

# AGENDA



**CITY OF HOPEWELL**  
Hopewell, Virginia 23860

**CITY COUNCIL**

**Patience A. Bennett, Mayor, Ward #7**  
**John B. Partin, Jr., Vice Mayor, Ward #3**  
**Deborah B. Randolph, Councilor, Ward #1**  
**Arlene Holloway, Councilor, Ward #2**  
**Jasmine E. Gore, Councilor, Ward #4**  
**Janice B. Denton, Councilor, Ward #5**  
**Brenda S. Pelham, Councilor, Ward #6**

**AGENDA**

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**John M. Altman, Jr., City Manager**  
**Cynthia E. Hudson, Acting City Attorney**  
**Mollie P. Bess, City Clerk**

**June 14, 2022**

**REGULAR MEETING**

Closed Meeting - 6:30 p.m.  
Regular Meeting - 7:30 p.m.

**OPEN MEETING**

**6:30 p.m.** Call to order, roll call, and welcome to visitors

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section 2.2-3711(A)(1) to discuss prospective appointees to various boards and commissions; and to discuss and consider personnel matters for Council employees (City Manager, City Attorney and City Clerk).

**CLOSED MEETING**

**RECONVENE OPEN MEETING**

Roll Call

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?

Roll Call

**WORK SESSION**

**REGULAR MEETING**

Call to order, roll call, and welcome to visitors

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

**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:** City Council – May 3, 2022; City Council – May 12, 2022

**C-2 Pending List:**

**C-3 Information for Council Review:** Minutes of HRHA & Planning Commission Joint Meeting with City Council held on 4/25/2022; Board of Zoning Appeals Meeting Minutes for 2/23/22 Meeting; DDRC Minutes for 5/4/22 Meeting; EDA Minutes for 2/7/22 Meeting; EDA Minutes for 4/2/22 Meeting

**C-4 Personnel Change Report:** May, 2022

**C-5 Public Hearings:**

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

**C-7 Ordinances on Second & Final Reading:** Re-Approval of Chapter 18

**C-8 Routine Grant Approval:**

**C-9 Resolutions, Proclamations:**

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

Roll Call

## INFORMATION/PRESENTATIONS

### FINANCIAL REPORT

**Financial Report** – Michael Terry, Financial Director

### PUBLIC HEARING

**CITY CLERK:** *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their wad number, and limit comments to **five minutes**. No person shall be permitted to address Council a second time until all others have been heard and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. 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)*

**PH-1 – Conditional Use Permit – 2107 Day Street** – Chris Ward, Interim Director of Development

**PH-2 – School Board Vacancy**

**PH-3 – Redistricting** – David Thompson

## **UNFINISHED BUSINESS**

### **COMMUNICATIONS FROM CITIZENS**

**CITY CLERK:** *A Communications 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 the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. 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.)*

#### **Reports of Boards and Commissions:**

**Dock Commission** – Carl Bottom, Chair

## **REGULAR BUSINESS**

#### **Reports of City Manager:**

**R-1 – FY22 VDOT Revenue Sharing Program Reimbursements** - Austin Anderson, City Engineer

**R-2 – Right of Way Use Fee Revenue** – Austin Anderson, City Engineer

**R-3 – RFP for Risk Assessment & Compliance Auditor** – March Altman, Jr., City Manager

**R-4 – RFC – Financial Audit Services Contract**– March Altman, Jr., City Manager

**R-5 – Dollars to Riverside Regional Jail** – March Altman, Jr., City Manager

**R-6 – Deed of Correction – Trenton Street Vacation** – Chris Ward, Interim Development Director

#### **Reports of City Attorney:**

#### **Reports of City Clerk:**

**Board/Commission Vacancies:**     **Historic Preservation Committee – 3 vacancies**  
  **Architectural Review Board – 2 vacancies**  
  **Planning Commission – 1 vacancy**  
  **Economic Development Authority – 2 vacancy**  
  **Recreation Commission - 2 vacancies**  
  **Library Board – 1 vacancies**  
  **Board of Zoning Appeals – 1 vacancy**

**Reports of City Council:**

**Committees**

**COUNCILORS REQUEST**

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**

**Board/Commission Vacancies:**     **Historic Preservation Committee – 3 vacancies**  
  **Architectural Review Board – 2 vacancies**  
  **Planning Commission – 1 vacancy**  
  **Economic Development Authority – 2 vacancy**  
  **Recreation Commission - 2 vacancies**  
  **Library Board – 1 vacancies**  
  **Board of Zoning Appeals – 1 vacancy**

**Reports of City Council:**

**Committees**

**COUNCILORS REQUEST**

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**

CLOSED  
MEETING

# CONSENT AGENDA



# MINUTES

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD MARCH 12, 2022**  
**DRAFT**

A Special Meeting of the City Council of the City of Hopewell, Virginia, was held Thursday, May 12, 2022 at 6:30 p.m.

PRESENT:           John B. Partin, Jr., Vice Mayor, Ward 7  
                  Janice B. Denton, Councilor, Ward 5  
                  Brenda S. Pelham, Councilor, Ward 6  
                  Arlene Holloway, Councilor, Ward 2  
                  Deborah B. Randolph, Councilor, Ward 1  
                  Jasmine E. Gore, Councilor, Ward 3

ABSENT             Patience A. Bennet, Mayor, Ward 4  
  
                  John March Altman, Jr., City Manager  
                  Cynthia Hudson, Acting City Attorney  
                  Mollie Bess, City Clerk

Vice Mayor Partin called the meeting to order.

ROLL CALL:           Mayor Bennett           -       Absent  
                  Vice Mayor Partin       -       Present  
                  Councilor Randolph     -       Present  
                  Councilor Holloway     -       Present  
                  Councilor Gore         -       Present  
                  Councilor Denton       -       Present  
                  Councilor Pelham       -       Present

Motion was made by Councilor Randolph and seconded by Councilor Gore to allow Councilor Holloway to join the meeting remotely. Ms. Holloway stated that her reason for remote was medical and that she was joining from her home.

ROLL CALL:           Councilor Gore           -       Yes  
                  Councilor Denton       -       Yes  
                  Councilor Pelham       -       Stepped Away  
                  Councilor Randolph     -       Yes  
                  Vice Mayor Partin       -       Yes

Meeting was called to order by Vice Mayor Partin and then turned over to Council Gore, who called the meeting, for opening remarks. Councilor Gores stated that she called this meeting to answer questions about where we are financially with the budget and some other questions.

Since the Treasurer and Commissioner of Revenue need to leave early, Councilor Gore asked for Deborah Reason, Commissioner of Revenue to approach and speak first.

Ms. Reason stated that she is here to answer any questions that City Council may have. The Personal Property bills for personal property, it does not have to on tonight. The M&T tax rate does have to be decided tonight. This is where we stand since the billing is gone, not collections, just billing. Councilor Gore stated that the ask was to talk about the personal property tax relief discussion that was being held earlier, give info on that please. Ms. Reason stated that the NADA values have been raised, not by us, but by the national book. Different localities have been trying to find a way to lower the tax rate or to

compensate the citizens for that raise. There are different scenarios, she does not recommend messing with the PPTRA in the scenario. The reason for this is, that does not cover any vehicles over \$20,000, does not cover trucks and it does not cover any business vehicles. There will not be parity across the board for your tax constituents. Other localities have already done their billing and taxpayers are having issues with the PPTRA being adjusted because it does not affect everyone, there are different categories. In the personal property tax relief guidelines, you cannot give it to a business vehicle, or large trucks or any vehicle valued over \$20,000. Councilor Gore asked Ms. Reason for her recommendations. Ms. Reason said her recommendation would be to change the tax rate. If the tax rate cannot be changed, then the only alternative is to have the Treasurer do it after we find out if we will have a surplus and if Council deems that they want to do that. Those are the two big choices. Councilor Randolph – if we set the tax rate exactly what it is today and there are no changes, up or down, and vote on it to be the same, we can always look over it later in the year, is that correct? Ms. Reason stated she did not believe so, she said if the tax rate is not set now, it can be set later in the year. Ms. Reason stated that she had written for an extension to the State Tax Department and am waiting on a response to that email. Our bill are not due until February of next year so we have the luxury of trying to get better totals. Councilor Gore ask for clarity for all of Council, when you say getting the totals or numbers accurate in the book, what is the issue you are trying to address? Someone noted that there is something that has not been done in a number of years or there is something we are trying to correct, can you bring us all up to speed on that? Ms. Reason stated that the Treasurer may need to be addressed with that. Ms. Reason has had her staff work on some totals and they came up with some totals for the PPTRA and she has given that to the Treasurer, Ms. Foskey and she is looking to see if she ties back into what Ms. Reason has given. Ms. Foskey and Ms. Reason are working together with this. It looks like we are in an \$18,000 surplus, we are not in a deficit. Councilor Gore asked that we scheduled a Work Session to go over all of the information being ask of the Treasurer and the Commissioner of Revenue.

Councilor Gore then invited the Treasurer, Ms. Shannon Foskey to the podium to speak and bring Council up to speed on anything going on in the Treasurer's office. Any concerns or needs in regard to reconciliation, posting, staffing, to talk about the budget process and find a resolution to get current. Ms. Foskey proceeded to share that FY15 is as far back as she has looked, since then she has been told that they are lacking internal controls and training for staff. She has hired staff for the Treasurer's office and is aware of budget concerns, but needs more money to hire a qualified accountant as a Chief Deputy. The salary of \$70,000 is the low end for a CPA salary. She would also like to create a new position to focus on reconciliation, this has to be a focus, not just catching up but correctly performing in FY22 and FY23. Going forward she is pushing for reconciliations to be done through Munis, but to do this, staff will need additional training in Munis, it is not currently being used to its full potential. The internal control issue has to be addressed. Councilor Randolph asked for her to elaborate on the corrections that need to be made. Ms. Foskey stated that right now they are working on July FY18 and yes, corrections need to be made. There are large corrections that need to be processed and put in reversed and placed into the correct option. We know everything has been closed at this time and we cannot fix anything reflecting FY19. Council Randolph asked about CASH, are we any closer to understanding the Cash and where it all is and is that another area that will take a while to get up to date due to corrections? Ms. Foskey responded – Yes. Councilor Denton stated to Ms. Foskey that in her budget there was an increase of \$139,710, will that take care of the additional people and is that in this figure that Council has for the budget? Ms. Foskey stated that she was not aware of that amount, but, she believes we should be able to get a CPA and a Chief Deputy for that amount. Councilor Denton asked if that amount was sufficient for her needs and Ms. Foskey stated that she would like to meet with Mr. Terry, Financial Director to see if maybe additional money may be needed. Councilor Gore asked what number are you looking at for the CPA position to be competitive, would use this position as the Chief Deputy versus a CPA, as a CPA would be too expensive. So she would stay at the \$75,000 range. In terms of journal entries, there is a request in

the budget to have someone to help with reconciliation, however, I agree with you Ms. Foskey that we need to have someone doing real time reconciliations and someone else doing past reconciliations. Councilor Gore asked if Ms. Foskey needed two position because it appears she only asked for one in her budget, she didn't request two, but she needs both. What did you mean by some things can't be fixed because Munis closed one book out, it appears things are known that are errors, some small, some large, don't know what they are, but that they exist. If the book is closed how are they getting fixed? Ms. Foskey responded that we have a separate FY13 that we are putting the funds in to make sure they are accounted for. Gore – So errors are being worked on but have to wait to fix them and then transfer them over to put into FY19. Gore requested memo to Council from Ms. Foskey on her take on what internal controls she is referring to that need to be considered and what internal controls need to be changed for Council to consider supporting. Councilor Pelham stated that her recommendation would be to cut every department by 10%. Councilor Gore asked again for a breakdown of internal controls and for Ms. Foskey to work with the Mr. Altman, City Manager and Mr. Terry, Finance Director to go over the budget request as it was given to Council to make sure we are on the same page and if you need to put in the ask for the second position. Councilor Gore would like to know for 2019, not every error, but the major errors that you are uncovering. Furthermore, you mentioned that reconciliation is being done on paper, which is alarming because we have a whole module for it in Munis, why is it not being done in Munis? Ms. Foskey – It is being manually put into the system because right now we do not have the opportunity to dump it into the system and let it merge over. Mr. Terry responded that Munis has the capacity to do automated reconciliation, the process that the prior Treasurer and prior administration started working with the finance department to get that going, most of that has done. Munis was involved in that as well as the IT Director coordinating that. That had been recognized maybe over a year ago, the progress had moved to a point where at least in the finance department, they were hoping that they would be in a mode before the previous administration turned over to the current treasurer. They were hoping that there was at least one month of testing implementation, but that did not happen. That is the deal on Munis, going backwards from that, the reconciliations had primarily been done manually on worksheets. So when we come to you and say we have to close the books and rebuild, we have to wait on certain things, and that is the case. Councilor Gore asked where are we at now, since the new Treasurer has been in office for five months and if you thought we were ready to go right before she was going to come in, so where are we at with launching the reconciliations with Munis? Mr. Terry stated there is certain information that is needed from the bank, it is a requirement of having the bank involved, Munis involved and the Treasurer's operation and Finance operations, they have been working as a team. Ms. Foskey indicated that Depo which is Mr. Terry's financial assistant indicated that he wanted Ms. Foskey to go through and do from January 2020 every year until now so that we will be able to move forward with the automatic reconciliation. Councilor Gore asked what the next part is. Mr. Terry stated that they are now in implementation phase, implementing the automated recon and this is only the city side, schools are not on that. Need to go through a month of reconciliation and does not know the timing now, will have to get current to see exactly where we are.

Vice Mayor Partin stated we are now moving on to item number 3, Revenue Actuals – FY19, 20, 21 & 22, Fire, Medicaid Reimbursement Recover Projections FY23. Councilor Gore stated that with this item she wanted to capture the actual revenue items collected for all revenue funds; Real Estate, Personal Property, Meals, Lodging, Business Personal Property, and Fire Medicaid. In regard to Business License, Councilor Gore indicated that something had been brought to her attention in reference to SCC and business license and she would like an update from Ms. Reason on what that was about and if anything could be done for it. Ms. Reason indicated that apparently upon something being posted from another office, what happened is it posted every one of the Commissioner of Revenue's business licenses for this year before they were even done, collected, put in the system, anything. Every single license in the City's there, with no bill out there, no collections, no nothing. Mr. Altman noted that there was an issue

between Development and the office of the Commissioner of Revenue Office, where Development sent out letters with regard to 501C3's. Development sent out letters to people because they did not, (the Commissioner decides whether or not they need a business license or not), need a business license, but what they needed was a zoning approval, most were home occupations listed that way. When the letter was sent out by Development it indicated they had to get a business license, but that was not correct. Councilor Gore stated that with the SCC as having businesses in Hopewell, but not having business licenses here. Mr. Altman stated that the letter that went out should have stated that they needed a zoning permit not a business license because the Commissioner determines whether or not they need a business license. The letter has since been changed

Item No. 3 – Outstanding Tax Amount. Mr. Terry indicated that the latest collection projection rate that we received that this FY23 budget is based on is from the Treasurer as of 12/17/21 and the real estate percentage collectability was set at 95% and personal property was set at 92%. The actual collection analysis for real estate and personal property is for 2019, 2020 and 2021, note that the June real estate deadline was extended last year, so that number is going to be a little weak. Which means in our current fiscal year that amount will be collected. We have real estate at 92.6% for 2019, for 2019 the amount that was budgeted was \$5.5 million and collected was 6.1, so there was a 110.9% collection on that. Going to 2020 for real estate, we had \$15.2 million and we have collected \$14.1 of that, which means that real estate for 2020 was 93.2% collected, we are looking at about \$1 million that is still out there to be collected. Moving to personal property for FY2020 we were at \$5.7 million being the budgeted amount and we collected \$6 million, so we are at 105.4% of collections for the personal property. Looking at 2021 real estate, the budgeted amount for that year is \$15.4 million and we have collected roughly \$10 million and outstanding is \$4.8 million. This is a low number of 68.8%. There is a footnote that was put in stating that the real estate deadline was extended, which means that in the FY where we are now, collections are coming in, an accounting is going to have to be done and a analysis to know how much of what we are collecting now is really going back to that year to post it. Good news is when you extend, it works, it's helpful, but what you collect in the new FY is going to have to be matched up to the year where the receivable was related to. Personal property for 2021, budgeted was \$6 million and we were at actual at \$5.5 so we are at 92%. Business Property – in Munis that is not itemized out, it is all included in personal property. For Meals and Lodging – the Capital Project Fund, in FY2019, during those years the City was recording rooming and food in this particular account. When we rolled forward in FY20, we established what is called a debt service fund, so now there is a separate fund. Update sent by ERP administrator project manager to Mr. Terry's finance deputy stated "we have been able to update the meals and lodging, the Treasurer's office has been trained on this process which appears not to have been taken place since mid-2019". Which means the Munis system that we have in place now is working the way it is supposed to be, we are now able to have someone work on the current front end and there were some deficiencies, since 2019 the actual posting had not been working. The current fiscal year is working and that has been recorded. In 2022 there are actuals of \$218 million, in room tax we have right now approximately \$810,000 in 2022. The batches that were not processed prior to May 2021 are not available in our system for posting, these batches may have been lost when Munis was upgraded. Since no one was informed of this Tyler (Munis) is looking into these batches and if they cannot be located finance will have to get with the Commissioner of Revenue to find a method to correct the GL meaning go through a manual process to actually book them. At the end of the day it does not affect our projections, we know it is there, it has to be put in the right bucket. Mr. Terry indicated that his staff has been asking for items from 2018, 2019, 2020 and 2021 to be posted and closed. Things were not posted well in 2016, 2017 and 2018 so this is not just now. Councilor Gore asked if we could lose some of this collection because of what happened. Mr. Terry is reluctant to say it is lost, it will be in the hands of the new Treasurer as it is a process to it. Councilor Gore asked why these issues had not been brought to the attention of Council, since they had been going on for quite some time. Ms. Reason indicated that her

office had just found all of this out recently. It came to light when all of the issues with the business licenses happened recently. This is all happened because of posting that were not done in the previous years. Councilor Gore asked if the issue of posting ties in with the collection of the money. Mr. Terry responded that one of the things that has to be done to answer that question is to look at the older receivables, look at what was collected and what was not. He has not gotten to a point where they can answer the question yet as to saying that money was lost, but once it is looked at and discuss the receivable that are still outstanding, they can go back to the current Treasurer that is in place and her do a review to see what is going. He is reluctant to say it is lost, it is a process you have to go through when you are doing past due receivables. Councilor Randolph asked Mr. Terry what has been put in place for going forward with any Munis upgrades to ensure that the departments are doing their runs for previous versus after and if they are checking them. Is there something that can put in financially system wide to ensure that everyone is done before the upgrade is done and we could run the testing afterwards that we can actually check off to make sure it is done. Mr. Terry responded that it is a good idea to have the ERP person sit down with the departments and let them know that this is the protocol, you have to send your people to go through the test, the training. They have been doing that anyway, but it is best to have an individual actually get in there and be a mentor or a guide.

The next item on the agenda is Mid-Year Salaries. Council Gore stated that this is a repeat from the Tax Proposal Meeting, everyone was inquiring as to how we arrived at the \$1.8 million for salaries and at that time Council was informed that benefits and VRS were not originally calculated and what Council passed. So the question was asked what was the difference and how did we get to the \$1.8 million and how is it being paid for now. Mr. Terry stated that the FY22 adopted budget that was of July 1, 2021 plus the mid-year raises and that include the Munis, salaries, vacancies and related costs to salaries which was FICA, Medicare, VRS, VRS life, Disability, Workman's comp and then there was a category that was approved called prior service. That is what the FY23 budget is based on and not the step increase. Next was discussed the Sherriff's raises, followed by Police, Fire and Public Works were each discussed individually. If you take the original plus the budget resolution for salaries, you come up with what is now called the revised FY22 Budget. Finance then took how many payrolls they were between now and June 30 and there were estimating there were 5 payrolls. Of those 5 payrolls by the categories that we have now in terms of budget available by those departments, we determined an estimated need of budget to cover, the difference between that and your available budget is what is remaining and that will cover all of the costs.

The next item is Current Salary, Vacancies & Interim Positions – Mr. Terry indicated that salary savings in the current year has no effect on the proposed FY23 Budget. The Munis system pulls vacancies as of an effective date, if we could get a cumulative report we would start at June 30, 2021 or July 1, 2021. The request is understood, but system limitations prevent us from providing the requested information.

Moving on to Industry Rebate/Tax Incentive – Mr. Altman stated that the industrial rebate that the plant managers spoke to is, each year when you close out they get a rebate based on their bills when it is paid in and what is settled out. What the Commission agreed to years ago was that those rebates would be settled out with the completion of the audit for that particular year. What industry is asking is that they get them all now outside of the audit. Councilor Gore stated that she was looking for the outstanding amount. Mr. Altman explained that because we are doing the work, we are doing in conjunction with the audit, he does not have that number. We are waiting for the audit to be done to go back and do that work. We are current as of 2017 and 2018 is being completed.

Next on the agenda is Citizen Comments – Ms. Bess, City Clerk read aloud the Citizen Comments from 3 citizens in reference to the M&T Tax Rate increase. All were in favor of increasing the M&T Tax Rate from \$3.05 to \$3.10.

Motion made by Councilor Randolph and seconded by Vice Mayor Partin that we increase the Machinery & Tools Tax Rate for calendar year 2022 to \$3.10 per \$100 of assessment.

ROLL CALL:	Councilor Gore	-	yes
	Councilor Denton	-	no
	Councilor Pelham	-	yes
	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes

Motion Passes: 5/1

Motion made by Councilor Gore and seconded by Councilor Randolph to adjourn

Motion passes unanimously to adjourn.

Meeting adjourned

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Patience Bennett, Mayor

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Mollie P. Bess, City Clerk

INFORMATION  
FOR COUNCIL  
REVIEW



Minutes of Joint Work Session between the Hopewell City Council, Hopewell Redevelopment and Housing Authority and the Hopewell Planning Commission held on Wednesday, April 25, 2022 in the Hopewell Social Services Building.

The City Council meeting was called to order at 6:30 p.m. At time of the roll call the following members were present:

Vice Mayor John B. Partin, Jr.

Councilor Deborah Randolph

Councilor Jasmine E. Gore,

Councilor Brenda S. Pelham

The following members were not present at the meeting: Janice Denton and Arlene Holloway.

Mayor Patience Bennett arrived at the meeting at approximately 7:00 p.m.

Mrs. Tevya W. Griffin, Director of Development welcomed all participants. She provided the purpose of the meeting. Mrs. Griffin and Tarvaris McCoy, Community Revitalization Director with the Hopewell Redevelopment and Housing Authority, gave an update on the Rendezvous Apartment community site plan. They discussed the coordination of staff members, and the aide of Chesterfield County with Crime Prevention through Environmental Design Strategies. Mrs. Griffin and Mr. McCoy reviewed each proffered condition met through the site plan process. Members of Council were pleased with the progress. The Planning Commission added that they were pleased with the site plan and worked well with the developers and Housing Authority on the project. Commissioner Ruth Johnson of the Housing Authority asked if the City plan to give the adjacent property owners incentives to improve their property next to Rendezvous to ensure the property value of the apartment building will not decrease.

Mr. McCoy provided an update of the progress being made with Piper Square renovations.

Mrs. Griffin gave an overview of the Fair Housing Impediments Study. The contractor provided a presentation on the purpose of the study, community involvement, demographics, findings and implementation strategy. There were several questions raised by participants.

Mr. Steve Benham, Executive Director of the Housing Authority asked about next steps. Mrs. Griffin suggested the next step be the formation of a housing committee that consisted of members from each body represented at the meeting. This committee would work to implement actions outlined in the plan. It was suggested by Councilor Randolph that City Council review the action steps and get back to the group at later date.

Mrs. Griffin stated that there were no current incentives except the real estate tax abatement program. Councilor Pelham suggested that the property owners would improve their properties once they saw the apartment investment. This development would create a domino effect.

The consultant advised that the most common issue overlooked by government bodies after receiving an impediments study is to not take into account the disparities and the importance of zoning and land use to improve fair housing outcomes. She suggested the zoning ordinance must be flexible and provide

for middle housing. Mrs. Griffin followed with the importance of funding the update of the zoning ordinance to accomplish this goal.

A motion was made to adjourn the meeting by Councilor Gore, and seconded by Vice Mayor Partin. The motion passed unanimously. The meeting was adjourned at 8:01 p.m.

**CITY OF HOPEWELL, VA**  
**BOARD OF ZONING APPEALS**  
**MEETING MINUTES**  
**WEDNESDAY, FEBRUARY 23, 2022**

A meeting of the Board of Zoning Appeals for the City of Hopewell was held on Wednesday, February 23, 2022 at 6:00 p.m. in City Council Chambers/City Council Board Room located at 300 North Main Street, Hopewell, Virginia.

Board of Zoning Appeals Members present:

Patricia Dostie, Chair  
Ashley Epps, Vice-Chair  
Jessie Spruill  
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director of Development

Chairman Dostie called the meeting to order at 6:00 p.m. Mrs. Griffin conducted the roll call. There is a quorum present.

**ADMINISTRATIVE MATTERS**

Vice-Chairman Epps made a motion to accept October 20, 2021 minutes. Commissioner Vanderkeift seconded the motion. Motion passed 4-0.

No comments from citizens.

**UNFINISHED BUSINESS**

Mrs. Griffin gave an update on the Special Exception for 2510 Oaklawn Boulevard. The applicant has not come back with his nonprofit status and has not request to come back before the BZA. It is nothing in the state code that states how long an applicant can postpone a case.

## **PUBLIC HEARINGS**

Opened at 6:03 p.m.

The City of Hopewell has received a Variance request from Arlin Griffin for an accessory structure in the front-side yard of 1404 Roanoke Avenue, also identified as Sub-Parcel # 047-1165.

An overview of the application was provided by Mrs. Griffin. The provisions of the Zoning Ordinance that are germane to this appeal was given.

Mrs. Vanderkeift asked the applicant why they bought the shed before finding out the zoning. Mr. Griffin advised he had no idea about the zoning. Mr. Spruill asked what the other structure was that they could see the top of on the property. Mr. Griffin advised it was a chicken coop.

Mrs. Griffin stated based on the information presented Staff recommends approval of the variance. The request fulfills Criteria 1-7 which is required in order to grant a variance request.

A motion was made by Vice-Chair Epps to approve the shed in the side yard. Commissioner Spruill seconded the motion. Motion passed 3-1 with Commissioner Vanderkeift voting nay.

## **NEW BUSINESS**

None

## **REPORTS**

Mrs. Griffin reported there are no cases for the month of March.

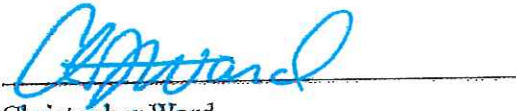
ADJOURN

Vice-Chairman Epps made a motion to adjourn the meeting at 6:25 p.m. Commissioner Vanderkeift seconded the motion.

Submitted by,

A handwritten signature in black ink, appearing to read "Patricia Dostie", written over a horizontal line.

Patricia Dostie Chairman

A handwritten signature in blue ink, appearing to read "Christopher Ward", written over a horizontal line.

Christopher Ward  
Interim Director of Development

**EDA Meeting – February 07, 2022 @ 4:30 pm**

**Present:** Shanna Story, Tom Wagstaff, Bob Moore, Elliot Eliades, Rita Joyner, and Lynda Frink

**Absent:** Joan Gosier

**Staff Present:** John M. Altman, Jr., City Manager  
Faith McClintic was not present

**Others Present:** none

**Called to order:** Shanna Story, Chairperson called the meeting to order at 4:35 pm in Council Chambers Conference Room.

**Approval of Agenda:** Agenda was approved and distributed.

**Minutes:** The minutes of the December 06, 2021, meeting were reviewed. A motion was made by E. Eliades and 2<sup>nd</sup> by R. Joyner approve the December 2021 minutes. Motion carried.

**Treasurer's Report:** T. Wagstaff gave a report for November and December 2021. A motion was made by B. Moore and 2<sup>nd</sup> by E. Eliades to approve the treasurer's report. Motion carried.

**Chairperson Report:**

- S. Story updated the Board on the status of the Broyhill Building; there has been a Chapter 7 Bankruptcy filed

**Unfinished Business:** R. Joyner, Chairperson of the Legacy Grant Committee, gave a report on the Legacy Grant Awards.

**Closed Session:** none

**New Business:** T. Wagstaff made a motion that we close the Truist Bank, (former SunTrust Bank), discussion followed. B. Moore 2<sup>nd</sup> the motion to close the Truist Bank account to simplify our record keeping by having one bank account. Motion carried.

**Upcoming Events:** Upcoming events and happenings were shared by the members.

**Next meeting:** The next meeting will be held on Monday, March 7, 2022, at 4:30pm in City Council Chambers Conference Room.

**Adjourn:** Motion by E. Eliades to adjourn, 2<sup>nd</sup> by T. Wagstaff; adjourned at 6:40pm.

Minutes taken by Lynda K. Frink, Secretary

**EDA Meeting – April 04, 2022 @ 4:34 pm**

**Present:** Shanna Story, Tom Wagstaff, Bob Moore, Joan Gosier, Rita Joyner, and Lynda Frink

**Absent:** None

**Staff Present:** John M. Altman, Jr., City Manager  
Faith McClintic

**Others Present:** none

**Called to order:** Shanna Story, Chairperson called the meeting to order at 4:34 pm in Council Chambers Conference Room.

**Approval of Agenda:** Agenda was approved and distributed.

**John M. Altman, Jr., City Manager** reported on the developer for Francisco Landing MOU. After discussion, a motion was made by T. Wagstaff and 2<sup>nd</sup> by B. Moore for City Council and EDA Board to meet to discuss Francisco Landing MOU. Motion carried.

**Minutes:** The minutes of the February 07, 2022, meeting were reviewed. A motion was made by T. Wagstaff and 2<sup>nd</sup> by R. Joyner to approve the February 2022 minutes. Motion carried.

**Treasurer's Report:** T. Wagstaff gave a report for November and December 2021. A motion was made by B. Moore and 2<sup>nd</sup> by L. Frink to approve the treasurer's report. Motion carried.

**Chairperson Report:**

- Reported that Elliot Eliades resigned from the EDA Board. If anyone wants to apply, they must fill out a Talent Bank Resume (TBR) and submit to the City Clerk's Office
- Gave a bankruptcy update on the Broyhill Building

**Unfinished Business:** R. Joyner, Chairperson of the Legacy Grant Committee, gave a report that the Legacy Grant Awards are being disbursed.

**Closed Session:** none

**New Business:**

T. Wagstaff suggested that we close the Truist Bank, (former SunTrust Bank), account to simplify our record keeping. Discussion followed. A motion was made by T. Wagstaff and 2<sup>nd</sup> by B. Moore to close the Truist Bank account. Motion carried.

T. Wagstaff suggested that we open a second account at Primus Bank with three signers. Discussion followed. A motion was made by B. Moore and 2<sup>nd</sup> by L. Frink to open the second account with Primus Bank and put Shanna Story, Tom Wagstaff and Bob Moore on the current account as well as the new account. Motion carried.

**Upcoming Events:** The members shared upcoming events and happenings.

**Next meeting:** The next meeting will be held on Monday, May 2, 2022, at 4:30pm in City Council Chambers Conference Room.

**Adjourn:** Motion by J. Gosier to adjourn, 2nd by T. Wagstaff; adjourned at 6:35pm.

Minutes taken by Lynda K. Frink, Secretary



**MINUTES OF THE MAY 4, 2022 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, May 4, 2022 in the City Council Conference Room located at 300 N. Main St. at 3:30PM.

Downtown Design Review Committee Members present:

Rita Joyner  
Mary French Elder  
Drew Dayberry  
Daniel Jones (via phone)

Staff:

Chris Ward, Senior Planner

Guests:

Heather Lyné – Director, Hopewell Downtown Partnership

Ms. Joyner called the meeting to order at 3:33PM. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the members and guests.

**ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS**

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

Ms. Joyner asked if there were any corrections or changes to the meeting minutes from April 6, 2022. There were none. Ms. Joyner asked if there was a motion to approve the meeting minutes. Ms. Elder made a motion to approve the meeting minutes from April 6, 2022. Mr. Dayberry seconded. The motion carried 3-0.

**CITIZEN COMMENTS**

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

Mr. Jones joined via phone.

**CERTIFICATES OF APPROPRIATENESS (COAs)**

Ms. Joyner asked Mr. Ward to introduce the COA application for paint colors for the front facade of 226 E. Broadway. Mr. Ward noted that the DDRRC reviewed and approved Mr. Eliades overall design at the last meeting and that he was presenting paint colors for the front facade this evening. He continued by exhibiting the color samples submitted by the applicant, Mr. Eliades that showed the orange color being framed by the white trim. Mr. Ward stated that the color scheme was for the front knee wall. Mr. Jones made the motion to approve the COA application for 226 E. Broadway front knee wall colors, as presented. Mr. Dayberry seconded. The motion carried 4-0.

**UNFINISHED BUSINESS**


Mr. Ward noted that there were no new updates on 320 Appomattox. Ms. Joyner asked if anyone knew if the property had sold. Mr. Ward checked the city's online GIS system and stated that it still shows the same owner. Ms. Lyne commented that she is working with the business owner at 308 E. Broadway to remove all the flyers in the window. She also commented about the current state of disarray with the windows at 265 E. Broadway.

**NEW BUSINESS**


There was none.

Ms. Elder made a motion to adjourn. Mr. Dayberry seconded. The motion carried 4-0.  
The meeting adjourned at 4:22PM.

Submitted by,

  
\_\_\_\_\_

Rita E. Joyner, Chairperson

  
\_\_\_\_\_

Christopher Ward, Senior Planner

  
\_\_\_\_\_

Date

ORDINANCES  
ON SECOND  
AND FINAL  
READING



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Reapprove amended ordinance to Chapter 18, Garbage, Refuse and Weeds to have it recorded

Public Hearing was held 11/22/2016 to consider an amendment to Chapter 18, Garbage, Refuse and Weeds. Council approved the amended ordinance but it was never recorded. Current Council needs to approve to have it recorded and updated.

**Sections**

- a. Sec. 18-1. Unlawful accumulations of growth. The amendment, if approved, would allow code enforcement to post notices; and would further provide code enforcement the authority to, upon notice and remediation of a violation, proceed without further notice on subsequent violations. This amendment also changes violations from a class 3 misdemeanor to either a class 1 or 2 misdemeanor. A violation of refuse, litter, trash and debris in a City-owned right-of-way will change from a 5-day notice to a 24-hour notice.
- b. Sec. 18-2. Nuisances. Notice for accumulations of household appliances, fixtures, furniture, automotive equipment, etc. in the City right-of-way will change from a 5-day notice to a 24-hour notice.
- c. Sec. 18-3. Abatement of nuisances. The amendment, if approved, would allow code enforcement to issue tickets for violations. The first ticket will be \$50, all subsequent violations for the same thing where tickets are issued, will be \$100.

**SUMMARY:**

- |                          |                          |                                    |
|--------------------------|--------------------------|------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4    |

- |                          |                          |                                  |
|--------------------------|--------------------------|----------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7  |

2. A request to amend the City Code, Chapter 18, Garbage, Refuse and Weeds, Article II. Collection and disposition of refuse generally.
- a. Sec. 18-21. Definitions. The amendment, if approved, adds a definition for “unlawful dumping.”
  - b. Sec. 18-25. Placement for collection; removal of containers from pickup area. The amendment, if approved, allows that a toter not be placed for pickup more than 24 hours from the collection date.
  - c. Sec. 18-31. Mobile toters for apartment complexes and trailer parks. The amendment, if approved, provides that toters must be screened from public right-of-way.
  - d. Sec. 18-39. Unlawful dumping. The amendment, if approved, provides that any person who witnesses and assists in the conviction of someone violating this section will receive a \$150 reward.
  - e. Sec. 18-40. Notice to remove conditions in violation of article. The amendment, if approved, would allow code enforcement to issue tickets for violations. The first ticket would be \$50, all subsequent violations for the same thing where tickets are issued, would be \$100
  - f. Sec. 18-42. Commercial refuse collection and disposal. The amendment, if approved, provides that the disposal container(s) must be screened in accordance with zoning ordinance standards.

**RECOMMENDATION:** City Administration recommends City Council reapprove the ordinance and have it recorded with current mayor and city clerk signatures.

**TIMING:** City Council action is requested on June 14, 2022.

**ENCLOSED DOCUMENTS:** Attachment 1; Previous Approved Ordinance

**STAFF:** Cynthia Hudson, City Attorney  
Chris Ward, Interim Director, Development and Planning

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**SUMMARY:**

Y	N		Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**ORDINANCE AMENDING CHAPTER 18, ARTICLE I, SECTIONS 18-12 AND 18-3  
OF THE HOPEWELL CITY CODE  
PERTAINING TO PUBLIC NUISANCES**

WHEREAS, pursuant to Va. Code Ann. §§15.2-1100, 15.2-1425, 15.2-1427, and Chapter IV of the Hopewell City Charter, the Hopewell City Council which is also authorized to adopt, amend, or repeal an ordinance; and

WHEREAS, pursuant to Va. Code Ann. §15.2-900 *et seq.*, local governments are authorized to abate or remove public nuisances to protect and improve the public health, safety of their citizens by, among other things, regulating the conditions on personally or privately-owned property, if such conditions present an imminent and immediate threat to life or property or might endanger the health or safety of other residents;

WHEREAS, the Hopewell City Council has determined that amending this Ordinance is necessary to secure and promote the general health, safety, and welfare of Hopewell citizens, and

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

BE IT ORDAINED and enacted by the Council of the City of Hopewell, Virginia this 22<sup>nd</sup> day of November, 2016 that Chapter 18, Article I, Sections, 18-1 and 18-3 of the Hopewell City Code of Ordinances are amended as set forth below:

**Sec. 18-1. - Unlawful accumulations or growth.**

(a) It shall be unlawful for the owner of any land ("property") within the city:

(1) To permit the accumulation on such property of garbage, refuse, litter, trash, debris and other substances which might endanger the health, safety or welfare of residents of the city.

(2) To permit grass, weeds, or other foreign growth in excess of ten (10) inches in height to grow on any occupied or vacant developed, or undeveloped property. This subsection shall not apply to wooded areas of land in their natural state.

(b) In the event of a violation of subsection (a) of this section, the city manager or his duly authorized agent shall serve a notice of violation on the property owner who shall, within five (5) days, proceed to correct the condition. Said notice of violation shall be served either by personally delivering it to the property owner or by sending it by certified mail, return receipt requested, first class mail to the address listed in the real estate tax records or by affixing a copy thereof in a conspicuous place at the entrance door or avenue of access. If the condition is not corrected satisfactorily within five (5) days of service of such written notice, the city manager or his duly authorized agent may proceed to have the condition corrected, either by city forces or by a private

ORDINANCE NO. 2016-1122

contractor. The actual cost thereof, together with an administrative handling charge of one hundred dollars (\$100.00) shall be billed to the property owner, and if not paid within thirty (30) days, shall be added to and collected in the same manner as the real estate tax on such property, and shall constitute a lien on the subject property ranking in parity with liens for unpaid local real estate taxes and enforceable in the same manner as therefor provided.

(c) One written notice, as provided in subsection (b), per growing season (March 1—November 30) is hereby deemed reasonable notice, to owners of vacant, developed or undeveloped property. Upon the failure of the owner to comply with such notice, the city manager or authorized agent may remove or contract for the removal of growth of grass or similar vegetation in accordance with section 18-2 and section 18-3 of this article for the entire growing season.

(e) (d) In the event of a violation of subsection (a), the owner of the property shall also be subject to a civil penalty of fifty dollars (\$50.00) for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall be two hundred dollars (\$200.00). Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of three thousand dollars in a twelve-month period.

(e) (e) In the event the owner of property in violation of this section cannot, with reasonable diligence, be located, the notice of violation may be served on any agent of the owner or other person in charge of the property, who shall correct the condition constituting the violation.

(e) (f) Such violations shall be a Class 3 misdemeanor in the event that three (3) civil penalties have previously been imposed on the same defendant for the same or similar violation; not arising from the same set of operative facts, within a twenty-four-month period. Classifying such subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

(Ord. No. 2009-15, 10-13-09; Ord. No. 2012-07, 8-14-12; Ord. No. 2013-08, 6-4-13; Ord. No. 2013-17, 10-8-13; Ord. No. 2014-24, 11-18-14)

**State Law reference**— Authority for above section, Code of Virginia, § 15.2-901 and 15.2-1115.

**Sec. 18-2. - Nuisances.**

(a) Any weeds, grass, or other foreign vegetation growth upon any property within the city which is detrimental to the health, safety or welfare of the inhabitants of the city, are hereby declared a nuisance.

(b) Any weeds, shrubs, grass, or other vegetation growth upon any property within the city which is in excess of ~~fourteen (14)~~ ten (10) inches in height are hereby declared a nuisance. This subsection shall not apply to wooded areas of land in their natural state.

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(c) Any hedge, shrub, tree or other vegetation, the limbs, branches or other parts of which overhang, extend or protrude into any street right-of-way line, sidewalk or public alley in a manner which obstructs or impedes the safe and orderly movement of persons or vehicles thereon or, in the case of trees, when the dead limbs or branches thereof are likely to fall into or across such street, sidewalk or public alley, thereby endangering such persons or vehicles, or which would cause a traffic hazard as described in article XVIII-A-10-c (Visual Obstruction) of the zoning ordinance are hereby declared a nuisance.

(d) Any grass, weeds, or other vegetable matter growing on any sidewalk, or between any sidewalk to the back of curb line and/or roadside drainage ditch to the paved surface of the street, and/or from the right-of-way line to the paved surface of the street or alley, are hereby declared a nuisance and it shall be the duty of the owner or occupant of any land or premises abutting upon such sidewalks or roadside drainage ditch or bordering right-of-way zone to keep such grass, weeds, and other vegetable matter cut at all times to prevent such space from becoming unsightly or offensive, or from constituting a hazard to the health, safety or welfare of the residents of the city.

(e) Any accumulations of garbage, refuse, litter, trash, debris and other substances on any parking lot which might endanger the health, safety or welfare of residents of the city are hereby declared a nuisance and it shall be the duty of the owner or occupant of any parking lot to keep such garbage, refuse, letter, trash, debris and other substances clear from any parking lot at all times to prevent such space from becoming unsightly or offensive, or from constituting a hazard to the health, safety or welfare of the residents of the city.

(f) Any storing of personal possessions or accumulations visible from the street or neighboring properties, including but not limited to: commercial or household fixtures, appliances, furniture, equipment or accessories; automotive equipment, parts or accessories; construction equipment, supplies or accessories; or any item causing an offensive, unwholesome, unsanitary or unhealthy accumulation in or on any place or premises are hereby declared a nuisance.

(g) No owner or occupant of any property within the city shall cause, permit, or allow the existence of any nuisance described in subsections (a)—(f) of this section to exist on said property.

(h) Subsections (a)—(e) shall not apply to wooded areas of land in their natural state.

(Ord. No. 2009-15, 10-13-09; Ord. No. 2013-08, 6-4-13; Ord. No. 2016-5-10, 5-10-16; Ord. No. 2014-24, 11-18-14)

**State Law reference**— Authority for above section, Code of Virginia, §§ 15.2-901 and 15.2-1115.

**Sec. 18-3. - Abatement of nuisances.**

(a) In the event of a violation of the preceding section 18-2, the city manager or his duly authorized agent shall serve a notice of violation on the property owner and/or occupant who shall,



ORDINANCE NO. 2016-1122

within five (5) days, proceed to correct the condition. The owner of the property and the occupant of the property, if different, shall be jointly and severally liable for any violation of section 18-2.

(b) The notice of violation shall be served either by personally delivering it to the property owner and/or occupant, ~~or sending it by certified mail, return receipt requested,~~ **first class mail** to the address listed in the real estate tax records, or by affixing a copy thereof in a conspicuous place at the entrance door or avenue of access. If the condition is not corrected satisfactorily within ~~ten~~ **(10) five (5)** days of service of such written notice, the city manager or his duly authorized agent may proceed to have the condition corrected, either by city forces or by a private contractor. The actual cost thereof, together with an administrative handling charge of one hundred dollars (\$100.00) shall be billed to the property owner or occupant, and if not paid within thirty (30) days, shall be added to and collected in the same manner as the real estate tax on such property.

(c) One written notice, as provided in subsection (a), per growing season (March 1—November 30) is hereby deemed reasonable notice, to owners of vacant, developed or undeveloped property. Upon the failure of the owner to comply with such notice, the city manager or authorized agent may remove or contract for the removal of growth of grass or similar vegetation in accordance with section 18-2 and section 18-3 of this article for the entire growing season.

(d) Every charge authorized by this section in excess of two hundred dollars (\$200.00) which has been assessed against the owner of any such property and which remains unpaid shall constitute a lien against such property. Such liens shall have the same priority as other unpaid local taxes and shall be enforceable in the same manner as provided in Code of Virginia, articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of chapter 39 of title 58.1. The city may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

(e) Violations of this section shall be subject to a civil penalty, not to exceed fifty dollars (\$50.00) for the first violation, or violations arising from the same set of operative facts. The penalty for subsequent violations not arising from the same set of operative facts within twelve (12) months of the first violation shall be two hundred dollars (\$200.00). Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of three thousand dollars (\$3,000.00) in a 12-month period.

(Ord. No. 2009-15, 10-13-09; Ord. No. 2013-08, 6-4-13; Ord. No. 2013-17, 10-8-13; Ord. No. 2014-24, 11-18-14)

**State Law reference**— Authority for above section, Code of Virginia, §§ 15.2-901 and 15.2-1115.

ORDINANCE NO. 2016-1122

VOTING AYE: (7) – Shornak, Luman-Bailey, Holloway, Zevgolis, Gore, Walton, Pelham

VOTING NAY: (0)

ABSTAINING: (0)

ABSENT: (0)

DONE this 22<sup>nd</sup> day of November, 2016.

---

Mayor Patience A. Bennett, Ward 7

Witness this signature and seal

ATTEST:

---

Mollie Bess, City Clerk

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD NOVEMBER 22,  
2016

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, November 22, 2016, at 6:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Brenda S. Pelham, Mayor  
Christina J. Luman-Bailey, Vice Mayor  
Arlene Holloway, Councilor  
Anthony J. Zevgolis, Councilor  
Jasmine E. Gore, Councilor  
K. Wayne Walton, Councilor  
Jackie M. Shornak, Councilor

Mark A. Haley, City Manager  
Stefan M. Calos, City Attorney  
Ross A. Kearney III, City Clerk

ROLL CALL

Mayor Pelham opened the meeting at 6:00 p.m. Roll call was taken as follows:

Mayor Pelham	-	present
Vice Mayor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Gore	-	present
Councilor Walton	-	present
Councilor Shornak	-	present

MOTION TO AMEND AGENDA/CLOSED SESSION:

At 6:06 p.m. motion was made by Councilor Walton, and seconded by Councilor Gore to amend the November 22, 2016 agenda under Closed Session Motion and replace the word donation with purchase and then to go into closed session for (I) discussion concerning (A) the acquisition (by purchase) of real property for a public purpose, and (B) the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of City Council; (II) discussion concerning the expansion of an existing business where no previous announcement has been made of the business' interest in expanding its facilities in the community; (III) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation (John Randolph Foundation adv. Beacon), where such consultation or briefing in open meeting would adversely affect the negotiation or litigation posture of City Council; and (IV) consultation related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (3), (5) and (7), respectively. Upon the roll call, the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0 Amended Agenda Adopted/Closed Meeting**

### REGULAR MEETING

A motion was made by Councilor Zevgolis, and seconded by Councilor Walton, to add R-4 under Regular Business, Purchase of Real Estate Property parcel #031—1365 on North 21<sup>st</sup> Ave. Upon the roll call, the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0 Agenda Amended to add to Regular Business R-4 - Purchase of Real Estate Property parcel #031—1365 on North 21<sup>st</sup> Ave.**

Mayor Pelham opened the regular meeting at 7:30 p.m. No Roll call was taken:

### PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

Prayer was led by Rev. David Woods, followed by the Pledge of Allegiance to the Flag of the United States of America.

### CONSENT AGENDA

Motion was made by Councilor Gore, and seconded by Vice Mayor Luman-Bailey, to approve the Consent Agenda, Minutes: None; Pending List: None; Routine Approval of Work Session: None; Personnel Change Report & Financial Report: None; Ordinance on 2<sup>nd</sup> and Final Reading: None; Routine Grant Approval: None; Public Hearing Announcement: November 29, 2016 Proposed Charter Amendment; December 13, 2016 Budget Amendment and VDOT Appropriation; Information for Council Review; Proclamations/Resolutions/Presentation: Proclamation of Small Business Saturday; Keep Hopewell Beautiful presentation by Johnny Partin; VML Go Green Platinum Award, presented by Go Green Committee; Update on Hopewell Downtown Partnership presentation by Evan Kaufman. Upon the roll call, the vote resulted:

Councilor Shornak	"	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0 Consent Amended Agenda Approved**

### **PUBLIC HEARING**

#### **PH-1 Public Hearing – Consider Citizen Comments regarding a request to modify Chapter 18 of the City Code:**

This was the night advertised for the public hearing to receive citizen comments regarding consideration of proposed Consider citizen comments regarding a request to modify Chapter 18 of the City Code. The public hearing was opened by the Mayor at 7:49 p.m. Mr. Thomas Gough of 202 Byrd St., Hopewell, Virginia addressed Council and urged them to pass the proposed amendments. Ms. Cassandra Vanderkeift of 1307 Central Ave., Hopewell, Virginia also addressed Council and urged them to pass the proposed amendments. There being no other speakers, the public hearing was closed at 8:00 p.m. A motion was made by Councilor Shornak, and seconded by Councilor Zevgolis to adopt the proposed amendment changes to Chapter 18 of the City Code. Upon the roll call, the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0 Adopted Proposed Amendments to Chapter 18 of the City Code.**

### **COMMUNICATIONS FROM CITIZENS**

**Tommy Wells, Ward 5:** Mr. Wells addressed Council and thanked Council Shornak for leading the way in getting the neighborhood streets paved.

**Ms. Cassandra Vanderkeift, Ward 6:** Ms. Vanderkeift addressed Council and urged them in the upcoming year to start showing their fellow Council members respect.

**Mr. John Eliades of 900 Mansion Dr., Hopewell:** Mr. Eliades addressed Council and expressed the problems within the City when it comes to litter. He urged that the correct City Departments and Police Department would start paying more attention to this problem.

**UNFINISHED BUSINESS****UB-1 – Unfinished Business - Request from Riverside Regional Jail to modify the Petersburg Area Transit (PAT) route to accommodate the work-release program:**

A motion was made by Councilor Zevgolis, and seconded by Councilor Holloway to approve the extension of the PAT bus route so that it goes to and from the Riverside Regional Jail at no additional cost to the City of Hopewell. Upon the roll call the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0 PAT Bus route Approved**

**UB-1 – Unfinished Business - Request from Department Neighborhood Assistance and Planning to consider a motion to renew a motion to approve request for rezoning parcel #023-0230, Lots 5, 6, 7, & 8, Block 3, Buren Homestead Addition from (R-3) Residential High Density to (B-2) Limited Commercial District.**

A motion was made by Councilor Walton, and seconded by Councilor Zevgolis to postpone this item until the first regular meeting in January 2017. Upon the roll call the vote resulted:

Councilor Shornak	-	no
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	no
Councilor Zevgolis	-	yes
Councilor Gore	-	no
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 4-3 Item continued until January 2017.**

**REGULAR BUSINESS****R-1 – Regular Business – Update on Comprehensive Annual Financial Report (CAFR) Preparation by Jerry L. Whitaker, Finance Director:**

Finance Director Jerry Whitaker addressed Council on the status of the Comprehensive Annual Financial Report (CAFR). Mr. Whitaker explained that the auditors have all the information they had requested and were in the process of finalizing the CAFR. Councilor Shornak asked if the City of Hopewell was the last locality to not have a CAFR, Mr. Whitaker said yes and that in December 2016, he hoped to have the report finalized.

**R-2 – Regular Business - Determination of City Council 2017 organizational meeting:**

A motion was made by Councilor Shornak, and seconded by Councilor Zevgolis to set the City Council Reorganizational Meeting for January 3, 2017 at 6:30 PM. Upon the roll call, the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0 Reorganizational Meeting Scheduled for January 3, 2017 @ 6:30 PM**

**R-3 – Regular Business - Determination of City Council December meeting schedule:**

City Manager Mark Haley represented to Council that the December 2016 meeting was already scheduled and on the council calendar for December 13, 2016 at 7:30 PM therefore, Council need not take any action on this item.

**R-4 – Regular Business - City Purchase of Property Parcel #031-1365 – N. 21<sup>st</sup> Avenue:**

A motion was made by Councilor Walton, and seconded by Councilor Shornak, to approve the purchase by the city of real estate located at 603 N. 21<sup>st</sup> Avenue, and identified as parcel #031-1365, at a price of \$29,950 plus closing cost, for public use which may include expansion of Appomattox Cemetery, and to grant the City Manager authority to sign all necessary documents, subject to approval by the City Attorney as to form. Upon the roll call the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0 Approved purchase of property**

**CITIZENS/COUNCILOR REQUESTS**

**CCR-1: Councilor Gore** – Announced that the Website Committee will be meeting on next week.

**CCR-2: Vice Mayor Luman-Bailey** -. Gave Council a VML update.

**CLOSED SESSION**

Council reconvened into a closed meeting.

**OPEN SESSION**

Council convened into Open Session. Councilors responded to the question: "Were the only matters discussed in the Closed Meeting public business matters lawfully exempted from open meeting requirements; and public business matters identified in the motion to convene into Closed Session?" Upon the roll call, the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Resulted: 7-0 Yes**

**Reports of the City Clerk**

A motion was made by Councilor Walton, and seconded by Councilor Shornak, to appoint Diana Barnes, Woodrow Harris, Sheila Bailey, Mattlyn DeBrick, Jerry Whitaker and Ray Spicer to the Community Planning and Community Management Team (CPMT). Upon the roll call, the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0 6 member appointed to the (CPMT)**

A motion was made by Councilor Walton, and seconded by Councilor Zevgolis to appoint Mary Jones to the Keep Hopewell Beautiful Committee, Laura Sutton to the Recreation Commission and Christopher Neal to the Hopewell Planning Commission. Upon the roll call, the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

**Vote Result: 7-0**



ADJOURN

At 10:41 p.m., motion was made by Councilor Walton, and seconded by Councilor Gore to adjourn. Upon the roll call, the vote resulted:

Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

Vote Result: 7-0

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Brenda S. Pelham, Mayor

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Ross Kearney, III, City Clerk



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Public Hearing to consider an amendment to Chapter 18, Garbage, Refuse and Weeds, Sections

- a. Sec. 18-1. Unlawful accumulations of growth. The amendment, if approved, would allow code enforcement to post notices; and would further provide code enforcement the authority to, upon notice and remediation of a violation, proceed without further notice on subsequent violations. This amendment also changes violations from a class 3 misdemeanor to either a class 1 or 2 misdemeanor. A violation of refuse, litter, trash and debris in a City-owned right-of-way will change from a 5-day notice to a 24-hour notice.
  - b. Sec. 18-2. Nuisances. Notice for accumulations of household appliances, fixtures, furniture, automotive equipment, etc. in the City right-of-way will change from a 5-day notice to a 24-hour notice.
  - c. Sec. 18-3. Abatement of nuisances. The amendment, if approved, would allow code enforcement to issue tickets for violations. The first ticket will be \$50, all subsequent violations for the same thing where tickets are issued, will be \$100.
2. A request to amend the City Code, Chapter 18, Garbage, Refuse and Weeds, Article II. Collection and disposition of refuse generally.
- a. Sec. 18-21. Definitions. The amendment, if approved, adds a definition for “unlawful dumping.”

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor K. Wayne Walton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shomak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4			

- b. Sec. 18-25. Placement for collection; removal of containers from pickup area. The amendment, if approved, allows that a toter not be placed for pickup more than 24 hours from the collection date.
- c. Sec. 18-31. Mobile toters for apartment complexes and trailer parks. The amendment, if approved, provides that toters must be screened from public right-of-way.
- d. Sec. 18-39. Unlawful dumping. The amendment, if approved, provides that any person who witnesses and assists in the conviction of someone violating this section will receive a \$150 reward.
- e. Sec. 18-40. Notice to remove conditions in violation of article. The amendment, if approved, would allow code enforcement to issue tickets for violations. The first ticket would be \$50, all subsequent violations for the same thing where tickets are issued, would be \$100
- f. Sec. 18-42. Commercial refuse collection and disposal. The amendment, if approved, provides that the disposal container(s) must be screened in accordance with zoning ordinance standards.

**RECOMMENDATION:** City Administration recommends City Council hold a public hearing to consider citizen comments.

**TIMING:** City Council action is requested on November 22, 2016.

**ENCLOSED DOCUMENTS:** Attachment 1: Proposed Ordinance

**STAFF:** Stefan Calos, City Attorney  
Tevya W. Griffin, Director, Neighborhood Assistance & Planning

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**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor K. Wayne Walton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4			

# PERSONNEL REPORT

**DATE:** June 08, 2022  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, Human Resources Administrator  
**SUBJECT:** Personnel Change Report – June 2022

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**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
MIESHA GERMAN	SOCIAL SERVICES	BEN PROG SPC I	05/04/2022
MARQUITTA RUSSELL	SOCIAL SERVICES	BEN PROG SPC I	05/04/2022
JAMI DAVIS	SOCIAL SERVICES	FAMSERVSPEC I	05/04/2022
IMANI DILLARD	SOCIAL SERVICES	BEN PROG SPC I	05/04/2022
LA'WANA PETERSON	SOCIAL SERVICES	HUMAN SER AST II	05/18/2022
BEVERLY HARRIS	COMMISSIONER OF REVENUE	ADMIN ASSISTANT	05/18/2022
ANITA DOLAN	PUBLIC WORKS	EXEC ASST	05/18/2022
DEVIN DRAGOO	RECREATION	PT SEASONAL PARK LABORER	05/25/2022

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
JAMES HAMILTON	INFORMATION TECHNOLOGY	SR IT SYSTEMS ADMINISTRATOR	05/01/2022
PHILIP BELL	PWS GARAGE	FLEET MECHANIC	05/02/2022
EDWARD COGLIO	POLICE	POLICE OFFICER NON CAR DEV	05/02/2022
NADINE MASSEY	SOCIAL SERVICES	BEN PROG SPC I	05/04/2022
WESLEY NEAL	HOPEWELL WATER RENEWAL	ELEC & INST TECH III	05/05/2022
ROBERT WALL	FIRE	FIREFIGHTER / ALS NON CAR DEV	05/10/2022
TEVYA GRIFFIN	DEVELOPMENT/NEIGHBORHOOD SVS	DIR NA&P	05/12/2022
DYLAN JOHNSTON	HOPEWELL WATER RENEWAL	WW MAINT MECH I	05/12/2022
REBECCA NIVER	RECREATION	CUST SERV REP	05/13/2022
MELODY PIND	COMMISSIONER OF REVENUE	COR DEPUTY II	05/13/2022
ROBERT LANGLEY	HOPEWELL WATER RENEWAL	ELEC & INST TECH SENIOR	05/19/2022
TIMOTHY ANDREWS	HOPEWELL WATER RENEWAL	WWT OPERATOR III	05/26/2022
BRADLEY FITCH	HOPEWELL WATER RENEWAL	PLANT MAINT SUPERINT	05/30/2022

CC: March Altman, City Manager  
Charles Dane, Assistant City Manager  
Debbie Pershing, Administrative Services Manager  
Elizabeth McGaha, Accounting Tech  
Michael Terry, Finance Director  
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director  
Jay Rezin, IT  
Arlethia Dearing, Customer Service Mgr.  
Kim Hunter, Payroll

# FINANCIAL REPORT

**City of Hopewell, VA  
Finance Department**

**Financial Report  
06.14.2022**

<u>Topic</u>	<u>Section</u>
<b>Financial and Compliance Reporting</b>	<b>1</b>
• <b>City and Schools External Reporting and Compliance Implementation Plan:</b>	
○ <b>02.01.2022 to 12.15.2023</b>	
▪ <b>Annual Activities and Requirements</b>	
▪ <b>Staff Resources and/or Technical Assistance</b>	
▪ <b>Audit Delay Notification – LEG.APA002</b>	
• <b>Progress Report 07.01.2022 to 05.31.2022</b>	<b>2</b>
○ <b>External Reporting</b>	
▪ <b>ACFR</b>	
▪ <b>APA</b>	
▪ <b>Single Audit</b>	
• <b>Operations and Assignments</b>	<b>3</b>
• <b>Budget</b>	<b>4</b>
○ <b>FY 2022-2023</b>	
• <b>Internal Reporting</b>	<b>5</b>
○ <b>City Manager’s Report on Transfers</b>	

# Section 1



**City and Schools  
External Reporting and Compliance  
Implementation Plan**

Fiscal Year					Calendar Year
2019	Feb	Mar	April	May**	2022
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2020	June	July	Aug	Sept**	2022
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2021	Oct	Nov	Dec	Jan**	2022/2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2022	Feb	Mar	April	May**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2023	June	July	Aug	Sept**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				

\*\*ACF Report, APA Report, Single Audit Report

**City and Schools  
Closing, Reporting and Audit Workflow - Process  
(CRAW)**

**Annual Comprehensive Financial Report (ACFR)**

**Cash reconciliations**

**Beginning general ledger balance reconciliation**

**Year end closing process**

**Fund Balance classifications**

**Pension (GASB 68)**

**Other postemployment benefits (GASB 45)**

**Government Wide Reconciliations**

**Financial Statement Preparation**

**Auditor of Public Accounts (APA) Report**

**Single Audit Report**

**City and Schools  
External Reporting and Compliance  
Implementation Plan  
FY19-FY23**

**Annual Activities and Requirements:**

	City	Schools
1. Operations (Day to Day) and Administration	Yes	Yes
2. External Reporting and Compliance Implementation Plan FY19 - FY23	Yes	Yes
3. Munis		
A. Post Implementation Improvements	Yes	NA
B. Implementation	NA	Yes

**Staff Resources required to complete No.1 - No.3:**

1. Current Staff Resources Engaged	Yes	Yes
2. Additional Staff Resources and/or Technical Support Required to Successfully Complete	Yes	Yes

NA- Not Applicable



**City of Hopewell**

309 North Main Street  
Hopewell, VA 23060

## City of Hopewell

### Annual Comprehensive Financial Reports

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

- **FY 15-16 ACFR – Completed 10.24.2018**
- **FY 16-17 ACFR – Completed 06.10.2019**
- **FY 17-18 ACFR – Completed 10.22.2021**
- **FY 18-19 ACFR – Estimated completion 06.30.2022**
- **FY 19-20 ACFR – Estimated completion 09.30.2022**
- **FY 20-21 ACFR – Estimated completion 01.31.2023**

**Delays due to:**

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

# Section 2

City of Hopewell, Virginia								
Closing, Reporting and Audit Workflow (CRAW)								
					Date Start	Date Due	% Completion Status	Comment(s)
<b>Project Planning - Addendum</b>								
<b>Fiscal Year Ended June 30, 2019</b>					02.01.22	05.31.22	<b>40%</b>	Overall estimated % of completion as of <b>05.31.22</b>
<b>Phase:</b>								
<b>Annual Comprehensive Financial Report (ACFR)</b>								
Cash reconciliations							45%	
Beginning general ledger balance reconciliation							75%	Task work in process <b>05.31.22</b>
Year end closing process							60%	Task work in process <b>05.31.22</b>
Fund Balance classifications							0%	
Pension (GASB 68)							45%	Task work in process <b>05.31.22</b>
Other postemployment benefits (GASB 45)							45%	Task work in process <b>05.31.22</b>
Government Wide Reconciliations							0%	
Financial Statement Preparation							15%	Task work in process <b>05.31.22</b>
Auditor of Public Accounts (APA) Report							0%	
Single Audit Report							0%	

# Section 3

City of Hopewell, VA July 01, 2021 to May 31, 2022 Operations and Assignments				Date Start	Date Due	% Completion Status	Comment(s)
Account Payables - May 2022:				05.01.22	05.31.22	100%	Task completed
	Number	\$ Amount					
Process Invoices	1631	\$5,151,370					
Created Purchase Orders by Account Payables	40	\$427,948					
Printed Checks/Wires/EFT	757	\$5,151,370					
Payroll - May 2022:				05.01.22	05.31.22	100%	Task completed
Payroll Date	Gross Pay	Number of Employees					
05.05.2022	\$941,881	451					
05.19.2022	\$933,648	444					
Note: City's Payroll Reporting (Federal & State) is Current.							
Accounting - May 2022:				05.01.22	05.31.22	100%	Task completed
Coordinated with Treasurer Office, Information Technology and other the Departments on timely & accurate accounting and recording of transactions in Munis.							
Real Estate Assessor - May 2022:				05.01.22	05.31.22	100%	Task completed
Continued orientation and training of two new staff member filling vacancies due to retirement and resignation. Assessor and our external contractor started the plant reassessment process with site visits to the large Industrial properties.							
Financial Reporting and Budget - May 2022				05.01.22	05.31.22	100%	Task completed
Assisted Departments with budget inquiry and assistance. Continued analytical review that is required during the FY2023 Operating and Capital Budget development process.							
Note: Quarterly Report Submission for Victim Witness is Current							
Notification & Requests for Reporting:							
State Compensation Board Reimbursement -- SCB (July 2021 - May 2022)				07.01.21	06.30.22	100%	Task completed
Finance Department welcomes Ms. Felicia Ashburn as our new Procurement Officer and Finance Business Analyst. Ms. Ashburn brings to the City several years of combine professional experience in procurement, accounting and administrative systems (MUNIS), assistance in the annual year-end audit, as well as, policies and procedures compliance. She is directly responsible for managing the procurement and contracting of City services, supplies, materials and equipment. Also, Ms. Ashburn will provide financial business analysis support to departments and divisions in workflow problem solving, documenting processes and procedures, developing new processes and where applicable recommend technology to improve performance. (See Attachment A - FY23 Proposed Projects)				04.28.22	05.31.22	100%	Task completed
Assignment(s):							
Munis Post Implementation Improvements, General Billing Training, Automated Cash Reconciliation, State and Estimated Income Munis Recordation, Tyler Open Finance Implementation and Deployment: Finance Director in conjunction with the City's ERP Administrator (Munis Project Manager) working with Finance Staff, Treasurer & Staff and Hopewell Water Renewal Staff to improve/correct or establish a platform for positive outcomes of accountability and performance				12.10.21	6.30.22	50%	Task work in process 05.31.22



## Attachment A

### Procurement Officer and Finance Business Analyst Proposed Projects

#### Procurement

##### 1. Bid Module:

###### Purpose:

Create and maintain all City bids/contracts making the process streamlined and again increase visibility to bidders and increase the amount of bidders overall for all of our upcoming projects.

###### Improvement:

Implementing the Bid Module is create a more stream-line process for all IFBs and RFPs, to include contract management, a project timeline, communication between all parties, converts bids to contracts that update our budgets within the City.

###### Efficiency:

The bid module will easily create, manage, and track all IFB and RFPs for the City. It will increase visibility into the entire bidding process. The module will reduce to the time required to manage bids, creates greater visibility into bidder activity, and centralizes all data in one place.

###### Estimated Planning:

A training date has been scheduled for the Bid Module for August 1, 2022. Also, all of the training materials have been downloaded to date. Additional training videos from Munis have been requested.

###### Estimated Resources Required:

Munis Implementation Coordinator: LaTonya Felton

Munis Trainer: Alyssa Joubert

###### Estimated Completion Time Frame:

Third Quarter FY 2023

##### 2. City Website: Bid Opportunities page to be updated to new format

###### Purpose:

The City website Bid Opportunities page will include all current and awarded contracts to include Request for Proposals, Invitation for Bids, Sole Source and Emergency Procurements for complete Procurement Transparency for all.

###### Improvement:

The City website Bid Opportunities page has become outdated. After speaking with the city web developer, we have started working on the first draft of the new Bid Page, to include ALL IFBs/RFPs, etc. both current and awarded. Thus, keeping all Procurements updated and transparent.

###### Compliance:

This will greatly enhance the City's Transparency.

Efficiency:

Both Procurement Officers will be maintain the City Bid Opportunities page making the both IFBs/RFPs identical in appearance to enhance the City of Hopewell's impression to prospective bidders.

Estimated Planning:

Met with Web Developer to acquire date for website redesign/update and agreed on a design for new Bid Page.

Estimated Resources Required:

Web Developer: Floyd Lark

Estimated Completion Time Frame:

Second Quarter FY 2023 -- New website design is scheduled for October/November 2022.

## Finance

### 1. Purchase Card Implementation in Munis

Purpose:

Manage our procurement spend and improve our financial success. Enhance employee convenience with spend controls and added visibility and transition from paper to electronic reports, a cost reduction to all departments.

Improvement:

P-Cards provide a means for streamlining the procure-to-pay process, allowing organizations to procure goods and services in a timely manner, reduce transaction costs, track expenses, take advantage of supplier discounts, reduce or redirect staff in the purchasing and/or accounts payable departments.

Efficiency:

All department accounts will be updated bi-weekly for more efficient use of yearly budgets.

Estimated Planning:

Contacted Fifth Third Bank, to have our weekly purchases downloaded for upcoming Munis implementation. Downloaded all credit card holders with account numbers from our present credit card company and started uploading credit card information into our Munis database in preparation for upcoming training dates.

Downloaded all documentation concerning Bank of America P-Card, contracts, contacts etc for future change over to Bank of America credit card.

Research the current P-Card (Fifth Third Bank) on ending our current contract and what is involved in this process.

Estimated Resources: Training dates 8/1/2022 initial set up of P-Card module and 8/3/2022 for further training.

Estimated Completion Time Frame: The completion date for Fifth Third Bank P-Card Implementation is Third Quarter FY23 to include training of all department appointed P-Card Munis department administrators.

## 2: End of Fiscal Year Procedures

Purpose: To successfully close FY 2022 with little or no errors in Accounts Payable, ensuring that payments for services/goods are paid according to our established rules and policies.

### Improvement:

The Accounts Payable Department will be reviewing all invoices for correct dates of service for greater audit success.

### Compliance:

Year-end procedures have been sent both on May 16<sup>th</sup> and June 3<sup>rd</sup>, to include both Purchase Order cut off dates and correct procedures for Credit Card purchase.

### Efficiency:

Reviewed all monthly processing/distribution (invoices received for department distribution) Items with Accounts Payable Department to determine who will be doing what part and what training is needed on any of the different distribution worksheets. Thus making both Accounts Payable clerks proficient in all of the monthly processes.

### Estimated Planning:

Weekly meetings with the Accounts Payable department for any questions or issues with purchase orders and invoicing for Old Year vs. New Year. This will become a daily and on-going process for the upcoming months.

### Estimated Completion:

This year-end procedure will continue as long as invoices are received for any goods/services received in FY22.

## 3. Accounts Payable to go Digital

### Purpose:

To reduce the amount of paper reports printed by Accounts Payable department for all check runs, and set up a naming convention for all reports to be consistent and easily available to auditors and staff. To greatly reduce the need for large quantities of paper monthly.

### Estimated Planning:

Have worked with the Accounts Payable department to implement the process with each check run. Each weekly set of check run reports will be verified for naming consistency.

### Estimated Completion:

The process will be in place with all naming conventions in place starting July 1, 2022.

# Section 4

City of Hopewell, VA July 01, 2021 to May 31, 2022 Budget Development FY 2022 - 2023				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for FY 2022 - 2023 Budget Development:</b>				
Annual Operating (See attached City Manager's 11.30.21 email)	11.30.21	12.31.21	100%	Task completed <b>12.31.21</b>
Capital Project	01.10.22	02.04.22	100%	Task completed <b>02.28.22</b>
Capital Improvement Plan (CIP)	01.10.22	02.04.22	100%	Task completed <b>02.28.22</b>
<b>Draft Proposed City Budget Calendar for FY 2022 - 2023</b>	<b>01.17.22</b>	<b>01.31.22</b>	<b>100%</b>	<b>Task completed 01.31.22</b>
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<b>Communicate Draft to Stake Holders:</b>	<b>01.31.22</b>	<b>02.21.22</b>	<b>100%</b>	<b>Task completed 02.28.22</b>
<b>Finalize City Budget Calendar for FY 2022 - 2023</b>	<b>02.22.22</b>	<b>02.28.22</b>	<b>100%</b>	<b>Task completed 02.28.22</b>
<b>Implement City Budget Calendar for FY 2022 - 2023</b>	<b>03.02.22</b>	<b>05.27.22</b>	<b>95%</b>	<b>Task work in process 05.31.22</b>
<b>Prepare the approved FY23 City Budget for loading to the City's accounting administrative system (MUNIS)</b>	<b>06.15.22</b>	<b>06.17.22</b>		
<b>Review &amp; verify the loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)</b>	<b>06.21.22</b>	<b>06.24.22</b>		
<b>Confirm &amp; verify City departments having access to their loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)</b>	<b>06.24.22</b>	<b>06.29.22</b>		
<b>Finance Department preparing DRAFT FY 2022-2023 Financial Plan (i.e. City budgetary document)</b>	<b>07.15.22</b>	<b>09.30.22</b>		

# Section 5

City Manager's Report on Transfers 07/01/2021 to 05/31/2022					
Activity Date	Account Description	Fund Type	From	To	Comments(s)
7/1-31/2021	City Manager Transfers for Reporting Period-None				
8/1-31/2021	City Manager Transfers for Reporting Period-None				
9/1-30/2021	City Manager Transfers for Reporting Period-None				
10/1-31/2021	City Manager Transfers for Reporting Period-None				
11/1-30/2021	City Manager Transfers for Reporting Period-None				
12/1-31/2021	City Manager Transfers for Reporting Period-None				
1/1-31/2022	City Manager Transfers for Reporting Period-None				
2/3/2022	Engineering Department	General Fund	\$ 50,000		Transfer for Temporary Parking Help (Due to 2 Replacements)
	Engineering Department	General Fund		\$ 30,000	
2/7/2022	Sheriff's Office	General Fund	\$ 94,570		Transfer-Salary Funds to Purchase 2 Vehicles & Upgrade Camera/Key Job System
	Sheriff's Office	General Fund		\$ 94,570	
3/16/2022	Contingency	General Fund	\$ 9,215		Transfer-Courts AV Project
	Police Department	General Fund		\$ 9,215	
3/25/2022	Contingency	General Fund	\$ 8,658		Transfer-COVID Expenses
	Fire Department	General Fund		\$ 8,658	
4/1-30/2022	City Manager Transfers for Reporting Period-None				
5/31/2022	Various Departments	General Fund	\$ 481,240		Transfer-Emergency Technology Needs for Courts Building & Emergency Repair for the Station
	Information Technology Department	General Fund		\$ 250,000	
	Fire Department	General Fund		\$ 151,240	

# 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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

PUBLIC HEARING FOR CUP APPLICATION – 2107 DAY STREET

**ISSUE:** Request to convert single-family, detached unit to duplex.

**RECOMMENDATION:** Staff and PC - Approve as presented.

**TIMING:**

**BACKGROUND:** PC Pub Hearing – May 5, 2022; CC Work Session – May 10, 2022.

**ENCLOSED DOCUMENTS:**

- Staff report including CUP application and affidavit of notifications
- Presentation

**STAFF:**

Chris Ward – Interim Director of Development

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			



2107 Day Street  
Owner: Tribe Property Solutions c/o Jimmie Darden  
Conditional Use Permit

Staff Report prepared for the Hopewell Planning Commission & Hopewell City Council

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

**I. PUBLIC HEARINGS & MEETINGS:**

Planning Commission public hearing	May 5, 2022	Recommend Approval
City Council Work Session	May 10, 2022	No Action
City Council public hearing	June 14, 2022	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density District
Acreage:	.34 acres or 14,810 square feet
Legal Description:	LOTS 23-24 BLK 43 SUBDIVISION: WOODLAWN
Election Ward:	Ward 3
Land Use Plan Recommendation:	Urban Mixed Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 031-0200
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

### **III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request for a Conditional Use Permit from Jimmie Darden for a Conditional Use Permit to convert a single family detached home, located at 2107 Day Street, also identified as 031-0200, to a two family duplex.

### **IV. SUBJECT PROPERTY:**

The property is an interior lot, located 250 feet from the intersection of North 21<sup>st</sup> Avenue and Day Street. The property consists of a 1,400 square foot two story single family detached home.

### **V. OWNER'S POSITION REVISED:**

#### Excerpts from Application

The applicant proposes to convert the home from a single family residence to a two family residence. An apartment would be located on the first and second floor.

The applicant has provided a description of the request in an attached application.

### **VI. ZONING/STAFF ANALYSIS:**

The property is located in the Dolin Subdivision. The home was constructed in 1946. The location of the home encroaches into front yard setback of 25 feet. However, this does not effect the request and should not have any bearing on the decision. When the home was built the City did not have a Zoning Ordinance to govern land use decisions. Any further construction on the property must adhere to the Zoning Ordinance regulations. This request does not include any additions.

#### Comprehensive Plan Land Use Category

The 2028 Comprehensive Plan designates this property and those immediately in the vicinity as Urban Mixed Residential. This designation and the Multifamily Residential category recommend high density dwellings (including retirement and age-restricted projects) and development flexibility for new, infill and redevelopment projects. The Urban Mixed Residential qualify for selective re-subdivision of qualifying projects where lots or entire blocks could be consolidated for redevelopment.

The following are characteristics of the Urban Mixed Residential Category:

- Primary Land Use Detached and Attached Residences, Small to Medium Lots, Multifamily Permitted within Planned Mixed Residential Neighborhoods
- Typical Density Ranges: Detached- 4-5 Dwelling Units/ Per Acre (DU/PA)

Attached: 6-12 DU/PA

Multifamily: 16-30 DU/PA

- Typical Dwelling Size: 1,000 – 2,000 Square Feet

The Comprehensive Plan designation allows duplexes in this area and the Zoning Ordinance allows duplexes by approval of a Conditional Use Permit.

Each unit would be approximately 700 square feet, with two bedrooms, one bath and a living room/kitchen combination. The applicant has several options for second floor access, including a side entrance or the construction of stairs to the second floor. A double drive way would be constructed allowing separate access for each unit. A new roof, and updated balcony will also be provided along with interior improvements to the units.

**VII. APPLICABLE CODE SECTIONS:**

The provisions of the Zoning Ordinance that are germane to this request for a Conditional Use Permit are the following:

**Article IX, Residential, Medium Density District (R-2)**

**STATEMENT OF INTENT**

*This district is intended as a single family residential area with low to medium population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage a suitable environment for family life. To these ends, development is limited to a relatively low to medium concentration and permitted uses are limited basically to providing homes to the residents plus certain additional uses such as schools, parks, churches and other types of public facilities that will serve the residents of the area.*

**Section A. Use Regulations**

*In the R-2 Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):*

2. Duplex (zero lot line permissible) with a Conditional Use Permit based on compatibility with the adjacent area issued by the City Council (special definition).

**(Article I. Definitions)**

*The Zoning Ordinance defines a duplex as a structure arranged or designed to be occupied by two (2) families, the structure having only two (2) dwelling units.*

**Article XXI. Amendments, Section D. Conditional and Special Use Permits**

**D. CONDITIONAL AND SPECIAL USE PERMITS.**

**1. Conditional Use Permit:**

**Purpose:**

*The purpose of this section is to provide for certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in*

*certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions, be acceptable in certain specific locations. These uses are permitted only through the issuance of a conditional use permit by the City Council after ensuring that the use can be appropriately accommodated on the specific property, will be in conformance with the Comprehensive Plan, can be constructed and operated in a manner which is compatible with the surrounding land uses and overall character of the community, and that the public interest and general welfare of the citizens of the City will be protected.*

*No inherent right exists to receive a conditional use permit; such permits are a special privilege granted by the City Council under a specific set of circumstances and conditions, and each application and situation is unique. Consequently, mere compliance with the generally applicable requirements may not be sufficient, and additional measures, occasionally substantial, may be necessary to mitigate the impact of the proposed development. In other situations, no set of conditions would be sufficient to approve an application, even though the same request in another location would be approved.*

*a. Initiation*

*The applicant, who shall be an owner of record or contract owner with written approval of the owner of the land involved (if a contract owner, a copy of said contract shall be filed with and made a part of application), shall make application for the use permit to the Director of Development on the form provided for that purpose, giving all information required by such form, including such other information which the Director of Development may deem necessary for an intelligent consideration of the project for which a permit is desired.*

*b. Completeness*

- 1. A pre-application conference may be scheduled by the applicant with the Director of Development or his designated agent to discuss the proposal.*
- 2. The application shall be accompanied by the required number of copies of the following:*
  - i. A site plan in accordance with Article XVI Site Plan Requirements of the Zoning Ordinance.*
  - ii. The front, side and rear elevations and floor plans of the proposed buildings.*

*c. Review of Application*

- 1. When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.*
- 2. The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the*

*public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.*

3. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.*
4. *In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:*
  - i. *Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and*
  - ii. *A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.*

d. *Approval Criteria*

*As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:*

1. *The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.*
2. *The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.*
3. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.*
4. *The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on*

*the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.*

5. *The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.*
6. *The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*
7. *The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.*

#### **VIII. STAFF RECOMMENDATION:**

Staff has reviewed the application and offers the following:

The request to convert this single family detached structure into a duplex or two family structure is in keeping with the Comprehensive Plan goal to provide a variety of housing choices. In chapter 9, page 205 of the Plan, this concept of middle housing is discussed.

Middle housing is a range of multi-unit or clustered housing types compatible in scale with single family homes that can help meet the growing demand for varying housing types, walkable urban living, and affordable units. This is not to say that every request to convert a dwelling to a higher density should be approved without consideration of other key factors.

These other factors include but may not be limited to, parking, design, and accessibility. In this instance, the applicant has addressed each of these elements.

The City has not received any oppositions to this proposal to date.

Staff recommends approval of the application. Staff contends that the applicant has met the provisions of Article XXI. Amendments, Section D. Conditional and Special Use Permits, sub-section d. Approval Criteria.

#### **IX. PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission held a public hearing regarding this Conditional Use Permit application on May 5, 2022 and did not hear any relevant public comments against the applicant's proposal to convert the single-family detached house into a duplex. As a result, the Planning Commission recommends to City Council that the application be approved as presented.



Attachment(s):

1. Conditional Use Permit application
2. Adjacent property owner list

Aerial Map of Surrounding Area – 2107 Day Street



Picture of 2107 Day Street





The City  
of  
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20220213

APPLICANT: Jimmie Darden  
ADDRESS: 2107 Day Street  
Hopewell VA  
PHONE #: 8049387825 FAX #: 804-258-4859  
EMAIL ADDRESS: jimmiedarden@gmail.com

INTEREST IN PROPERTY: Owner OWNER OR \_\_\_\_\_ AGENT  
*IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER  
OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.*

OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

PROPERTY ADDRESS / LOCATION:  
2107 Day Street  
PARCEL #: 0310200 ACREAGE: .34 ZONING: R2

\*\*\* IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, \*\*\*  
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

1. FLOOR PLANS OF THE PROPOSED BUILDINGS. \_\_\_\_\_
2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. \_\_\_\_\_

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION \_\_\_\_\_ OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:  
Single Family Home

THE CONDITIONAL USE PERMIT WILL ALLOW:

Request is to renovate and convert this property into a duplex (2-unit) building, with separate water and electrical meters. Intended use is to provide safe, long-term, affordable workforce essential workers/nurses traveling from outside areas into Hopewell/John Randolph Medical.

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

Vacant properties are a blight on the neighborhood. The proposed will be used for the purpose attracting corporate long-term tenants who have received assignments to work in or near which have historically proven to be high quality, responsible tenants that respect the area.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

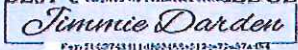
All safety, building codes, and covenants will be honored with the improvements made to the We will be communicating these plans to our neighbors, ensuring their acceptance of proposed enhancements. We believe this will uplift the neighborhood, and generate revenue for Hopewell.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

The general layout of the property will be improved to allow accomodation of two 650 sq ft

All work is being performed by licensed and insured contractors, ensuring proper building codes being met. No modifications to the lot or encroachments of easements will take place.

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

  
F-71-C074311-1103151-010-72-574-051

03/10/2022

APPLICANT SIGNATURE

DATE

Jimmie Darden

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 03/10/2022

DATE OF ACTION


PC 5/3/2022  
Approved with  
conditions.

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

APPROVED WITH THE FOLLOWING CONDITIONS:

AFFIDAVIT OF MAILING

I, (*Kimberly D. Kinker*), under oath, hereby certify that the City of Hopewell received a request submitted by Jimmie Darden for a Conditional Use Permit to allow duplex, also identified as Sub-Parcel # 031-0200. Notice was mailed on June 6, 2022 by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.

  
Signature

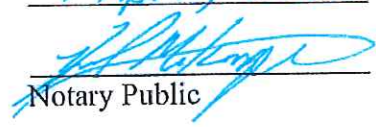
Executive Assistant  
Title

COMMONWEALTH OF VIRGINIA  
CITY OF HOPEWELL, TO WIT:

I, undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that (*Kimberly D. Kinker*) whose name is signed to the foregoing as Executive Assistant for the (*Department of Development/Planning*), has signed, acknowledged and sworn to the same before me in my jurisdiction aforesaid and, under oath, acknowledged the contents of the foregoing instrument to be true and accurate.

Given under my hand this 6<sup>th</sup> day of June 20 22

My Commission expires: 4 April, 2026

  
Notary Public





**City of Hopewell**  
Department of Development

300 North Main Street  
Hopewell, VA 23860

June 6, 2022

Jimmie Darden  
2009 Castle Glen Court  
North Chesterfield, VA 23236

Dear Mr. Darden:

The Hopewell City Council will meet on Tuesday, June 14, 2022 at 7:30 p.m. to hold a public hearing regarding your request for a Conditional Use Permit to allow an duplex at 2107 Day Street, also identified as Sub-Parcel # 031-0200.

At a public hearing City Staff will provide an overview of the request, with a recommendation. As the applicant, you are allowed to present the request to the City Council. The Council may also ask you questions. The Code of Virginia also requires the City to notifying adjacent property owners of your request. If they choose, they are allowed to provide their opinion in writing or at the meeting.

**The meeting on Tuesday, June 14, 2022, will be held in City Council Chambers (*only enter from rear parking lot door and take elevator to CC-Council Chambers*) located at 300 North Main Street, Hopewell, Virginia in City Hall. Please plan to attend this meeting or have a representative attend that can answer questions regarding the application.**

Sincerely,

Chris Ward  
Interim Director  
Department of Development



*The City of  
Hopewell, Virginia*

Department of Development

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300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

---

June 6, 2022

NOTICE OF PUBLIC HEARING & MEETING  
CITY OF HOPEWELL

Dear Adjacent Property Owner:

The Hopewell City Council will conduct a public hearing on Tuesday, June 14, 2022 at 7:30 p.m. at the Hopewell Municipal Building, 300 North Main Street, in Council Chambers (*only enter from rear parking lot door and take elevator to CC-Council Chambers*) for the purpose of receiving comments regarding the following requests in accordance with, Article IV, Residential, Medium Density, Section H. Accessory Apartments, of the Hopewell Zoning Ordinance. The following item will be considered:

- 1. A request submitted by Jimmie Darden for a Conditional Use Permit to allow a duplex at 2107 Day Street, also identified as Sub-Parcel # 031-0200.**

If you desire additional information regarding this hearing, please contact the Department of Development at (804) 541-2220. If you would like to speak in favor or against this application please attend the meeting on June 14, 2022. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to City Hall, at 300 North Main Street, Suite 321, Hopewell, Virginia 23860. Email comments to [devdept@hopewellva.gov](mailto:devdept@hopewellva.gov).

Sincerely,

Chris Ward  
Interim Director  
Department of Development

Kent Salisbury  
2325 CITY POINT RD  
HOPEWELL VA 23860

Linda Lee Collins  
18461 LOVING UNION RD  
DISPUTANTA VA 23842

Alana C Grammer  
2118 DOLIN ST  
HOPEWELL VA 23860

Chabinath G Maharaj  
2103 DAY ST  
HOPEWELL VA 23860

Herbert R Jones  
2116 DOLIN ST  
HOPEWELL VA 23860

Barbara R Cofield  
2106 DAY ST  
HOPEWELL VA 23860

Christopher S Pollard  
2109 DAY ST  
HOPEWELL VA 23860

Marilyn B Hudson  
2110 DAY ST  
HOPEWELL VA 23860

David Baker  
2102 DAY STREET  
HOPEWELL VA 23860

Carlous L Wynn  
2110 DOLIN ST  
HOPEWELL VA 23860

TRIBE PROPERTY SOLUTIONS  
LLC  
2009 CASTLE GLEN CT  
N CHESTERFIELD VA 23236

Christine Ann Miller  
2108 DAY ST  
HOPEWELL VA 23860

Jindaporn I Paxton  
2108 DOLIN ST  
HOPEWELL VA 23860

Robert D Dereski  
8209 SANDY RIDGE RD  
NORTH PRINCE GEORGE VA  
23860

Kenneth M Moore  
2114 DOLIN ST  
HOPEWELL VA 23860

# 2107 Day Street Conditional Use Permit

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JUNE 14, 2022





# 2107 Day Street

Request to convert single-family dwelling to duplex in the R-2 Zoning District



# 2107 Day Street

Request to convert single-family dwelling to duplex in the R-2 Zoning District

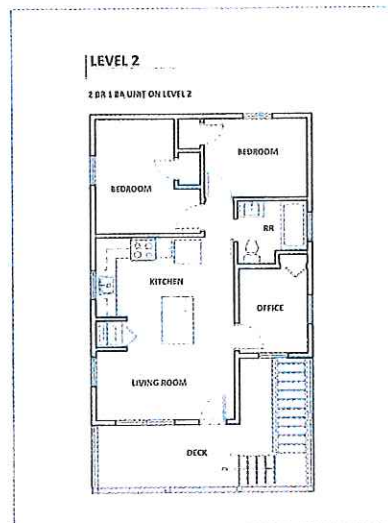
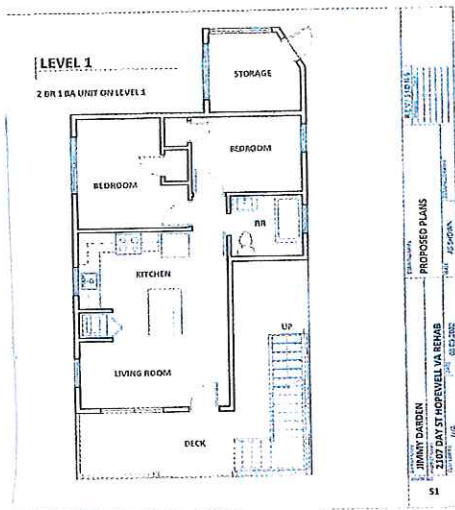


# 2107 Day Street

Request to convert single-family dwelling to duplex in the R-2 Zoning District



# 2107 Day Street




## Questions from Work Session (May 10, 2022)

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1. What is the square footage of the bedrooms?
2. What is the percentage of owners and renters?  
Surrounding area of 100 properties:
  1. Owner-Occupied – 54%
  2. Renter-Occupied – 34%
  3. Unknown – 12%
3. Will landscaping will be installed as shown in the renderings?
4. Can driveways fit on each side?:
  1. West side – 70 feet available
  2. East side – 18 feet available

# Conditional Use Permit Considerations

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1. Will the proposed conditional use in compliance with all regulations of the applicable zoning district?
  2. Will the proposed conditional use endanger the public health, safety, morals, comfort, or general welfare?
  3. Will the proposed conditional use be injurious to the use and enjoyment of other property in the immediate vicinity?
  4. Will the proposed conditional use conform to the character of the neighborhood within the same zoning district in which it is located?
  5. Will the exterior architectural appeal and function plan of any proposed structure be at variance with the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood?
  6. Does the public interest and welfare supporting the proposed conditional use sufficiently outweigh the individual interests which are adversely affected by the establishment of the proposed use?
  7. Will the proposed use result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance?
- 

# Planning Commission Recommendation

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The Planning Commission determined that the proposed conditional use met all the considerations outlined in Article XXI or the Hopewell Ordinance and recommends approval of this Conditional Use Permit, as presented.



## City Council Resolution

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The Hopewell City Council votes *to approve, approve with conditions, deny* a request submitted by Jimmie Darden, owner of 2107 Day Street also identified as Sub-Parcel # 031-0200, to allow the conversion of a single-family, detached housing unit to a duplex in accordance with Article IV of the Hopewell Zoning Ordinance.





PH-2

PH-3



CITY OF HOPEWELL
CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Redistricting

ISSUE: Public Hearing to solicit input on the establishment of election districts, precincts, and polling places.

RECOMMENDATION: Staff recommends City Council conduct the public hearing and approve the ordinance establishing new election districts (wards) and polling places, including a centralized absentee precinct.

TIMING: Action is requested at the June 4, 2022 City Council meeting

BACKGROUND: The U.S. Bureau of the Census made the population data from Census 2020 available to allow for the reapportionment of voting districting. The Virginia Constitution and Code mandate decennial redistricting by local governments. City Council held a worksession on February 3, 2022 to begin the process of redistricting.

ENCLOSED DOCUMENTS:

- Ordinance Amending Chapter 13, Elections, of the Code of the City of Hopewell
Proposed 2022 Ward Map
Redistricting PowerPoint

STAFF:

John M. Altman, Jr., City Manager

SUMMARY:

Table with 4 columns: Y, N, Councilor Name, Ward #. Rows include Councilor Debbie Randolph (Ward #1), Councilor Arlene Holloway (Ward #2), Vice-Mayor John B. Partin (Ward #3), Councilor Jasmine Gore (Ward #4), Councilor Janice Denton (Ward #5), Councilor Brenda Pelham (Ward #6), and Mayor Patience Bennett (Ward #7).

David Thompson, GIS Manager

**FOR IN MEETING USE ONLY**

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

**Roll Call**

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**SUMMARY:**

Y N  
  Councilor Debbie Randolph, Ward #1  
  Councilor Arlene Holloway, Ward #2  
  Vice-Mayor John B. Partin, Ward #3  
  Councilor Jasmine Gore, Ward #4

Y N  
  Councilor Janice Denton, Ward #5  
  Councilor Brenda Pelham, Ward #6  
  Mayor Patience Bennett, Ward #7

**AN ORDINANCE TO ESTABLISH ELECTION DISTRICTS; TO ESTABLISH PRECINCTS AND POLLING PLACES FOR ELECTION DISTRICTS; AND TO ESTABLISH A CENTRALIZED ABSENTEE PRECINCT.**

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

Pursuant to the authorities contained in Title 24.2, Chapter 3 of the Code of Virginia, 1950, as amended, representation to City Council shall be by the election districts which are hereby created and established as set forth in this Ordinance. Further, pursuant to authorities contained in Title 24.2, Chapter 3 of the Code of Virginia, 1950 as amended, precincts and polling places for the respective election districts in the City of Hopewell are established as set forth in this ordinance.

**Chapter 13**

**Elections**

**ARTICLE II. – ELECTION DISTRICTS**

**Section 13.21 – Establishment; names and boundaries generally.**

In pursuance of authority conferred by Code of Virginia, § 24.1-36 et. seq. Title 24.2, Chapter 3, art. 2.1, there are established seven (7) election districts in the city. The names and boundary lines of the elections districts so established shall be as provided in the following sections of this article.

**Section 13.22 – First District**

All that territory bound as follows:

**Ward 1:** Ward 1: Word by Word - Beginning at West Randolph Road (Route 10) and the northern Hopewell city limits south along the centerline of West Randolph Road to the Riverside Loop, then west along the centerline of the Riverside Loop to Riverside Avenue, then west along the centerline of Riverside Avenue to North 21st Avenue, then south along the centerline of North 21st Avenue to City Point Road, then west east along the centerline of City Point Road to South 24th-17th Avenue, then south along the centerline of South 24th-17th Avenue to Jackson Street, then east along the centerline of Jackson Street to South 17th Avenue, then south along the centerline of South 17th Avenue to Atlantic Street, then west east along the centerline of Atlantic Street to South 21st 9th Avenue, then south north along the centerline of South 21st 9th Avenue to an extension of South 21st Avenue City Point Road, then south along the centerline of South-21st Avenue extension to the CSX railroad line, east along the centerline of the City Point Road to the intersection of North and South 6<sup>th</sup> Avenue, then north along the centerline of North 6<sup>th</sup> Avenue to West Broadway, then east along the centerline of West Broadway to the intersection of East Broadway and North Main Street, then south along the centerline of the South-21st Avenue extension to the CSX railroad line, then east along the centerline of the CSX railroad line to the Norfolk and Southern railroad line, then north along the centerline of the

Norfolk and Southern railroad line to South 15th Avenue, then north along the centerline of South 15th Avenue to City Point Road, then east along the centerline of City Point Road to North Sixth Avenue, then north along the centerline of North Sixth Avenue to West Broadway, then east along the centerline of West Broadway to East Broadway, then east along the centerline of East Broadway to Kippax Street, then north along the centerline of Kippax Street to East Cawson Street, then east along the centerline of East Cawson Street to Marks Street, then south along the centerline of Marks Street to East Broadway, then continuing east along the centerline of East Broadway to Hopewell Street, then east south along the centerline of East Broadway Hopewell Street to the Norfolk and Southern railroad line, then west east along the centerline of the Norfolk and Southern railroad line to an extension of Williams Street, then south along the centerline of the extension of Williams Street to Poythress Run Creek, then east along the centerline of Poythress Run Creek to the eastern city limits along the James River, 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.

### Section 13.23 – Second District

All that territory bound as follows:

**Ward 2:** Beginning at the point where Poythress Run Creek enters the James River, west along the centerline of Poythress Run Creek to an extension of Williams Street, then north along the centerline of the Williams Street extension to the Norfolk and Southern railroad line, then north along the centerline of the Norfolk and Southern railroad line to East Broadway, then west along the centerline of East Broadway to Marks Street, then north along the centerline of Marks Street to East Cawson Street, then west along the centerline of East Cawson Street to Kippax Street, then south along the centerline of Kippax Street to East Broadway, then west along the centerline of East Broadway to West Broadway, then along the centerline of West Broadway to Sixth Avenue, then south along the centerline of Sixth Avenue to City Point Road, then west along the centerline of City Point Road to South 15th Avenue, then south along the centerline of South 15th Avenue to the Norfolk and Southern railroad line, then east along the centerline of the Norfolk and Southern railroad line to the extension of Highland Avenue, then south along the centerline of the extension of Highland Avenue to Highland Avenue, then south along the centerline of Highland Avenue to Winston Churchill Drive, then east along the centerline of Winston Churchill Drive to South First Avenue, then south along the centerline of South First Avenue to the extension of South First Avenue, then south along the centerline of the extension of South First Avenue, to its intersection with the CSX railroad line, then west along the centerline of the CSX railroad line to Winston Churchill Drive, then west along the centerline of Winston Churchill Drive to Arlington Road, then south along the centerline of Arlington Road to Dublin Street, then east along the centerline of Dublin Street, to Carolina Avenue, then south along the centerline of Carolina Avenue to Courthouse Road, then west along the centerline of Courthouse Road to Arlington Road, then south along the centerline of Arlington Road to Locust Street, then east along the centerline of Locust Street to Dellrose Drive, then north along the centerline of Dellrose Drive to the Dominion Virginia Power line, then north along the centerline of the Dominion Virginia Power line to an unnamed tributary creek of Bailey's Creek, then south along the centerline of the unnamed tributary creek of Bailey's Creek to the southern city limits at Bailey's Creek, then east along the southern

city limits at Bailey's Creek to the eastern city limits at the James River, then west along the centerline of the Norfolk Southern railroad line to Hopewell St, then north along the centerline of Hopewell St to East Broadway, then west to the intersection of West Broadway and East Broadway then west along the centerline of West Broadway to North 6<sup>th</sup> Avenue, then south along the centerline of North 6<sup>th</sup> Avenue to City Point Road, then west along the centerline of City Point Road to South 9th Avenue, then south along the centerline of South 9th Avenue to Atlantic Street, then west along the centerline of Atlantic Street to South 17<sup>th</sup> Avenue, then south along the centerline of South 17<sup>th</sup> Avenue to the intersection of South 17<sup>th</sup> Avenue, South 15<sup>th</sup> Avenue and Norfolk Street, then northeast along the centerline of the Norfolk Southern railroad line to the extension of Highland Avenue, then south along the centerline of Highland Street to Elm Street, then east along the centerline of Elm Street to Westover Avenue, then southeast along the centerline of the extension of Westover Avenue, to its intersection with Winston Churchill Drive, then southwest along the centerline of Winston Churchill Drive, then west along the centerline of Winston Churchill Drive to Arlington Road, then south along the centerline of Arlington Road to Dublin Street, then east along the centerline of Dublin Street, to Carolina Avenue, then south along the centerline of Carolina Avenue to Courthouse Road, then west along the centerline of Courthouse Road to Arlington Road, then east along the southern city limits at Bailey's Creek to the eastern city limits at the James River, then north along the eastern city limits at the James River to the point of origin.

#### **Section 13.24 – Third District**

All that territory bound as follows:

Ward 3: Beginning at Randolph Road (Route 10) and the northern Hopewell city limits south along the city limits to Riverside Avenue, then west along the centerline of Riverside Avenue to North 21st Avenue, then south along the centerline of North 21st Avenue to City Point Road, then east west along the centerline of City Point Road to South 24th Avenue, then south along the centerline of City Point Road to ~~South 17<sup>th</sup> Avenue to Atlantic Street, 24th Avenue to Jackson Street, then east along the centerline of Jackson Street to 17th Avenue,~~ then south southeast along the centerline of ~~17th Avenue to Atlantic Street to Pickett Street to South Mesa Drive,~~ then south west along the centerline of ~~South Mesa Drive Atlantic Street to the intersection of the CSX Railroad line, South 23rd Avenue,~~ then north along the centerline of ~~South 23rd Avenue to Bluefield Street,~~ then northwest west along the centerline of ~~Bluefield Street to the CSX railroad line,~~ then north along the centerline of the CSX railroad line to the northern city limits along the Appomattox River, then east along the northern city limits to the point of origin.

#### **Section 13.25 – Fourth District**

All that territory bound as follows:

Ward 4: Beginning at the northern city limits and the CSX railroad line, then south along the centerline of the CSX railroad line to South Mesa Drive, then south along the centerline of South Mesa Drive to Jackson Farm Road, then west along the centerline of Jackson Farm Road to Cedar Level Road, then south along the centerline of Cedar Level Road to the Norfolk Southern railroad

line, then west along the centerline of the Norfolk Southern railroad line to and Danville Street, then east along the centerline of the extension of the southernmost Fire Lane Road of Hopewell High School to Westhill Road, then south along the centerline of Westhill Road to Jackson Farm Road, then south along the centerline of Cedar Level Road to Forest Avenue, then west along the centerline of Forest Avenue to the intersection of Cobblestone Drive, then south along the centerline of Cobblestone Drive to Cobblestone Parkway, then east along the centerline of Cobblestone Parkway to Cedar Level Road, then south along the centerline of Cedar Level Road to Burnham Drive, then west along the centerline of Burnham Drive to Perrymont Road, then south along the centerline of Perrymont Road to Gloucester Drive, then east along the centerline of Gloucester Drive to Bolling Drive, then south and east along the centerline of Bolling Drive to Cabin Creek Drive, then east along Cabin Creek Drive to Perrymont Road, then south along the centerline of Perrymont Road to the Norfolk Southern rail line, then west along the centerline of the Norfolk Southern rail line to the southbound lane of I-295 at the western city limits, then north along the western city limits, then north along the western city limits to the northern city limits at the Appomattox River, and then east along the northern city limits to the point of origin.

### **Section 13.26 – Fifth District**

All that territory bound as follows:

Ward 5: Beginning at the intersection of Woodlawn Street and Cedar Level Road, east along the centerline of Woodlawn Street to Hanover Avenue, then north along the centerline of Hanover Avenue to Kenwood Street, then south along the centerline of Kenwood Street to Maple Street, then east along the centerline of Maple Street to Miles Avenue, then north along the centerline of Miles to the Norfolk and Southern railroad line, then east along the centerline of the Norfolk and Southern railroad line to the CSX railroad line, then north along the CSX railroad line to an extension of South 21st Avenue, then north along the extension of South 21st Avenue to South 21st Avenue, then north along the centerline of South 21st Avenue to Atlantic Street, then west along the centerline of Atlantic Street to South 23rd Avenue, then north along the centerline of South 23rd Avenue to Bluefield Street, then west along the centerline of Bluefield Street to the CSX railroad line, then north along the centerline of the CSX railroad line to South Mesa Drive, then south along the centerline of South Mesa Drive to Jackson Farm Road, then west along the centerline of Jackson Farm Road to Cedar Level Road and Ashland Street at the Norfolk Southern rail line, heading northeast along the centerline of the Norfolk Southern rail line to South 15<sup>th</sup> Avenue, then north along the centerline of South 15<sup>th</sup> Avenue to Norfolk Street, then southwest along the centerline of Norfolk Street to South 17<sup>th</sup> Avenue, then north along the centerline of South 17<sup>th</sup> Avenue to Atlantic Street, then southwest along the centerline of Atlantic Street to Pickett Street, then west along the centerline of the Pickett Street to South Mesa Drive, then south along the centerline of South Mesa Drive to the intersection of South Mesa Drive and Danville Street, then east along the centerline of the extension of the southernmost Fire Lane Road of Hopewell High School to Westhill Road, then south along the centerline of Westhill Road to Jackson Farm Road, then south along the centerline of the Cedar Level Road to Forest Avenue, then west along the centerline of Forest Avenue to the intersection of Cobblestone Drive, then south along the centerline of Cobblestone Drive to Cobblestone Parkway, then east along the centerline of Cobblestone Parkway to Cedar Level Road, then south along the centerline of Cedar Level Road to the point of origin.



**Section 13.27 – Sixth District**

All that territory bound as follows:

Ward 6: Beginning at the intersection of Winston Churchill Drive and South First Avenue, south along the centerline of South First Avenue to an extension of South First Avenue, then south along the centerline of the extension of South First Avenue to its intersection with the CSX railroad line, then west along the centerline of the CSX railroad line to Winston Churchill Drive, then west along the centerline of Winston Churchill Drive to Arlington Road, then south along the centerline of Arlington Road to Dublin Street, then east along the centerline of Dublin Street to Carolina Avenue, then south along the centerline of Carolina Avenue to Courthouse Road, then west along the centerline of Courthouse Road to Arlington Road, then south along the centerline of Arlington Road to Locust Street, then east along the centerline of Locust Street to Dellrose Drive, then north along the centerline of Dellrose Drive to the Dominion Virginia Power line, then north along the centerline of the Dominion Virginia Power line to an unnamed tributary creek of Bailey's Creek, then south along the centerline of the unnamed tributary creek of Bailey's Creek to the southern city limits at Bailey's Creek, then west along the southern city limits at Bailey's Creek to an unnamed tributary of Bailey's Creek, then north along the centerline of the unnamed tributary of Bailey's Creek to an extension of Glendale Street, then north along the centerline of the extension of Glendale Street to Glendale Street, then north along the centerline of Glendale Street to Courthouse Road, then east along the centerline of Courthouse Road to Miles Avenue, then north along the centerline of Miles Avenue to Winston Churchill Drive, then east along the centerline of Winston Churchill Drive to High Avenue, then north along the centerline of High Avenue to Western Street, then east along the centerline of Western Street to Elm Street, then east along the centerline of Elm Street to the CSX railroad line, then north along the centerline of the CSX railroad line to the Norfolk and Southern railroad line, then east along the centerline of the Norfolk and Southern railroad line to the Highland Avenue extension, then south along the centerline of the Highland Avenue extension to Highland Avenue, then south along the centerline of Highland Avenue to Winston Churchill Drive, then east along the centerline of Winston Churchill Drive Westover Avenue, heading southwesterly along the centerline of Winston Churchill Drive to Arlington Road, then south along the centerline of the Arlington Road to Dublin Street, then east along the centerline of Dublin Street to Carolina Avenue, then south along the centerline of Carolina Avenue to Courthouse Road, then west along the centerline of Courthouse Road to Arlington Road, then south along the centerline of Arlington Road to the city limits, then southwesterly along an unnamed tributary of Bailey's Creek, then west along the southern city limits at Bailey's Creek to an unnamed tributary of Bailey's Creek, then north along the centerline of Peterson Mill Road, then north along the centerline of Peterson Mill Road to Garland Avenue, then west along the centerline of Garland Avenue to Davis Lane, then north along the centerline of Davis Lane to Courthouse Road, then northeasterly along the centerline of Courthouse Road to Miles Avenue, then north along the centerline of Miles Avenue to the intersection of Miles Avenue and the Norfolk Southern rail line crossing, then northeast along the centerline of the Norfolk Southern rail line to the extension of Highland Avenue, then along the centerline of Highland Avenue to Elm Street, then northeast along the centerline of Elm Street to the point of origin.

### **Section 13.28 – Seventh District**

All that territory bound as follows:

Ward 7: Beginning at the intersection of Cedar Level Road and Woodlawn Street, east along the centerline of Woodlawn Street to Hanover Avenue, then north along the centerline of Hanover Avenue to Kenwood Avenue, then south along the centerline of Kenwood Avenue to Maple Street, then east along the centerline of Maple Street to Miles Avenue, then north along the centerline of Miles Avenue to the Norfolk and Southern railroad line, then east along the centerline of the Norfolk and Southern railroad line to the CSX railroad line, then south along the centerline of the CSX railroad line to Elm Street, then west along the centerline of Elm Street to Western Street, then west along the centerline of Western Street to High Avenue, then south along the centerline of High Avenue to Winston Churchill Drive, then south along the centerline of Winston Churchill Drive to Miles Avenue, then south along the centerline of Miles Avenue to Courthouse Road, then west along the centerline of Courthouse Road to Glendale Street, then south along the centerline of Glendale Street to an extension of Glendale Street, then south along the centerline of the extension of Glendale Street to an unnamed tributary of Bailey's Creek, then south along the centerline of the unnamed tributary of Bailey's Creek to the southern city limits at Bailey's Creek, then west along the southern city limits at Bailey's Creek to Oaklawn Boulevard, then west along the southern right-of-way of Oaklawn Boulevard to the western city limits, then north along the western city limits to the Norfolk Southern railroad line, then east along the centerline of the Norfolk Southern railroad line Ashland Street at the Norfolk Southern rail line, heading northeast along the centerline of the Norfolk Southern rail line to Miles Avenue, then south along the centerline of Miles Avenue to Courthouse Road, then west along the centerline of Courthouse Road to Davis Lane, then south along the centerline of Davis Lane to Garland Avenue, then east along the centerline of Garland Avenue to Peterson Mill Road, then south along the centerline of Peterson Mill Road to the southern city limits to an unnamed tributary of Bailey's Creek, then southwest along the centerline of the unnamed tributary of Bailey's Creek to the southern city limits at Bailey's Creek, then west along the southern city limits at Bailey's Creek to an unnamed tributary of Bailey's Creek, then headed northwesterly to an extension of Old Iron Road, then north along the centerline of Old Iron Road to the intersection of Monroe Ave, then west along the southern city limits to the southbound centerline of I-295, then north along the southern city limits, then west along the city limits, then southwest along the city limits to Oaklawn Boulevard, then west along the southern city limits of Oaklawn Boulevard to the western city limits, then north along the western city limits to the Norfolk Southern railroad line, then east along the centerline of the Norfolk Southern railroad line to Perrymont Road, then northeasterly along the centerline of Perrymont Road to Cabin Creek Drive, then west along the centerline of Cabin Creek Drive to Bolling Drive, then westerly and north along the centerline of Bolling Drive to Gloucester Drive, then east along the centerline of Gloucester Drive to Perrymont Road, then north along the centerline of Perrymont Road to Burnham Drive, then east along the centerline of Burnham Drive to Cedar Level Road, then south along the centerline of Cedar Level Road to the point of origin.

### **Section 13.29 – Central Absentee Voter Precinct**

The Central Absentee Voter Precinct (CAP) is located in the City of Hopewell Office of the Voter Registrar. The CAP is established for the purpose of processing absentee ballots for all elections in the City of Hopewell.

**Section 13.30 – Voting Precincts and Polling Places Established.**

One precinct is hereby established for each election district, and one polling place for each precinct and district plus one Centralized Absentee Precinct are as follows, which may be changed by resolution of the Board of Supervisors in accordance with applicable laws:

<u>Election District</u>	<u>Voting Precinct</u>	<u>Polling Places</u>
(1) <u>First Election District</u>	<u>Ward 1 Voting Precinct</u>	<u>Hopewell School Board Central Office</u>
(2) <u>Second Election District</u>	<u>Ward 2 Voting Precinct</u>	<u>Carter G. Woodson Middle</u>
(3) <u>Third Election District</u>	<u>Ward 3 Voting Precinct</u>	<u>Dupont Elementary</u>
(4) <u>Fourth Election District</u>	<u>Ward 4 Voting Precinct</u>	<u>Patrick Copeland Elementary</u>
(5) <u>Fifth Election District</u>	<u>Ward 5 Voting Precinct</u>	<u>Hopewell High</u>
(6) <u>Sixth Election District</u>	<u>Ward 6 Voting Precinct</u>	<u>Harry E. James Elementary</u>
(7) <u>Seventh Election District</u>	<u>Ward 7 Voting Precinct</u>	<u>Woodlawn Elementary</u>
(8) <u>All Election Districts</u>	<u>Central Absentee Voter Precinct</u>	<u>City of Hopewell Office of the Voter Registrar</u>

**AND BE IT FURTHER ORDAINED THAT,** should any section or provision of this Ordinance be decided to be invalid or unconstitutional, such decision shall not affect the validity or constitutionally of any other section or provision of this Ordinance.

**AND BE IT FURTHER ORDAINED THAT,** the City Registrar shall notify by mail no later than fifteen days, or such other time as is required by law, or regulation of the State Board of Elections, prior to the next general, special or primary election, which is scheduled to occur after the effective date of this Ordinance, all registered voters whose precinct and/or polling place has been changed by the provisions of this Ordinance.

**AND BE IT FURTHER ORDAINED THAT** any other Ordinances that conflict with this Ordinance shall be repealed to the extent necessary to give full force and effect to this Ordinance, but shall otherwise remain in full force.

**AND BE IT FURTHER ORDAINED THAT** should any portion of this Ordinance be found to be in violation of the law and therefore be declared invalid by a court of competent jurisdiction, the remaining portions shall remain in full force and effect.

**BE IT FURTHER ORDAINED AND ENACTED**, that this ordinance shall become effective immediately upon enactment or within 45 days of the completion of the public notification provisions required pursuant to Virginia Code § 24.2-129(B), (C), whichever shall occur later, and shall apply to elections held on or after January 1, 2022.

**ADOPTED:** This \_\_\_\_\_ day of \_\_\_\_\_ 2022.

**AYES:**

**NAYS:**

**ABSTENTIONS:**

**ABSENT:**

**ATTEST:**

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Clerk of the City Council of Hopewell, Virginia

# City of Hopewell Redistricting 2021



**City of Hopewell**  
**Redistricting**  
**2021**

The Development Department met with City Council during the December meeting and provided a brief overview of the redistricting process. Council agreed to have a Work Session and would confirm a date during the January meeting.

May 1<sup>st</sup> was the original target date to have an approved map ready for review by the Virginia Attorney General's Office.



**City of Hopewell**  
**Redistricting**  
**2021**

During a Work Session in February, Development Staff met with City Council to provide a more comprehensive overview of the redistricting process.

Mr. Andrew McRoberts with Sands Anderson Law Firm discussed the legal aspects of redistricting and explained the various processes and steps that would need to be taken.

Several map scenarios were reviewed and discussed by Councilors.



**City of Hopewell  
Redistricting  
2021**

2020 Census – City of Hopewell Population: 23033  
Increase of 1.95% from 2010

Ward 4 saw the largest population growth with 690 people, causing changes to be made in each Ward to offset the growth.

2020 Census data will be used to determine redistricting.

Criteria to follow:

Median Population for each Ward: 3290. ( $\pm 164$  or  $\pm 5\%$  population per Ward)





**City of Hopewell  
Redistricting  
2021**

City Council held a second Work Session with Development staff in March to review revisions and additional map scenarios based on Councilors previous comments from the February meeting.

Staff provided six (6) map scenarios with changes made to previous ones and new map scenarios based on Councilor feedback from the previous Work Session.



**City of Hopewell**  
**Redistricting**  
**2021**

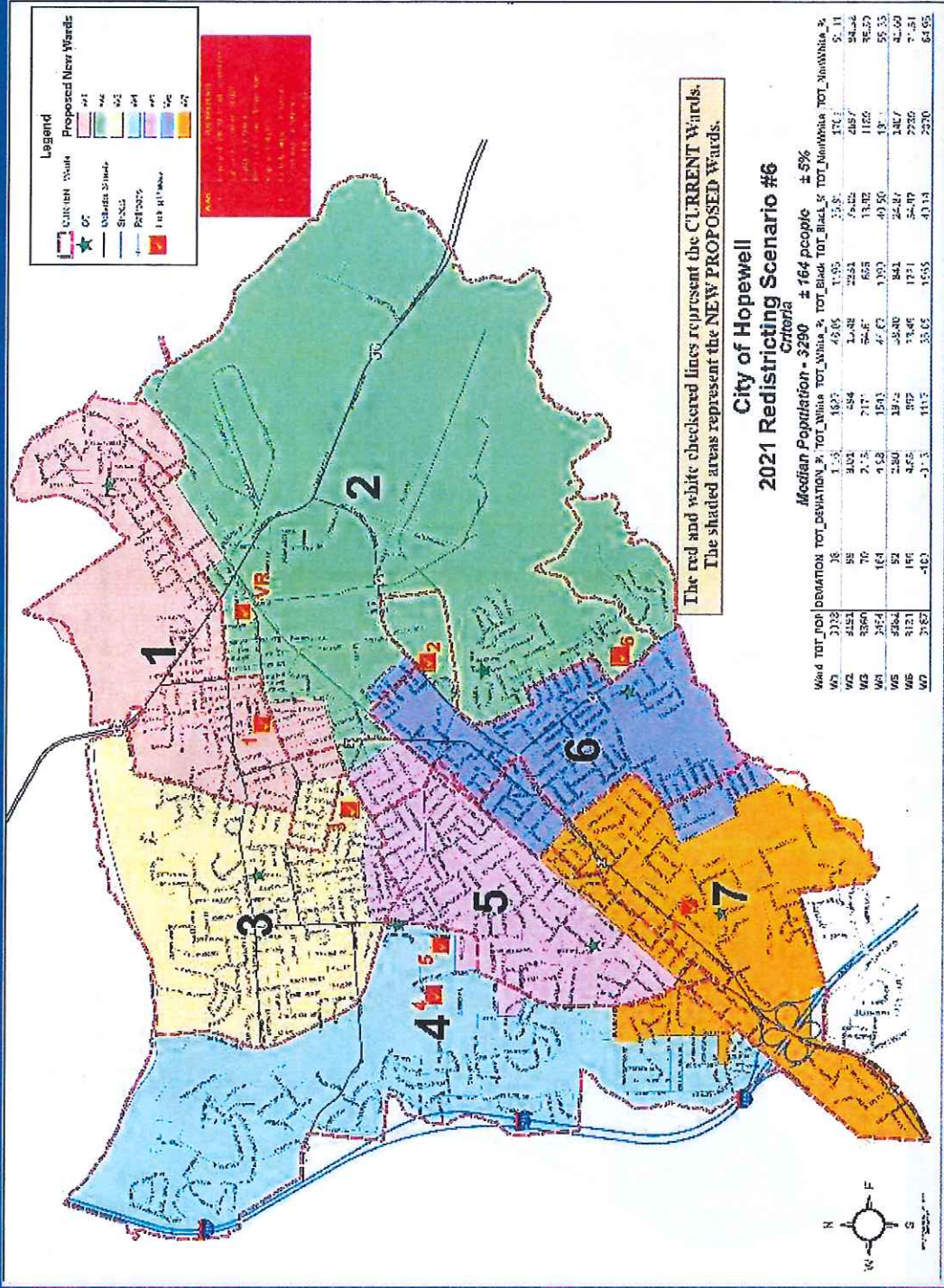
A total of twelve (12) maps were reviewed during the Work Sessions with several being eliminated and others being revised from previous meetings.

Councilors narrowed the choices down by voting for their top three (3) map scenarios. After discussion, Council agreed to proceed with map scenario #6.





# City of Hopewell Redistricting 2021



# City of Hopewell Redistricting 2021

Ward	Total Population	Population Differ	Total % Differ	Total White	Total % White	Total Black	Total % Black	Total Non White	Total % Non White
1	3328	38	1.16	1627	48.89	1195	35.91	1701	51.11
2	3191	-99	-3.01	494	15.48	2331	73.05	2697	84.52
3	3360	70	2.13	2171	64.61	636	18.93	1189	35.39
4	3454	164	4.98	1543	44.67	1399	40.50	1911	55.33
5	3382	92	2.80	1975	58.40	841	24.87	1407	41.60
6	3131	-159	-4.83	892	28.49	1721	54.97	2239	71.51
7	3187	-103	-3.13	1117	35.05	1566	49.14	2070	64.95





**City of Hopewell  
Redistricting  
2021**

A Public Hearing notice was advertised and hard copy maps were made available for review.

Upon approval by City Council, the map and data will be submitted for review by the Virginia Attorney General's Office.

The new Ward map goes into effect upon an issuance of a “certification of no objection” from the Attorney General's Office.



**City of Hopewell  
Redistricting  
2021**

Any  
Questions?





# CITIZEN COMMENTS

# BOARDS & COMMISSIONS

R-4



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Financial Audit Services Contract**

**ISSUE:** Contract with Robinson Farmer Cox to provide financial audit services for FY19, FY20, FY21 and FY22

**RECOMMENDATION:** Staff requests City Council to approve the contract with Robinson Farmer Cox and authorize the City Manager to sign the contract on behalf of the City.

**TIMING:** Action is request at the May 24, 2022 City Council meeting

**BACKGROUND:** The Code of Virginia requires the City to have its accounts and records audited annually by an independent CPA (auditor or firm) in accordance with the specifications furnished by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia, *Specifications for Audits of Counties, Cities and Towns*, as of June 30, of each year. The audits should also be in accordance with the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single audit Act Amendments of 1996; and the provisions of OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

June 30, 2015 fiscal year ended for the City; however, the annual audit (regular annual audit) was not completed until August 31, 2017 and respectfully the single audit was completed July 31, 2019; combine total of approximately 49 months or 4 years for audit completion of Fiscal Year 2015. Since the completion of the Fiscal Year 2015 audit, the City has endeavored to fulfill its responsibility and obligation to comply with the aforementioned Code of Virginia regarding annual audits. For the period of January 2018 to October 2021 (approximately 46 months or 3.8 years) the City has had it accounts and records audited for Fiscal Years 2016, 2017 and 2018.

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice-Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

PBMares performed the audits (regular annual audit) for Fiscal Years 2016 and 2017. Robinson Farmer Cox, performed the regular annual audit for Fiscal 2018 and the single audits for Fiscal Years 2016, 2017 and 2018.

City staff originally requested City Council to allow Robinson Farmer Cox to provide audit services for both the regular annual audit and single audit for Fiscal Years 2018, 2019 and with the option to extend audit services for Fiscal Years 2020 and 2021. Council approved Robinson Farmer Cox audit services (regular annual audit and single audit) for Fiscal Year 2018 only. Staff was advised to solicit a request for proposal from a qualified CPA firm to perform financial and compliance audit services for the City for Fiscal Years 2019, 2020, 2021 and 2022. The previous Fiscal Years 2019, 2020 and 2021 to be completed within eighteen (18) months from date of contract.

City Staff issued a request for proposal for Financial Audit Services dated November 04, 2021; with a response due date of December 02, 2021. Staff determined the Robinson Farmer Cox audit proposal met the City's request for Financial Audit Services. At the January 25, 2022, City Council authorized the City Administration to negotiate a contract with Robinson Farmer Cox to complete the FY19, FY20, FY21, and FY22 audits.

**ENCLOSED DOCUMENTS:**

- Contract with Robinson Farmer Cox for Financial Audit Services
- Robinson Farmer Cox submission to RFP 10-22
- Robinson Farmer Cox Engagement Letter
- Robinson Farmer Cox Fee Schedule

**STAFF:**

John M. Altman, Jr., City Manager  
Michael Terry, Director of Finance

**FOR IN MEETING USE ONLY**

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

**Roll Call**

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice-Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			