's active vendors as of 6/30/20	Finance	F. Ashburn	3/7/2023	3/24/2023	3/29/2023	Uploaded to RFCA 7/03/23

Capital Assets

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Updated depreciation schedule for the General Governmental Activities as of 6/30/20	Finance	A. Cone	3/7/2023	5/31/2023	6/11/2023	Uploaded to RFCA 7/13/23
2	Updated depreciation schedules of 6/30/20 for Hopewell Regional Wastewater Treatment Facilities Fund that reconciles to general ledger	Finance	A. Cone	3/7/2023	5/31/2023	6/11/2023	Uploaded to RFCA 7/13/23
3	Updated depreciation schedule as of 6/30/20 for Sewer Service Fund that reconciles to the general ledger	Finance	A. Cone	3/7/2023	5/31/2023	6/11/2023	Uploaded to RFCA 7/13/23
4	Updated depreciation schedules of 6/30/20 for Solid Waste Fund that reconciles to the general ledger	Finance	A. Cone	3/7/2023	5/31/2023	6/11/2023	Uploaded to RFCA 7/08/23
5	Updated depreciation schedule as of 6/30/20 for Storm Water Fund that reconciles to the general ledger	Finance	A. Cone	3/7/2023	5/31/2023	6/11/2023	Uploaded to RFCA 7/13/23
6	Updated depreciation schedule as of 6/30/20 for Beacon Theatre Fund that reconciles to the general ledger	Finance	A. Cone	3/7/2023	6/30/2023	6/13/2023	Uploaded to RFCA 7/13/23
7	Capital Asset Lead Sheets for General Governmental Activities, Hopewell Regional Wastewater Treatment Facilities, Sewer Service, Storm water, and Beacon Theatre Funds	Finance	A. Cone	3/7/2023	6/30/2023	6/11/2023	Uploaded to RFCA 7/08/23
8	Listing of current year capital asset additions and deletions along with the supporting documentation	Finance	A. Cone	3/7/2023	5/31/2023	6/11/2023	Uploaded to RFCA 7/08/23
9	A report with General Ledger account details for all capital outlay accounts and capital project fund details	Finance	A. Cone	3/7/2023	5/31/2023	6/11/2023	Uploaded to RFCA 7/08/23
10	Analysis of Construction in Progress by project showing beginning balances, additions, deletions and ending balances at 6/30/20	Finance	A. Cone	3/7/2023	5/31/2023	6/11/2023	Uploaded to RFCA 7/08/23
11	Schedule and reconciliation of Jointly owned assets between City and School Board	Finance	A. Cone	3/7/2023	6/30/2023	8/2/2023	Uploaded Reminder to Auditor to address 8/2/23
12	Schedule of Depreciation Expense by Function	Finance	A. Cone	3/7/2023	6/30/2023	7/10/2023	Uploaded to RFCA 7/10/23
13	Copy of the City's Capital Asset and Capitalization Policy	Finance	F. Ashburn	3/7/2023	5/31/2023	6/7/2023	Uploaded to RFCA 7/10/23
14	Listing of all Construction Contracts over \$100,000 signed during FY20	Finance	F. Ashburn	3/7/2023	5/31/2023	4/17/2023	Uploaded to RFCA 7/13/23

*Info to go directly from A. Cone to auditors (with copy to Finance)

Debt Service

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Provide bond documents and list of all new bond issuances from 7/1/19 to 6/30/20	Finance	C. Judkins	3/7/2023	3/31/2023	2/22/2023	Uploaded to RFCA 7/28/23
2	Capital Lease Documents for any new capital leases entered into during FY20	Finance	C. Judkins	3/7/2023	5/31/2023	4/20/2023	Uploaded to RFCA 7/28/23
3	Reconciliation of bond proceeds, including any premiums or discounts, and bond issuance costs for any new debt issuances during FY20	Finance	C. Judkins	3/7/2023	3/31/2023	2/22/2023	Uploaded to RFCA 7/28/23
4	Amortization Schedules for all Debt in existence as of July 1, 2020	Finance	D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/27/2023	Uploaded to RFCA 7/28/23
5	Analysis of Long-Term Debt Transactions for FY20 showing beginning balances, issuances, principal payments, ending balances, interest paid during FY20	Finance	D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/27/2023	Uploaded to RFCA 7/28/23
6	Reconciliation of Long-term debt schedule to the general ledger for City and Enterprise Funds	Finance	D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/27/2023	Uploaded to RFCA 7/28/23
7	Schedule and related amortization for all issuance premiums and discounts	Finance	D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/27/2023	Uploaded to RFCA 7/28/23
8	Schedule for calculation for accrued interest payable at 6/30/20 for general government debt	Finance	D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/27/2023	Uploaded to RFCA 7/28/23
9	Schedule for calculation for accrued interest payable at 6/30/20 for enterprise debt that reconciles to the general ledger	Finance	D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/27/2023	Uploaded to RFCA 7/28/23
10	Copy of the bank/investment statement showing bond proceeds being deposited for any new bonds issued in FY20	Finance	C. Judkins	3/7/2023	3/31/2023	2/22/2023	Uploaded to RFCA 7/28/23
11	Schedule of accrued leave for all funds broken down by function at 6/30/19 and 6/30/20	Finance	D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/27/2023	Uploaded to RFCA 7/28/23
12	VRS GASB 68 Valuation, Calculation and allocation of net pension liability, deferred inflows and outflows in accordance with GASB 68 at 6/30/19 and 6/30/20	Finance	Audit Asst.	3/7/2023	6/30/2023	8/2/2023	City has given auditor access for VRS valuations - notif uploaded to RFCA 8/2/23
13	GASB 75 Valuation, Calculation and allocation of net OPEB liability, deferred inflows and outflows in accordance with GASB 75 at 6/30/20	Finance	Actuarial Asst.	3/7/2023	6/30/2023	8/30/2023	OPEB data template has been forwarded to the City's contractor for completion of valuation and subsequent submission to the auditor
14	City Stand Alone OPEB GASB 75 Valuation, Calculation and allocation of net OPEB liability, deferred inflows and outflows in accordance with GASB 75 at 6/30/20	Finance	Actuarial Asst.	3/7/2023	6/30/2023	8/30/2023	Upon receipt of valuation report, the auditor will assist the city in the net OPEB liability, deferred inflows and outflows financial statement presentation.
15	Schedule and Related Documentation for the City's Post-Closure Landfill Liability at 6/30/19 and 6/30/20	Finance	F. Ashburn	3/7/2023	5/31/2023	4/12/2023	Uploaded to RFCA 8/21/23

Enterprise Funds

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Enterprise AR aging reports at 6/30/19 and 6/30/20 that reconciles to the general ledger	W/S/Sw/B	S. Johnson D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/27/2023	Uploaded to RFCA 8/28/23
2	AR Unbilled Calculation at 6/30/19 and 6/30/20 that reconciles to the general ledger	W/S/Sw/B	S. Johnson/J. Tien D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/26/2023 & 8/18/2023	Uploaded to RFCA 8/28/23
3	Calculations and schedules for Credit Refunds due	W/S/Sw/B	J. Tien	3/7/2023	8/14/2023	8/17/2023	Uploaded to RFCA 8/28/23
4	Schedule of Customer Deposits held at 6/30/19 and 6/30/20 that reconciles to the general ledger	W/S/Sw/B	S. Johnson D. Steinmetz, Jr.	3/7/2023	4/30/2023	4/28/2023	Uploaded to RFCA 8/1/23
5	Calculation of Allowance for Doubtful Accounts at 6/30/19 and 6/30/20 that reconciles to the general ledger	W/S/Sw/B	J. Tien	3/7/2023	8/14/2023	8/16/2023	Uploaded to RFCA 8/28/23
6	Schedule of Monthly Enterprise Billings for FY20 that reconciles to revenues recorded in the general ledger	W/S/Sw/B	C. Judkins	3/7/2023	3/31/2023	7/28/2022	Uploaded to RFCA 8/25/23
7	Listing of all Enterprise Inventories at 6/30/19 and 6/30/20 that reconciles to general ledger	W/S/Sw/B	R. Carroll	3/7/2023	4/7/2023	3/17/2023	Uploaded to RFCA 7/14/23
8	Final Trial Balance - Beacon Theatre	Finance	R. Bray	3/7/2023	6/16/2023	6/28/2023	Uploaded to RFCA 7/03/23
9	All bank statements for each month from July 2019 to June 2020, with reconciliation report - Beacon Theatre	Finance	R. Bray	3/7/2023	5/31/2023	4/18/2023	Uploaded to RFCA 7/03/23
10	Beacon Theatre all revenue reports for each show, reconciled to Trial Balance and bank statements	Finance	R. Bray	3/7/2023	5/31/2023	5/8/2023	Uploaded to RFCA 7/03/23

Social Services

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Board minutes from July 2019 to present	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
2	Special Welfare Ledger for FY20	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
3	Laser reports for July 2019 to June 2020	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
4	Laser report by CFDA number for FY20	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
5	Provide a copy of the current Contingency Management Plan	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
6	Have available invoices and/or other supporting documentation for expenditures	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
7	Reports of Collection for July 2019 through the date of fieldwork	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
8	Copy of the adopted budget for FY20	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
9	Documentation of Surety Bond Coverage for the year ended June 30, 2020	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23
10	Updated policies and procedures manual, if applicable	SocServ	P. Cibula	3/7/2023	3/17/2023	3/9/2023	Uploaded to RFCA by P Cibula - 3/9/23

*P. Cibula submitted directly to auditors (w/copies to Finance to the degree possible)

Fiduciary - Agency Funds

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Reconciliation report and full year bank statements for bank accounts	Police	K. Parsons S. Foskey	3/7/2023	3/31/2023	3/22/2023	Uploaded to RFCA 8/29/23
2	Reconciliation of inflows and outflows to the fund	Police	K. Parsons S. Foskey	3/7/2023	3/31/2023	3/22/2023	Uploaded to RFCA 8/29/23
3	Schedule of funding, separating state sources, local sources and other funding	Healthy Families	C. Judkins S. Wheeler D. Pershing	3/7/2023	4/30/2023	5/15/2023	Uploaded to RFCA 7/03/23
4	Any reports filed with state or federal agencies	Healthy Families	S. Wheeler	3/7/2023	4/30/2023	6/7/2023	Uploaded to RFCA 7/03/23

CSA

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Schedule of the Monthly CSA Reimbursement requests reconciled to the general ledger	Finance	R. Bartlebaugh	3/7/2023	5/31/2023	6/2/2023	Uploaded to RFCA 7/03/23
2	CSA Payment Report For the Fiscal Year Ended June 30, 2020	Finance	R. Bartlebaugh	3/7/2023	5/31/2023	4/2/2021	Uploaded to RFCA 7/03/23
3	Access to CSA invoices and Case files	Finance	D. Gerard W. Brown	3/7/2023	5/31/2023	5/31/2023	Uploaded to RFCA 8/22/23

VDOT - Street Maintenance

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Access to the Town's Street Maintenance Records	Public Works	M. Wilkins M. Robertson	3/7/2023	5/31/2023	4/27/2023	Available upon auditor request (R. Overby) - 7/5/23
2	Copy of the FY20 annual Weldon Cooper Center Local Finance Survey and schedules	Public Works	M. Wilkins M. Robertson	3/7/2023	3/31/2023	3/31/2023	Uploaded to RFCA 6/30/23
3	List of employees claimed on the Weldon Cooper Center Local Finance Survey	Public Works	M. Wilkins M. Robertson	3/7/2023	3/31/2023	3/31/2023	Uploaded to RFCA 6/30/23
4	VDOT Cost sharing	Public Works	M. Wilkins	3/7/2023	3/31/2023	3/16/2023	Uploaded to RFCA 7/03/23

Sheriff

Item #	Audit Request	Responsible	Responsible	Assign Date	Due Date	Date Completed	Notes
		Department	Person				
1	Listing of all revenues collected at the Sheriff's Office	Sheriff	T. Stanley	3/7/2023	3/24/2023	3/20/2023	Uploaded to RFCA 7/03/23
2	Listing of all bank accounts maintained by the Sheriff's Office, with reconciliation reports from 7/1/19 to 6/30/20	Sheriff	J. Jackson S. Foskey	3/7/2023	3/24/2023	3/20/2023	Uploaded to RFCA 7/03/23
3	Provide all APA reports pertaining to FY20	Sheriff	J. Jackson S. Foskey	3/7/2023	3/24/2023	3/20/2023	Uploaded to RFCA 7/03/23
4	Information related to Medical Co-payment	Sheriff	J. Jackson S. Foskey	3/7/2023	3/24/2023	3/20/2023	Uploaded to RFCA 7/03/23

Statistical Section

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Table 1 - Net Position by Component Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	8/28/2023	Uploaded to RFCA 8/28/2023
2	Table 2 - Change in Net Position Last Ten Fiscal Years (accrual basis of accounting) - pages 1-2	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	8/28/2023	Uploaded to RFCA 8/28/2023
3	Table 3 - Fund Balances of Governmental Funds Last Ten Fiscal Years (modified accrual basis of accounting)	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	8/28/2023	Uploaded to RFCA 8/28/2023
4	Table 4 - Changes in Fund Balances of Governmental Funds Last Ten Fiscal Years (modified accrual basis of accounting)	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	8/28/2023	Uploaded to RFCA 8/28/2023
5	Table 5 - FY20 Assessed Value and Est Act Value of Taxable Property Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023	Uploaded to RFCA 8/31/2023
6	Table 6 - Direct Tax Rates (1) Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
7	Table 7 - FY20 Principal Property Taxpayers Current Year and the Period Nine Years Prior	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
8	Table 8 - FY20 Property Tax Levies and Collections Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023*	Uploaded to RFCA 8/31/2023
9	Table 9 - FY20 Ratios of Outstanding Debt by Type Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023*	Uploaded to RFCA 8/31/2023
10	Table 10 - FY20 Ratio of Net General Bonded Debt to Assessed Value and Net Bonded Debt Per Capita Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	8/28/2023	Uploaded to RFCA 8/28/2023
11	Table 11 - FY20 Legal Debt Margin Information Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	8/28/2023	Uploaded to RFCA 8/28/2023
12	Table 12 - FY20 Demographics and Economic Statistics Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
13	Table 13 - FY20 Principal Employers Current Year and Period Nine Years Prior	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
14	Table 14 - FY20 Full-time City Government Employees by Function Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
15	Table 15 - FY20 Operating Indicators by Function	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023	Uploaded to RFCA 7/03/23
16	Table 16 - FY20 Capital Asset Statistics by Function Last Ten Fiscal Years	Finance	R. Bartlebaugh	3/7/2023	6/30/2023	6/29/2023	Uploaded to RFCA 7/03/23

Parks and Rec

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Reconciliation of all grant monies received, split out by federal state and local, reconciled to the Cardinal report	Park/Rec	C. Judkins T. Martinez	3/7/2023	5/31/2023	4/28/2023	Uploaded to RFCA 6/30/23
2	List reconciled back to general ledger of all transfers to and from general fund	Park/Rec	C. Judkins T. Martinez	3/7/2023	5/31/2023	4/28/2023	Uploaded to RFCA 6/30/23

Perpetual Care

Item #	Audit Request	Responsible Department	Responsible Person	Assign Date	Due Date	Date Completed	Notes
1	Reconciliation of investment accounts held by fund	Finance	S. Foskey C. Judkins	3/7/2023	3/31/2023	3/22/2023	Uploaded to RFCA 6/30/23

C-4

DATE: September 05, 2023
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – August 2023

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
ST. JOHN, JESSICA	SOCIAL SERVICES	FAMSERVSPEC II	08/09/2023
MITCHELL, NAQUETTA	HEALTHY FAMILIES	COMMUNITY HEALTH WORKER	08/09/2023
ROBINSON, KENDRIC	HOPEWELL WATER RENEWAL	WWT SHIFT SUPV	08/23/2023
BROWN, SAMUEL	PUBLIC WORKS	PW MAINT SPEC	08/23/2023
HART, NEIKA	TREASURER	ACCOUNTANT	08/23/2023
JATCZAK, MADELINE	CIRCUIT COURT LAW INTERN	LAW INTERN	08/28/2023
BARLOW, JACOB	FIRE	MEDIC/FF 1	08/30/2023
CONWAY, BRYCE	FIRE	FIREFIGHTER II/MEDIC	08/30/2023
HICKMAN, KENNETH	FIRE	FIREFIGHTER II/MEDIC	08/30/2023
MARTIN, CHRISTOPHER	FIRE	FIREFIGHTER II/MEDIC	08/30/2023
PERKINSON, TYLER	FIRE	FIREFIGHTER II/MEDIC	08/30/2023
POLEMENI, ALEXANDER	FIRE	FIREFIGHTER II/MEDIC	08/30/2023

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
BELL, TIMOTHY	PWS ENGINEERING	CONSTR INSPT	08/01/2023
COHEN, HAROLD	CIRCUIT COURT LAW INTERN	LAW INTERN	08/04/2023
HILL, CODY	HOPEWELL WATER RENEWAL	COLLECTION SYSTEM TECH	08/04/2023
ROSA, BRITTANY	SOCIAL SERVICES	FAM SERV SUP	08/08/2023
COMPTON, MATTHEW	FIRE	FIRE CAPT	08/10/2023

DRAGOO, DEVIN	RECREATION	PT SEASONAL PARK LABORER	08/12/2023
LINGER, KRISTINA	FIRE	MEDIC/FF 1	08/16/2023
COLLETTI, THOMAS	POLICE	PT SCH GUARD	08/25/2023
WILKINS, MAURICE	PWS ENGINEERING	DEPUTY DIRECTOR PW- ENGINEERING	08/25/2023
GUGLIELMO, LAURA	CITY MANAGER	ADMIN SER MGR	08/31/2023

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

INFORMATION/PRESENTATION

Hopewell Police Department Crime Summary

Sept 12, 2023



HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: August 31, 2023

Year-to-Date Comparison		Thru August 27th				
	2022	2023	# Change	% Change	5 Year Average	% Change to Average
MURDER	7	5	-2	-29%	4	25%
FORCIBLE RAPE	7	3	-4	-57%	4	-17%
ROBBERY	22	6	-16	-73%	14	-57%
AGGRAVATED ASSAULT	46	43	-3	-7%	39	10%
Violent Crime Total	82	57	-25	-30%	60	-6%
ARSON	0	5	5	#DIV/o!	1	733%
BURGLARY	39	24	-15	-38%	53	-55%
LARCENY	234	185	-49	-21%	240	-23%
MOTOR VEHICLE THEFT	33	35	2	6%	36	-2%
Property Crime Total	306	249	-57	-19%	329	-24%
Total Major Crime	388	306	-82	-21%	390	-21%

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

5 Year Average to 8/31

HOPEWELL POLICE DEPARTMENT
Reporting Date: August 31, 2023

Suspected Opioid Overdoses 8/31							
	2018	2019	2020	2021	2022	2023	Grand Total
Fatal	6	8	8	13	6	17	58
Non-fatal	17	34	61	61	53	61	287
Grand Total	23	42	69	74	59	78	345

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: August 31, 2023

Shots Fired Thru 8/31					
2018	2019	2020	2021	2022	2023
42	30	47	49	47	44

Upcoming Events

- On 09-21-23 - NNO kickoff party at HQ. The Community Engagement Team will be cooking out and has invited NWG's and other community partners. This will be the last "Get Out and Talk cookout" for 2023. The event will be held in front of the Police Building. The goal is to raise awareness for NNO and gain more NWG's in the city. The event time is from 4:00pm-7:00pm
- 09-23-23- Bass fishing tournament for Special Olympics- The event will be held at the Hopewell Marina from 7:00am-3:00pm
- On 09-30-23 – Police will partner w/ Sheriff's Office to sponsor a Bike Rodeo at the rear of the Hopewell Courthouse parking lot. The times are from 10:00am-4:00pm
- 10-03-23-City Wide National Night Out –The time is from 6:00pm-8:00pm
- 10-28-23 -Drug Take Back –Will be held at Police HQ's & Tri City Hospital for the drop off locations. The time is from 10am-2pm.

Technology Success

2/26/2023-08/31/2023

- Identified 12 stolen vehicles that were recovered.
- Stolen firearm recovered from a passenger in a stolen vehicle
- Catalytic Converter thief arrested and drugs and tools recovered.
- Assisted in Homicide investigation –Arrests were Made
- Assisted in Robbery investigation- Case Solved.
- Assisted in Hit & Run investigation - Case Solved.

Looking to the Future

- Additional Technology
Expand current technologies to additional key areas throughout the city. 10 new sites are operational.
- Status of Current Technology Deployment - 100% operation.
- Real Time Crime Center-RTCC
- Location-working on approval of a downtown location.
- Researching available grant funding and budgeting costs for staff and equipment.



Status Report

Project Management Office and Accounting Remediation Services

Date: 9/5/2023

Completed to Date

- Formed Initial Exploratory leadership team
- Sent out detailed Document and Meeting Request List, set up Dropbox repository, started receiving documentation
- Completed individual vision meetings with all members of City Council
- Started initial high level walkthrough meetings
 - Treasurer, Shannon Foskey; City Assessor, Terry Born; Director of Finance, Michael Terry to obtain an overview of the office operations for Treasurer, Finance, and Assessor
 - External Auditors Robinson, Farmer, Cox Associates to discuss 2019 draft audit opinion and audit plan for 2020 and subsequent years for the RFC meeting
- Multiple directional meetings completed with City Manager Dr. Concetta Manker
 - Set up Status Reporting meeting schedule and cadence with Dr. Manker and City Council (first meeting of every month)
- Drafted detailed Restructuring Turnaround Plan
- Initiated people evaluations
- Started listing of early issues and quick wins
- Created detailed project plans for completion of both Engagement Objectives 1 (PMO) & 2 (Accounting Remediation)
- Created an approach document to initiate analysis of grants, enterprise funds, treasury department

Next Period Actions

- Fully onboard accounting staff
- Create dashboard to track key performance indicators outlined in Virginia proposed legislation Budget Bill-HB1400
- Complete initial detailed strategy meetings to review provided documentation, evaluate work-related duties, evaluate current state processes, and engage in early business process redesign
 - Beacon Theater
 - Fire and EMS
 - School System
 - IT Dept (Cyber and ITGCs)
 - City Clerk
 - Finance staff



- HR Director
- Planning and Development
- Police administration personnel
- Public Works / Wastewater
- Parks and recreation
- Social Services
- Commissioner of Revenue
- Initiate Turnaround Plan actions

Issues Preventing Progress

- None at this time

COMMUNICATIONS FROM CITIZENS

PUBLIC HEARING

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing on Proposed Revisions to the City’s Rental Inspection Program (Chapter 19, Article VIII, Hopewell City Code).

ISSUE: City Council directed staff to make revisions to the City’s Rental Inspection Program to improve compliance with the program.

RECOMMENDATION: The City Administration recommends repeal of Chapter 19, Article VIII – Rental Inspection Program and replacement with the proposed revised Chapter 19, Article VIII – Rental Inspection Program.

TIMING: Staff requests City Council approve the proposed revisions after the public hearing.

BACKGROUND: Staff presented the proposed revisions to the Rental Inspection Program at the May 23, 2023 City Council work session. At that meeting, a consensus was reached among Councilors that the initial inspection fee be removed. The proposed revised ordinance reflects that change.

FISCAL IMPACT: None at this time.

ENCLOSED DOCUMENTS:

- Red-lined ordinance & clean proposed ordinance

STAFF: Director of Development, Christopher Ward

FOR IN MEETING USE ONLY

SUMMARY:

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

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

WHAT HAPPENS?

The property manager or owner contacts the City of Hopewell's Rental Inspector to schedule the inspection.

The Inspector will arrive and begin the inspection—which includes a checklist and pictures.

If the property does not pass the inspection, the property owner/agent will be notified of the violations, provided time to make repairs, and required to schedule a re-inspection.

The re-inspection will follow the same process until the property meets minimum standards.

If after the re-inspection minor violations have not been remedied the owner/manager will be charged an additional fee of \$100.00 per inspection.

If after the re-inspection major violations have not been remedied the owner/manager will be subject to a penalty of a minimum of \$500.00 and up to \$2,500.

Call 804-541-2226 ext. 369 to schedule your inspection.

PURPOSE OF THE RENTAL INSPECTION

- To maintain safe, decent and sanitary living conditions for tenants and neighboring residents (Code of VA)
- Reduce/Prevent blight
- Stabilize neighborhoods
- To build resident pride in their neighborhoods
- To improve the impression of the City to outside visitors, and potential future residents
- To foster community and economic development
- Help maintain the real estate value in the City



City of Hopewell Rental Inspection Program



Department of
Development
300 N Main Street
Hopewell, VA
23860
804-541-2226

WHAT IS THE RENTAL INSPECTION PROGRAM?

The Rental Inspection Program promotes the health and safety of rental homes and units in the City by requiring that rental properties meet standards of property maintenance.

Rentals that meet these standards are issued an Inspection Certificate to show the property is compliant with all applicable building and housing code and ordinance requirements.

For more information, please see our website:

<https://hopewellva.gov>

Unaddressed violation complaints can be made anytime to the Department of Code Enforcement. To initiate an inspection call 804-541-2226.



Repair requests should first be made to the owner/property manager to give him/her the opportunity to make repairs before contacting the Department of Code Enforcement.

PREPARING FOR THE INSPECTION

1. Schedule Inspection

The property owner, or manager will schedule the inspection with the rental program inspector and provide notice to the tenant. (if applicable)

2. Prepare The Home

Occupants should inform owners/managers of any issues with the home.

Owners/managers can make any needed repairs before inspection. This will reduce the number of inspections.

Put away any personal items you do not want the inspector to see.

3. Access To The Home

The owner/manager must be present for the inspection. Occupants are encouraged to be present during inspection.

On the day of inspection clear any pathways that could prevent the inspector from entering all areas of the home.

4. Crate/ Separate Pets

Inspectors need access to all rooms so please identify a secure location to keep pets during the inspection that does not prohibit access.

THE INSPECTION

During the inspection, the inspector will look inside and outside of the home/unit to check in the rental meets minimum standards as defined in the International Property Maintenance Code.

The inspector will inspect every room in the house or unit as well as any common areas (applicable to apartment buildings)

The inspector will have use of a reference checklist for minimum housing standards.

For a sample of the Inspection checklist visit our website:

<https://hopewellva.gov>

Inspectors will NOT:

- Look in your dressers or other furnishings
- Touch personal items unless they are blocking access to areas of inspection
- Ask any questions that do not pertain to the home/unit.



**IMPLEMENTING THE CITY'S
RENTAL INSPECTION
PROGRAM**

CITY COUNCIL
REQUEST TO REVIVE
RENTAL INSPECTION
PROGRAM

2022

- Fees to strengthen compliance
- Adding additional areas

CITY COUNCIL
WORK SESSIONS

JANUARY 24, 2023
MAY 23, 2023

- Question re: Initial Inspection Fee
- Review previous presentations
- Research follow-up questions

PURPOSE OF THE
RENTAL
INSPECTION
PROGRAM

- To maintain safe, decent and sanitary living conditions for tenants and neighboring residents (Code of VA)
- Reduce/Prevent blight
- Stabilize neighborhoods
- To build resident pride in their neighborhoods
- To improve the impression of the City to outside visitors, and potential future residents
- To foster community and economic development
- Help maintain the real estate value in the City

Inspection Zones

Created zones based on a manageable number of rental units per Rental Inspector.

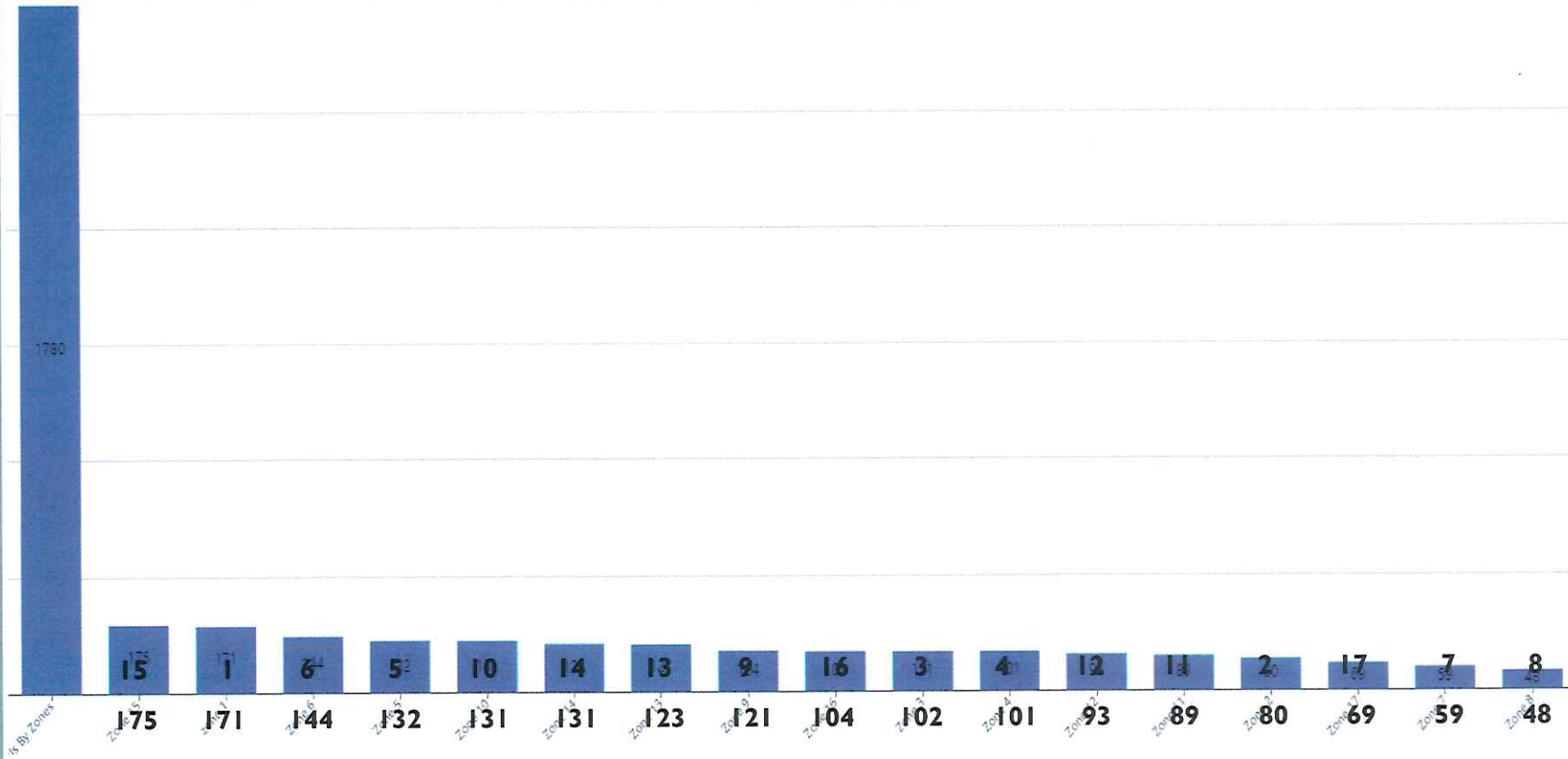
450 units per year with 1 inspector.

ZONES

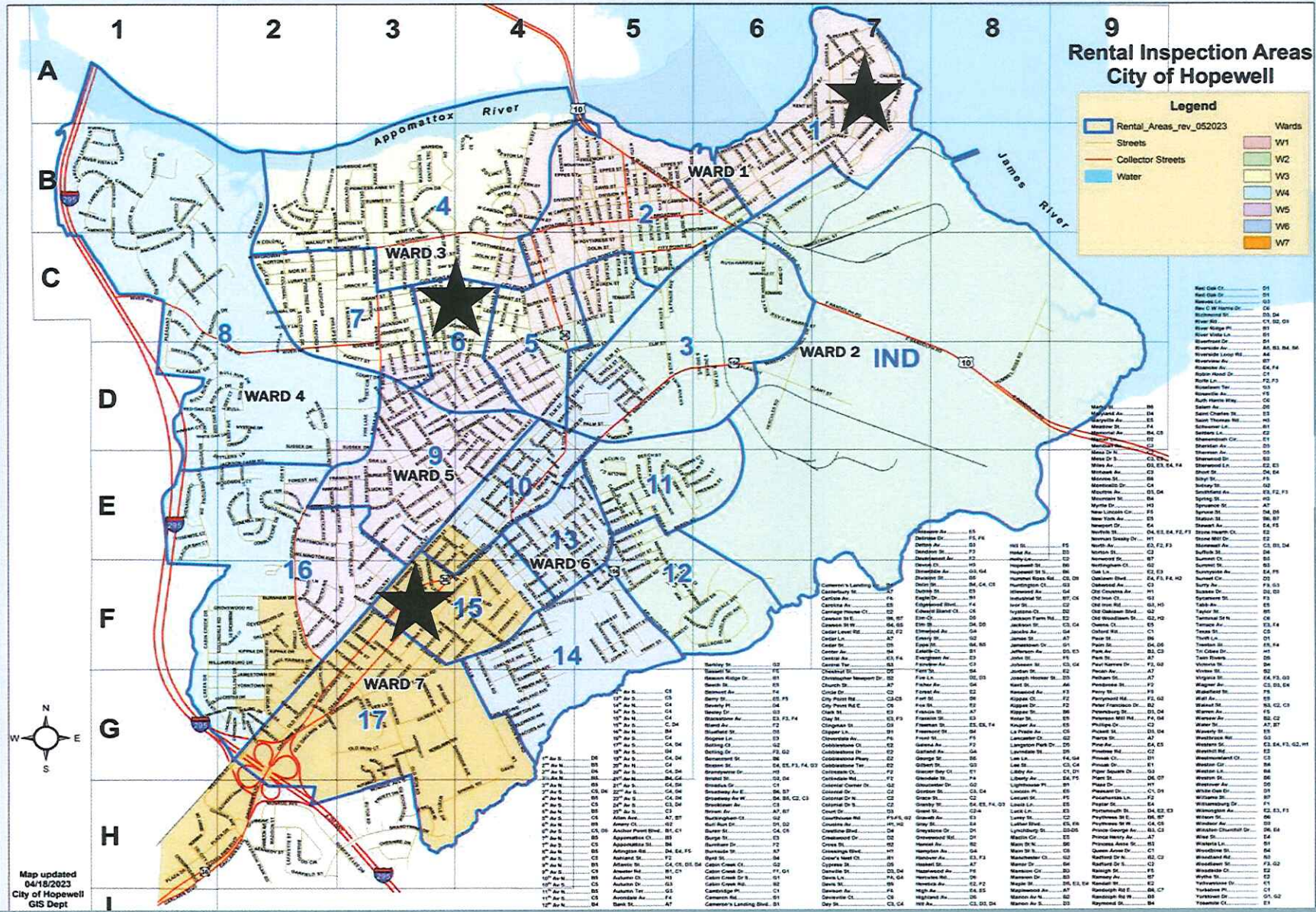
15 * 1 * 6

Highest number of violations

Code Violations By Zone



Zone Map



PROPOSED FEE STRUCTURE

- **Initial Inspection - \$0**

If violations, first re-inspection fee - \$0

- **If Minor violations - \$100 inspection fee per visit**

- **Failure to Schedule Inspection - \$100**

- **Unresolved Major violations - \$500 - \$2,500 assessed by judge**

REALTORS ASSOCIATION COMMENT

- Requests exemption for properties managed by persons who are certified:
 - **IREM** – Institute of Real Estate Management
 - **NARPM** – National Assoc. of Residential Property Managers
 - **VAR (PMCertified)** – VA Association of Realtors, Property Management Certified

IMPLEMENTING THE PROGRAM

- Determine which area to breakup into workable sections
- Notification of Program-The code enforcement department shall make reasonable efforts to notify owners of residential rental dwelling units in the designated rental inspection district, or their designated managing agents, and provide information and an explanation of the rental inspection ordinance and the responsibilities of the owner thereunder. Notices will be sent by regular first class mail to the address as shown on current real estate assessment records.
- Registration of the Program-The owner, manager agent or person in control of any rental dwelling or dwelling unit covered by this division and located in rental inspection districts shall register with the codes compliance office units covered by this program within 60 days of the ordinance implementation date. Future rental conversions will require registration and initial inspection prior to the first rental. Registration will be required to be on forms provided by the codes compliance administrator
- Schedule Inspections- Upon receipt of the registration form, the code enforcement department shall begin scheduling inspections.
- Certificates – Upon completion of inspections the certificate along with a copy of the inspection checklist will be mailed to the owner, manager agent or person in control of the dwelling.

Issuance of Certificate

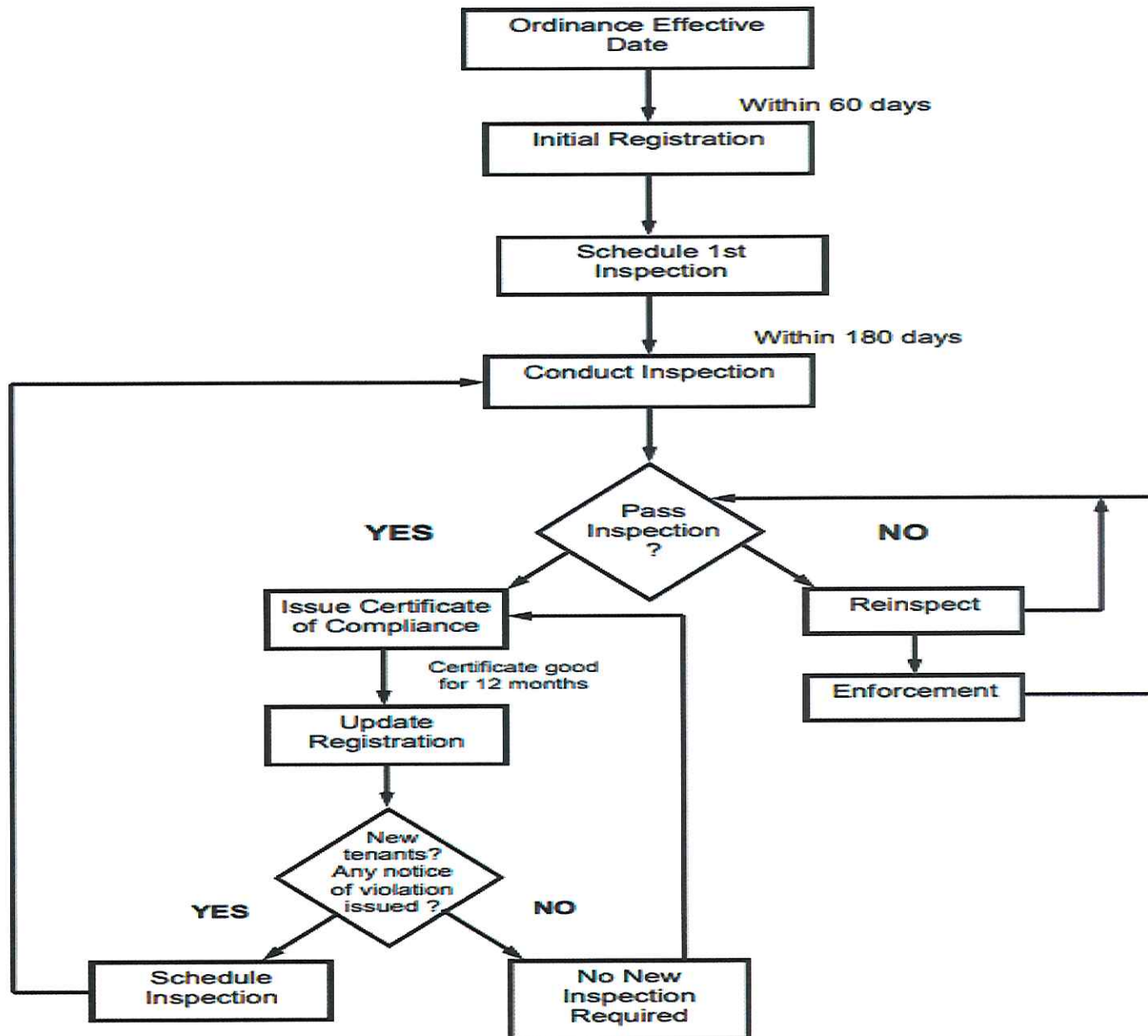
Tiered Compliance

- **Certificate of Compliance (good for 4 years)**
- **Temporary Certificate of Compliance (allowed for minor violations not life and safety issues)**
- **Rejection (major issues, uninhabitable, life and safety issues)**
- **A Certificate of Compliance can be revoked, if violations are found within the 4 year grace period.**

The owner, managing agent or person in control of covered rental dwellings or dwelling units shall promptly notify the administrator of the codes compliance office of any pending change of occupancy of such property and shall request and a re-inspection must be done at that time. Starts a new rental inspection process.

Upon the sale of a residential rental dwelling unit, that remains a residential rental unit the code enforcement department may perform a periodic inspection and the certification process will start over.

City of Hopewell Rental Housing Registration and Inspection Program Process



**RENTAL INSPECTION
PROGRAM**

Questions?

ORDINANCE NO. 02-__
PROPOSED ORDINANCE NO. 02-__

AN ORDINANCE
AMENDING CHAPTER 19-HOUSING CODE, OF THE CODE OF THE CITY OF
HOPEWELL, BY AMENDING ARTICLE VIII SEC 19-181.
RENTAL INSPECTION PROGRAM

BE IT ORDAINED that Chapter 19- Housing Code, of the Code of the City of Hopewell, Virginia, is hereby amended, to read as follows:

CHAPTER 19
HOUSING CODE

ARTICLE VIII. - RENTAL INSPECTION PROGRAM

Purpose and intent.

The city council finds that certain residential housing areas within the city, designated herein "City Point" and "B Village", are in need of a housing inspection program to prevent property deterioration and to protect the public health, safety and welfare by ensuring proper building maintenance and compliance with applicable building regulations in rental dwellings and dwelling units.

Sec. 19-181. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Building code -the applicable provisions of the Virginia Uniform Statewide Building Code.

Codes Compliance Administrator -the administrator of the Codes Compliance Office in the Planning Department and such employees of the office as the city manager may designate to administer and enforce this division

Owner -any individual, group of individuals, corporation, partnership or other entity holding title to real property subject to this division.

Change in Occupancy -the vacation of the dwelling unit by all tenants' party to a written lease or, where no written lease exists, by all persons falling within the definition of "tenant" under the Virginia Residential Landlord and Tenant Act, and the subsequent occupancy of such dwelling or dwelling unit by new lessees or tenants.

Residential Rental Dwelling Unit -any place of residence, including, but not limited to, condominiums, efficiencies, townhomes, manufactured or mobile homes, single-family homes, two-family homes, accessory dwelling units (ADUs), multifamily homes or multifamily apartments that is leased or rented to one or more tenants. The term "dwelling" shall not include hospitals, nursing homes, convalescent homes or similar facilities providing medical care to the aged, infirmed or disabled.

Managing Agent -any individual, association of individuals, corporation, partnership or other entity having the authority, singly or in combination with another, to enter into an agreement for the occupancy of property subject to this division.

Initial Inspection -the first inspection of a residential rental dwelling unit subject to this article.

Follow-up Inspection -the inspection of a property made to determine if violations previously cited have been abated.

Periodic Inspection -an inspection of a residential rental dwelling unit conducted upon the expiration of any exemption period for the unit, or after a follow-up inspection which revealed abatement of cited violations.

However, a dwelling unit occupied in part by the owner thereof shall not be construed to be a residential rental dwelling unit unless a tenant occupies a part of the dwelling unit which has its own cooking and sleeping areas, and a bathroom.
(Ord. No. 2005-12, §I, 9-13-2005)

Sec. 19-182. Rental Inspection District Boundaries.

The provisions of this article shall apply to dwellings and dwelling units occupied by tenants and lessees located in areas hereby designated by the city council as rental inspection districts for the purpose of this division.

a) Rental Area 1

Beginning at the intersection of Hopewell St and Riverside Ave heading southeast on Hopewell St to the Norfolk and Southern railroad tracks. Head east along the Norfolk and Southern railroad tracks to an extension of Williams Road, then head south easterly to the Seaboard Coastal railroad tracks, then head east/northeast for 1485 feet along the Seaboard Coastal railroad tracks, travel north east, parallel with Poythress Run Creek to the intersection of the James River bank and the eastern city limits. Then north along the eastern city limits to the northern city limits at the Appomattox River, and west along the northern city limits to the point of origin.

b) Rental Area 15

Beginning at the Norfolk and Western railroad tracks located northeast of the intersection of Surry Ave and Western St, heading northeasterly along the centerline of the tracks to the extension of Kenwood Ave, then southeast along

Kenwood Ave to Winston Churchill Dr. Head Northeast on Winston Churchill Dr to the intersection of Roanoke Ave, then head south on Roanoke Ave to its intersection with Berry St. Head west on Berry St and continue on as it becomes Courthouse Rd, then continue heading west on Courthouse Rd to the intersection with Surry Ave. Head northwesterly on Surry Ave to the point of origin.

c) City council may alter the boundaries of the rental inspection district, provide for additional rental inspection district areas, or provide for the inspection of residential rental dwelling units outside of designated rental inspection districts, in compliance with Code of Virginia, § 36-105.1:1, and any amendments thereto.

(Ord. No. 2005-12, § II, 9-13-2005; Ord. No. 2009-11, 8-11-09)

Sec. 19-183. Registration of Rental Units.

The owner, manager agent or person in control of any rental dwelling or dwelling unit covered by this division and located in rental inspection districts shall register with the codes compliance office units covered by this program within 60 days of the ordinance implementation date. Future rental conversions will require registration and initial inspection prior to the first rental. Registration will be required to be on forms provided by the codes compliance administrator.

Sec. 19-184. Enforcement and Notifications.

a) Enforcement

Enforcement of this article shall be the responsibility of the code enforcement department. However, the city manager is authorized to delegate the authority to enforce this article to any city department, employee, agent or representative.

b) Notification to owners of residential rental dwelling units.

The code enforcement department shall make reasonable efforts to notify owners of residential rental dwelling units in the designated rental inspection district, or their designated managing agents, and provide information and an explanation of the rental inspection ordinance and the responsibilities of the owner thereunder.

c) Notification by owners of dwelling units to the city.

The owners of the residential rental dwelling units located in the rental inspection district shall notify the code enforcement department in writing if the dwelling unit is or becomes used for residential rental purposes. Such notification and registration shall be provided by owners within ninety (90) days after the adoption of this ordinance, or within thirty (30) days after the property becomes a residential rental dwelling unit, whichever is later. Failure to comply with this notification and registration requirement, within ten (10) days after personal or written notice to the property owner of the requirement, shall be punished by a

civil penalty of one hundred dollars (\$100.00). Notice sent by regular first class mail to the last known address of the owner of the residential rental dwelling unit as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed sufficient personal or written notice to the property owner of the notification and registration requirements of this section. (Ord. No. 2005-12, §III, 9-13-2005)

Sec. 19-185. Inspections.

- a) Initial inspections. The code enforcement department may, in conjunction with the written notifications provided for in section 19-184 above, proceed to inspect dwelling units in the designated rental inspection district to determine if the dwelling units are being used as residential rental property and for compliance with the provisions of the building code that affect the safe, decent and sanitary living conditions for the tenants of such property.
- b) Initial and periodic inspections. If a multifamily development has more than ten (10) dwelling units, in the initial and periodic inspections, the code enforcement department shall inspect only a sampling of dwelling units, of not less than two (2) and not more than ten (10) percent of the dwelling units, whichever is greater, of a multifamily development, which includes all of the multifamily buildings which are part of that multifamily development. If the code enforcement department determines upon initial or periodic inspection of the sampling of dwelling units in a multifamily development that there are violations of the building code that affect the safe, decent and sanitary living conditions for the tenants of such development, the code enforcement department may inspect as many dwelling units as necessary to enforce the building code, in which case, the fee shall be based upon the charge for inspection per dwelling unit inspected.
- c) Follow-up inspections. Upon inspection of a residential rental dwelling unit subject to this article, the code enforcement department has the authority under the building code to require the owner of the dwelling unit to submit to such follow-up inspections of the dwelling unit as the code enforcement department deems necessary, until such time as a follow-up inspection reveals that the dwelling unit has been brought into compliance with the provisions of the building code that affect the safe, decent and sanitary living conditions for the tenants.
- d) Periodic inspections. Except as provided under subsection (c) above, following the initial inspection of a residential rental dwelling unit subject to this article, the code enforcement department may inspect such unit, not otherwise exempted in accordance with this article, no more than once each calendar year. All rental dwelling or dwelling units in rental inspection districts are required to schedule and obtain an inspection at the time of tenant(s) change and at the time of rental property sale, but no inspection would be required if one was performed in the previous 12 months.

- e) An annually exterior inspection of all registered units will be conducted by the codes compliance office regardless of ownership change or tenant change. Notice shall be provided by the codes compliance office 14 days in advance of the inspection.
- f) Scheduling of inspections. Any owner of a residential rental dwelling unit in the rental inspection district who is notified by the code enforcement department that the unit is subject to inspection under this article shall, within ten (10) days from such notification, contact the code enforcement department to schedule such inspection. (Ord. No. 2005-12, §IV, 9-13-2005)

Sec. 19-186. Fees.

There shall be no registration fee for the initial inspection. If any repairs or corrections are deemed necessary and a second inspection is required, the owner shall not be charged an additional fee for the first re-inspection.

- a) If after Re-inspection, **minor violations** have not been remedied the owner shall be charged an additional fee of \$100.00 per dwelling unit for each re-inspection until the violation is corrected.
- b) If after Re-inspection, **major violations** have not been remedied within the specified time period a notice of violation will be mailed. Owners will be subject to a penalty of a minimum of \$500.00 and up to \$2,500.
- c) The Virginia Statewide Building Code allows a locality to fine an owner who fails to comply with a notice of violation within the specified time period, not more than \$2,500. Each day the violation(s) continues is considered a separate offense. The fine is given by a judge after a conviction in court. Code of Virginia §36-106.
- d) Failure to schedule a required follow-up inspection shall result in the assessment of an administrative fee of one hundred dollars (\$100.00) on the owner of the unit, in addition to the follow-up inspection fee. (Ord. No. 2005-12, §VI, 9-13-2005)

Sec. 19-187. Issuance of Certificate.

Tiered Compliance

- Certificate of Compliance (good for 4 years)
- Temporary Certificate of Compliance (allowed for minor violations not life and safety issues)
- Rejection (major issues, uninhabitable, life and safety issues)

- A Certificate of Compliance can be revoked, if violations are found within the 4 year grace period.

(a) The owner, managing agent or person in control of covered rental dwellings or dwelling units shall promptly notify the administrator of the codes compliance office of any pending change of occupancy of such property and shall request and inspection thereof. Such inspection shall be performed within ten working days of receipt of the request. If the inspection does not take place within ten working days of receipt of the request, the owner, managing agent or person in control shall be entitled to apply for a temporary certificate of approval, provided that all inspection fees shall have been remitted in advance to the issuance of such temporary certificates of approval, and further provided that such temporary certificate of approval shall expire within seven days of issuance or upon the completion of the requested inspection, whichever event is that last to occur.

(b) There shall be no registration fee for the initial inspection. If any repairs or corrections are deemed necessary and a second inspection is required, the owner shall not be charged an additional fee for the first re-inspection.

If after Re-inspection, **minor violations** have not been remedied the owner shall be charged an additional fee of \$100.00 per dwelling unit for each re-inspection until the violation is corrected.

If after Re-inspection, **major violations** have not been remedied within the specified time period a notice of violation will be mailed. Owners will be subject to a penalty of a minimum of \$500.00 and up to \$2,500.

The VA Statewide Building Code allows a locality to fine an owner who fails to comply with a notice of violation within the specified time period, not more than \$2,500. Each day the violation(s) continues is considered a separate offense. The fine is given by a judge after a conviction in court. State Code Section 36-106.

(c) Requests for an inspection may be made by telephone; provided that, however, the administrator of the codes compliance office shall, in all cases, receive payment of the applicable inspection fee prior to conducting any inspection required under this division.

(d) The administrator of the codes compliance office shall issue a certificate of approval if, upon inspection, the dwelling or dwelling unit complies with Chapter 34 of the Virginia Uniform Statewide Building Code as adopted by reference in Virginia Uniform Statewide Building Code, and any amendments thereto, and further complies with any other applicable law, ordinance, regulation, or standard set forth in, or adopted or incorporated by, the Code. The certificate or approval may be issued immediately upon completion of an inspection.

(e) If the dwelling or dwelling unit fails to comply with any one or more of all applicable laws, ordinance, regulations and standards of this Code, the administrator of the codes compliance office shall furnish the owner, managing agent or person in control with a written list of specific violations. Failure to list any violation shall not be deemed a waiver of such violation. Upon the completion of all corrections and repairs, the owner, managing agent or person in control shall request a re-inspection of the dwelling or dwelling unit.

(f) Retrofitting of property subject to the provisions of this article shall be required only if mandated under the Virginia Uniform Statewide Building Code. Unless otherwise provided in the Virginia Uniform Statewide Building Code, dwellings and dwelling units shall be subject to 1996 BOCA Property Maintenance Code or the edition of the Virginia Uniform Statewide Building Code in effect at the time of their construction as noted in USBC Sections 124.2 and 124.2.1.

(g) A temporary certificate of approval may be issued for any dwelling or dwelling unit which is inspected pursuant to this article and fails comply with this Code upon written petition the administrator of the codes compliance office. The petition shall be on a form provided by the administrator of the codes compliance office and shall contain the information therein requested and shall also include a written statement, signed by the owner, managing agent or person in control of the dwelling or dwelling unit, acknowledging the actions needed, specifying the anticipated date of beginning and completion of the work and, if known, the name of the person or company that will perform the work. Upon review of the aforementioned information and written statement, the administrator of the codes compliance office shall issue a temporary certificate of approval where it is determined that:

- (1) The delay in the correction of the violation is reasonable, taking into consideration the availability of qualified persons to perform the work; and
- (2) The work can be reasonably undertaken and completed while the premises are occupied without endangering the safety of the occupants of the property, or subjecting the occupants to any conditions rendering the dwelling unit uninhabitable; and
- (3) The dwelling or dwelling unit can be brought into compliance with all code requirements within 60 days of the issuance of the temporary certificate of approval.

(g) A temporary certificate of approval shall authorize the occupancy of the dwelling or dwelling unit for such period of time as is reasonably necessary to remedy or correct all defects of violations by reason of which the certificate of approval was refused. Every temporary certificate of approval shall set forth the period of time for which temporary occupancy is authorized, such period of time not to exceed 60 days. The willful failure of the owner, managing agent or person in control to complete all corrections within the specified period of time shall constitute a violation of this division.

The director of the department of inspections may extend the temporary certificate of approval for an additional period of not more than 60 days if the owner, managing agent or person in control has diligently and in good faith attempted to bring the dwelling or dwelling unit into compliance within the time given, and will suffer undue hardship should additional time for repairs be denied.

Sec. 19-188. Exemptions.

Upon the initial or periodic inspection of a residential rental dwelling unit in the rental inspection district for compliance with the building code, provided that there are no violations of the building code that affect the safe, decent and sanitary living conditions for the tenants of such residential rental dwelling unit, the code enforcement department shall provide, to the owner of such residential rental dwelling unit, an exemption from the rental inspection ordinance for four (4) years. Upon the sale of a residential rental dwelling unit, the code enforcement department may perform a periodic inspection as provided in subsection 19-185(b) above, subsequent to such sale. If a residential rental dwelling unit has been issued a certificate of occupancy within the last four (4) years, an exemption shall be granted for four (4) years from the date the certificate was issued. If a residential rental dwelling unit becomes in violation of the building code during any exemption period, the code enforcement department may revoke the exemption previously granted hereunder. (Ord. No. 2005-12, § V, 9-13-2005)

Sec.19-189. Violations and penalties.

(a) No residential rental dwelling unit within the rental inspection district shall be occupied unless the unit is in compliance with this article and the provisions of the Virginia Uniform Statewide Building Code, Code of Virginia § 36-97, et seq., and any amendments thereto.

(b) Failure to abate any violation cited during an inspection of a residential rental dwelling unit within the rental inspection district within thirty (30) days from the citation shall constitute a violation of this article.

(c) The penalties for a violation of this article, unless otherwise provided herein, shall be the same as the penalties provided in the Virginia Uniform Statewide Building Code, Code of Virginia § 36-97, et seq., and any amendments thereto.

(d) The provisions of this article shall not alter the duties or responsibilities of the local building department and code official to enforce the Building Code pursuant to Code of Virginia § 36-105, and any amendments thereto. Nothing in this article shall relieve the obligation of property owners and tenants in the rental inspection district, and elsewhere in the city, to comply with all applicable building codes. Penalties for violation of this article shall be in addition to any penalties for violation of applicable building codes. (Ord. No. 2005-12, §VII, 9-13-2005)

Sec. 19-190. Appeals; Effects.

(a) Any person aggrieved by any determination or decision of the administrator of the codes compliance office made pursuant to this division shall have the right to appeal such determination or decision in accordance with the provisions of the Virginia Uniform Statewide Building Code, and amendments thereto.

(b) Nothing in this division shall be construed to limit, impair, alter or extend the rights and remedies of persons in their relationship of landlord and tenant as such rights and remedies exist under applicable law.

(c) Nothing in this division shall be construed to relieve or exempt any person from otherwise complying with all applicable laws, ordinances, standards and regulations pertaining to the condition of buildings and other structures.

(d) Nothing in this division shall be construed to limit the authority of the administrator of the codes compliance office to perform housing inspections in accordance with applicable law.

This ordinance shall become effective on _____.

Adopted: _____

,Mayor

Clerk of Council

ARTICLE VIII. RENTAL INSPECTION PROGRAM

Sec. 19-181. Definitions.

As used in this article, the following terms shall be defined as indicated:

Building code means the applicable provisions of the Virginia Uniform Statewide Building Code.

Dwelling unit means a building or structure or part thereof that is used for a home or residence by one (1) or more persons who maintain a household.

Follow-up inspection means the inspection of a property made to determine if violations previously cited have been abated.

Initial inspection means the first inspection of a residential rental dwelling unit subject to this article.

Owner means the person shown on the current real estate assessment books or current real estate assessment records.

Periodic inspection means an inspection of a residential rental dwelling unit conducted upon the expiration of any exemption period for the unit, or after a follow-up inspection which revealed abatement of cited violations.

Residential rental dwelling unit means a dwelling unit that is leased or rented to one (1) or more tenants. Residential rental dwelling units shall include trailers, mobile homes, and modular homes used for residential rental purposes. Residential rental dwelling units shall not include travel trailers, recreational vehicles, hotel and motel rooms, and state licensed nursing homes, retirement homes or assisted living facilities. However, a dwelling unit occupied in part by the owner thereof shall not be construed to be a residential rental dwelling unit unless a tenant occupies a part of the dwelling unit which has its own cooking and sleeping areas, and a bathroom.

(Ord. No. 2005-12, § 1, 9-13-2005)

Sec. 19-182. Rental inspection district boundaries.

(a) There is hereby created a rental inspection district within the City of Hopewell with boundaries as follows: All of the land lying and situate in the City of Hopewell, Virginia, that falls within the 2000 United States Census Tract Numbered 8201, being that land lying and situate in the City of Hopewell, Virginia, bound on the North/West by the waters of the Appomattox River, on the North/East by the waters of the James River, and then South/East along Poythress Run Creek to its intersection with Station Street, following Station Street South/West to its intersection with Hopewell Street, and then along Hopewell Street North to the Appomattox River, such area being more commonly known as City Point. There is hereby created an additional rental inspection district within the City of Hopewell with boundaries as follows: Beginning at a point at the intersection of the City's Corporate Limits and Hopewell Street extended traveling south along Hopewell Street to a point at the intersection of Hopewell Street extended and the Norfolk Southern Railroad tracks; proceeding west along the Norfolk Southern Railroad tracks to its intersection with Sixth Avenue; north along Sixth Avenue to its intersection with West Broadway; then west along West Broadway to the intersection with the ravine just west of Monticello Avenue; then north along the ravine to the Appomattox River and the Corporate Limits; then east along the Corporate Limits to the intersection with Hopewell Street extended, the beginning point (as indicated on the attached map).

~~(b) City council may alter the boundaries of the rental inspection district, provide for additional rental inspection district areas, or provide for the inspection of residential rental dwelling units outside of designated rental inspection districts, in compliance with Code of Virginia, § 36-105.1:1, and any amendments thereto.~~

~~{Ord. No. 2005-12, § II, 9-13-2005; Ord. No. 2009-11, 8-11-09}~~

Sec. 19-183. Enforcement and notifications.

~~(a) *Enforcement.* Enforcement of this article shall be the responsibility of the code enforcement department. However, the city manager is authorized to delegate the authority to enforce this article to any city department, employee, agent or representative.~~

~~(b) *Notification to owners of residential rental dwelling units.* The code enforcement department shall make reasonable efforts to notify owners of residential rental dwelling units in the designated rental inspection district, or their designated managing agents, and provide information and an explanation of the rental inspection ordinance and the responsibilities of the owner thereunder.~~

~~(c) *Notification by owners of dwelling units to the city.* The owners of the residential rental dwelling units located in the rental inspection district shall notify the code enforcement department in writing if the dwelling unit is or becomes used for residential rental purposes. There shall be no fee associated with this notification and registration requirement. Such notification and registration shall be provided by owners within ninety (90) days after the adoption of this ordinance, or within thirty (30) days after the property becomes a residential rental dwelling unit, whichever is later. Failure to comply with this notification and registration requirement, within ten (10) days after personal or written notice to the property owner of the requirement, shall be punished by a civil penalty of fifty dollars (\$50.00). Notice sent by regular first class mail to the last known address of the owner of the residential rental dwelling unit as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed sufficient personal or written notice to the property owner of the notification and registration requirements of this section.~~

~~{Ord. No. 2005-12, § III, 9-13-2005}~~

Sec. 19-184. Inspections.

~~(a) *Initial inspections.* The code enforcement department may, in conjunction with the written notifications provided for in section 19-183 above, proceed to inspect dwelling units in the designated rental inspection district to determine if the dwelling units are being used as residential rental property and for compliance with the provisions of the building code that affect the safe, decent and sanitary living conditions for the tenants of such property.~~

~~(b) *Initial and periodic inspections of multifamily dwelling units.* If a multifamily development has more than ten (10) dwelling units, in the initial and periodic inspections, the code enforcement department shall inspect only a sampling of dwelling units, of not less than two (2) and not more than ten (10) percent of the dwelling units, whichever is greater, of a multifamily development, which includes all of the multifamily buildings which are part of that multifamily development. If the code enforcement department determines upon initial or periodic inspection of the sampling of dwelling units in a multifamily development that there are violations of the building code that affect the safe, decent and sanitary living conditions for the tenants of such development, the code enforcement department may inspect as many dwelling units as necessary to enforce the building code, in which case, the fee shall be based upon the charge for inspection per dwelling unit inspected.~~

(c) ~~Follow up inspections.~~ Upon inspection of a residential rental dwelling unit subject this article, the code enforcement department has the authority under the building code to require the owner of the dwelling unit to submit to such follow up inspections of the dwelling unit as the code enforcement department deems necessary, until such time as a follow up inspection reveals that the dwelling unit has been brought into compliance with the provisions of the building code that affect the safe, decent and sanitary living conditions for the tenants.

(d) ~~Periodic inspections.~~ Except as provided under subsection (c) above, following the initial inspection of a residential rental dwelling unit subject to this article, the code enforcement department may inspect such unit, not otherwise exempted in accordance with this article, no more than once each calendar year.

(e) ~~Scheduling of inspections.~~ Any owner of a residential rental dwelling unit in the rental inspection district who is notified by the code enforcement department that the unit is subject to inspection under this article shall, within ten (10) days from such notification, contact the code enforcement department to schedule such inspection.

{Ord. No. 2005-12, § IV, 9-13-2005}

Sec. 19-185. Exemptions.

Upon the initial or periodic inspection of a residential rental dwelling unit in the rental inspection district for compliance with the building code, provided that there are no violations of the building code that affect the safe, decent and sanitary living conditions for the tenants of such residential rental dwelling unit, the code enforcement department shall provide, to the owner of such residential rental dwelling unit, an exemption from the rental inspection ordinance for four (4) years. Upon the sale of a residential rental dwelling unit, the code enforcement department may perform a periodic inspection as provided in subsection 19-184(b) above, subsequent to such sale. If a residential rental dwelling unit has been issued a certificate of occupancy within the last four (4) years, an exemption shall be granted for four (4) years from the date the certificate was issued. If a residential rental dwelling unit becomes in violation of the building code during any exemption period, the code enforcement department may revoke the exemption previously granted hereunder.

{Ord. No. 2005-12, § V, 9-13-2005}

Sec. 19-186. Fees.

There shall be no fee due and payable for initial and periodic inspections of residential rental dwelling units within the rental inspection district. There shall be assessed a fee of fifty dollars (\$50.00) for each follow up inspection of residential rental dwelling units within the rental inspection district. Failure to schedule a required follow up inspection shall result in the assessment of an administrative fee of fifty dollars (\$50.00) on the owner of the unit, in addition to the follow up inspection fee.

{Ord. No. 2005-12, § VI, 9-13-2005}

Sec. 19-187. Violations and penalties.

(a) No residential rental dwelling unit within the rental inspection district shall be occupied unless the unit is in compliance with this article and the provisions of the Virginia Uniform Statewide Building Code, Va. Code § 36-97, et seq., and any amendments thereto.

(b) Failure to abate any violation cited during an inspection of a residential rental dwelling unit within the rental inspection district within thirty (30) days from the citation shall constitute a violation of this article.

~~(c) The penalties for a violation of this article, unless otherwise provided herein, shall be the same as the penalties provided in the Virginia Uniform Statewide Building Code, Code of Virginia, § 36-97, et seq., and any amendments thereto.~~

~~(d) The provisions of this article shall not alter the duties or responsibilities of the local building department and code official to enforce the building code pursuant to Code of Virginia, § 36-105, and any amendments thereto. Nothing in this article shall relieve the obligation of property owners and tenants in the rental inspection district, and elsewhere in the city, to comply with all applicable building codes. Penalties for violation of this article shall be in addition to any penalties for violation of applicable building codes.~~

~~{Ord. No. 2005-12, § VII, 9-13-2005}~~

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: Proposed Transient Occupancy Tax Ordinance**ISSUE:** Amendments to the Transient Occupancy Tax Ordinance**RECOMMENDATION:** Conduct the public hearing, approve the amendments to the proposed transient occupancy tax ordinance.**TIMING:** Regular Meeting scheduled for September 12, 2023 *and* September 26, 2023.**BACKGROUND:** Legislative updates to the existing Transient Occupancy Tax Ordinance in accordance with statutory changes to the Virginia Code, 1950 as amended.**ENCLOSED DOCUMENTS:**

- Proposed Transient Occupancy Tax Ordinance

STAFF: Danielle F. Smith, City Attorney**FOR IN MEETING USE ONLY****MOTION:** _____**Roll Call****SUMMARY:**

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

ARTICLE IX. - TRANSIENT LODGERS

Sec. 34-146. - Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Accommodations: any room or rooms, space, lodgings, or accommodations in any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, house, or any other place in which rooms or accommodations for lodging are regularly furnished to transients for consideration and for which tax is or should be imposed on the retail sale.

Accommodations fee: the amount paid to or retained by the accommodations intermediary for facilitating the sale. The accommodations fee shall be distinctly set out as a separate item and shall not be less than \$0.

Accommodations intermediary: any person other than an accommodations provider who facilitates the sale of an accommodation, charges a room charge to the customer, and charges an accommodations fee, which fee it retains as compensation for facilitating the sale. For the purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the right to use accommodations via a transaction directly, including via one or more payment processors, between a customer and an accommodations provider.

"*Accommodations intermediary*" does not include a person:

- (1) If the accommodations are provided by an accommodations provider operating under a trademark, trade name, or service mark belonging to that person; or
- (2) Who facilitates the sale of an accommodation if (i) the price paid by the customer to the person is equal to the price paid by the person to the accommodations provider for the accommodations, and (ii) the only compensation received by the person facilitating the sale of the accommodation is a commission paid from the accommodations provider to that person.
- (3) Who is licensed as a real estate licensee pursuant to Article 1 (§54.1-2100 et seq.) of Chapter 21 of Title 54.1, when acting within the scope of such license.
- (d) *Accommodations provider*: any person who furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale of use or possession, or the sale of the right to use or possess.

Commissioner of the revenue: the commission of the revenue of the city of Hopewell, Virginia or any duly authorized deputies or agents.

Hotel: Any public or private hotel, inn, hostelry, tourist home or house, motel, rooming house, or other lodging place within the city offering lodging for compensation to any transient.

Innkeeper: Any person who provides lodging for compensation to any transient.

Lodging: Room or space furnished any transient.

Person: To include but not limited to individuals, firms, partnerships, associations, corporations, persons acting in representative capacity, and combinations of individuals of whatever form and character.

Retail sale: The sale or charges for any room or rooms, lodgings, or accommodations furnished to transients for less than 90 continuous days by any hotel, motel, inn, tourist camp, tourist cabin, camping grounds, club, or any other place in which rooms, lodging, space, or accommodations are regularly furnished to transients for a consideration.

Room charge: The full retail price charged to the transient for the use of the accommodations, before taxes. Room charge includes any fee charged to the customer and retained as compensation for facilitating the sale, whether described as an accommodations fee, facilitation fee, or any other name. Any additional charges made in connection with the rental of accommodations are deemed to be part of the charge for the room and are subject to the tax. For example, additional charges for movies, local telephone calls and similar services are subject to the tax.

Total price paid: The total price charged to the customer. It will include the room charge and the accommodations fee, if any.

Transient: Any person who, for a period of not more than ninety (90) consecutive days, either at his own expense or at the expense of another, obtains lodging at any hotel.

(Ord. No. 83-5, 5-24-83)

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

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

Sec. 34-148. – Commissioner of the revenue – Other powers and duties.

It shall be the duty of the commissioner of the revenue to ascertain the name of every person operating a hotel in the city, liable for the collection of the tax levied by Chapter XVI of the Hopewell Municipal Code. The commissioner of the revenue shall have the power to adopt rules and regulations not inconsistent with the provisions of this chapter for the purpose of determining the amount due to the city under this chapter; and a copy of such rules and regulations shall be on file and available for public examination in the commissioner of the revenue's office. Failure or refusal to comply with any rules and regulations promulgated under this sections shall be deemed a violation of this chapter.

Sec. 34-149. - Duty of innkeeper to collect and remit; innkeeper's reports.

It shall be the duty of every innkeeper, in acting as the tax collection medium or agency for the city, to collect from the transient, for the use of the city, the tax imposed and levied by this article at the time of collecting the amount charged for the lodging, and the taxes collected during each calendar month shall be reported and remitted by each innkeeper to the commissioner of the revenue, on or before the twentieth day of the following calendar month. The taxes collected by an innkeeper shall be deemed to be held in trust by such innkeeper until they have been remitted to the commissioner of the revenue. The required report shall be in such form as may be prescribed by the commissioner of the revenue. All remittances received hereunder by the commissioner of the revenue shall be turned over promptly to the city treasurer.

Sec. 34-149.1 – Determination of tax due by the Commissioner of Revenue.

If any person required to collect and remit tax imposed by this chapter fails to file a report, or if the Commissioner of Revenue has reasonable cause to believe that an erroneous report has been filed, the Commissioner of Revenue may proceed to determine the amount due to the city and in connection therewith shall make such investigations and take such testimony and other evidence as may be necessary and he shall report her determination to the Treasurer; provided, that notice and opportunity to be heard be given to any person who may be liable for the amount owing prior to any determination by the Commissioner of Revenue.

Sec. 34-150. - Report and remittance when collector goes out of business.

Whenever any person required to collect and pay the city a tax pursuant to provisions of this article shall cease to operate, go out of business, or otherwise dispose of his business, any tax then payable to the city shall become immediately due and payable and such person shall immediately make a report and pay the tax due the commissioner of the revenue.

Sec. 34-151. - Penalty and interest for nonremittance.

If any person shall fail or refuse to remit the tax required to be collected and paid under this article, within the time and in the amount as provided for in this article, there shall be added to such tax a penalty in the amount of ten (10) percent thereof, or the sum of ten dollars (\$10.00), whichever shall be greater; provided, however, that the penalty shall in no case exceed the amount of tax due; and interest thereon at the rate of ten (10) percent per annum, which shall be computed upon the tax and penalty from the first day of the month following the date such taxes were due and payable.

(Sec. 34-152. - Procedure upon failure to collect, report and remit.

If any person shall fail or refuse to collect the tax imposed under this article and to make, within the time provided in this article, the reports and remittances required, the commissioner of the revenue shall proceed in such manner as (s)he may deem best to obtain facts and information on which to base the tax due. As soon as the commissioner of the revenue shall secure such facts and information as (s)he is able to obtain upon which to base the assessment of any tax due and payable by any person who has failed or refused to collect such tax and to make such report and remittance, (s)he shall proceed to determine and assess against such person such tax and penalty and interest as in this article provided for, and shall notify such person, by registered mail sent to his last known place of address, of the amount of such tax and interest and penalty, and the total amount thereof shall be payable within ten (10) days after such notice. The commissioner of the revenue shall have the power to examine such records for the purpose of administering and enforcing the provisions of this article as are provided by law.

Sec. 34-153. - Collector's records.

It shall be the duty of every person liable for the collection and payment to the city of any tax imposed by this article to keep and preserve, for a period of two (2) years, such suitable records as may be necessary to determine the amount of such tax as he may have been responsible for collecting and paying to the city. The commissioner of the revenue may inspect such records at all reasonable times.

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

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

Sec. 34-154. - Power and duty of city treasurer.

The city treasurer shall have the power and the duty of collecting the taxes imposed and levied by this article.

Sec. 34-155. - Penalty for violation.

It shall be unlawful for any person to violate any of the provisions of this article and any person violating any of the provisions of this article, upon conviction thereof, shall be punished as a Class 2 misdemeanor along with a fine of not less than twenty-five dollars (\$25.00) nor more than two hundred dollars (\$500.00) or by confinement in jail not exceeding thirty (30) days, either or both. Each violation and each day's continuance thereof shall constitute a separate offense. Such conviction shall not relieve any person from the payment, collection, or remittance of the tax as provided in this article.

Secs. 34-156. – Tax Rate reporting to the Department of Taxation.

The tax-assessing officer is required to provide any change in rate to the Department of Taxation (“the Department”) in a manner prescribed by the Department as soon as such information is available after a request by the Department or with at least 30 days’ notice prior to the effective date of any change in the rate.

In the event the City of Hopewell fails to provide to the Department with notice of rate change as required by House Bill 1442 (2023 Acts of Assembly, Chapter 410), the City of Hopewell shall continue to apply its preceding effective tax rate until 30 days after notification of such change is provided to the Department. Additionally, if the tax-assessing officer fails without good cause to furnish such information to the Department on demand, House Bill 1442 provides that they are guilty of nonfeasance in office.

Secs.34-157—34-160. - Reserved.

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: FY24 Operating Budget

ISSUE: 2023 Amendment Virginia Code §2.2-3704.1 requires the posting of rights and responsibilities by state and local public bodies of a plain English explanation for the FOIA request procedure and local governing body must establish a written policy as to how the public body assesses charges for accessing and searching for requested records (§2.2-3704.(1)(A)(7).

RECOMMENDATION:

TIMING: Regular Meeting on September 2023.

BACKGROUND: 2023 statutory changes to Virginia Code §2.2-3704.1 require that city council create a written policy that governs the assessment of FOIA fees for citizens.

ENCLOSED DOCUMENTS:

- Virginia Code Section 2.2-3704.1

STAFF: Danielle F. Smith, City Attorney

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

VIRGINIA ACTS OF ASSEMBLY -- 2023 SESSION

CHAPTER 599

An Act to amend and reenact § 2.2-3704.1 of the Code of Virginia, relating to the Virginia Freedom of Information Act; posting of fee policy.

[H 2007]

Approved March 26, 2023

Be it enacted by the General Assembly of Virginia:

1. That § 2.2-3704.1 of the Code of Virginia is amended and reenacted as follows:

§ 2.2-3704.1. Posting of notice of rights and responsibilities by state and local public bodies; assistance by the Freedom of Information Advisory Council.

A. All state public bodies subject to the provisions of this chapter, any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this section, "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;

2. Contact information for the FOIA officer designated by the public body pursuant to § 2.2-3704.2 to (i) assist a requester in making a request for records or (ii) respond to requests for public records;

3. A general description, summary, list, or index of the types of public records maintained by such public body;

4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release;

5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law; and

6. The following statement: "A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of § 2.2-3704 of the Code of Virginia."; and

7. *A written policy (i) explaining how the public body assesses charges for accessing or searching for requested records and (ii) noting the current fee charged, if any, for accessing and searching for such requested records.*

B. Any state public body subject to the provisions of this chapter and any county or city, and any town with a population of more than 250, shall post a link on its official public government website to the online public comment form on the Freedom of Information Advisory Council's website to enable any requester to comment on the quality of assistance provided to the requester by the public body.

C. The Freedom of Information Advisory Council, created pursuant to § 30-178, shall assist in the development and implementation of the provisions of subsection A, upon request.

Danielle F. Smith

From: Marta Leon
Sent: Thursday, August 10, 2023 3:00 PM
To: Danielle F. Smith
Subject: FW: FOIA Fees - Add to June CC meeting agenda
Attachments: Virginia Acts of Assembly - 2023 (Amendment to 2.2-3704.1.pdf)

Just wanted to circle back on this one.

From: Danielle F. Smith <dsmith@hopewellva.gov>
Sent: Thursday, June 1, 2023 3:01 PM
To: Concetta Manker <cmanker@hopewellva.gov>
Cc: Marta Leon <mleon@hopewellva.gov>
Subject: FOIA Fees - Add to June CC meeting agenda

Dr. Manker,

As of March 26, 2023, there has been a law change to Virginia Code section 2.2-3704.1 with regard to FOIA. The amendments to the Code requires Hopewell to do two things:

1. Update the language available to the public that explains the current process for FOIA requests (Our office has already sent the slight tweaks to the Floyd for inclusion on the website).
2. City Council (the public body) will need to decide how and how much to charge for FOIA requests.

The amended code section is attached to this email. To assist in the creation of a new FOIA policy, I have included the language from other jurisdictions that has developed a fee schedule and changed their FOIA policy, which has been published to their website. City Council may decide which one works best for Hopewell.

Blacksburg, Virginia

City policy on charges for accessing or searching for requested records as required by Virginia Code § 2.2-3704.1. The town does not have a fixed charge for accessing or searching for requested records. Charges for accessing or searching for requested records are based on the hourly rate of the person searching for the records in question. To keep costs down, the town attempts to use the lowest paid staff members capable of retrieving the requested records in responding to a request. However, in situations where a staff member is required to search through his or her own email and files, the staff member will search for the requested records and the search charge will be based on that employee's hourly rate.

Colonial Heights, Virginia

Colonial Heights uses a flat rate approach and charges \$40/hour (in 15 minute increments) to process a request. The \$40 per hour rate applies to the time to research a request; retrieve records; and review them, including making redactions. The City policy states that the first five pages copied are free, and additional copies are 10 cents a page. However, if a request can be responded to in a short amount of time (perhaps 15 minutes), The City Attorney advises the city staff person to waive charging a fee. Also, typically we waive charging the press for spread sheets which provide information on employee positions, salaries, tenure, etc.

I don't anticipate that this matter will be very involved or complex. Let me know if it can be added so I can work to bring Hopewell into compliance with the amended Virginia Code section.

Colonial Heights uses a flat rate approach and charges \$40/hour (in 15 minute increments) to process a request. (The rate was increased from \$20/hour just three months ago.) The \$40 per hour rate applies to the time to research a request; retrieve records; and review them, including making redactions. The City policy states that the first five pages copied are free, and additional copies are 10 cents a page.

However, if a request can be responded to in a short amount of time (perhaps 15 minutes), I advise the City staff person to waive charging a fee. Also, typically we waive charging the press for spread sheets we create to provide information on employee positions, salaries, tenure, etc. (As a practical matter, it is not worth picking a fight with the press.)

Danielle Ferguson Smith

City Attorney

City of Hopewell

300 N. Main Street

Hopewell, Virginia 23860

(804) 541-2247 ext. 135

(804) 415-4001 facsimile

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: FY24 Operating Budget

ISSUE: Public hearing amended Sewer Connection Ordinance (fee structure changes)

RECOMMENDATION: Conduct the public hearing and approve amended ordinance on 1st reading

TIMING: Regular Meeting scheduled for September 12, 2023 *and* September 26, 2023.

BACKGROUND: Amendments made to the existing sewer connection fee ordinance to reflect new fees for sewer connections where there was a previously existing residential structure.

ENCLOSED DOCUMENTS:

- Proposed Sewer Use Fee

STAFF: Danielle F. Smith, City Attorney

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

Sec. 31-10.2. Sewer connection fees.

(a) *Application for sewer service.* A property owner desiring sewer service to a parcel of land, or required to connect to the sewer system, must submit an application to the director, or his designee, along with the applicable sewer connection fee.

(b) *Fees.*

(1) *Connection fee.* A property owner who connects to the sewer system shall be charged a connection fee established by city council. The sewer connection fee is to recapture the capital costs for the infrastructure necessary to serve the demands of the property. The fee is based on the size of the water meter that serves the property, or if the property does not receive water service, the size of the water meter that would serve the property if it received water service. The approved fee structure shall be applied effective July 1, 2009 to all new sanitary sewer connections not previously issued a building permit.

The owner of lot in a plated subdivision that has been approved by city council may receive a fifty (50) percent discount on the sewer connection fee established by city council by prepaying the connection fee for that lot, no later than December 31, 2009. To prepay the connection fee on the lot, the owner of the lot shall pay the current connection fee, less a fifty (50) percent discount to the code enforcement department. The prepayment of the connection fee shall be valid for a period of five (5) years, but not to be transferable to the subsequent owner of the lot.

(2) *Engineering and inspection fees.* The property owner is required to install the sanitary sewer lateral lines necessary to connect to the sewer main line. The line installed by the property owner shall comply with latest recognized version of the International Plumbing Code. The portion of the service lateral connection in the public right-of-way must meet the specifications as determined by the city engineer. Design plans for the sanitary sewer outfall line and service lateral connection lying in the right-of-way shall be approved and permitted by the city engineer prior to the commencement of installation. Once installation is complete, code enforcement officials will inspect the line and connection. The property

owner may be charged a fee for such inspection(s). City council shall adopt the inspection fees and charges.

(c) *Property owner responsible for certain costs.*

(1) *Cost for extending main line.* When the sewer main line is not available to the property, the property owner shall pay to the city, in advance, the full cost for extending the main line to the property.

- a. Such costs shall include any land or utility easement acquisition costs that the city may incur if the line cannot be run along a public right-of-way to the property.
- b. The cost of extending the sewer line to the property shall be set at a per linear foot as established by city council.
- c. Should the director determine that there is a need for an oversized line to be installed, or a line longer than may be necessary to serve the property, the additional costs for the augmented line size or length shall not be charged to the property owner.
- d. If the sewer main line extension work is to be done under a city issued permit and contract agreement, the property owner shall be responsible for the full cost to perform the scope of work as shown on an approved plan. The city may require the property owner to enter into a development agreement and a surety to cover the proposed work.
- e. **Where a property owner divides a commonly owned parcel into two or more new lots and a sewer main line is available on the initial lot and where the secondary lot does not have a sewer main line, the property owner shall incur, from the city, a fee of \$550 which represent the cost for extending the main line to the newly created lot only.**
- f. **Where a property owner purchases a lot or parcel of land which has or had a structure with an existing sewer line, and the owner or builder removes the structure, the owner or builder shall incur a new sewer connection fee of \$550 for connectivity to the main sewer line.**

-
- g. Where a property owner divides a commonly owned parcel into two or more new lots and a sewer main line is not available on the initial lot and where the secondary lot also does not have a sewer main line, the property owner shall pay to the city, in advance, the full cost for extending the main line to the newly created lot.**
- (2) Developers of new subdivisions shall install all sewer lines and facilities internal to the development in accordance with the subdivision ordinance, the design specifications as determined by the city engineer, and development agreements approved by the city engineer.
- (d) *Credit allowed for oversized or extended internal line.*
- (1) If the city requires the property owner to install a sewer line larger than is necessary to serve the development or use proposed for the property, to run a line further, or to make any other improvements not necessitated by the development or use, the property owner shall receive a credit for such augmented costs which may be applied against the connection fee. The amount of the credit shall be the difference in costs of the sewer line proposed by the property owner and the augmented requirements imposed by the city. The director shall establish the amount of the credit based on cost estimates provided by the city engineer.
- (e) *Installment payments.* Upon written request, any property owner may enter into an agreement with the city, at the sole discretion of the city, to pay the connection fee for the property in up to twelve (12) equal monthly installments which shall include a service fee of one and one-half (1.5) percent per month.
- (f) *Exemption from connection fee.* No connection fee shall be charged for a connection where a three-quarter ($\frac{3}{4}$) of an inch or smaller water meter is installed that serves any business that is located in an authorized enterprise zone as designated by the Commonwealth of Virginia if the business is connecting to the city sewer system for the first time.
- (g) *Change in use.* Should the zoning use, use group, or occupancy change to a more intensive use, or the existing use be expanded or converted to a more intensive use and new construction or reconstruction of existing structures occurs, a new connection fee shall be required.

SEWER (WASTEWATER) CONNECTION FEES

Wastewater Connection Fees by Size		
Meter Size	Equivalency Ratio*	Connection Fee
½ and ¾ inch	1.50	\$ 2,026.00
1 inch	2.50	5,065.00
1½ inch	5.00	10,130.00
2 inch	8.00	16,208.00
3 inch	16.00	32,416.00
4 inch	25.00	50,650.00
6 inch	50.00	101,300.00
8 inch	80.00	162,080.00
10 inch	115.00	232,990.00

For those connections larger than six (6) inches and/or projected average daily flows in excess of one hundred thousand (100,000) gallons per day, applications must be made directly to the HRWTF director who will evaluate the proposed connection and based on equivalency size ratios determine the cost.

WASTEWATER CONNECTION FEES BY TYPE

Allocated on Basis of Equivalent Residential Unit*		
Residential single dwelling	1	\$2,026.00
Residential duplex (per unit)	1	2,026.00
Hotel or motel (per room)	.5	1,013.00
Restaurant	3	6,078.00
Hospital (per bed)	2	4,052.00
Nursing home (per bed)	.5	1,013.00
Laundromat (per washer)	.2	405.00
Church	1	2,026.00
Theater	2	4,052.00
Service station	1	2,026.00
Service station (car wash)	2	4,052.00
Office building (per 5,000 square feet)	1	2,026.00
Jails (per bed)	.5	1,013.00

*Equivalent residential unit is a measure where one (1) unit is equivalent to wastewater effluent from one (1) home, which is two hundred fifty (250) gallons per day per home. This amount is based on most wastewater pollution textbooks estimating an average of one hundred (100) gallons per day per person and the national home average of 2.5 persons.

(Ord. No. 2012-08 , 9-12-12)

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:

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Action:

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- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: **Remediation and PMO Services Contingency Fund Approval**

ISSUE: City Manager’s Request

RECOMMENDATION: Staff recommends approval of funding for the project associated with Remediation and PMO Services

TIMING: September 12, 2023

BACKGROUND: The City Manager was asked by council to develop a spend down plan for the remaining former ARPA funds. As a result, staff recommends that the remaining balance of \$124,900 of the designated APRPA funds be used to provide support to the Remediation and PMO Services

ENCLOSED DOCUMENTS: N/A

STAFF: Dr. Concetta Manker, City Manager

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

ADJOURNMENT