

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov
info@hopewellva.gov
cityclerk@hopewellva.gov

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

Concetta Manker, Interim City Manager
Danielle F. Smith, City Attorney
Lois Gabriel, Interim City Clerk

December 13, 2022

REGULAR MEETING

Closed Meeting -7:00 p.m.
Regular Meeting -7:30 p.m.

OPEN MEETING

7:00 p.m. Call to order, roll call, and welcome to visitors

SUGGESTED MOTION: Move to enter into a closed meeting pursuant to Va. Code Section §2.2-3711 to discuss personnel matters and contract negotiations.

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

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 Randolph.

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: 6/21, 6,28, 6/29, 8/9, 9/6, 10/11

C-2 Pending List:

C-3 Information for Council Review: PC minutes 6/2, 7/7, 8/4, 9/1,10/6

C-4 Personnel Change Report:

C-5 Public Hearings:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

C-9 Resolutions/Proclamations:

SUGGESTED MOTION: To amend/adopt consent agenda

Roll Call

INFORMATION/PRESENTATIONS

Hopewell/Prince George Chamber of Commerce – Becky McDonough

One Hopewell – Jennifer Murphy-James

PUBLIC HEARING

CITY CLERK: *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 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 - 602 Mansion Dr. modification of development standards application – Kenneth W. Dale

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:

REGULAR BUSINESS

- R-1** - Virginia Minimum Wage Act increase - Yaosca Smith, Tabitha Martinez
- R-2** - E. Broadway retainer wall – Monique Robinson
- R-3** - Repair Courthouse HVAC System – Monique Robinson
- R-4** - Proposed Loitering Ordinance – Danielle Smith
- R-5** - Reorganization meeting for January 3, 2023

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

C-1 - CVWMA billing charges – Councilor Randolph

C-2 - Operation Cease Fire - Councilor Gore

Board/Commission Vacancies;

- Historic Preservation Committee - 3 vacancies
- Architectural Review Board - 2 vacancies
- Planning Commission - 1 vacancy
- Economic Development Authority - 1 vacancy
- Recreation Commission - 1 vacancy
- Library Board - 1 vacancy
- Board of Zoning Appeals - 1 vacancy
- HRHA - 2 vacancies
- CSA - 1 vacancy

COUNCILORS REQUEST

Presentations from Boards and Commissions

Other Council Communications

Adjournment

CLOSED MEETING

REGULAR MEETING

CONSENT AGENDA

C-1

**Special Meeting
June 21, 2022**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JUNE 21, 2022

A Special Meeting of the City Council of the City of Hopewell, Virginia, was held on Tuesday, March 1, 2022, at 6:30 p.m.

PRESENT: John B. Partin, 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

ABSENT: Patience Bennett, Mayor, Ward 7
 Brenda Pelham, Councilor, Ward 6

Mollie P. Bess, City Clerk

Vice Mayor John Partin welcomed all in attendance and opened the meeting at 6:30 p.m. and requested a roll call.

ROLL CALL:

| | | |
|--------------------|---|---------|
| Vice Mayor Partin | - | present |
| Councilor Randolph | - | present |
| Councilor Holloway | - | present |
| Councilor Gore | - | present |
| Councilor Denton | - | present |

Mollie Bess, City Clerk, informed Council that Mayor Bennett and Councilor Pelham are on their way; quorum established.

Mr. Jerry Byerly (Director, Water Renewal) began discussion. He met with Mr. Michael Terry, Finance Director. He asked Mr. Terry to come to the podium to share his budget resolution and notes with Council.

FY 2023 City Budget

Before presenting, Mr. Terry gave handouts to Council and to Mr. Byerly. Mr. Terry began with presenting the FY budget for 2022-23. His plan tonight is to address those outstanding questions from Council regarding what he referred to as “housekeeping” issues; discuss the budget resolution; address all discussions, dialogues and comments from Council; and finally the voting for the budget.

Mayor Bennett:

Mr. Terry began with the section for Mayor Bennett’s statement which expressed that the vote is to be done based on the information provided on the other related cost to the salaries that Council approved for the mid-year raises. In a schedule that was handed out to Council, he highlighted the related cost column. The footnote included in this document stated that the budget for Public Works was not amended; the department requested Council permission to use salaries and savings to offset raises and no funding required to cover costs, or costs will be absorbed. Mr. Terry also submitted a CAF report that Mr. Altman

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prepared before going out on sick leave so that Council could approve those additional related costs. Bottom line: there is not fiscal impact. He further asks Council to consider if the Mayor thinks it's appropriate to still vote for this so that the books can look good with respect to the fiduciary process. Councilor Pelham arrived at this time; everyone waited until she was settled and ready to start.

Councilor Pelham:

Councilor Pelham asked a series of questions by email. Although they addressed several of them, there were some outstanding or additional questions that will be addressed this evening. 1) Under Outside Agencies, she asked why two-year institutions are receiving more than four-year institutions. John Tyler Community and Longwood College both submit their requests every year with supporting documentation; Virginia State University and Richard Bland College do not submit requests, but both are always included in the budget, just as they have been included in the FY 23 proposed budget. 2) Significant increase in essentials. Contact people to confirm receipt of ARPA money, do as much inquiry as possible for the intent of going through outside agencies and seeing where reductions could be made. Mr. Terry discussed the significant group that the City is required (or in some kind of mandatory essential role with them) to fund: Riverside Regional Jail Crater Detention, Appomattox Regional Library, Riverside Criminal Justice Agency and District 19 Community Services. The City is committed to provide outside funding for them. 3) Funding for the bus line. It was not left out; was included in the FY23 budget. 4) Credit cards. Who gets the credit cards; inventory requested. Only City employees are issued credit cards (inventory list included in presentation. 5) Service Contracts. Information presented listed by department, amount, service contract, description, and determination of whether contract is essential or not. 6) Economic Development. Question regarding manner in which reports were issued and review process. Actual amount is in the proposed budget for FY23 for Economic Development is \$20,000. 7) City Manager. Total of projection level: \$754,598.94, specifically related to the City Manager, not Economic Development. 8) Hopewell Water Renewal. Met on June 15, approved budget for FY23. Operating budget included. \$1.8 million for regular capital budget. Building of facilities for \$8.3 million was not voted on. 9) Police cars. Proposed budget for FY23 does not include any vehicles for the Police Department. City Manager suggested funding some of the police vehicles from CIP (capital improvement plan). In the CIP presentation, City Manager included marked vehicles and equipment, unmarked police cars and equipment, and a small amount for the Sheriff Department (one vehicle).

Mayor Bennett arrived at this time during the meeting. There are now 7 Councilors in attendance.

Councilor Gore:

Concerned that the HR tables were calculated inaccurately. Researched by Mr. Terry, IT Director (Dr. Manker), and staff. Confirmed that information was loaded correctly and done properly. A second review of the HR table was done, no errors found.

Councilor Randolph

She asked what the amount for the first step would be, had it been included. Mr. Terry reminded Council that the current proposed budget by the City Manager does not include the first step. The first step will happen on July 1 of 2023, which they can plan for that. The slide presented displayed the cost which would have calculated out to two more pennies, and that would have created a potential tax increase.

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Budget Resolution

Mr. Terry presented the budget resolution for FY 23. It is balanced, operating in capital, and the balance of the gap needed for \$2 million is based on the priority that was received as a proposal by the City Manager that the ARPA (American Rescue Plan Act) funds were utilized. He reminded Council that there were four options presented by the City Manager: the ARPA funds; anticipated revenue; schools (already address by Finance and Council); Rainy Day funds (clause that covers a dip in economic conditions or emergencies that are really related to financial matters, and other emergency matters), \$5.2 million.

The gap to fill the \$2 million dollars in this budget resolution is being proposed from the American Rescue Plan Act. The other item contained within this resolution is the Hopewell Water Renewal, the operating budget and the capital component (referred to as their regular capital). Projected revenue is \$18,481,179. Capital is \$1.8 million for the current fiscal year of FY23. The resolution does not reflect any of the 10% reductions, strictly proposed to Council in the first presentation by the City Manager. Adjustments: no tax increase, no support from Schools to adjust the budget. Also, in reference to essential travel, at this moment, he and the Acting City Manager determined that what is there for travel is essential, either for certification or training. This is now a balanced budget. What's in here is essential. The one Treasurer's position for Reconciliation is also included. Other than what had been mentioned concerning Hopewell Water Renewal, they haven't changed anything else in this resolution.

Mr. Terry addressed Mayor Bennett, regarding information at the beginning of this presentation – the approval of the fringe benefits, other related salary costs, that there is not financial impact, but there is a fiduciary responsibility, that if she still feels the same, if Council could consider approving those related costs to the mid-year salary, that would be good and appropriate for documentation. Mayor Bennett stated that this was policy for Council if they are pulling funds to increase raises without the appropriate dollar value in the first resolution. It is really important that Council corrects it and do an amended one to incorporate all funds and how they came to her.

Referring to the colleges, Councilor Pelham commented that those institutions that did not request any monies should be deleted from the budget. She further stated that in the future, for four-year institutions, it should be consistent, they all should get funding. She asked about the bus line; confirmed that it was still in the budget. For credit cards, she commented that every department should use only one credit card. When Councilor Pelham stated that Council no longer receives monthly reports for the credit cards, Mr. Terry replied that he will ensure that these monthly reports will be submitted in the future. She asked about the CIP budget; was this funded yet. Mr. Terry stated that in the CIP budget for FY23, in the itemization of appropriation, there is the VDOT project, the fire truck lease with one more payment to take care of. The City Manager would like to come back and discuss utilizing some of the ARPA for other items in the CIP report. Councilor Pelham raised concern that using the ARPA funds to make up the difference will put the City in the same predicament, and Mr. Terry stated that this will not happen. Councilor Pelham asked him how was this going to be paid with projected assessments. Mr. Terry explained that the use of the ARPA funds in this budget was a one-time stretch to get themselves there. He reminded Council of the four options: One was the ARPA funds (utilizing Federal funds first, State funds second, and then local funds third). The second and third options was the reassessment and Schools (which was taken off the table; it has been solved). Mr. Terry further explained that the reassessment, or revenue anticipation, is no different now than it has ever been. For anticipated revenue of FY23, there is

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nothing new in that projection that hasn't been done. Councilor Pelham asked what that projected revenue was, and would that cover all the ARPA funds used to balance this budget. When he was not clear of what she was asking, Councilor Pelham asked him what monies he will use to make the budget whole. After a lengthy discussion, Mr. Terry explained that when the anticipated revenue (like the rate for real estate) stays consistent, along with other things, and assessments go up, then self-management is key. If enough revenue is generated for FY 23-24, then the City Manager directs Finance to capture that money and present it to Council. In the next FY 24-25, the City return to handling the budget as it has always done before ARPA. Manage expenses and keep pace, don't go over the budget. Compared to other localities, Hopewell is consistent in containing costs. This approach must be continued to FY 24-25 and beyond. As long as the assessment or anticipated revenue stream forecast is there, that is what must be continued. Councilor Pelham asked for the total amount of ARPA money being used to fill the budget, and Mr. Terry stated that it was \$2 million. Councilor Pelham expressed concern that taxes will increase next year if the City doesn't get new revenue or assessments. Mr. Terry firmly stated that tax increase will not happen as long as the City adheres to the governmental mindset of using federal funding first, state funding second and then local funding. So if the ARPA money goes south, and the City still does not have assessments, then turn to the local component which is the rainy-day fund. Councilor Pelham asked if the \$2 million is used in the rainy-day fund, then what next. Mr. Terry stated that the Councilor was assuming a \$2 million dollar shortfall every year. He explained that where there will be that step increase of \$300,000, it won't be \$2 million. The increase will be covered if revenue stream is maintained and managed, and revenue will be building on top of that.

Vice Mayor Partin asked why Mr. Terry presented the budget resolution using the ARPA money when it was discussed at the last meeting that this was not what Council wanted, to use one time funds for ongoing expenses. Mr. Terry replied that this the budget as presented by the City Manager, with adjustments made. Any deviations from that or a need to change the resolution, as the statement that Council made, when he returned the basic fundamental proposed budget with adjustments up to the last point in which the City Manager communicated with him.

Vice Mayor Partin stated that at the last meeting, at least 4 or 5 Councilors expressed to Mr. Terry and the City Manager that they did not want to use the one time ARPA fund money for the budget. More than likely, the revenue will go up, but the budget is being built based on speculation. Mr. Terry stated that this has always been done. After a lengthy discussion, Councilor Denton was given the opportunity to speak.

Councilor Denton's mindset was different from Vice Mayor Partin's. She discussed the CARES funds received by the City in 2020, followed by the receipt of the ARPA funds in 2022, both of which was used to help the City. All of the CARES funds were not used, so the City received \$9.6 million in ARPA money. This was verified by Mr. Terry. Council was advised by the Federal government via Finance that this ARPA money was provided to help with losses in the City and money was needed to replace salary losses. They were advised to use the ARPA money for lost income. She expressed that it is wise to use the Federal money to offset lost income. She then asked Mr. Terry if there were no guarantees when doing a budget that income is going to come in as anticipated. He stated that this has always been the case. Councilor Denton then described the scenario of creating projections, and consulting the Commissioner of Revenue and the City Treasurer, while the City Manager had discussions with each department – all for a status of the revenue. Mr. Terry stated that this has been the practice of this and all localities. She stated that the projections are based on the best information that is available, and if need be, make adjustments. She stated that Council needs to vote on the balanced budget that the Finance

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Director has presented, and to follow the man that Council trusts. She thanked Mr. Terry for what he presented to Council.

After a lengthy discussion, Vice Mayor Partin made a motion that Council approve the city budget with the following requirements and to have the City Manager and City Finance Director bring a resolution back to a future City Council meeting: 1) have a 10% reduction that does not impact service contracts, public safety or infrastructure; 2) eliminate the outside use of city vehicles for non-professional uses; 3) reduce credit cards to one per department, and for departments that currently have credit cards, that they be placed aside; 4) prohibit filling full time positions with the exceptions of public safety and essential personnel for positions that are currently vacant and that weren't filled previously to fiscal year 2021; 5) to reduce the economic development line item budget to only include previously approved incentives, rent and approved obligations; 6) eliminate the City Manager's contingency fund; 7) to not fund the Assistant City Manager's position; 8) prohibit the transfer of money between funds from the general fund to the City's adopted operating budget without a resolution brought to City Council; 9) to include the HWR capital budget for \$10.3 million dollars; 10) eliminate travel except for training and certifications; 11) not to use the ARPA funds to balance the budget and to include a line item of \$21,000 for City Council communications. This motion was seconded by Councilor Gore.

Councilor Gore first offered a friendly amendment to have the budget brought back to Council on the 28th; Vice Mayor Partin agreed. She offered another friendly amendment to include not transferring funds from operational and capital budget; Vice Mayor Partin also agreed. She then offered another friendly amendment regarding the addition of HWR, to have a work session for the Hopewell Water Renewal building; Vice Mayor also agreed. She then asked the City Clerk to restate the motion.

Ms. Bess restated:

The motion was made by Vice Mayor Parton and seconded by Councilor Gore to move to approve an operating budget with the following requirements: ask the City Manager and the Finance Director to bring it back to Council by June 28; 10% reduction that does not impact service contracts, public safety and infrastructure; eliminate out-of-city vehicle use for personal use; reduce credit cards to one credit card per department for department that have credit cards and eliminate the ability to add new credit cards to the City's roster; prohibit filling of full-time positions with the exception of public service for positions that are currently vacant that were not previously filled in FY21; reduce the Economic Development line item budget to only include previously approved incentives, required payments, rent and approved obligations; eliminate the City Manager contingency fund or equivalent; not fund the Assistant City Manager position; prohibit the transfer of funds from the general fund to the City's adopted operating budget; include in the resolution and capital improvement budget; fund the City Council communication line item at FY19 and FY20 levels, \$3,000 per ward, total of \$21,000; does not use ARPA funds to balance the budget; eliminate travel except for training and certifications; work session for the \$8 million dollar Water Renewal building, HWR capital budget at \$10.3 million.

Mr. Terry informed Council that he was unavailable on the 28th. Mayor Bennett asked if there was a friendly amendment to change the date from the 28th to the 29. Councilor Gore agreed.

Councilor Denton stated that three Councilors knew what this motion was going to be tonight. She discussed the department being cut, the 70% who did not get a pay increase, the 30% who received pay increases are now being cut. \$2 million is being cut out of City's operating budget, but including \$8.5 million for an administrative building at the HWR. She further discussed the subcommittee of that

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commission had already met with ways to make that work. She declared that she will vote against this motion.

Mayor Bennett stated that she was in favor of not transferring funds from the operating budget to capital budget, and asked Mr. Terry about the operating expenses at Hopewell Water Renewal. Mr. Terry indicated that what he heard was confusing to him; if he answered her question as she posed it to him then his answer is based on the current resolution which stated that monies are not to be transferred from operating to capital projects.

Mayor Bennett quoted the section of the budget resolution, emphasizing words and phrases as “shall” and “sources other than property.” She asked that “other than” be defined. She asked if the “last mentioned sum” referenced a specific dollar amount (\$37 million). She also emphasized “estimates on revenue used for appropriated expenditures,” and “the city manager shall initiate action to adjust appropriated expenditures.” She further states that the budget is very unclear and leaves room for interpretation, and that she is not in favor of approving this budget resolution this evening. She discussed the service contracts submitted to Council; she needed to review the contracts with the budget that was presented to Council before with the service contract dollar value and put them together; she wants to be clear with what they have now, what is essential and what is not; she wants visibility and transparency. No one’s doing anything wrong; she just wants to see for herself.

Councilor Gore continued where Mayor Bennett left off. Councilor Gore stated that the salaries that was mentioned. Council approved something that was different than what was implemented which resulted in a gap. She stated that this was not the fault of Council for approving something that did not provide accurate financial information. Errors are not in how this was implemented, but in the calculations that was presented to Council for approval. She issued a reminder that the budget is a legal document that should be in ordinance form. She requested Mr. Byerly to go to the City Attorney to have it created as a budget ordinance and then return it to Council. She also discussed Section 24 of the resolution that needs to be clearly defined that limits transfers between funds.

Councilor Pelham stated that the departments have never been challenged to reduce their spending, all Council has done was raise taxes or use federal or state money. Let the people who work in their departments every day get paid well and challenge them to cut their spending. She thinks the citizens would appreciate that.

Mayor announced a call for the vote on the floor (not voting on the motion):

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |
| | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |

Motion passed 7-0.

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Mayor Bennett called for the vote on the motion:

The motion was made by Vice Mayor Parton and seconded by Councilor Gore to move to approve an operating budget with the following requirements: 10% reduction that does not impact service contracts, public safety and infrastructure; eliminate out-of-city vehicle use for personal use; reduce credit cards to one credit card per department for department that have credit cards and eliminate the ability to add new credit cards to the City's roster; prohibit filling of full-time positions with the exception of public service salary and personnel for positions that are currently vacant that were not previously filled in FY 2021; reduce the Economic Development line item budget to only include previously approved incentives, rent and approved obligations; eliminate the City Manager contingency fund; do not fund the Assistant City Manager position; prohibit the transfer of money between funds from the general fund to the City's adopted operating budget; include in the resolution and capital improvement budget; fund the City Council communication line item at FY19 and FY20 funding levels, \$3,000 per ward, total of \$21,000; does not use ARPA funds to balance the budget; eliminate travel except for training and certifications; work session for the \$8 million dollar Water Renewal building, HWR capital budget at \$10.3 million; ask for the City Manager and Finance Director to report back on the 29th.

Mayor Bennett's point of information regarded what exactly is to happen on the 20th. Vice Mayor Partin stated that he expected the budget to come back balanced and contains the necessary cuts. Mayor Bennett's second point of information regarded HWR's \$10.3 million capital budget, and the \$8 million Water Renewal building. Vice Mayor Partin explained that the building is on hold until the work session with the Commission. The building is approved but the \$8 million sits there. Mayor Bennett's point of information regarded the keeping of the HWR capital budget funded at \$1.8 million; she does not see \$10.3 capital budget. Vice Mayor Partin explained that what the City Manager proposed and what the capital subcommittee approved on a 5-2 vote was for \$10.3 million. The Commission decided not to go with that and voted for \$1.8 million. He is asking for staff's recommendation and the capital subcommittee's recommendation to be what the resolution is based on.

Councilor Pelham's point of information regarded the 10% reduction in the first resolution; she asked if that meant no personnel will be cut, and if that statement can be cleaner. Vice Mayor Partin stated that this was fine; this was the assumption that he had. A friendly amendment was added to exclude current personnel to the 10% reduction.

Councilor Denton's point of information referenced the \$8.5 million and if it was approved with this budget. Vice Mayor Partin explained that he was asking for is yes for approval, and it is on hold until the work session is completed and discussed.

Councilor Randolph's point of information referenced Mayor Bennett's request for clarity on the resolution, but she expressed that Council was not receiving the same clarity in this motion.

Mayor Bennett's point of information asked Vice Mayor Partin when they will receive those recommendations, and Vice Mayor Partin replied that it was up to Staff. She then asked Mr. Terry when he will return to Council with that information. Mr. Terry replied that due to the large amount of information that Council is requesting, along with his absence on the 28th, he won't be able to have this information available to Council until the 29th. He stated that he knows that there are some who are not going to be able to respond to this in the next 6 days, including himself. He added that he will do his best

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to meet that request; however, due to the level of what Council is seeking, it's not just about him but the Acting City Manager having to call upon every director to go back and review with the constraints that Council has placed on them, there is the assumption that is made today that Finance is not providing what Council is requesting. They will compile this information, but cannot submit it in the time as stated by Council.

Councilor Gore reminded all that there is a motion on the floor, and then she asked Mr. Byerly if there were meetings with directors today to give Council the 10% cuts. Mr. Byerly responded that he did meet with the directors today. Councilor Gore concluded that if there is a meeting tonight about meetings that were held today about the cuts, then Mr. Terry can provide the information that Council is requesting. She made a friendly amendment to move the date to the 30th. Vice Mayor Partin was okay with the 29th and the 30th. Roll call was requested, and the vote resulted:

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

Motion passed 5-2.

AJDOURNMENT

Councilor Gore made a motion to adjourn the meeting, which was seconded by Vice Mayor Partin. All was in favor of adjourning the meeting.

Mayor Bennett

/s/ Mollie Bess

Mollie Bess, City Clerk

**Special Meeting
June 28, 2022**

Mr. Andrew Parker, Government Relations Director, AdvanSix
Mr. Dustin Lanier, Plant Manager, WestRock
Mr. Mike Mueller, Engineering Manager, WestRock
Ms. Martha Desoto, Senior Financial Manager, WestRock

There were other speakers; Councilor Denton asked for those individuals to introduce themselves:

Ms. Leigh Beachford, in support of Mr. Johnson
Ms. Lisa Patton, Engineer, Ashland

Mr. Girvin began the presentation and discussion of the project (lab renovation and the new admin building) which was introduced on May 12, 2021, at the AdvanSix Capital Plan for the physical year 2021. At the time, Mr. Girvin made a motion on the floor to spend time to review and understand the justifications of that project, determine what the options were before moving forward with a full-fledged architectural design of the proposed solution. The motion was voted down 4-3. The City representatives, Virginia American Water, and the three industrial partners voted for the motion that he made.

Soon thereafter, they moved forward to the approval of the budget, and it was voted down by the three City representatives, Virginia American Water, and the three industry representatives.

The proposed budget was presented to Council, and Council voted the budget in for last year.

After that meeting, it was agreed upon that there was probably some merit to the proposed process, but the concept was new to them. They decided to develop a capital subcommittee to sort out the projects before they come from the commission to understand the benefits of and justification for it, as well as reviewing the different options, and creating the capital subcommittee was the best option going forward.

The capital subcommittee consisted of two citizen representatives, two industry representatives, a director from the wastewater plant, the City Manager or the Assistant City Manager, and a representative from the Wastewater Commission.

For sake of clarity, the names of the members of the capital subcommittee were given.

CITY REPRESENTATIVES:

Mr. Johnny Partin, Commission Chair
Mr. Jerry Byerly, Director, Wastewater Plant
Mr. John Altman, City Manager (or the Assistant City Manager position)

CITIZEN REPRESENTATIVES:

Mr. Mark Haley
Mr. Dave Harless

INDUSTRY REPRESENTATIVES:

Mr. Mike Mueller, Engineering Manager, WestRock
Mr. Rob Allen, Ashland

Mr. Mueller was called to the podium to discuss the process during the subcommittee meeting regarding the voting on this project. He met with Johnny Partin, Jerry Byerly, Dickie Thomas, Harold Walker, Shayna Johnson (Administrative Assistant), John Altman, Mark Haley, Rob Allen. He explained the

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purpose of the subcommittee, which is to assist with developing and reviewing the capital improvement plan in the budget. Given a list of considered projects, and wanted more information, so he scheduled a meeting with Harold Walker on March 28 to discuss the list of projects.

Mr. Mueller began with the discussion of the ash bucket elevator, and in FY 2019 and 2020, the HWR adopted a budget for replacement of the ash bucket elevator for \$500,000. When the bids came in, they were about \$800,000, and Mr. Walker discussed with Mr. Mueller about doing a re-bid to get some cost savings, and also in the process of requesting a supplement of about \$400,000 to support that project. Another project that was discussed was the incinerator furnace upgrade to address sludge characteristics (furnace capacity is limited).

The capital plan shows that about \$650,000 was approved in the FY 2021-22 budget. Also discussed was the incinerator feed pumps; a new pump was purchased, and Hassan Energy is completing the paperwork to proceed to bid. \$1,000,000 was approved in FY 2021 budget, and the budget is also showing an additional \$2.75 million will be requested for the FY 23-24 budget coming next year.

They had a discussion about the centrifuge and how much of an investment that was. \$2.8 million was added for a centrifuge; that was approved over a period of two years, \$1.6 million was approved in FY 2021 and \$1.2 million in FY 2021-22. An older centrifuge is also in the capital plan, showing about \$200,000 a year for regular maintenance.

There was a discussion about the plant switch gear replacement. \$2.3 million was approved in FY 2021-22 to replace old electrical equipment.

Mr. Mueller presented to and discussed with Council photos taken during a tour of the facilities.

On March 29, 2022, Mr. Robert Allen sent out an email to all of the team members asking if the spreadsheet could be updated to show the actual capital spend by year, to help the subcommittee to look at and compare the budget to the actual spending. Mr. Allen asked for a cost allocation for each capital project, and what percentage is each party paying. A memo regarding the status of the capital projects and the five-year capital improvement plan spreadsheet was provided to the subcommittee, but the information missing was the actual capital spend by fiscal year, categorized by project. This information will identify variances and additional resourced that may be needed in developing and executing projects, and it is very integral in the process of front-end planning.

At a second meeting on March 30, there was the discussion about the laboratory expansion and the new administration building. What was shared with the subcommittee was the amount of \$9.25 million, where several dollars were budget approved in 2021-22, and another \$8.5 million being currently requested. He read through the McGill report (in the agenda packet); wanted to know what the business reason was for this cost. The report stated "that an additional 850 square feet of dedicated laboratory space is needed both for improved workflow and efficiency to accommodate future testing needs, including the ability to bring appropriate outsourced testing in-house."

What the capital subcommittee suggested at the March 30th meeting was that the Water Renewal Plant consider other options that meet the laboratory testing without investing the \$9.25 million dollars. Questions raised by the subcommittee were:

What is the cost of adding 850 square feet to the existing building?

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What is the cost associated with outsourcing future additional testing requirements?

If testing wasn't brought in-house, then how much would that cost if testing was outsourced or contracted out?

What is the cost of performing additional testing in-house?

The question to think about is: Why is a 7,500 square foot new building, plus the renovation of a 6,400 building, required to meet the needs of an additional 850 square foot laboratory space?

Another thing to look at on a project are the risks to the facility or the organization if the project is not approved. At the same time, what are the tangible benefits?

In summary, the capital subcommittee suggested that options be considered that provide adequate laboratory and office facilities for the Renewal Plant, and allow the subcommittee to work with the organization. Mr. Mueller stated that, based on the information and in his opinion, the existing project justification does not support a \$9.25 million dollar project.

Mr. Girvin returned to the podium. This topic was further addressed at the commission meeting on June 15th. They called for a motion to go through and vote on each individual project separately. This way, they voted for projects that were worthy to go forward, voted down those projects that were not. When they addressed the laboratory project, the commission had the same questions that Mr. Mueller had regarding the spending of \$8.5 million at this point in time what was the 850 square feet additional space, bringing in-house roughly 300,000 external samplings at a cost of \$100,000 (net benefit of 200,000). The topic of utilities was discussed; Mr. Girvin stated that this matter should be addressed by the City, and not so much a Commission issue. He asked Mr. Lanier if he anything to add, and Mr. Lanier declined, giving the podium to Mr. Mueller.

Mr. Mueller stated that the all-or-nothing approach to this project is not the way in which industry does business; options must be explored for something of this magnitude. They are held accountable for that spend, so they want to do it wisely. During a discussion with the Commission it was discovered that there were issues that they all agreed needed addressing, such as the leaking roof in the HVAC area; the Commission had no knowledge of that problem and will be happy to repair it, but the jump from needing to make some repairs to a building and adding some space to the cost of \$8.5 million was described as mind boggling. The thought process of creating a subcommittee was to have a more unbiased viewpoint of what the facility need to operate safely, effectively and efficiently. The projects already mentioned were already approved; millions of dollars of equipment is going directly to making sure that the plant runs reliably.

This huge sum of money is not going into the direct operation of the plant. \$200,000 savings on a \$9 million project – as an industry, they wouldn't even look at that. This year in the capital process, the Commission approved \$250,000 for an outside firm; it was agreed upon that the subcommittee did not give the deliverables they expected. This outside firm will have a true look at Hopewell Water Renewal and come up with a five-year plan. They are asking for fiscally responsible actions that are aligned with their facility agreement to run the facility economically. On this particular project, they are just asking for more time to fully vet what they really need to do.

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Mr. Lanier stated that this partnership of industry with the City is really needed to operate. Wastewater cost out of the 31 operating plants is the highest at this site here in Hopewell. This site (Tier 2) is not considered a large facility.

Mr. Girvin described how the allocation would have worked for the \$8.5 million project:

City of Hopewell, \$1 million to the table
AdvanSix, \$800,000
Ashland, \$2.6 million
WestRock, \$3.7 million
Virginia American Water, \$500,000

Councilor Gore thanked the Commission for their presentation and asked to hear from staff in regards to this project.

Councilor Randolph asked, in reference to the Commission's request for more time to look at the options, what is the estimation of that time frame and how is that going to play into working with the City with the problems that the existing building already has.

Mr. Mueller approached the podium to address her query. He suggested looking at the existing liabilities and ranking those by priority.

Mayor Bennett asked if the Commission had all the information needed to assess their options.

Mr. Lanier stated that all the information they had is in the report that was presented to Council.

Councilor Denton asked Mr. Girvin if he was for or against putting the \$8.5 million back into the budget.

Mr. Girvin replied that the commission voted against that. The commission voted to take it out, but can add projects back in throughout the year; they just have to vote on it as a commission.

Councilor Denton stated that Council have the work session at the end of July, where they and the Commission can get together and look at some options; come to a compromise. She said that if Council could put this off for a while, and she addressed the City Manager at this point, take that \$8.5 million out of the budget and give them time to come back before Council and look at options. Council can always do a resolution to add it back into the budget.

Mr. Altman stated that once the options were reviewed and decisions were made in recommendation from the commission, then that would be brought back to Council any time during the year to amend the capital budget to add the project in.

Mr. Johnson stated that because the project is currently in the City's budget, Ashland has to budget for that. Ashland is in its budget cycle at this moment for next year, and he has to determine whether to fill or cut jobs, or what options does he have to achieve their budget goals. \$2.6 million is a big piece of Ashland's budget.

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Councilor Pelham asked which of the plants was given the cost of \$3.7 million. Mr. Lanier came forward as representative WestRock and added that he hold over 40% of the operating and repair budget as well as the majority of the capital; they are close to 50% of the bill. She asked what would happen with the dollars if nothing happened, it stays into the capital to feed into the individual projects throughout the year.

Mr. Lanier stated that right now, capital spend has been between \$2.5 and \$4.5 million. Over the last three years, there has been a surplus of capital spend of \$7.5 million. Not sure about this year; since 2018 he doesn't know the status of capital projects; some were supposed to happen in 2018. He doesn't know how much has been spent up to now even to approve additional funds. Money comes back, but is split up accordingly as credits. As of today, he stated that they don't know the status of the credits, and even monies in the 2018 capital spend is not available. At this point, he could either owe money or get money back.

Mr. Altman addressed Councilor Pelham regarding her question of what happens to the dollars if the project is not included in the budget. He stated that if the budget id not adopted by the Commission and then Council is a part of the capital budget then the Commission doesn't have to budget for those dollars. When the project is removed, they have no financial liability until the project is put back in to the budget.

Councilor Pelham addressed Mr. Girvin, stating that his budget is already set – if Council includes it into the City budget, the Commission has to do an amendment to its own budget. Mr. Girvin also stated that the Commission can approve additional monies and they have to allocate whatever the percentage is given.

Councilor Gore stated, for clarity, when this was discussed a few days ago, Council specifically said that in the motion that Council will have a work session before allocating and approving the project. The request was made just to have it in there. When the budget was redone, Council did not authorize or approve the project, but to wait until they have a joint meeting in July to decide how to proceed. Just for clarification, having that as a motion does not mean that the majority who voted for that approved or disapproved for anything. What that means is there are some issues that need to be addressed, and that staff has places of importance for them. On the other hand, Council is acknowledging industry by not flat-out approving it. Clarification needs to be made in regards to the plan. Addressing the Commission's budget already being in motion, she asked if this is not an amendment to their budget, but how they are going to do next year's budget. This did not include Mr. Johnson's budget (mid-year adjustment). She asked to hear Mr. Byerly and Mr. Altman speak from a City perspective

Mr. Jerry Byerly, Director, Wastewater Plant, stated that the Commission lost a million dollars in engineering reports for projects that the Commission chose not to do. In reference to Councilor Pelham's question, stated that once the audit is completed, the excess revenue is divided among the same lines as the percentages they talked about, whoever is responsible to pay will get that percentage back. In reference to the building, it was discussed earlier on about just adding on to one end of the building. However, they did not feel that this was a feasible route; the building has to be brought into code compliance. The electrical room has refrigerators in it, none of the bathroom are ADA compliant. They thought it better to dedicate this building to the lab building, take all the admin spaces, and dedicate it to the lab, and this will put them in a good position 20 years from now. This explains the 850 square feet; all the admin spaces there now will be gone and this will be all lab related spaces.

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Councilor Gore then addressed Mr. Altman for his perspective. Mr. Altman also discussed the processes and front-end planning. They hire engineering firms to scope out projects and provide cost estimates. They approach a project a little bit differently in that they request the full funding of that project at one time as opposed to a phase funding, which is what industry does. Historically, the City experience has been that there were times when projects were agreed to be paid in phases, but then they would get phase one done, but no support for phase two at the Commission level.

They switched to a full allocation so that even if the project takes three years, at least they have the full cost to complete that project. This project has been around for years; in his previous time with the City, there has been a discussion to expand or build a new admin building back then.

From the City's perspective, he wants to work with the industry and make sure that there is a fair process. If they need to have a Commission meeting in the early part of July to bring McGill in to have that conversation with industry, I think we're completely willing to do that; McGill has something in the handout that is not explained, like other options. What McGill is saying is based on current and future needs. We will need the entire building as lab space, and not just an additional 850 square feet.

Mayor Bennett asked as a point of information if front end planning was done here in the City. Mr. Altman answered affirmatively. Mayor Bennett asked when front-end planning was done for the Edmond building. Mr. Altman replied that McGill was the study that was done on the front end planning that was requested, done in July or shortly after July of last year.

Mr. Byerly stated that the year before that, once staff assess needs and capital needs are for the next coming year, engineers McGill Hazen and HDR and divide the project up and give each one of them however many projects that they have, ask them to have a scope of work and a cost estimate within 60 days.

Councilor Gore asked Mr. Altman to continue. Mr. Altman had several conversations about changing the process and making sure they have more upfront information and making sure everyone has the same information and is readily available, and making sure that everyone is comfortable as they moved forward.

He has conversations with Mr. Mueller about how local government and industry do business in construction differently. For local government, everything is done publicly such as bidding – bids are public and dollar amounts have to be made known. Because of public procurement this increases cost. Other options discussed included renting lab space. Once that rented space is gone, there is nothing to show for it, and from a capital perspective, it is better to take the same dollars and invest it into a new project. For industry, there are shareholders and dividends; to some degree, it is cost deferral.

Mr. Altman stated that in his conversations and understanding of the meetings, he did not see this as a hard "no" but a need to understand more about the project. Finally, he stated that if the thought of Council is to have this work session, he suggested that they should not include the project in the adopted budget because that triggers the Commission's need to start finding money. He said to pull it out until their July work session, and then put it back in.

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Councilor Gore addressed concerns that was raised about having actuals and other documentation. She asked what the resolution was for that. Another question she asked regarded a document that has a cost analysis or a comparison chart that has displays options for everyone to see.

Mr. Altman's response to the second part of Councilor Gore's question is the importance of having McGill come before Council; they may have some of that information but didn't include it in the documents. Councilor Gore stated that if this information is not there by the time they have the July meeting then they should have that information before Council should have it prior to the work session.

Mr. Altman addressed the other question regarding the actuals. He stated that this was a conversation between himself and Mr. Byerly, making sure that they track that for them so that there is a better understanding of actual cost. Councilor Gore recommended that this information is also available at the work session as well.

Mr. Girvin continued the presentation with discussion of the lab space, it is an additional 850 square feet and is going on the back of the building, and everything will be upgraded, as well as building a new building.

After a lengthy comment from Vice Mayor Partin regarding the timeline of the project of the lab building and creation of the capital subcommittee, and the vote for approval of the budget, he asked Mr. Dave Harless, , to come to the podium to speak about the recommendation.

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ADJOURN

Motion made by Councilor Randolph and seconded by Vice Mayor Partin to adjourn the meeting.

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passed 7-0.

Meeting adjourned.

Patience Bennett, Mayor

/s/ Mollie Bess

Mollie Bess, City Clerk

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MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JUNE 29, 2022

A Special Meeting of the City Council of the City of Hopewell, Virginia, was held on Wednesday, June 29, 2022, at 6:30 p.m.

PRESENT: Patience Bennett, Mayor, Ward 7
 John B. Partin, Vice Mayor, Ward 3
 Deborah B. Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 Jasmine E. Gore, Councilor, Ward 4 (arrived later)
 Brenda S. Pelham, Councilor, Ward 6

ABSENT: Janice B. Denton, Councilor, Ward 5 (unable to attend)

 John M. Altman, City Manager
 Mollie P. Bess, City Clerk
 Ms. Cynthia Hudson, City Attorney (telephonic participation)

Mayor Bennet opened the meeting at 6:30 p.m. and requested a roll call.

ROLL CALL: Mayor Bennett - present
 Vice Mayor Partin - present
 Councilor Randolph - present
 Councilor Holloway - present
 Councilor Pelham - present

Quorum established.

Mayor Bennett asked for a motion to adopt the agenda.

Motion made by Vice Mayor Partin and seconded by Councilor Randolph to adopt the agenda.
At the roll call, the vote resulted:

ROLL CALL: Vice Mayor Partin - yes
 Councilor Pelham - yes
 Mayor Bennett - yes
 Councilor Randolph - yes
 Councilor Holloway - yes

Motion passes 5-0.

WS-1: Review and Discuss Departmental Budget Reductions

Dr. Concetta Manker, IT Director and Interim City Manager, was called to the floor for presentation.

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Mayor Bennett asked for a motion to ask questions during the presentation. Motion made by Vice Mayor Partin and seconded by Councilor Pelham to allow questions during presentation. At the roll call, the vote resulted:

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|------------|--------------------|---|-----|
| ROLL CALL: | Vice Mayor Partin | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |

Motion passes 6-0.

Dr. Manker and staff began the presentation of the budget reductions. Council received the budget packet on Monday, June 20th with the original cuts. At the time, the City Attorney and the Fire Department were not included. The packet was updated on Tuesday of this week, this is the final version that included both departments.

On Tuesday the 21st, Council had instructed staff to go back and review their budgets. As a result, they met with Mr. Jerry Byerly, who was Acting City Manager. They discussed ways to reduce the budget further.

On Friday, the Finance Director submitted a final analysis of the budget which also included outside agencies, but was informed that some of those cuts that each department participated in was also included in the presentation by the City Manager, Mr. March Altman, in the original budget reduction earlier in the budget cycle around March or April of this year.

Today, City staff is here and available to go through each line item for assistance and to answer any questions that Council may have. Dr. Manker recommends following the packet department by department and walk through each line item.

City Attorney

Presented by Dr. Manker; the City Attorney is not available to present her budget cuts. She will do the same for any director who is not present at this meeting. Councilor Randolph asked if she was able to explain the budget for those directors, and Dr. Manker answered affirmatively, as she spoke with each director.

At this point, Councilor Gore arrived.

The City Attorney has a budget of \$424,828. This is not the entire operating budget. The beginning of her budget starts at the cell phone stipend line item and goes all the way down. There is no decrease in the cell phone stipend, no decrease in management consultant services. There is a decrease in legal services by 10% (\$76,500), decrease in service contracts by 10% (\$13,896), further decrease in the remainder of the budget line items to equal \$119,255 (a difference of \$13,644), which is 10% of her budget. It is noted that the City Attorney has a \$424,000 budget, and only \$132,000 is operating funds, which she was able to reduce that down to \$119,000 of operating costs.

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After a lengthy discussion, Mayor Bennett asked Cynthia Hudson, Acting City Attorney, if a consensus could be gathered at this time, and Ms. Hudson replied affirmatively. Mayor Bennett asked Council how many was in favor for leaving the budget as is.

Vice Mayor Partin was in favor with 10% cuts.
Councilor Pelham was in favor of no cuts.
Councilor Randolph was in favor of no cuts.
Councilor Gore was in favor of leaving budget as is.

Mayor Bennett agreed with Councilor Pelham on the removal of the furniture/fixtures/equipment line items.

Ms. Hudson addressed the Council. She stated that their conversation indicates that there is not a consensus with respect to the budget cuts or reductions proposed in the City Attorney's office as presented; Council may want to elicit a motion so that members can speak or vote specifically. Typically, consensus indicates that no one disagrees, but they have to indicate if they disagree with a particular position or instance. Does everyone agree that the proposed budget presented regarding the City Attorney's office be accepted as presented, are there any objections? If no one objects to that consensus, then Council can quit what is going on here. So, this lends itself more properly into an actual motion – action is being taken tonight with each of these department presentation.

Councilor Pelham asked if they can make a motion to make motions at a meeting, and Councilor Gore said that the rules have to be waived to make motions at a work session. So, Councilor Pelham made a motion to waive the rules to make motions at this meeting in order that Council may complete the budget by tomorrow, June 30th.

Ms. Hudson stated that there may be a part of the departmental presentation when they do have a consensus; she suggested that they may want to solicit it by saying "is there a consensus to do X specifically" as opposed to having each person give their position.

Councilor Pelham asked Ms. Hudson if Council does not get a consensus, do they have to make a motion every time, and Ms. Hudson replied yes.

Mayor Bennett asked Ms. Bess to restate the motion:

The motion is to waive the rules to be able to make motions at this meeting to prepare to approve the budget at tomorrow's meeting.

At the roll call, the vote resulted:

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

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Motion passes 6-0.

Councilor Gore made a motion that Council support the City Attorney department cuts, with the exception of Legal Services, Service Contracts, Postage, Mileage, Lodging, Conventions and Conferences, Meals, Books and Subscriptions. Her motion was seconded by Councilor Pelham. At the roll call, the vote resulted:

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

Motion passes 4-2

City Clerk

The City Clerk's budget was presented by Dr. Manker. Again, she stated that the first twenty line items cannot be touched by directors. The Clerk's total budget is \$207,000, but the operating budget is \$15,000. The budget cuts were already reduced when the City Manager reduced the budget on the 1st round in April. The budget was reduced by 2.3% (\$6,450). Ms. Mollie Bess, City Clerk, was available to answer Council's questions.

Vice Mayor Partin stated that he was fine with the cuts and asked if there was a general consensus amongst Council to move forward with these cuts. Mayor Bennett was okay with the City Clerk budget cuts. Councilor Pelham asked if anyone upheld the consensus. Mayor Bennett asked if anyone opposed to the budget cuts, and no one responded. Councilor Randolph if the cuts were those that were already done for the current budget, and if so, then she was okay with the budget cuts. Consensus was established.

CSA

Presented by Dr. Manker. Ms. Wanda Brown, Manager, Children's Services Act, was not available to present her department budget cuts. Her total budget was \$293,853. Her operating budget was \$25,066.26. Budget was reduced to 12%. Reduced by \$3,226 from the Service Contract line item, which is down from \$10,925 to a total of \$8,000. She has a few items under contract (a copier which is rented, she pays a monthly charge) that equal exactly \$8,000, and she could not reduce any further.

Councilor Gore asked why the CSA has a separate printer contract when at the last budget cycle, everything IT related went under Dr. Manker. Dr. Manker stated that the contract hasn't ended yet, and was not really sure how much longer on the contract.

Councilor Gore stated that she thought the CSA was in the DSS (Department of Social Services) office.

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Mr. Michael Terry, Finance Director, informed Dr. Manker and Council that the CSA is a non-general fund; this amount is not coming out of the general fund. Mr. Altman also stated that the CSA budget is a separate fund. In the operating budget there is a separate item in the general fund for CSA fund (Fund 15). Because of this, Council went no further and moved forward to the next department.

Development Department

Mr. Chris Ward, Interim Director, presented his department's budget cuts. He stated that this budget was done prior to his taking the interim director position.

The Development Department consists of four divisions: Planning, Code, GIS and Rental Inspections.

Travel and related expenses were cut out for 3 of the four divisions, but left the travel and related expenses for Code for annual certification classes they have to attend. Total: \$10,040. Grass cutting and trash and debris removal, \$50,000; property owners fail to clear trash and debris or cut their grass, the City hires contractors to perform task, and then property owners get billed. The City spends more than that every year; money gets transferred in that line item to cover it for the fiscal year. Historically it's been around \$60,000. Spot blight demolition, when properties get put on the City's spot blight list; \$40,000 budget.

After a lengthy discussion, Councilor Gore made a motion to support the cuts presented with the exception of tall grass and spot blight demolition. Her motion was seconded by Vice Mayor Partin. Mayor Bennett abstained from this vote due to a conflict of interest, filed with the City Clerk. There were no other questions or discussions. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-----------|
| ROLL CALL: | Vice Mayor Partin | - | yes |
| | Councilor Gore | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | abstained |
| | Councilor Randolph | - | no |
| | Councilor Holloway | - | yes |

Motion passes 4-1.

Engineering Division

Presented by Mr. Austin Anderson. Full time salaries and VRS benefits were adjusted, others were not. The largest part of savings for the division was in salaries. Budget cuts were offered for the following line items: postage (rarely used); convention and conferences (completely removed); they never had mileage, travel, public transportation or lodging (nothing to cut for these line items); dues and associated fees, \$300; books and subscription, \$300. Total amount of budget cuts: \$25,676.19.

The division does manage two capital accounts: VDOT Project Match Program and Payment Management accounts (this is for infrastructure); no budget cuts.

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There are no service accounts, but two important recurring expenses that are not being offered for cuts: Virginia 811 Program (for anyone digging in the City, they contact 811 to have sanitary and storm sewers marked, this is for utility protection); this costs anywhere from \$3,000 to \$4,000 annually and comes out of Consulting Management Services line item. The other recurring expense is for a software called Polaris (allows tickets to be viewed on phone, laptop, computer, or text); costs \$3,000 annually and also comes out of Consulting Management Services line item.

The largest expense that comes out of the Consulting Management Services is the bridge inspection program.

Most of the budget in Engineering is the salaries and benefits (88% of the budget); this is pretty substantial cut out of the operating budget.

Councilor Gore and Mayor Bennett called for a consensus, to which Council agreed, with no objections to the proposal of budget cuts in Engineering.

Fire Department

Presented by Mr. Ben Ruppert, Fire Chief. Mr. Ruppert went through the Fire Department budget. According to his calculations, there is nothing he can do with 93.25% of the budget. This includes salaries, vehicle maintenance, utilities (paying for water hydrants in the City). The remaining 6.75% of the budget includes contracts that are required (software for EMS reporting), maintenance of the software programs (communicate with dispatch), internet services, other things needed that are out of the department's control.

That leaves about 3% of the total budget, which includes training (this is the youngest and most inexperienced in the history of the Fire Department); we need to be investing in training right now.

Mr. Ruppert had nothing that he could comfortably recommend for cutting from the budget; had only a contract for web services, which includes Civic Ready, a communications platform. Code Red was used for 15 years to communicate with citizens. Civic Ready can do a similar function. In the past, the department paid about \$15,000. The current Civic Ready service needs a few upgrades to do the same things as Code Red. That cost is another \$5,000 outside of the contract, leaving \$10,000 remaining in that contract line that could be offered as savings for next year, if the Fire Departments remains with Civic Ready and pay for the additional upgrades.

Mayor Bennett asked Council for a consensus on the Fire Department's budget proposal, but instead a motion was made by Councilor Gore for Council to support the Fire Department's \$10,000 budget cut from Management Consulting Services and then allowing the Fire Department to take their cars home. Her motion was seconded by Vice Mayor Partin. For clarity, Mayor Bennett asked the Clerk to restate the motion. Ms. Bess restated the following: Motion for Council to support the Fire Department's budget with cuts previously surrendered, and to cut the contracts by \$10,000 and all the vehicles be allowed to go home.

After confirming the coverage for the Fire Department, Mayor Bennett requested a roll call. At the roll call, the vote resulted:

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

Motion passes 5-1.

Human Resources

Presented by Dr. Manker. Budget: \$411,000; operating budget, \$77,000. Steep cuts at 16%, however, the human resource administrator (the #2 person) went through the budget herself to identify where some of these cuts were and notated what she thought she could cut. She expressed that she has the Vision Committee and the Wellness Committee in her department – they offer benefits to employees to help reduce their health insurance and provides incentives. Also works in conjunction with Local Choice (benefits administrator). The line item pays for premium reduction, biometric screening, the 5K Walk, etc. Also used to boost employee morale (luncheons, ice cream socials, Easter egg hunts), and combined costs for employee service awards for those who served for 5, 10, 15, or 20 years.

\$12,650 in cuts were identified. She wanted to leave the ability to obtain the SHRM (Society for Human Resource Management) certification for the new HR Director. There are membership dues that come with that.

Majority of service contracts go to individuals who have retired with the City and associated costs; she is not in the position to cut that line item.

After a lengthy discussion, Mayor Bennett asked if there were anyone opposed to the budget. There were none opposed. Vice Mayor Partin made a motion to adopt cuts as presented, with the exception of the typo given. His motion was seconded by Councilor Gore, asking him if he was fine with a friendly amendment – that instead of saying “typo given,” to say “Books and Subscriptions.” Vice Mayor Partin agreed.

Mayor Bennett asked that the motion be restated for the record. Ms. Bess, City Clerk, restated the motion as follows: the motion is to adopt the HR budget cuts as presented, with the exception of the typo in Books and Subscriptions from \$1,000 to \$500 dollars. At the roll call, the vote resulted:

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

Motion passes 5-1.

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June 29, 2022**

Finance Department

Presented by Mr. Michael Terry, Finance Director. He had to make a clarification. There was some information that was included for presentation was in error. This information was not submitted but was blended in with the packet along with other information he was sharing with the IT Director (Dr. Manker). There were no cuts relating to this information.

Councilor Gore asked a question regarding the department's operational budget; she asked if there were any budget cuts offered, like from other departments. Mr. Altman stated that the Hopewell Water Renewal was an enterprise. When Councilor Gore asked if that meant no, Mr. Terry answered that she was correct. Mr. Altman added that in yesterday's discussion regarding to capital, \$1.8 million reflects the removal of the building.

Mr. Terry presented a summary worksheet that was submitted to Council. He stated that Finance went through the worksheet to see what could be reduced. Councilor Gore asked if the department only had service contracts to reduce, and Mr. Terry said no. He was here to present a breakdown of the itemization on the service contract. \$54,000 is broken down as follows: \$10,000 is for Clear Gov (budget book software), \$25,000 is for Manotron Inc. (Proval Maintenance Agreement), \$11,000 is for Pictometry International (aerial imagery software), and \$8,700 for Schneider Geospatial (Qpublic Maintenance Agreement). This was all he could provide regarding reductions in the service contracts. Mr. Terry continued with his presentation, stating that Finance voluntarily returned with a reduction of \$10,700 relating to Conventions, Travel & Lodging and Furniture.

After a lengthy comment regarding terminology of service contracts, Mayor Bennett asked for the contract of audit services because of the dollar value of audit services. She then made a motion that Mr. Terry return to his office and provide Council with a list of service contracts, including the budget that reflects the same information as other departments, and she is requesting that this is submitted tonight.

Councilor Randolph's point of information was directed to the City Attorney, asking if this was feasible for Council to leave a meeting to provide information and return. City Attorney Sandra Hudson stated that Council may direct the City Manager to have persons who report to the City Manager provide that information; in other words, the procedure is to request the City Manager to pass on their request to Mr. Terry.

Mayor Bennett stated that in Mr. Terry's contract, Council can directly ask him for information.

Ms. Hudson said that was not a problem with Council as a corrective action, and that they made a motion. If this motion received a second and it passes, then it would be appropriate and correct.

Mayor Bennett retracted her motion and asked Council for support in asking the City Manager to have the Finance Manager bring back what was asked for, a document like this (she displayed a document) before the meeting is over.

Ms. Hudson suggested to the Mayor that the motion would be moved that the City Manager be directed to require the information previously requested by Council from the Finance Department be provided this evening.

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Mayor Bennett agreed with the wording of the motion. The motion was seconded by Councilor Pelham.

Ms. Bess, City Clerk, asked Ms. Hudson to repeat the motion.

Ms. Hudson stated that the Mayor moves to make Council direct the City Manager to cause the Finance Director to provide information as previously requested by Council.

Mayor Bennett asked for every department in Finance, what is the dollar value of service contracts, asking for information from all four departments.

After a lengthy discussion, the motion was restated.

Councilor Gore asked for clarity regarding prior year and current year of service contracts, audit management services or any other agreements within the Finance Department. She asked Mayor Bennett if she wanted to have dollar amounts included, and that if this can be a friendly amendment so that this is clear to the City Clerk, Mr. Terry and that for all those categories, does she request prior and current year information and Mayor Bennett answered yes.

After a lengthy discussion, Mayor Bennett requested the roll call and the vote resulted:

Motion made by Mayor Bennett and seconded by Councilor Pelham that the motion would be moved that the City Manager be directed to require the information previously requested by Council from the Finance Department be provided this evening, all prior and current year service contracts, and audit management consulting and all other agreements.

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

Motion passes 5-1.

Mr. Altman asked Mr. Terry if he was clear on what is being asked of him to do. Mr. Terry repeated Council's request: service contracts, audit management consulting. He stated that he wasn't sure of all other contracts.

Mr. Altman asked Council to provide clarity on what is meant by "all."

Mayor Bennett stated that she is saying "service contracts" or "personnel contracts" but Mr. Terry is saying "consulting services." She asked if the City has a contract with VML (Virginia Municipal League).

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Mr. Altman replied that there is a Management Service Contract with the VML. The Mayor asked what type of service the VML provides. Mr. Altman stated that the VML provides individuals to come here.

Mayor Bennett asked if this is personnel for staffing services, and Mr. Altman replied affirmatively. Mayor Bennett stated the following: Anything in all those departments that we contract out and they give us a person to do those jobs here in this building or another locality or remote place, any type of services – audit and/or consulting person – has to deliver to us as personnel (management consulting, Robert Half) – she asked was that considered personnel or staffing. Mr. Altman stated that this was classified as management services contract. The contract is with the VML, not with an individual.

Ms. Bess, City Clerk, asked Councilor Gore to repeat her friendly amendment statement for the motion. Councilor Gore stated as follows: prior year and current year service contracts, audit management contracts and other agreements.

Councilor Gore's point of information: she wanted to know if the budget sheet was to be included in the motion that was passed; if there needed to be a friendly amendment to ask for that budget page. She asked Ms. Hudson, City Attorney, for the proper term to use to immediately go back and revisit a motion. Ms. Hudson suggested a motion to reconsider.

Councilor Gore (at the advice of Vice Mayor Partin) decided to make a different motion instead.

Mr. Altman recapped the request for Mr. Terry: Contracts. Provide service contract information. In addition, provide management services contracts regardless of whether contract is with VML or individual person. Provide a dollar amount and a breakdown of what that management consulting line looks like in the budget, by who it is, whomever it might be, what was submitted and what was presented.

Councilor Gore stated for clarity that the first part of this request as described by Mr. Altman was correct, and she added that the second part of this request is to mimic the budget layout just like the other departments, to highlight cuts and total the cuts at the bottom of the document.

Mr. Altman stated that the cuts from other departments were around \$10,000 or \$11,000, many of them in the travel lines. He said that he will get that budget and contract information.

Mr. Terry apologized again for not understanding that there was a predetermined format; that what Council has been given was a uniformity where she was working by each department, and that was what was needed to get that information to them. Now it has come to his attention that he needed to have that same format as a part of the uniform presentation. This was not his understanding from the last meeting, but according to the direction from Council and City Manager, he will put his information in that format. He also stated that he will not be able to return this information this evening.

Councilor Gore asked if there were any objections to what was shared. Councilor Randolph objected; Councilor Gore began stating her motion to direct the City Manager to ask Mr. Terry, Finance Director, to bring back a department breakdown as discussed and presented to match the others tonight and to provide all of the contracts and agreements mentioned earlier to Council with dollar figures no later than noon tomorrow. Her motion was seconded by Mayor Bennett.

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Vice Mayor Partin asked if there was any discussion, and there were none. He requested a roll call, and the vote resulted:

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

Motion passes 5-1.

Information Technology

Dr. Concetta Manker presenting. Before proceeding with her department, Dr. Manker stated that the Finance Department offered \$10,700, and although Council does not have documentation of where he offered that, her goal was to insure that she had a figure calculated for the Finance Director, regarding the ultimate cuts so that he can proceed with drafting a resolution for Council tomorrow. She asked Council if all were in agreement to accept his \$10,700 budget cut. Mr. Altman added that those cuts were already included in the budget.

Dr. Manker moved forward with the presentation of the IT department. She didn't include people in her budget cuts; she was unable to utilize that portion of the budget unless there were vacancies, and at this time, she has no vacancies in her department.

Total budget in IT Department: \$1.5 million, operating budget \$713,000. The line item equipment repairs was the former Technology line item for all departments. Every department had a Technology line item, and Council agreed to consolidate those monies into that line item. That line item represents all of the departments and allows her to be able to provide services to those departments. She has a lot of line items that are very high, and she is open to any questions concerning those line items. As an infrastructure department providing services to all departments by way of technology, she was only able to reduce her budget by \$21,000.

She has reduced travel to MUNIS conferences. Now that there is an ERP administrator, she reduced the number of conference attendees to one person. The ERP system is the largest and most expensive system running in IT, and it is very important to keep up with updates and changes.

Vehicle maintenance has been totally reduced as well, as they no longer have a vehicle; it has been auctioned off, so vehicle and gas are no longer needed. Postage has been totally reduced; but they do have postage fees for damaged equipment that must be returned. She may be able to capture this from another line item. Books and Subscriptions has been reduced to \$600.

Voice Over IP is a healthy amount at \$65,000; because of the reduction of analog phone lines and long distance services, IT has saved over \$250,000. VOIP is the new system that requires a maintenance agreement, and while she is not able to utilize the entire budget there; there are some savings. In the past, she has used those savings to go into Service Contracts where she would consistently go over budget.

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She would put those dollars back in to the Service Contracts. She then presented her list of service contracts and new requests for the year. Tyler MUNIS is \$95,000; every year it increases by 5%, so she included that as a new request.

The Court Case Management System (used by the Commonwealth Attorney) module; again there is the yearly 5% increase that also goes to Tyler MUNIS. Tyler Parks and Recreation MUNIS Module - \$5,000/year is a new request. This was purchased to replace their current recreational system to bring it in-house to communicate with MUNIS. A \$5,000 yearly cost has been incurred; however this is actually a cost savings, as the system they are currently using is more expensive. ExecuTime - \$11,000 – (payroll and time keeping system to replace the use of Excel to keep up with people’s times), was a purchase made with CARES money, and now it can be done electronically, and now on a yearly cycle. MUNIS Tyler for OpenFinance - \$12,000 – Council approved this last year; this is maintenance cost.

Seamless Gov – Council approved in May of 2021 to convert documents to digital format. Cost: \$21,000 yearly. The yearly cost ended this month; will renew again on July 1.

Dr. Manker was asked by Council to speak only on the cuts; Dr. Manker stated that she did do so as requested and wanted to list her service contracts as well, as also requested.

Councilor Gore asked if there were any objections to the cuts, and one objection came from Councilor Randolph. Councilor Gore made a motion that Council approve the IT Department’s budget cuts as presented. The motion was seconded by Vice Mayor Partin. At the roll call, the vote resulted:

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

Motion passes 5-1.

Parks and Recreation Department

Mr. Tom Gates presenting. Their operating budget is around \$400,000. Their 10% deduction is from Special Events, \$47,000 for the fireworks, parades, holiday events. Councilor Gore made a motion to approve the Parks and Recreation’s budget as presented. Her motion was seconded by Mayor Bennett and Vice Mayor Partin. At the roll call, the vote resulted:

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

Motion passes 5-1.

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Police Department

Police Chief A. J. Starkes presenting. The Police Department's budget is \$8.4 million; their operating budget is \$1.239 million. Salaries and benefits make up the majority of the budget, but they are offering budget cuts: Request for fifteen rifles rescinded for a savings of \$34,000. Case Cracker software, a savings of \$37,435.

Councilor Pelham asked if the Case Cracker software is helpful in solving a case, and was this item critical to have. Chief Starkes stated that the Case Cracker software is an updated version of the current software that has been in use for many years, and are able to work with what they currently have. Chief Starkes is also asking for 15 police cars and if appropriate would like to discuss the reason for this request. Mr. Altman stated that the cars were not included in the capital budget.

Councilor Gore asked if there was a rotation in place for the rifles, and Chief Starker stated that there was no rotation in place since 2010, when the rifles were purchased. The rifles are critical to the SWAT team; thousands of rounds have been discharged from them and over a period of time, they do wear out. Moving forward, his plan is to develop a rotation system to present to the City Manager for discussion to avoid having to make large purchases at one time. Mr. Altman stated that for the rifle piece, if this is something that Council is willing to do, this can be used with ARPA funding.

Mayor Bennett asked the Chief if there was a buyback program for the rifles. The Chief stated that he was not prepared to answer, but will find out to see how much of a savings that would be.

Councilor Randolph thanked the Chief for his presentation; she was going to vote no on his budget cuts; it is important for the Police Department to not have any budget cuts. She spoke in favor of the request of the fifteen cars.

Councilor Pelham made a motion to extend the meeting time until all departmental requests have been addressed and voted on. Her motion was seconded by Councilor Gore. Mayor Bennett requested a roll call, and the vote resulted:

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

Motion passes 5-1.

Vice Mayor Partin spoke in favor of keeping the Police Department budget exactly as it is with no budget cuts, and if Council is okay with this, to add the part-time detective position that was previously requested by email.

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Councilor Gore asked the Vice Mayor if this matter could be addressed tomorrow and that Council could just focus on the cuts tonight. Vice Mayor ask if Council could allow Chief to explain the need for a part-time detective, and Council collectively agreed.

After a lengthy discussion regarding the need for a retired, experienced part-time detective to assist in solving cold cases and help with unsolved cases with leads and information, Vice Mayor Partin asked Chief Starkes to provide Council, City Manager and Dr. Manker with all information and price figures; the Chief agreed to do so. After another lengthy discussion with Councilor Pelham regarding his reasons for requesting 15 cars and conditions of his current fleet, he asked Council and City Manager, moving forward, to consider a rotation in which 3-4 vehicles could be purchased per year.

After a lengthy discussion with Councilor Gore regarding the importance of Council being made aware of departmental issues and other information, she reiterated to the Chief the request of his rotation list. She also asked if the cost of the equipment for each car was included in his request. Chief Starkes replied that the cost covers the cars, and there is an additional line item of \$76,245 that covers the police radios. The dollar amount presented is what is needed to outfit those vehicles. There are no other hidden costs.

Councilor Gore that Council approve the Police Department's budget as presented without cuts. Vice Mayor Partin seconded her motion with a friendly amendment to include that police officers take the vehicles home.

Mr. Altman stated that the Case Cracker software and the rifles were not included in the manager's proposed budget because of the shortfall, so those items need to be added to the budget.

Councilor Gore changed her motion to say, "Approve the Police Department's budget as submitted by the City Manager and to allow the Police Department to take cars home."

Mayor Bennett asked the Clerk to restate the motion for the record.

Ms. Bess restated the motion: To approve the Police Department's budget as submitted by the City Manager, and to allow police officers to take their vehicles home.

Mayor Bennett asked Mr. Altman if Council was going to review the ARPA for the police vehicles and for the rifles. Mr. Altman replied that the request for the vehicles were submitted by Chief Kamron Afzal, and he presented that to City Council with the original presentation. The City was to receive two allotments of money. Council could be able to consider all of them at one time, since the City has taken action on only a half a million dollars of ARPA money. The request for all 15 vehicles were submitted by Chief Afzal, and he is sure those are the same 15 vehicles requested by Chief Starkes. Mr. Altman stated that he doesn't believe that the 15 rifles are there in the ARPA funds, but they can be added.

Mayor Bennett thanked the City Manager for the clarity, and requested a roll call. At the roll call, the vote resulted:

| | | | |
|------------|-------------------|---|-----|
| ROLL CALL: | Vice Mayor Partin | - | yes |
| | Councilor Gore | - | yes |
| | Councilor Pelham | - | yes |

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| | | |
|--------------------|---|-----|
| Mayor Bennett | - | yes |
| Councilor Randolph | - | no |
| Councilor Holloway | - | yes |

Motion passes 5-1.

Public Works

Presented by Mr. Ed Watson, Director. He was directed to present 10% budget cuts even though his department is classified as infrastructure. Department has a lot of service contracts; expressed inflation is his biggest concern due to increase in costs of gas and parts. These cuts will hit his department pretty hard, and he asked that Council not to cut their budget, but if they do, he recommended the following:

- Cleaning – reduced in Court, City Hall, other City buildings, from 4 day to 1 day a week
- Stormwater improvements in the Public Works yard – this can be paid out of refuge account (enterprise fund) to address rain retention ponds onsite.
- Concrete – if he gets into a bind and has to move money, he can do that.

Mayor Bennett asked if the Department can take vehicles home. Mr. Watson stated that there are only two or three supervisors on call.

After a lengthy discussion, and for clarification, Councilor Gore and Mr. Watson addressed following list of items in his budget that could be cut:

Tuition assistance – she asked if he’s cutting this \$1,000 amount out of the budget, and Mr. Watson said that if need be, then yes; only used once in the past 2-3 years.

Reduce office supplies, books and subscriptions, \$3,600

Engineering services – \$5,000; used when someone is needed to design something like curb cuts. Money is not used very often; can be returned to general fund.

Reduced training and fees.

Total amount of cuts: \$9,600, which Councilor Gore deemed as fair for the department, and Mr. Watson agreed. In terms of contracts, Councilor Gore asked about the status with the trash collection regarding a letter Council received stating that service could potentially be cut off at the end of July.

After Mr. Altman’s lengthy discussion regarding Meridian’s request for a rate increase (\$3.22) and CVWMA’s new contract with Waste Management, Councilor Gore made a motion to approve Public Works’ proposed budget with the cuts of education tuition assistance, office supplies, books, engineering services, convention and conferences and the reduced training as presented, and to allow on-call staff to take vehicles home. Her motion was seconded by Vice Mayor Partin.

Mayor Bennett asked the Clerk to restate the motion: The motion is to pass the Public Works budget with the cuts of tuition assistance, office supplies, books and subscriptions, engineering services, conference

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and conventions by \$1,000 and to allow on-call staff to take their vehicles home. Her motion was seconded by Vice Mayor Partin. A roll call was requested, and the vote resulted:

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

Motion passes 5-1.

Social Services

Mr. Altman stated that the funding of Social Services mainly comes from the State; the City has a very small percentage match. If the City cuts from their budget, then the City is 100 % responsible for providing the service, but DSS will not get State support. Motion made by Councilor Gore that Council approves Social Services' budget as the City Manager presented it. Her motion was seconded by Vice Mayor Partin. Roll call was requested, and the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Vice Mayor Partin | - | yes |
| | Councilor Gore | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |

Motion passes 6-0.

Circuit Court

Letter from Ms. Tammy Ward, Circuit Court Clerk, presented by Dr. Manker. Ms. Ward's letter stated that the Technology Fund is returned back to the City on a yearly basis. This item is listed at \$20,000, and was already accepted in the budget by the City Manager in May 2022. There are no changes in her budget, and she is requesting no additional reductions. A motion made by Councilor Gore and seconded by Councilor Pelham to approve the Circuit Court Clerk's budget as presented by City Manager. Roll call was requested, and the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Vice Mayor Partin | - | yes |
| | Councilor Gore | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |

Motion passes 6-0.

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Commissioner of the Revenue

Dr. Manker presenting; Ms. Debbie Reason was not available this evening. Ms. Reason offered \$9,372 from her budget. Master Chief Deputy Amanda Kidd was asked to step forward and continue the presentation. Ms. Kidd stated that, with the exception of four line items, the budget cuts were across the board, which totaled \$9,372. Motion made by Councilor Gore and seconded by Vice Mayor Partin that Council approve the Commissioner of Revenue budget as presented. Roll call was requested, and the vote resulted:

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

Motion passes 5-1.

Commonwealth Attorney

Dr. Manker presenting. Mr. Rick Newman submitted documentation; not requesting any cuts and indicated that cutting his budget will require laying off an attorney. Motion made by Vice Mayor Partin and seconded by Councilor Pelham to keep the Commonwealth Attorney's budget as presented by the City Manager. Roll call was requested, and the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Vice Mayor Partin | - | yes |
| | Councilor Gore | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |

Motion passes 6-0.

Sheriff's Office

Dr. Manker presenting. The Sheriff's office has two locations, the main office and the division (outlined and named as Courts); two service contracts are submitted as documentation. The Sheriff requests that \$6,950 be reduced from his budget. Typo noted in his line item: instead of office supply line item (\$5,500), he is requesting that this remains the same, but the agricultural supply line (\$5,000) is what he is offering to be cut. Motion made by Councilor Gore and seconded by Vice Mayor Partin to approve the Sheriff's Office budget with the cuts presented by the Sheriff. Roll call was requested, and the vote resulted:

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|------------|-------------------|---|-----|
| ROLL CALL: | Vice Mayor Partin | - | yes |
|------------|-------------------|---|-----|

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| | | |
|--------------------|---|-----|
| Councilor Gore | - | yes |
| Councilor Pelham | - | yes |
| Mayor Bennett | - | yes |
| Councilor Randolph | - | no |
| Councilor Holloway | - | yes |

Motion passes 5-1.

Treasurer's Office

Ms. Shannon Foskey presenting. Her budget is \$576,919.45. Asking to cut the Other Professional Services (Robert Half) and the service contract (BMS, printing vendor). Budget in the Other Professional Services line item was \$120,000; used \$116,000 for the year 2021. She is hoping to cut this budget to get the full time position that the department needs for accounting; they won't need Other Professional Services with Robert Half if they have a full time accountant. Motion made by Councilor Gore and seconded by Vice Mayor Partin to approve the Treasurers Department with the budget cut from Other Professional Services for \$23,000. At the roll call, the vote resulted:

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

Motion passes 5-1.

Voter Registration Office

Presented by Dr. Manker. They are not proposing any budget cuts because he has no areas to cut. His convention, meals, dues, and memberships are all related and required by state code for him to have certain training.

Councilor Pelham's question was in reference to the Furniture line item; she asked if he needed \$51,000. Mr. Altman stated that they have two new voting machines and replacement tables for those machines; things that wear out over time. These are items that are not in the building, but things that are transported to the polling places.

Motion made by Councilor Gore and seconded by Vice Mayor Partin to approve the Voter Registrar's office as presented by City Manager. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Vice Mayor Partin | - | yes |
| | Councilor Gore | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |

Motion passes 6-0.

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Finance Budget Cut Analysis

Presented by Dr. Manker. This is where there are other areas outside of the operating budget that also had cuts that need to be addressed and approved by Council.

All General Funds – as explained to Dr. Manker by Mr. Terry, if Council wants to remove all mileage from all departments, \$14,190 will be what Council saves. If Travel, Lodging, Conferences and Meals across the board, this would be the amount that Council will save. This is really just a picture of what Council will save if the budget was cut across every department.

Councilor Gore stated that all general fund down to the City Clerk has already been discussed.

Mr. Altman asked Councilor Pelham if she wanted to eliminate the Assistant City Manager, the cost associated with the salary and fringe benefits, and she said yes.

There were lengthy discussions regarding the non-departmental contingency funds, Economic Development line items, as well as outside agencies Virginia State University, Richard Bland College, Legal Aid, City of Refuge and Downtown Partnership. After their discussion, Councilor Gore made a motion to leave the non-departmental monies and leave everything in except VSU and Richard Bland College. Her motion died for lack of a second.

Vice Mayor Partin made a motion to reduce the contingency fund from \$350,000 to \$250,000, and for outside agencies, add in Lamb Arts Center for \$10,000. His motion died for lack of a second.

Councilor Gore was fine with reducing the contingency to \$250,000; as for the outside agencies, the Downtown Partnership was always funded when it became a Main Street organization. They already have reduced funding; this is operations for them.

Mr. Altman stated for clarity that the Downtown Partnership currently has \$70,000 this year. There was a reduction in previous year's budget, but was restored last year.

Councilor Gore made a motion that Council continue to cut the Assistant City Manager position, reduce the contingency fund to \$250,000, request the City Manager to bring back a three-year actual cost for expenditures per assessment, request the City Manager to bring back a revised Economic Development budget consolidated into one that only includes obligated payments. Her motion was seconded by Vice Mayor Partin.

After a brief discussion, Mayor Bennett asked for the motion to be restated. Councilor Gore restated her motion as follows: to reduce the contingency fund to \$250,000, direct the City Manager to provide Council a three-year expenditure report of what was spent each year and then for the City Manager to bring back a consolidated Economic Development budget that only includes Council's obligated payments.

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City Attorney Cynthia Hudson suggested to Council to divide rather than combine that motion to make is easier to repeat and articulate and make the record easier to review and make it clearer. After a brief discussion regarding this motion, Councilor Gore restated her motion again: to reduce the contingency fund to \$250,000 and for the City Manager to bring back a three-year expenditure report for cost per each year.

Councilor Randolph asked if this report was for the contingency fund and Councilor Gore answered affirmatively. A time line was discussed and a friendly amendment was issued by Mayor Bennett to accept the timeframe of 12 noon.

Councilor Pelham made a motion to reduce the contingency fund to \$100,000 and to keep the verbiage previously stated in the previous motion stated by Councilor Gore.

Councilor Gore reminded all that there is a motion on the floor that has been seconded already.

Mayor Bennett requested a roll call for Councilor Gore's motion to continue to cut the Assistant City Manager position, reduce the contingency fund to \$250,000, request the City Manager to bring back a three-year actual cost for expenditures per assessment, request the City Manager to bring back a revised Economic Development budget consolidated into one that only includes obligated payments, which was seconded by Vice Mayor Partin. At the roll call the vote resulted:

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

Motion failed 4-2.

Councilor Gore made another motion for City Manager Dr. Manker and the Finance Director to provide a consolidated Economic Development budget that only includes obligated payments.

After a brief discussion regarding the Economic Development fund and the Economic Development Division underneath the City Manager, Mayor Bennett requested a restatement of the motion. Councilor Gore restated the motion as follows: motion is for the City Manager to absolve the Economic Development fund, and to bring back the Economic Development Department budget that only includes Council's obligated payments. Her motion was seconded by Councilor Pelham. At the roll call, the vote resulted:

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

**Special Meeting
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Motion passes 4-2.

Councilor Pelham made a motion that Council add the City of Refuge back without the reduction of \$50,000 out of the \$100,000 they requested, as well as Downtown Partnership, and she stated that this motion can be done individually. After a brief discussion, Councilor Pelham made a motion that those agencies listed except Virginia State University and Richard Bland College be eliminated from the non-departmental agencies. Councilor Gore reminded her that the agencies are all funded so there was no need to make a motion. Councilor Pelham rescinded her motion. Councilor Pelham did make a motion to add Lamb Arts for \$10,000. Her motion was seconded by Vice Mayor Partin.

Councilor Gore made a friendly amendment; she stated that she was not in support with the addition of Lamb Arts and Mr. Altman added that this was an opportunity to address this with the discussion of the ARPA funds. After a brief discussion regarding Lamb Arts, Councilor Pelham rescinded her motion. Councilor Gore stated for clarification that there is no change to non-departmental outside agencies.

Finance Department

Mr. Michael Terry, Finance Director presenting. The Finance Department is composed of four units: Accounting, Budget, Procurement and Real Estate Assessor. The IT Director worked with the departments to gather the budget reductions.

Accounting (Lodging, Conventions) - \$3,250
Budget (Travel, Lodging, Conventions and Conferences, Furniture, Fixtures, Equipment) - \$6,650
Procurement (Conventions and Conferences) - \$800
Summary of reductions - \$10,700

For service contracts:

Budget - \$10,000
Service contracts - \$44,700
Total - \$54,700

After a lengthy discussion, Councilor Gore made a motion that Council approve the Finance Department's cuts presented that may include tuition assistance if not currently being used. Her motion was seconded by Vice Mayor Partin. At the roll call, the vote resulted:

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

Motion passes 6-1.

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ADJOURNMENT

Mayor called for a motion to adjourn; made by Councilor Gore. Instead, Mayor Bennett called for all in favor to adjourn; Council collectively agreed to end the meeting.

Patience Bennett, Mayor

/s/ Mollie P. Bess

Mollie P. Bess, City Clerk

**Regular Meeting
August 9, 2022**

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD AUGUST 9, 2022

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held on Tuesday, August 9, 2022 at 7:30 p.m.

ROLL CALL

Mayor Bennett opened the meeting at 7:30 p.m., and requested a roll call:

PRESENT: Patience A. Bennett, Mayor, Ward 7
 John B. Partin, Vice Mayor, Ward 3
 Deborah Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 Janice B. Denton, Councilor, Ward 5
 Benda S. Pelham, Councilor, Ward 6 (remotely by phone)

ABSENT: Jasmine Gore, Councilor, Ward 4 (arrived later)

 Dr. Concetta Manker, Interim City Manager
 Danielle F. Smith, City Attorney
 Mollie P. Bess, Acting City Clerk

Mayor Bennett asked Council Pelham to state the reason for participating in the meeting remotely. Councilor Pelham replied that she was on medical leave, and her location was from home. Motion was made by Vice Mayor Partin and seconded by Mayor Bennett to allow Councilor Pelham to join the meeting remotely. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Councilor Denton | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passed 5-0

Mayor Bennett asked for a motion to go into closed meeting. Motion made by Vice Mayor Partin and seconded by Councilor Holloway to move into closed meeting pursuant to Va. Code Sections §2.2-3711 (A) (1) to discuss various boards and commissions, the City Manager search, the Interim City Attorney, and City Clerk. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Councilor Denton | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passed 6-0

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Councilor Gore arrived just after the closed meeting.

RECONVENE INTO OPEN MEETING

Motion to come out of closed session was made by Vice Mayor Partin and seconded by Mayor Bennett. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|------------------------|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | (will be calling back) |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passed 6-0

CERTIFICATION

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? At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|------------------------|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | (will be calling back) |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passed 6-0

Motion made by Vice Mayor Partin and seconded by Mayor Bennett to appoint Mr. Carlos Roman to the Planning Commission, and himself (Mayor Partin) to the Metropolitan Planning Organization and Crater Planning Executive. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|----------|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | (absent) |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passed 6-0

**Regular Meeting
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WORK SESSION

WS-1 Conditional Use Permit – 204 Crescent Avenue

Mr. Chris Ward, Planning & Development, presented the Conditional Use Permit application submitted by Ms. Kimberlie Talley, owner of the property. Property known as sub-parcel 028-0020, located between 202 and 206 Crescent Avenue; non-conforming vacant lot, R-1 zoning district in Ward 3. Lot is 5 feet shorter than the required lot width. R-1 requires lots to be 80 feet wide; this lot is 75 feet wide. R-1 requires lots to be 12,000 square feet; this one is 8,880 square feet (3,154 shorter). The neighboring parcel (202 Crescent Ave.) is the same sized lot, but the structure on it was built in the 1930s.

The Planning Commission reviewed the application, had questions regarding the topography of this lot; there are particular issues with some steep slopes and/or storm drainage. At the request of the Planning Commission, Mr. Steven Edwards, Stormwater Program manager, made a site visit with Mr. Ward and assessed that there is a ravine in the northwest corner of the parcel and that any construction on this site would likely require some sort of armoring of the ravine to stabilize it.

The applicant wants to construct a one-story, 1,290 square foot home. Ordinance requires that any new construction on a lot means all setbacks required for R-1 zone; the applicant agreed to do that. The home will have three bedrooms, two bathrooms with brick and block foundation, vinyl siding, salt treated front porch and back deck, architectural shingles, foundation flower beds with plantings, concrete sidewalk to driveway.

The Planning Commission reviewed the application at a public hearing but it was tabled at that time, then at its following regular meeting, the vote was 2-1 to approve the application with the following conditions: 1) add one more window to each bedroom and bathroom; 2) add red brick veneer to cover at least both front gable ends; 3) adding a concrete or paved asphalt driveway; and 4) add armoring to steep slopes of the property per the requirement set forth by the City Stormwater Program Manager.

Mr. Ward, Ms. Talley and Mr. Edwards were present to answer any questions.

Councilor Randolph asked Mr. Edwards to explain what an armoring was, and what the added cost to the property owner was. Mr. Edwards stated that armoring was the reinforcement of a slope on a lot, in which the slope is cut back and reinforced with Class 1 rip rap fabric and rocks. As for the cost, this is based on tonnage, which will have to be acquired from a rock quarry. Councilor Randolph asked Mr. Ward if this property is for homeownership or is being built for sale. Mr. Ward answered that this house will be for sale.

After a lengthy discussion with Councilor Randolph regarding consideration of additional square footage to the home to fit in with other homes in the area, Vice Mayor Partin added that he agreed with Councilor Randolph including recommendation to adding a half bath. Vice Mayor Partin addressed the storm drainage issue (the whole block goes into one big ravine with massive flooding during big rainstorms) not only adding value but protecting current tenants and owners in that block. He suggested looking at expansive tree canopies to help with stabilization, and overhang around the house to protect the foundation (8-12 inches) with gutters, and the drain going to the street.

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Councilor Denton added to Councilor Randolph and Vice Mayor's comments on adding at least 1,500 square footage to the home. She also asked Mr. Austin Anderson, City Engineer, about an underground spring or drainage issues in the area. Mr. Anderson stated that he was unaware of any underground spring issues. The referenced storm and sanitary sewers are located on a lower level than the home will be built upon. She asked if Mr. Anderson could foresee any potential problems building the house on that location, and Mr. Anderson said no, if Mr. Edward's guidance is being followed. She addressed Mr. Ward on the suggestions of the brick gables on the front of the property; that all of the suggestions were very good and will enhance that street.

Mayor Bennett asked if there were any other questions or comments, and there were none.

REGULAR MEETING

Mayor Bennett welcomed visitors, and requested a roll call.

| | | | |
|------------|--------------------|---|-------------------------|
| ROLL CALL: | Mayor Bennett | - | present |
| | Vice Mayor Partin | - | present |
| | Councilor Randolph | - | present |
| | Councilor Holloway | - | present |
| | Councilor Gore | - | present |
| | Councilor Denton | - | present |
| | Councilor Pelham | - | (absent from roll call) |

Prayer was offered by Vice Mayor Partin, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Bennett.

Motion to adopt the regular meeting agenda was made by Vice Mayor Partin and seconded by Mayor Bennett. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-------------------------|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | (absent from roll call) |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passes 6-0

CONSENT AGENDA

Motion to adopt the consent agenda was made by Vice Mayor Partin and seconded by Mayor Bennett At the roll call, the vote resulted:

| | | | |
|------------|------------------|---|-------------------------|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | (absent from roll call) |
| | Mayor Bennett | - | yes |

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| | | |
|--------------------|---|-----|
| Councilor Randolph | - | yes |
| Councilor Holloway | - | yes |
| Vice Mayor Partin | - | yes |

Motion passes 6-0

INFORMATION/PRESENTATIONS

Treasurer's Report

Presented by Shannon Foskey, City Treasurer. Ms. Foskey began with introducing her current staff and their roles. She stated that DMV stops have not been placed in the Treasurer's account since 2019. She also announced the implementation of the personal property collections, which hasn't happened since she's been in office as Treasurer in 2019. The Department is planning to move forward with the collections on August 15th. She is also moving forward with the DMV stops on the 20,000 applicants or citizens at this time, as well as with TACs (Treasurer's Association Collection), to move forward with addressing the delinquency of personal property taxes. Ms. Foskey also employs a Robert Half temp associate to address FY22 budget, and create processes for future employees and other professional services. Ms. Foskey reported that the department has spent over \$120,000 for this particular person for last year. As of June 30, the budget was at \$116,000 spent, but there were also overdue invoices; she believes that the department is above the \$120,000 actually spent for this particular person. Therefore, she has a need for a full-time accountant so that money is not wasted on one particular person, and they can invest in that full-time accountant.

Ms. Foskey is hoping for a new staff:

- 1) Chief Deputy (already interviewed and have in place) – focusing on APA audits
- 2) Lead Clerk – front end duties
- 3) Full-Time Accountant – focusing on FY 2019, 2020, 2021; other tasks related to accounting
- 4) Part-Time Accountant – focusing on flow of FY 2022 and 2023; backup to FT accountant
- 5) Part-Time Delinquent Tax Collector – assisting FT Delinquent Tax Collector with DMV holdings, code enforcements, researching of delinquent taxes

Ms. Foskey's temp account, Mr. Michael Harris, advised her and Mr. Michael Terry that he was in the conclusion stages of FY 2020, will finish by August 22, and will stay until the end of October. She expressed the urgency of getting a full time account hired so that Mr. Harris can begin training before he leaves.

She also stated that during her assessment of the office, she found some administrative errors in FY 2019 and FY 2020; these are closed and cannot be fixed. However, changes can still be made in FY 2021. There will be proper training in MUNIS to avoid these errors for FY 2023.

She spoke of Mr. Willie Calvin whose property has over \$30,000 in delinquencies. A payment plan of \$600 per month was set up by the previous Treasurer; only one payment was made that year. Mr. Calvin requested a reduction in the payment plan because of the pandemic. From there, the reduced payments were being made but this did not help with the taxes. Out of \$30,000, a total of \$5,092 was paid. When Mr. Calvin spoke to Ms. Foskey again, she wanted to see if Council would move forward with the petition that Mr. Ward and Ms. Tevya Griffin (former Director) presented regarding purchasing the home

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and using it for a program that was suggested. The Treasurer allowed Mr. Calvin to pay \$18,000, in payments of \$1,000 per month. She said that she will continue to monitor Mr. Calvin and his payments, and if he misses one payment, she will defer to Council's advice.

Finally, Ms. Foskey has been implementing all of her goals for 2022: restoring fiscal health; ensuring that the front end Deputies I and II are entering payments properly; that all citizens are receiving the best and most professional customer service; that there is transparency with open and honest communication; resident-friendly services with easy to make payments online. State accreditation for FY23 – processes are being created to ensure being moved towards being accredited. Also, a book is being created to capture all processes taking place; all duties are being learned and handled properly.

The floor was opened for Council discussion, starting with Councilor Gore whose question regarded the Robert Half position. She asked Ms. Foskey if the money she has for the Robert Half position incorporated with her other plans for her staff or is it set aside in case additional temp staff is needed. Ms. Foskey replied that in the new budget, her department received \$20,000 for the Robert Half professional service, and paid them \$2,000 per week. She also stated that since 2019, she has not seen consistent payments with Reed Brighton – once they get payment from the Real Estate parcel, they hold that payment for a quarter of the year and then send monies to the Treasurer's Department. Whereas, with Jason Dunn, he has collected over \$8 million in real estate taxes for the City. Ms. Foskey asked if the City is in a contract with Reed and with Jason Dunn, whether these can be gotten rid of or will the City want to move forward with keeping them. Otherwise, the Department is preparing to work with TACS, another collection attorney; Reed Brighton is not needed.

Councilor Gore asked for clarity regarding the Willie Calvin property. She asked Mr. Ward to provide more context to what Council is considering. Mr. Ward stated that he and Ms. Griffin investigated options in terms of ways to pay off the taxes, or what state law would allow the City to do. The deed in lieu of taxes was considered. It was his understanding that due to the amount of taxes owed and the number of years, the City can actually get a judge to declare that the City can take the deed of the property in lieu of taxes owed. The City wipes away the balance due and become owners. The catch is that the City has to transfer the deed to a certified non-profit housing group, which the HRHA has a non-profit arm and is willing to participate. The City then gives the property over to HRHA, and they demolish the home, and construct affordable housing for sale to low or moderate income families. The Treasurer has other considerations to be taken into account, such as the city would end up purchasing the property, even though the property owes money to the City.

Councilor Gore's final question for Ms. Foskey regarded the administrative errors previously mentioned in the presentation. She asked to see some samples of these errors. Ms. Foskey presented the error in the APA Recon or reconciliation of utility billing, in which duplicate entries were entered, or entries were placed in incorrect years or months, and these errors need to be addressed even though the budget year is closed. She gave the podium to Mr. Michael Harris, who had been dealing with a situation that has accumulated over time, such as a lack of clear processes and procedures, as well as the lack of timeliness. Other issues were observed regarding reconciling cash is (again) no clear procedures in place. In weekly meetings and discussion with the Assistant Finance Director, they are trying to develop an overall format for the reconciliation process. After a lengthy presentation, Councilor Gore thanked Mr. Harris.

Councilor Randolph asked Ms. Foskey who does the MUNIS training on her staff. Ms. Foskey replied that at this point, she trains her staff in MUNIS. If continuous training is needed she relies on the IT team

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for guidance, and she also has Tyler Connect as another training resource. Councilor Randolph's next question regarded the APA; she asked when the last audit was done. Ms. Foskey said that it was in 2021 and reported that everything was great. Finally, Councilor Randolph asked a question regarding ownership changes for real estate, and if this matter was cleared up. Ms. Foskey replied affirmatively. Councilor Randolph commented on the 1010 Pelham Street issue. In 2020, Council actually pushed to continue addressing this matter. She expressed not being a big fan of continuing with this because in her ward, 1010 Pelham Street is blighted property. She was also not in favor of this property going into a program; Council has not looked at that program and made any decisions. Councilor Randolph prefers that this property be auctioned off and the City recoups whatever it can get from that.

Mayor Bennett asked if the owner resides at 1010 Pelham Street, and Ms. Foskey replied no; the house is vacant.

Ms. Foskey announced that she sent an email referencing the tax rate approval; she hopes that this approval can be done by the end of the month.

Mayor Bennett asked Ms. Foskey to state the reason for having this tax rate approved by end of month instead of on the next meeting date in September, and she asked for a specific date.

Ms. Foskey stated that her department got an extension from the State for the approval of the tax rate; they now have until November. She asks to have this done sooner because taxes may be going up in the State and the department has to determine the PPTRA to see how it benefits the citizens. If the City does 23-30% then the State will handle the other 70% of the bill due to increasing taxes. She stated that the due date has to be by the end of the month.

Councilor Randolph had a discussion with the Commissioner of the Revenue, who indicated that it needs to happen before the end of the month because calculations she has to go through using PPTRA that Council sent to have work to be done, so that she can submit it to the Treasurer and send the bills out. Ms. Foskey added that she's having to update an Excel spreadsheet that was last updated in 2016. It will take a month or two to update that spreadsheet.

Mayor Bennett moved forward to Public Hearings.

PUBLIC HEARING

PH-1 – Amend Planned Unit Development at Anchor Point

Presented by Chris Ward, Director of Planning and Development.

The applicants are Anchor Point LLC and Doswell Properties.

Mr. Ward presented changes to the Planned Unit Development at Anchor Point. In 1986, City Council approved the rezoning of Anchor Point from R1 to R4 planned unit development. In 1990, City Council made changes to the master plan development. Oxford Drive and Robin Hood Drive were eliminated. In 1997, the West Broadway and Queen Anne Drive connections were eliminated. In 2006, the unit mix was reduced by about 13%. The new request reduces units. Mr. Ward had to make a correction; the number count of units is off by 10, which is a 37% reduction. Today, there are 41 constructed townhomes, 63

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condominiums and 38 single family detached homes already built. The applicants are here tonight to request to reduce the allowable density from 523 units to 328. At completion, the existing 63 condo units will be 185 townhomes (instead of 177), and 80 single family homes (instead of 78), a total of 328 units. The Planning Commission addressed the application in the May 5th meeting where it was tabled (Public Hearing). Returned on May 25 for a work session, but no action was taken. At the Planning Commission's June 2nd regular meeting, they approved the application to amend the planned unit development 3 to 1. Application was presented to Council at the July 12th work session and again tonight in the Public Hearing.

The Planning Commission recommended approval of reduced density with the agreement from the developer (HHHunt) to install street lights on every cul-de-sac per VDOT standards, to provide easements that connect Eagle Drive to easements that extend from West Broadway, and to provide easements extending from Eagle Drive to Queen Anne Drive.

Mr. Ward addressed some questions from the work session:

Question regarding how the development relates to Atwater Park: Mr. Ward presented the Atwater Park Improvement Plan provided by Recreation & Parks. The trail system at Atwater Park (City owned) runs along the main road and into the Anchor Point development; this is a minor alteration to extend the trail up to access point at the main entrance to Anchor Point. He didn't discuss this with the developers because Recreation & Parks already has a way to solve the connection problem (assuming that funding comes through for them), and this is a City responsibility if the Park and its connection are involved. Per the discussion with Mr. Austin Anderson, City Engineer, if the funding does not come through, the trail connection from Anchor Point to the Park is a prime candidate for TAF (transportation alternative funding).

Question regarding impact of development on schools: Dr. Melody Hackney, Superintendent, was unable to attend the meeting, but she sent her comments to Mr. Ward by email: Should be able to accommodate the numbers. Best estimate calculations, this (Anchor Point and buildout) increase us by about 66 students across K-12 (44 elementary/22 secondary). Limited impact to secondary; increase in elementary (referenced Dupont Elem.); eight kids per grade level, increase by 2-3 classrooms at Dupont. The only other factor that Dr. Hackney adds is enrollment trending downward slightly for the last few years, which almost offsets the anticipated student increase as a result of this project. Mr. Ward asked about the school bus stops; Dr. Hackney stated in her email that bus stops are assessed yearly based on anticipated enrollment; additional bus stops could be added as needed.

Question regarding impact on traffic: This was addressed by Mr. Austin Anderson, City Engineer. He stated that he was working on and pleased with traffic study results. Theoretically speaking, based on two factors (combo for condos and townhomes, and single family detached homes), the total peak increase of traffic: 78% (a.m.) and 82% (p.m.), a total weekday increase of 109%, adding 176 homes when the existing number of homes is 141 (to be expected). For a more in-depth analysis, in the next few weeks or a month, 2 traffic counters could be set for actual counts and again once three phases are implemented for more accurate numbers.

Mayor Bennett asked Mr. Anderson about a second access, and what type of improvements would he make depending on the two counters. In a conversation with Mr. Ward, Mr. Anderson stated that before HHHunt starts, he will deploy the 2 counters at River Road, Atwater, Anchor Point and Cameron

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Landing, collect the data and retain it. After the three phases are built, repeat in 1.5 to 2 years to capture the total impact. Does not include the secondary access, as it is gated and used for emergency access. Mayor Bennett asked about the improvements if these numbers are correct, and Mr. Anderson provided a few options of possible improvements: approaching Atwater Road on River Road, a right turn coming from the City; from Prince George County, there is no left lane, a dedicated left turn lane can be added; intersection improvements at Atwater Road and Anchor Point Boulevard, a dedicated turn lane could be added. Consider other accesses like Queen Anne or expand upon Atwater and make it a permanent access. He stated that these were not recommendations.

Councilor Gore asked about the access road. Mr. Anderson stated that Atwater Road was chosen because of the proffered condition reviewed in 2006 that showed a potential for a Queen Anne connection to Eagle Drive; it was removed and not pursued for ingress/egress with this proposal. Also, when Phase 3 is built and citizens occupy the area, a breach in the stormwater pond and the culvert washes out onto the road, area becomes impassible with no way out, including Anchor Point Marina. This is the reason to choose the Atwater Road pump station as the secondary ingress/egress. Councilor Gore asked if the traffic count could be done in advance of the project. Mr. Anderson replied that he did not want to implement the traffic tubes too soon; he wanted to capture the normal routines of drivers when schools are back in session.

Councilor Randolph asked if Atwater was still improved at the front end but not all the way back to the cul-de-sac. Mr. Anderson stated that she was correct; in its current condition, the road has not been improved past Robin Hood Avenue. Councilor Randolph's next question regarded the secondary ingress/egress; she stated that at least the rest of Atwater is also improved. Mr. Anderson stated that this was unlikely, as this access will be a seldom used connection.

Councilor Gore asked about the trees; how many have been removed. Mr. Ward address the loss of tree canopy with the development. The developer has to provide landscape plans. Trees being removed will be put back in as well as other forms of landscaping. Councilor Gore had question regard the Queen Anne pump station; she asked if it could handle the new development plan. Mr. Anderson replied that the Queen Anne pump station was struggling to contain what it's handling at this moment. Prison and jail waste flows beside the pump station (not sure if flow goes directly in it). Temporary pumps are implemented to help Queen Anne handle the flow. Atwater flows all waste into Queen Anne and from there is forced to the next spot.

Councilor Gore asked questions from the citizens regarding a playground by the pool in the small area. Mr. Edwards confirmed that the playground is still in the plans. She then asked about the single family homes; why was the square footage set at 1500.

Mr. Edwards said that the sales team dug into competitive market analysis and came up with the square footage of 1500, which has been used across Richmond and surrounding areas, verified with other real estate markets, and they are offering products with square footage from 1300 to 2800.

After a lengthy discussion regarding housing styles, Mayor Bennett requested a motion to extend the meeting.

Vice Mayor Partin made a motion to extend the meeting until R-1 was completed. His motion was seconded by Councilor Gore. At the roll call, the vote resulted:

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| | | | |
|------------|--------------------|---|-------------------------|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | (absent from roll call) |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passes 6-0

The lengthy discussion regarding housing styles continued; Vice Mayor Partin commented on bigger housing.

Mr. Edwards stated that they are squeezing certain homes on certain lots that can't get much bigger; sizes are what they are, with thin margins. Overall, he expressed his pride in HHHunt products and excitement over building in Hopewell.

Councilor Denton asked if Mr. Edwards knew the square footage of the homes already built in the area, and Mr. Edwards replied affirmatively; he stated that the actual single family homes are 1475, 1575, and 1734. They are building homes ranging from 1500 to 2800 square feet. Councilor Denton was pleased to hear that the single family home will be at least 1500 square feet.

The Council addressed the rental aspect. 55% of the homes in Hopewell are rental properties, and Council prefers that these homes be owner occupied.

Mr. Edwards said that rentals are out of the control of HHHunt, but there is a covenant in the proffer conditions that limit one individual to ownership of a maximum of two homes to be used for rental purposes. This condition was approved with this covenant in 2006. Also, the average home in Hopewell is \$202,000.

Mayor Bennett asked if the homes were sold before they were built. Mr. Edwards replied that it depended on the market and conditions at the time; they would build one as a model, then allow people to select floor models and finishes. If it gets to the point where it's very popular, the best models are chosen and then they start building. Mr. Edwards assured Councilor Gore that the park was on the site plan, and Mr. Ward stated that the park and playground are part of the open space requirement of the PUD. Mr. Edwards also announced an update to their proffers to address street lights.

Councilor Gore thanked Mr. Edwards for being so amenable throughout the process and Mr. Ward and staff for addressing Council concerns.

Mayor Bennett opened the floor for public hearing.

Mr. Steve Morgan, Vice President of the HOA, had several concerns: Addressed the square footage of townhomes. Stated that his townhome is 2122 square feet; hopes that the new townhomes will be of equal size or greater. Addressed the traffic to the existing pool access and tennis courts. Stated that one pool serves the existing residences who pay HO fees to support that. Hopes that the new development

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takes this into consideration. Addressed the price points. Asked what the price would be if this was approved today and building starts right now. Single family homes going in the development right now and closing this month are \$350,000. Does not want anything under \$300,000; \$352,000 is the cost of existing homes being sold right now. Addressed pricing of townhomes. They are being sold for \$275,000 to \$280,000, which aligns with the HHHunt pricing of the new townhomes. The HOA's biggest concern is the pool access. Given the addition of 185 new homes, and assuming 4 persons in each household, would bring an additional 700 more residences, what would the pool access be like for everyone. He asked if he could have a response to take back to the HOA.

Mayor Bennett informed Mr. Morgan that there is no response during a public hearing; however, the Council will consider his concerns. She then asked if there were anyone else who wished to speak during this public hearing. There were no more speakers, so she closed the public hearing.

Vice Mayor Partin made a motion to table the discussion of the styles and sizes of the homes until the first meeting in September to make a decision. His motion was seconded by Mayor Bennett.

After a very lengthy discussion regarding the amendment of the master plan with new proffered conditions (the reduced density, street lights, secondary access to pump road), the HOA for the new development for the pool and tennis courts, and the reason for the delay of voting so that HHHunt can review housing sizes to make units larger, the vote for motion to delay, which was made by Vice Mayor Partin and seconded by Mayor Bennet, began as follows. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-------------------------|
| ROLL CALL: | Councilor Gore | - | no |
| | Councilor Denton | - | no |
| | Councilor Pelham | - | (absent from roll call) |
| | Mayor Bennett | - | no |
| | Councilor Randolph | - | no |
| | Councilor Holloway | - | no |
| | Vice Mayor Partin | - | yes |

Motion failed 5-1.

Motion was made by Councilor Randolph and seconded by Councilor Denton for Council to allow the developer to amend the PUD (planned unit development) at Anchor Point to reduce the unit density, along with the suggested proffers as presented tonight from the Planning Commission and as presented tonight by HHHunt.

Mayor Bennett asked that those documents that were presented, as well as those not submitted to Council before, are filed by the Clerk into these minutes for the full motion. At the roll call, the vote resulted:

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

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Councilor Pelham stated by phone that she did not hear the motion, so Mollie Bess, City Clerk, read the motion to her. Councilor Pelham's vote was a yes.

Motion passes 6-1.

PH-2: FY22-23 Hopewell School Board Supplemental Appropriation

Presented by Dr. Concetta Manker. The Hopewell Public Schools division's FY2022-23 budget was approved by Council on June 30, including \$2.5 million in local support. Staff recommends that the City approve the resolution providing the supplemental appropriation requested to amend Hopewell Public School's FY2022-23 budget of \$1,080,075.

Mayor Bennett asked if there were any questions for Dr. Manker. No citizens signed up to speak on Public Hearing #2; she asked if anyone in the Chambers wished to speak to please come forward. No one moved forward to speak; Mayor Bennett closed the Public Hearing. .

Motion was made by Councilor Randolph and seconded by Vice Mayor Partin that Council approves the \$1,080, 075 to Hopewell Public Schools FY22-23 budget. Mayor Bennett asked if there were any questions or comments, and there being none, she requested a roll call. At the roll call, the vote resulted:

| | | | |
|------------|------------------|---|-----|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |

Mayor Bennett briefly stopped the voting to determine if Councilor Pelham heard the motion, and she asked if she needed to declare anything. Councilor Pelham agreed to come in to do her declaration tomorrow. Ms. Bess asked Councilor Pelham if she was aware of the motion, and asked for clarity the dollar amount of the appropriation. Ms. Bess informed Councilor Pelham that the amount was \$1,080,075. Councilor Pelham's vote was a yes.

| | | |
|--------------------|---|-----|
| Councilor Pelham | - | yes |
| Mayor Bennett | - | yes |
| Councilor Randolph | - | yes |
| Councilor Holloway | - | yes |
| Vice Mayor Partin | - | yes |

Motion passes 7-0 to amend the school budget.

PH-3: Resolution amending the FY23 City Budget – ARPA Funds

As Police Chief AJ Starke approached the podium, Dr. Manker announced that the staff is requesting 15 cars from the ARPA funds. Council has also received a folder from the Chief that lists the condition of the vehicles and additional information.

The Chief presented the status of his current fleet:

79 vehicles, including 3 trailers, 3 Animal Services vehicles, and 2 police recruit training vehicles. The average age of these vehicles is 15 years.

The department has a squad car that is 25 years old.

There are 17 unmarked vehicles with average age of 8.5 years.

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There are 5 spare unmarked vehicles.
There are 2 seized vehicles and a totaled vehicle.
There are 40 marked police vehicles in the fleet.

He discussed the 28 of the marked cars are on the street; two of them are more than 15 years old. He as 11 cars that are 10 years old, with average mileage of 95,000; three of them are in excess of 100,000 miles. There are 15 cars on the road that are 7 years old; average mileage of 74,000. One noteworthy vehicle is a 2013 Dodge Charger that has a hole in the floorboard and side paneling that is coming apart.

The Police Department budgeted \$112,000 for annual maintenance; observed that the last 3 years he discovered that the department averaged just over \$148,000 in FY20, \$135,000 in FY21, and just over \$100,000 in FY 22.

As of yesterday, there are 6 marked cars in the shop; cars having problems with air conditioning not working, suspension issues, and failed transmissions. He was informed that an officer had to swap vehicles three times during the course of his shift.

There is an average of 18 marked vehicles working a 24-hour period, and 13 unmarked vehicles operating Monday through Friday during a 24-hour period. One officer came in to work a half hour early to jump start a vehicle (2007 Ford Crown Victoria, 115,000 miles, driver side rear quarter panel rusted and damaged).

Impact:

Currently there are 6 vacancies in the department.
3 police officers are preparing to go to other agencies.
Officers get discouraged.
This is a safety issue.

Chief Starke is asking Council to consider his presentation his request for funding for 15 vehicles, and that he was prepared to answer any questions from Council.

Councilor Gore stated that Council was just made aware of the severity and knowledge of how many cars need replacing.

Councilor Denton asked if Chief Starke considered leasing any vehicles. Chief Starke replied that the department currently does not lease vehicles; however, within the last 30 days, he met with Enterprise Leasing to explore their program, and is very interested. .

Councilor Denton asked if there was a list from all departments of high priority.

Dr. Manker stated that the intention was to bring the list to Council on September 13 and go through the list in a work session and prioritize how to spend the ARPA funds. This priority needed to be addressed sooner than later.

Councilor Randolph asked if the previous Police Chief (Kamron Afzal) made the same request for 15 cars. Chief Starke replies affirmatively. Councilor Randolph stated that there was a discussion with Council; confirmed that the former Chief also stated a need for 15 cars for at least a year.

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Mayor Bennett replied that this request was on the CARES Act; it was not opposed, and was already voted to be done.

Vice Mayor Partin stated that none of this information was relayed to Council. The City has had these funds for two years and had Council known about the vehicle conditions at the police station, this would have been addressed. He fully supports this and hopes that Council can get the ball rolling as soon as tomorrow.

Mayor Bennett had a point of information; she stated that any monies that can be acquired through auctions, buyback programs, even vehicles sold for parts, those monies go back into the general fund.

Councilor Pelham stated that when those monies are recouped, to find out how much the return was to offset the total cost of the 15 cars. A total strategic plan is needed to make a more exact decision about the health of the entire city. She said she was in support of purchasing the 15 vehicles, but remember that the ARPA money was given during COVID to assist citizens as well. This is a return that will benefit both the department and the citizens. She is in full support, but with rotation of replacing one, two or three every year in the future that this won't happen again.

Councilor Gore thanked Vice Mayor Partin for clarifying what was requested and what was provided to Council. She reiterated that she did not know about 15 vehicles. The ARPA money was discussed before, but Council never had a conversation about the conditions or the need to have 15 cars. During the discussion about the budget, Councilor Pelham consistently asked that four or five police cars be replaced. There was never any mention of 15 cars. In reference to the staffing plan, she agreed to the need of a comprehensive picture, that Council asked Dr. Manker for the ARPA funds, have been asking for plans since last year, and to have several work sessions regarding ARPA, but only had maybe two work sessions, and those meetings addressed what staff wanted. She asked Dr. Manker to incorporate all of Council's requests in that September 13 meeting. She suggested that Council should resend request directly to the City Manager. She stated for the record as an FYI that even for staff that is waiting for items to get approved that was probably told by management that it will be addressed in ARPA, Council is not the holdup on that. They repeatedly requested an ARPA meeting. Councilor Gore thanked Chief Starke for his transparency and to continue to do so.

Chief Starke discussed the City vehicle auctions and that the funds from those auctions have gone to the literary fund. Going forward, he can speak with Mr. Newbill (Public Works) about other options that could be available.

Councilor Randolph agrees that there needs to be a plan, and it's up to Council to push this time frame for the plan, understand what the needs are and put in priorities. If the 15 cars are the top priority, then that's where part of the ARPA funds will be spent. She stated to Council that if there is a potential need for a special meeting outside of the September 2 meeting, then that meeting should be set tonight for only looking at ARPA funds and the needs of the City.

Vice Mayor Partin is not opposed to a special meeting; however, he feels that something must be done tonight to get this ball rolling.

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Dr. Manker stated that staff is requesting approval today; however, if Council would like to save these items for a special meeting, it is up to Council.

Councilor Denton stated that she was fine with the special meeting. She has always been a supporter of police and firemen. She asked in a meeting with Dr. Manker how much was left of the ARPA funds. Based on the information she has received tonight, there is \$7,893,783. That should be enough to get the 15 cars. She stated that she would like to postpone this vote until Council receives the list from all directors as to what their high priorities are before any of these funds are spent, because every department has a need. The 15 cars are needed, and so is the ladder truck. All she is asking is that this vote is postponed until Council has the opportunity to review the entire list.

Chief Starke reiterated the exodus of three of his officers to other agencies and jurisdictions. He restated that his department is six officers short, and that he has 16 cars that are in the shop. He said that as the Chief of Police of Hopewell he will do his absolute best, he will always provide Council with facts, but at the end of the day, Council has a job to do. However, this is bigger than just the 15 cars. When 911 is called, they have to go, and he agrees and stands with Fire Chief Rupert. He acknowledged that this is a tough job that Council has to do, and he is not taking anything away from the Fire Chief. His point is that there are cars with holes in floorboards, with oil lights indicators on, with non-functioning air condition, and police officers working 12-hour shifts.

Councilor Denton asked if this was the reason why officers are leaving, and Chief Starke replied that it is a huge part of it.

Mayor Bennett opened the floor for public hearing.

Mr. Larry Scarce, Ward 3, spoke in reference to the issue of the condition of the police cars; that there are 16 cars already in the shop. He stated that he understands what everyone is saying but if she (Councilor Denton) calls 911, he stated that he wants somebody to respond to her house. He also stated that off the record the Police Chief agreed to give up his car, and there are officers that are tired of working in this hot environment. He hopes that Council will do something tonight.

Mayor Bennett closed the public hearing.

Vice Mayor Partin made a motion that Council appropriate a total of \$76,440 to the general fund, Fund 011, Outside Agencies, to fund the Petersburg Area Regional Tourism and the Hopewell/Prince George Chamber of Commerce, and a total of \$1,256,735 to the capital fund, Fund 071, for City LED street light upgrades, 15 police vehicles and 35 police mobile computers as presented. Councilor Holloway seconded the motion.

Councilor Pelham stated that even though Council has to look at the City's needs overall, she did not want to delay the purchase of the vehicles.

Councilor Gore stated that she checked her email and the last message received was on June 3rd saying that the appropriations bill that was requested and Council approved to support the ladder truck was being picked up by one of our delegates and our State representatives. So if something has changed since then, this is a classic example of how no one notified Council. She said that here is Council having advocacy about something and comparing it towards another request when Council is unaware. It appears that

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Council does not support the ladder truck, etc., but Council was not made aware of an issue with the request that was supported until right now. Councilor Gore called for the vote.

Councilor Denton declared a point of information, and Mayor Bennett gave the floor to the City Attorney, Danielle F. Smith, to answer Councilor Denton's point of information.

Councilor Denton's point of information was that the mayor had already announced that Councilor Pelham would speak, Councilor Gore would speak, she herself would speak, and then Councilor Randolph. (Councilor Randolph changed her mind and withdrew.) In the midst of this, Councilor Gore calls for the vote.

Ms. Smith stated that in this situation, parliamentary procedure requires that everyone who is named as given an opportunity to speak to do so, and then there will be a call for the vote.

Councilor Denton would like to make a substitute motion, but rescinded and agreed to vote, but she wanted Fire Chief Rupert to come to the podium to explain. Mayor Bennett reminded Councilor Denton that they have to speak to the motion that is on the floor. Councilor Denton stated that this was in reference to the use of the ARPA funds. Mayor Bennett replies that this is for specific items.

Councilor Denton stated that Council had already approved of PART and Hopewell/Prince George Chamber of Commerce, but are approving \$300,000 for LED lights, the 15 vehicles for \$774,512 and the computers for \$182,223 for a total of \$1,333,175 without finding out any needs from anybody in the City.

Vice Mayor Partin called for a point of order. He stated that Council has already said that they were going to have a work session coming up to discuss this matter.

Mayor Bennett requested a roll call. At the roll call, the vote resulted:

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

Motion passes 5-2.

R-1: Part-Time Assistant Payroll Specialist Position

Presented by Dr. Manker. Staff is recommending to add a part-time position to the Finance Department and the Payroll Division; there is only one full-time payroll clerk. There have been instances when she had been out and payroll was hindered because of her absence. It is imperative that there is an additional person who can continue the functions in the event that the primary person is absent. In the past, CBIZ was the payroll vendors before MUNIS was implemented. CBIZ did the direct deposits, imprint and payroll, garnishing checks, monthly reports to state government; there is only one person performing all of these tasks. None of these tasks are outsourced. Mr. Michael Terry, Finance Director, is available to answer any questions.

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Councilor Gore asked about cross-training among leadership that can step in to do the payroll when a person is out. Dr. Manker replied that there is some cross-training, but this is not their primary function; the budgeting analyst has been taking up some of that slack, even though this is not her primary function. Councilor Gore stated that cross-training is needed. She also stated that because she wanted to know more about the payroll system, she was not going to support this request. Dr. Manker stated that there were no issues with the payroll modules or the process; it's just that this is a large workload for the one person, which is why she made this request. Councilor Gore reiterated that she was not in support of this request because she has more questions and that she will discuss this matter more with Dr. Manker and Mr. Terry offline.

Councilor Randolph asked Mr. Terry to come to the podium. She discussed the issue of Finance Department having one person processing payroll and her agreement with the comment regarding the need for cross-training. She asked him how he ensured backup for his staff.

Mr. Terry restated that this is for a part-time, not a full-time employee. He further discussed the delay of the MUNIS payroll system when MUNIS was implemented; this was a fallacy. The CBIZ Company performed all the tasks that were outsourced. When the payroll was installed in the MINUS system, it was assumed that everything would go well, but this was not the case. Yes, there is cross-training, but in spite of being a few of them, when payroll happens this is an intense moment; they have to do quarterly reporting, and to ensure that things are properly done. He stated that he knew that there was an immediate need for two full-time employees, but when the one person has COVID, he had to consider all of the employees in the City. Therefore, he is requesting a part-time person to start doing the processing and other tasks that Finance is doing, and at this moment there is only the one individual, because they don't have six or seven individuals. There is one other person who knows payroll, so therefore there is cross-training. What he is trying to do at this time is to even out the workload and ensuring that they are not at risk.

Councilor Randolph asked if this was a permanent part-time position, and Mr. Terry answered affirmatively. He also stated that MUNIS is constantly changing, so staff is constantly being trained with a switch-over. So, there is one or two individuals keeping up with new training and new changes in MUNIS, while the part-time person can focus on functional things in the department. Councilor Randolph asked Mr. Terry if he had enough funds in his budget to hire this person, and Mr. Terry replied affirmatively.

Councilor Pelham asked if this request was presented to Council during the regular budget cycle, and Mr. Terry replied no; when he started, there were a bunch of position held with CAFR, he had discussions with her and a few other people, but Finance did not come forward with any rounds of positions. When they go through the risk assessment and other things with the new auditor, this matter will come back to the next budget cycle.

After a lengthy discussion, Councilor Pelham asked if the Police and Wastewater departments do their own payroll, and how many other payroll specialists are in other departments.

Dr. Manker answered affirmatively regarding the Police and Wastewater departments. Also, she explained to Councilor Pelham that the one person in Payroll is the only specialist in the entire City; she processes checks, W-2s, generate weekly and bi-weekly reports that must be submitted to the State. Each

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department has staff who collect time generated and ensure that people get paid for time worked, and this process is done in their departments and submitted to the payroll specialist, who then go through her process. It takes an entire week for her just to get through the payroll because she is just one person. For example, payroll ends on Tuesday, but departments are required to submit payroll information on the Friday or the Monday before payroll ends. Staff has to be available on Tuesday because she has to start her processes so early in the week to give departments enough time for checks to hit the banks by Friday. If someone decides not to come to work on Tuesday, they are already paid for that day, which means subtracting and deducting that time in the next pay period. One person has to plan out the entire week in order to have those checks processed and in the bank and pending in their account by Wednesday, so we can be paid on Thursday.

Mr. Terry also added that this part-time person will not be a short term; that person will be doing data entry, employee deductions, as well as other functions constantly for the entire year; the budget analyst will be needed to assist the payroll specialist make the payroll.

Councilor Denton asked Mr. Terry if a part-time person will be sufficient, and Mr. Terry answered affirmatively. She made a motion that Council approves the request to create a part-time assistant payroll specialist position for the City of Hopewell. Her motion was seconded by Councilor Randolph.

Councilor Gore stated, just for clarity, during the budget exercises, everyone was asked to supply up to 10% to be cut. She asked Mr. Terry where the \$26,000 come from when it wasn't offered to be reduced when they did the budget.

Mr. Terry had a discussion with staff and decided not to purchase or do certain things. Councilor Gore asked if he was taking from somewhere else within his budget, and Mr. Terry answered yes.

Vice Mayor Partin asked Councilor Denton if she would be amenable to include the dollar amount of \$26,623, and Councilor Denton said yes.

Mayor Bennett requested a roll call. At the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| ROLL CALL: | Councilor Gore | - | yes |
| | Councilor Denton | - | yes |
| | Councilor Pelham | - | yes |
| | Mayor Bennett | - | yes |
| | Councilor Randolph | - | yes |
| | Councilor Holloway | - | yes |
| | Vice Mayor Partin | - | yes |

Motion passes 7-0.

Mr. Terry thanked City Council.

ADJOURN

Motion made by Councilor Randolph and seconded by Vice Mayor Partin to adjourn the meeting.

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

Motion passed 7-0.

Meeting adjourned.

Patience Bennett, Mayor

/s/ Mollie Bess

Mollie Bess, City Clerk

**September 6, 2022
Special Meeting
(Work Session)**

MINUTES OF THE SPECIAL CITY COUNCIL MEETING

The City of Hopewell City Council held a Special Meeting on Tuesday, September 6, 2022, at 6:30 pm in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia 23860.

PRESENT:

Johnny Partin, Vice Mayor (Ward 3)
Deborah Randolph, Councilor (Ward 1)
Jasmine Gore, Councilor (Ward 4)
Janice Denton, Councilor (Ward 5)
Councilor Brenda Pelham (Ward 6) *
present electronically

ABSENT:

Patience Bennett, Mayor (Ward 7)
Arlene Holloway, Councilor (Ward 2)

STAFF:

Lois Gabriel, Interim, City Clerk
Dr. Concetta Manker, City Manager
Danielle Ferguson Smith, City Attorney

Vice-Mayor Partin called the meeting to order at 6:30 p.m.

| | | | |
|------------|--------------------|---|---------|
| Roll Call: | Mayor Bennett | - | Absent |
| | Vice Mayor Partin | - | Present |
| | Councilor Randolph | - | Present |
| | Councilor Holloway | - | Absent |
| | Councilor Gore | - | Present |
| | Councilor Denton | - | Present |
| | Councilor Pelham | - | Present |

Councilor Gore moved to allow Councilor Pelham to participate in the meeting electronically. The motion was seconded by Councilor Denton.

Roll Call:

| | | |
|--------------------|---|-----|
| Vice Mayor Partin | - | Yes |
| Councilor Gore | - | Yes |
| Councilor Denton | - | Yes |
| Councilor Randolph | | |
| Councilor Pelham | - | Yes |
| | - | Yes |

Motion Passes: 4 – Ayes
0 – Nays

Motion to approve the agenda made by Vice- Mayor Partin and seconded by Councilor Gore.

Roll Call:

| | | |
|--------------------|---|-----|
| Vice Mayor Partin | - | Yes |
| Councilor Gore | - | Yes |
| Councilor Denton | - | Yes |
| Councilor Randolph | - | Yes |
| Councilor Pelham | - | Yes |

Motion Passes: 5 – Ayes
0 – Nays

Dr. Manker initiated presentations by department directors and requested ARPA fund priorities. She explained that no action required tonight, prioritization to be discussed at September 13th and September 27th meetings and also mentioned that any request for additional employees would not be recommended at this time.

#1 Commonwealth Attorney - Rick Newman

Dr. Manker spoke on his behalf. Mr. Newman requested additional employees which is not recommended.

#2 Commissioner of Revenue - Debra Reason

Ms. Reason requested camera for her office to be in compliance with DMV. No questions or comments.

#3 Interm Director of Development - Chris Ward

Mr. Ward requested:

DISCUSSION:

Councilor Randolph asked Ms. Hynes what specific duties does CVWMA perform for the group of localities. How were the changes to the trash collection schedule communicated to residents? Who is responsible for the costs of the new procurement of the carts?

Ms. Hynes responded that CVWMA has taken the burden off localities to meet the state mandated recycling rate as well as other state mandates. If Hopewell did not part of the regional agreement, then Hopewell would be responsible for reaching those same state mandates individually instead of collectively.

She also stated that CVWMA does not participate in the day-to-day trash collection for any locality. Instead, they manage the contracts between localities and the companies who handle the refuse/garbage collection and negotiate those agreements on behalf of the localities.

Councilor Randolph then asked for a per capita rate for their services. Based on a projected population size of 22,000 people, their rate is \$10,000 to \$11,000.

In response to the changes in trash collection schedule, Ms. Hynes stated that CVWMA sent out postcards notifying citizens of the changes approximately two weeks ago. Councilor Randolph expressed that she has concerns about customer service issues with CVWMA. She explained that she has both personally experienced poor customer service from them and has had citizen complaints about the same issue.

Kim Hynes acknowledged that the company has not dealt with consumer complaints very well. She pointed out that recently, CVWMA hired a new customer service representative to assist with dealing with the public directly. They have updated their online portal to field some of the bulky trash requests and created work orders for those issues and any other issues. They are working on their responsiveness to consumers with emails letting citizens know that CVWMA will taken care of their issues.

To further their customer care efforts, Ms. Hynes noted that CVWMA is in the process of buying new carts for each customer household. Each cart will cost consumers \$13.21 per household and will be billed at .75 cents per month. Their

bill will demonstrate the monthly increase of .75 cents for the new carts plus another .15 cents for CVWMA customer cost increase.

Councilor Gore stated that she called the special meeting because at the July 12, 2022 meeting she was blindsided by the demise of the trash collection contract negotiations. She stated that she became aware of the issue immediately before that meeting and that she felt forced by Meridian Waste to negotiate in order to continue trash collection for the City of Hopewell until December 2022. She pointed out that the City of Hopewell expressly secured the services of CVWMA to manage the trash collection contract and there was a failure somehow.

Councilor Gore felt that it was unacceptable not to have prior notice from CVWMA and that it was unacceptable for CVWMA not to present at the July 12, 2022 meeting.

Kim Hynes explained that Meridian Waste proposed to CVWMA, an increase in their contract costs. Meridian Waste claimed that the reasons for the request were fuel costs, vehicle repair and replacement costs, etc. CVWMA denied their request for a cost increase. Meridian Waste then asked that CVWMA do a house count to get an accurate number of the houses in Hopewell serviced under the contract. CVWMA failed to do the house count in a timely fashion so Meridian Waste then performed their own house count. Meridian Waste reported that there were 338 more residences than previously reported. Given the increase in the number of homes serviced, they should be compensated more under the contract. Meridian Waste and CVWMA disputed the amount owed based on the contract between Meridian and CVWMA and the contract between Meridian and Hopewell. Ms. Hynes explained that the former City Manager and corporate counsel had been kept in the loop during negotiations.

CVWMA performed their own house count and found that there were 217 more homes than previously thought. Meridian Waste demanded \$256,000 because of the discrepancy in the number of homes serviced and demanded that the increase be retroactively applied to 2018. The fee dispute continued and CVWMA tried to Meridian Waste's demands. Meridian Waste continued to claim that CVWMA was in default on the contract.

Councilor Gore asked if Meridian did not collect trash per the contract, whether CVWMA had a backup plan. Kim Hynes stated that CVWMA had conversations with Waste Management to see if they could serve as a contractor under an emergency contract basis but that there was not a firm plan B .

Councilor Gore told Ms. Hynes that she wanted to end the contract with CVWMA due to poor customer service; poor customer communication and a lack of communication between CVWMA and the City of Hopewell. Councilor Gore stated that she understood Meridian Waste's frustration with CVWMA because City Council previously asked for a house count and was never provided with the data. Councilor Gore then asked if performance indicators with CVWMA and Meridian could be placed in the previously endorsed contract.

The Interim City Manager, Dr. Manker noted that the contract has already been endorsed.

The Interim City Manager and the City Attorney noted that the contract had been previously signed by the former City Manager. However, performance indicators could be made a part of a revised agreement if CVWMA would agree to renegotiate the contract.

Kim Hynes agreed to review the contractual terms again with the City of Hopewell.

Councilor Gore and Vice-Mayor Partin acknowledged that the best thing would be for CVWMA to meet with the Interim City Manager and the City Attorney to revise the contract to include performance indicators. City council members agreed to send their specific concerns about the current contract to Dr. Manker. The issue will be placed as an agenda item on the September 27, 2022 meeting.

Councilor Pelham questioned why Hopewell should continue to pay for non-performance. She noted that residents are paying .15 cents per household per month for poor customer service. She asked why citizens should pay for an increase in service where there has not been an increase in the performance of customer services from CVWMA and trash collection failures from Meridian Waste.

Kim Hynes replied that CVWMA penalized Meridian Waste for trash collection failures. Councilor Pelham asked for specific figures of penalties issued by CVWMA against Meridian Waste. Kim Hynes did not have that information but would provide the information at a later date. Councilor Pelham also asked what was the final figure that CVWMA paid to Meridian for the additional homes revealed by the house count. CVWMA paid \$8000.00 to Meridian as a stop gap measure. They did not pay the \$256,000 demanded by Meridian Waste.

Councilor Pelham then asked Ms. Hynes who received the fees collected from Meridian Waste for fines. Ms. Hynes informed City Council that CVWMA retains the fees once Meridian paid the fines for failure to collect trash.

Councilor Pelham stated citizens should pay for new carts because there was no reason for the new carts other having the same color carts throughout the city. Councilor Gore and Councilor Randolph shared the same concern about the cost of the new carts being passed on to the consumer at .75 cents per month per household.

Councilor Randolph reiterated that she feels like the City of Hopewell should not pay for an increase to CVWMA because their service is bad and that she has experienced it personally. She questioned why CVWMA did not have a better procedure in place to maintain an accurate house count for Hopewell. Kim Hynes explained that CVWMA relies on Data Integrators to count the number of homes in Hopewell. Ed Watston, from Hopewell Public Works explained that Data Integrators receives their information from Virginia American Water. The problem stems from a lack of checks and balances. COVID-19 had exacerbated the inaccuracies because people simply paying their water bills so the meters were not accurate. Kim Hynes acknowledged that there is no system in place to manage the house count.

Councilor Randolph asked if there was a company in place replace Meridian Waste in the event that they needed to replace under the existing agreement. Kim Hynes acknowledged that getting a substitute company would be more expensive for a number of reasons, (new truck orders; more employees, etc). Another option could be that Waste Management could collect trash five days per week instead of two days.

Councilor Gore expressed that she wants to have a Plan B in place in the event of nonperformance by Meridian Waste. She also wants the Interim City Manager to review the Data Integrators Contract and bring the Department of Public Works in the conversation. She stated that her goal was to review issues with the Data Integrators Contract and whether to continue with the agreement.

Councilor Randolph moved to adjourn the meeting. The motion was seconded by Councilor Holloway.

Roll Call:

| | | |
|--------------------|---|-----|
| Vice Mayor Partin | - | Yes |
| Councilor Gore | - | Yes |
| Councilor Denton | - | Yes |
| Councilor Holloway | - | Yes |
| Councilor Randolph | - | Yes |
| Councilor Pelham | - | Yes |

Motion Passes: 6 – Ayes
0 – Nays

Meeting Adjourned

Patience Bennett, Mayor


Lois Gabriel, Interim City Clerk

MINUTES OF THE OCTOBER 11, 2022 REGULAR CITY COUNCIL MEETING

The City of Hopewell City Council held a Regular Meeting on Tuesday, October 11, 2022 at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Patience Bennett, Mayor (Ward 7)
John B. Partin, Jr., Vice Mayor (Ward 3)
Deborah Randolph, Councilor (Ward 1)
Brenda Pelham, Councilor (Ward 6)
Jasmine E. Gore, Councilor (Ward 4) – (via Zoom)
Janice B Denton, Councilor (Ward 5)

STAFF: Danielle Ferguson Smith, City Attorney
Dr. Concetta Manker, City Manager
Lois Gabriel, Interim City Clerk

Mayor Bennett called the meeting to order at 6:30 p.m.

Roll Call: Mayor Bennett - Present
Vice Mayor Partin - Present
Councilor Randolph - Present
Councilor Denton - Present
Councilor Gore - Present
Councilor Pelham - Present

Mayor Bennett asked Councilor Gore to state her location and the reason she is joining virtually; her response was a job event in Charlottesville. Councilor Pelham moved to allow Councilor Gore to participate in the meeting electronically. The motion was seconded by Vice Mayor Partin.

Roll Call: Vice Mayor Partin - Yes
Councilor Denton - Yes
Mayor Bennett - Yes
Councilor Pelham - Yes
Councilor Randolph - Yes

Motion Passes: 5-0

CLOSED SESSION

At 6:33 p.m. Vice Mayor Partin motioned to go into close session and seconded by Councilor Pelham, pursuant to Va. Code Section §2.2-3711(A)(1) to select an executive firm for the city managers’ search, review nuisance proposed injunctive relief, review of the proposed loitering ordinances, review of employee performance of selected city programs/departments, and the appointments to various boards and commissions.

Roll Call:

| | | |
|--------------------|---|-----|
| Mayor Bennett | - | Yes |
| Vice Mayor Partin | - | Yes |
| Councilor Denton | - | Yes |
| Councilor Gore | - | Yes |
| Councilor Holloway | - | Yes |
| Councilor Pelham | - | Yes |
| Councilor Randolph | - | Yes |

Motion Passes: 7-0

RECONVENE OPEN MEETING

At 7:25 p.m. Vice Mayor Partin motioned to have council come out of closed session. His motion was seconded by Councilor Pelham.

Roll Call:

| | | |
|--------------------|---|-----|
| Mayor Bennett | - | Yes |
| Vice Mayor Partin | - | Yes |
| Councilor Gore | - | Yes |
| Councilor Pelham | - | Yes |
| Councilor Randolph | - | Yes |

Motion Passes: 5-0

CERTIFICATION

Certification pursuant to Va. 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:

| | | |
|--------------------|---|-----|
| Mayor Bennett | - | Yes |
| Vice Mayor Partin | - | Yes |
| Councilor Randolph | - | Yes |
| Councilor Gore | - | Yes |
| Councilor Pelham | - | Yes |

Motion Passes: 5-0

Vice Mayor Partin moved to appoint Councilor Pelham to the CPMT Board. His motion was seconded by Mayor Bennett and upon roll call, the voted resulted:

Roll Call:

| | | |
|--------------------|---|-----|
| Councilor Randolph | - | Yes |
| Vice Mayor Partin | - | Yes |
| Councilor Gore | - | Yes |
| Councilor Pelham | - | Yes |
| Mayor Bennett | - | Yes |

Motion Passes: 5-0

Councilor Gore asked Mayor Bennett if she could be excused from the meeting not that the closed session is over. Mayor Bennett agreed.

WORK SESSION

WS-1: Boston St. CUP for SF on non-conforming lot- Chris Ward presented 1 of 2 conditional use permit cases that will come before City Council at a Public Hearing at the November 15, 2022 meeting. This property is located in Ward 6, R-2, residential, medium density district and is a corner lot located at the intersection of Boston Street and Miles Ave. This property is 7,015 square feet. The R2 district requires a minimum lot width at 75 feet and a minimum lot size of 7500 square feet for a single family dwelling. The applicant is requesting to build a 1,297 +/- square foot two story single family detached home on the non-conforming lot identified as Sub-Parcel#047-0310 that will meet all setback and be slightly larger than the average of the surrounding houses. The Planning Commission voted 3-0 to recommend approval of the CUP application submitted by Win Win Contracting, LLC to construct a two-story, 1297sf detached dwelling with the conditions proposed by staff to include the installation of brick veneer to cover all four sides of foundation. Installation of cement board, wood composite, or vinyl siding on all four sides. Construction, at a minimum, of a covered front stoop or larger covered front porch, installation of window shutters on sides facing public road(s), at a minimum and installation of foundation plantings according to the standards set forth in Article XVIII, Section B of the Hopewell Zoning Ordinance and to include a 12' overhangs on all roof edges and compliance with all storm water regulations. In regards to public comments, Mr. Russell Keim, 1105 Miles Ave, commented that he does not oppose the construction of a house on this property but wants to make sure his driveway is not blocked and that the property in question has clear title.

Councilor Pelham asked how will they insure that the neighbor Mr. Keim's driveway will not be blocked. Chris Ward explained that the lot plan outlines the property lines and therefore Mr. Keim's driveway will not be blocked. Councilor Pelham also asked if the overhang provision was already a permanent requirement for new construction. Mr. Ward explained that hasn't been approved as of yet but could be in the joint meeting scheduled later this month.

Vice Mayor Partin thanked Mr. Ward for having the overhang provision to help with storm water. He also asked if the applicant was in agreement to maintaining a 20% tree canopy as well as install curb and gutter on the Boston St. side of the property. Mr. Ward explained that he would have to asked the applicants regarding the 20% tree canopy but would need to consult with the city attorney to verify if they could set conditions on applicants to make changes on city owned property.

There was a brief pause in the meeting to allow Vice Mayor Partin an opportunity to make a motion to allow Councilor Denton to join the meeting Virtually.

Mayor Bennett asked Councilor Denton to state her location and the reason she is joining virtually; her response was medical and that she was at her home. The motion was seconded by Councilor Pelham.

| | | | |
|-------------------|--------------------|---|-----|
| Roll Call: | Vice Mayor Partin | - | Yes |
| | Councilor Randolph | - | Yes |
| | Mayor Bennett | - | Yes |
| | Councilor Pelham | - | Yes |

Motion Passes:4-0

WS-2: Cedar Ln. CUP for SF on non-conforming lot- Chris Ward presented 2 of 2 conditional use permit cases that will come before City Council at a Public Hearing at the November 15, 2022 meeting. This property is located in Ward 1, R-1, residential, low density district and is a corner lot located at the intersection of E. Broadway and Cedar Lane. This property is 82 feet along Cedar Lane and 115 feet long along E. Broadway for a total size of 9,430 square feet. The R1 district requires a minimum lot width at 80 feet and a minimum lot size of 12,000 square feet for a single family dwelling. The applicant is requesting to build a one story, 1298sf Suburban Patio Home with siding and front facing garage single family detached home on the non-conforming lot identified as Sub-Parcel#079-0005 that will meet all setback and have a buildable area that is 52ft x 85ft (4,420sf) after applying the required setbacks. The proposed structure will be vastly out of character with the rest of the neighborhood in terms of size, massing, material, and design. Therefore, in considering all factors per Article XXI, Section D, Item d (4), Staff does not support the approval of this application and recommends tabling the decision to allow for a response from the applicant. The Planning Commission voted 3-0 to recommend to City Council the denial of the CUP application from Mr. Russell Johnson to construct a one-story 1298sf single family home as presented based on the incompatibility with the surrounding homes (average of 1,900sf, brick, 1.5 story Cape Cods) and fails to meet the standard set forth in the Article mention above.

Councilor Pelham asked how old were the other 2 homes that have siding and if asked if he was able to speak with the applicant? Mr. Ward explained that the houses were built in 1942 and the applicant has been non-responsive.

Vice Mayor Partin asked if he could reach out to the applicant again before the public hearing to see if they would maintain a 20% tree canopy. Also, to keep up with the standards of the neighborhood, make the recommendations of a minimum of 2,000 sf brick home with 3 bed room, 2 ½ baths, 8-12' overhang and a concrete or asphalt drive way.

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

ROLL CALL: Mayor Bennett called the meeting to order, and thanked all for attending.

| | | |
|--------------------|---|---------|
| Mayor Bennett | - | Present |
| Vice-Mayor Partin | - | Present |
| Councilor Randolph | - | Present |
| Councilor Denton | - | Present |
| Councilor Pelham | - | Present |

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

AMEND/ADOPT AGENDA

At 7:47 p.m. Motion by Councilor Pelham and seconded by Mayor Bennett to adopt/amend the agenda

| | | | |
|-------------------|--------------------|---|-----|
| ROLL CALL: | Mayor Bennett | - | Yes |
| | Vice Mayor Partin | - | Yes |
| | Councilor Pelham | - | Yes |
| | Councilor Denton | - | Yes |
| | Councilor Randolph | - | Yes |

Motion Passes: 5-0

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:

C-2 Pending List:

C-3 Information for Council Review: City of Hopewell 2019 Strategic Plan

C-4 Personnel Change Report & Financial Report: September 2022

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

Suggested Motion: To amend/adopt consent agenda

Motion by Vice Mayor Partin and seconded by Councilor Pelham to adopt/amend the consent agenda

| | | | |
|-------------------|--------------------|---|-----|
| Roll Call: | Mayor Bennett | - | Yes |
| | Vice Mayor Partin | - | Yes |
| | Councilor Pelham | - | Yes |
| | Councilor Denton | - | Yes |
| | Councilor Randolph | - | Yes |

Motion Passes: 5-0

INFORMATION/PRESENTATIONS

Richard Bland College Presentation – Terelle L. Robinson, Associate Director of Gov’t Relations
 Mr. Robinson gave a brief biography of himself and explained the importance of continuing education. He explained Richard Bland College core values, vision of GPS; guided pathway of success which is a partnership with a learning mentor throughout their college experience. Richard Bland College also offers high school dual credit which allow students to graduate high school with an Associate degree Mr. Robinson shared information regarding the Innovation partnership with local business and industries such as the drone up project with Walmart to build their training facilities on the college campus. Lastly, he

shared a partnership with Virginia State University to target adult learners who want to complete their degrees with the opportunity to do so virtually.

Hopewell Downtown Partnership Presentation – Heather Lyne, Director of Hopewell Downtown Partnership gave a brief biography of herself and explained the mission of HDP was to develop and implement a program for a healthy, vibrant, and prosperous central downtown district. This would create more jobs, tax value/acre, impact greater communal wealth and public services and a more bankable Hopewell. Ms. Lyne explained how downtown Hopewell goal is to become a safe and enjoyable place where revived retail markets provide diversity in shopping and entertainment as well as a range of quality housing options to suit those who desire to live, work and play in downtown Hopewell. She also explained that this would attract businesses and investors to the area for future developments.

Monthly Financial Report – Michael Terry delivers financial report for Month ending 9/30. The financial report included with minutes.

Councilor Randolph thanks Mr. Terry and asked if he could ask the Treasurer to provide her 2019 reconciliation records and Councilor Pelham asked if the Treasurer indicated anything and Mr. Terry responded that he would speak with her tomorrow and ask for an update and rely the information to the City Manager.

Councilor Pelham asked if the accountant position had been filled and Dr. Manker replied that the job had not been filled and that there’s an open job posting on line.

Councilor Pelham asked if the public schools up to date with their reconciliations and if the information would match what’s on Munis. Mr. Terry replied that yes they were up to date and already submitted to the auditors. However, in regards to where cash is involved, there may be an issue with Munis because of the different systems. This would be resolved by the auditing/auditor process.

Vice Mayor Partin made a motion to extend the meeting thru R3. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

| | | | |
|-------------------|--------------------|---|-----|
| Roll Call: | Mayor Bennett | - | Yes |
| | Vice Mayor Partin | - | Yes |
| | Councilor Denton | - | No |
| | Councilor Pelham | - | Yes |
| | Councilor Randolph | - | Yes |

Motion Passes: 4-1

PUBLIC HEARING

PH-1 – 204 Crescent Ave. CUP for SF on non-conforming lot – Mr. Ward presented the information that stated Kimberlie Talley submitted a conditional use permit application to construct a one-story, 1,290 sf single-family detached home on a non-conforming lot (Parcel #028-0020) in the Crescent Hills subdivision that would meet all the initial setbacks. This home would be one of the smallest in the area where the minimum lot size is 80 X 1200 sf and this new construction would be 75 X 8850 sf. He also noted that there is a sloping ravine that would have to have an armor guard placed. An expanded survey

was done and concluded that the trend of homes changes in size and styles as you drive through the neighborhood and because of the ravine and smaller size it would be appropriate for the neighborhood. After a 2-1 vote, the planning commissioner recommended to approve the application.

Councilor Randolph and Councilor Pelham wanted to know if the applicant received notification of the recommendations and what her response was. Mr. Ward, explained that the applicant was waiting for the results of the expanded survey and is here tonight to respond. Ms. Talley approached the podium and explained that she feels 1500 sf is fair and stated that she has friends and family in the neighborhood and although the square footage may be a little more the houses are very choppy and not functional, whereas she is proposing an open floor plan. She also passed out a report from the city of Hopewell in 2018 that showed that the market of homeowners were mostly women in their mid-60's who preferred single family homes that were affordable and didn't require a lot of maintenance. There was discussion by Council. Mayor Bennett explained the guidelines portion of the public hearing and opened the floor.

The Public Hearing portion was open to the public.

Anthony Sylvester – Ward 3 – lives in the neighborhood and voiced his concerns that the new home doesn't agree with the architectural standards of the subdivision. He also voiced his concerns of changing the standards to suit a lot that may not be built on.

Since there were no one else to speak, Mayor Bennett closed the public hearing.

Vice Mayor Partin motioned to approve the 204 Crescent Ave. CUP with the following conditions:

1. Add at least (1) additional window to each bedroom and (1) window to each bathroom.
2. Finish the front gable ends in red brick to bring the front façade into harmony with surrounding properties.
3. Install a concrete or asphalt driveway in accordance with City Engineers standards for driveway construction.
4. Secure the steep slopes at the rear of the property in accordance with the requirements set forth by the City's storm water program manager.
5. Construct a 1.5 or 2 story house with a minimum square footage of 1800sf of living space.
6. Add an additional half bath or full bath to the presented plan.
7. Maintain a 20% tree canopy.
8. Install 8"- 12" of overhang around the entire house.
9. Install roof drain gutters that drain to the street.
10. Construct a full brick veneer foundation.

Motion died for lack of a second so Vice Mayor Partin motioned to deny the 204 Crescent Ave. CUP and it was seconded by Mayor Bennett. Upon the roll call, the vote resulted:

| | | | |
|-------------------|--------------------|---|-----|
| Roll Call: | Mayor Bennett | - | Yes |
| | Vice Mayor Partin | - | Yes |
| | Councilor Denton | - | No |
| | Councilor Pelham | - | Yes |
| | Councilor Randolph | - | Yes |

Motion Passes: 4-1

PH-2 Courthouse Rd. CUP for SF on non-conforming lot – Mr. Ward presented the information that Purdy Homes LLC submitted a conditional use permit application to construct 2 two-story, 1,360sf single-family detached home on a non-contiguous, non-conforming lot (Sub-Parcel #075-0145) in the Washington Heights subdivision that would meet all the initial setbacks. The minimum lot size for R3 is 50 feet X 5,000sf and this new construction would be 50f X 3,750 exterior and 52f X 3,120sf interior. Mr. Ward conducted a large survey of over 55 homes where most of them were single family homes with an average of 1,092 sf. in the neighborhood. After a 3-0 vote, the planning commissioner recommended to approve the application. There was discussion by Council.

The Public Hearing portion was open to the public and then closed since no one was there to speak on the subject.

Councilor Denton asked if the homes were going to be built for sale, for rental. Mr. Ward explained that the homes would be for sale.

Vice Mayor Partin motioned to approve the Courthouse Rd. CUP and it was seconded by Councilor Pelham with the following conditions:

1. Assign a new parcel number to Lots 7-8
2. Include a brick veneer to cover all four sides of the foundation
3. Include cement boards, wood composites, or vinyl siding to all 4 sides
4. Include 8” - 12” roof overhang around the entire house
5. Include gutters and a covered front stoop
6. Maintain 20% tree canopy
7. Install a concrete or asphalt driveway

Upon the roll call, the vote resulted:

| | | | |
|-------------------|--------------------|---|-----|
| Roll Call: | Mayor Bennett | - | Yes |
| | Vice Mayor Partin | - | Yes |
| | Councilor Denton | - | No |
| | Councilor Pelham | - | Yes |
| | Councilor Randolph | - | Yes |

Motion Passes: 4-1

COMMUNICATIONS FROM CITIZENS

Evelyn Gross (Ward 5) expressed that she is asking for help with her utility bills. Ms. Gross stated she’s been coming since April and hasn’t heard anything as of yet. She expressed that the sewer bill is very high and was told that in May, funds would be available to help because people are struggling and she’s asking for council to serve the people and help.

Rita Joyner (Ward 1) wanted to rely the message to take action to complete the past due city audits. She explained that it affects the city credit score and recommends the city seek help from the state auditors and thanked council for their service.

Ed Houser (Ward 5) expressed his concern with the crime in Hopewell. He stated that people aren’t safe. He asked what needs to be done and asked if we needed the state police to come in to help.

REGULAR BUSINESS

R-1: VA Dept. of Social Services (Promise Utility Program) – The state is offering a Low Income House Water Assistance Program (LIHWAP), which is a federally funded program that help households pay for drinking water and wastewater for their homes. The program will help eligible customers experiencing financial burden pay their past due home water bill. Dr. Manker is asking Council if they would give the Interim City Manager the authority to enter the program, complete the intake form and allow the Department of Social Services to contact our customers. There was discussion by Council.

The motion was made by Vice Mayor Parton and seconded by Mayor Bennett. Upon the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| Roll Call: | Mayor Bennett | - | Yes |
| | Vice Mayor Partin | - | Yes |
| | Councilor Denton | - | Yes |
| | Councilor Pelham | - | Yes |
| | Councilor Randolph | - | Yes |

Motion Passes: 5-0

R-2: Resolution Amending the FY23 Budget – American Rescue Plan Act Funds – Staff recommends City Council to appropriate a total of \$120,000.00 to Capital Fund (Fund 071) for the payment to the Commonwealth Catholic Charities to fund the cold weather shelter from the months of November 2022 to March 2023.

Councilor Pelham made a motion to consider a RFP to allow others people to bid for the money instead of just Catholic Charities. The motion died for lack of second. The motion was made by Councilor Denton and seconded by Vice Mayor Partin to appropriate the funds. During the vote, Councilor Pelham raised a question to the city attorney asking if Council had to get a bid since it's 120,000.00 or if the agency on the state contract? City Attorney stated she would have to research the state contracts to see which charities are available.

After a lengthy council discussion council Pelham motioned to table the discussion until the City Attorney researched the existing contracts which was seconded by Mayor Bennett. Council voted whether Councilor Pelham substitute motion was valid. Upon the roll call, the vote resulted:

| | | | |
|-------------------|--------------------|---|-----|
| Roll Call: | Mayor Bennett | - | Yes |
| | Vice Mayor Partin | - | No |
| | Councilor Denton | - | No |
| | Councilor Pelham | - | Yes |
| | Councilor Randolph | - | No |

Motion Failed: 3-2

Vice Mayor Partin asked the city attorney how long would it take to research. She replied that she could have the information by tomorrow but discussion would have to be on the next meeting. She explained the RFP process and expressed the time frame. There was more discussion and then the motion was made by Vice Mayor Partin to amend the motion that upon approval of the city attorney research, council would appropriate 120,000.00 for the Commonwealth Catholic Charities. Upon the roll call, the vote resulted:

| | | | |
|------------|--------------------|---|-----|
| Roll Call: | Mayor Bennett | - | No |
| | Vice Mayor Partin | - | Yes |
| | Councilor Denton | - | Yes |
| | Councilor Pelham | - | No |
| | Councilor Randolph | - | Yes |

Motion Passes: 3-2

R-3: Mr. Newman asking for salary increases for 3 assistant attorneys and body cameras. Mr. Newman said he delayed his request because he didn't need it at that time but now he risk losing his staff. There were council discussion and a motion was made by Vice Mayor Partin to table the discussion until further clarification and seconded by Mayor Bennett Upon the roll call, the vote resulted:

| | | | |
|-------------------|--------------------|---|-----|
| Roll Call: | Mayor Bennett | - | Yes |
| | Vice Mayor Partin | - | Yes |
| | Councilor Denton | - | Yes |
| | Councilor Pelham | - | Yes |
| | Councilor Randolph | - | Yes |

Motion Passes: 5-0

Reports of City Manager:
 Reports of City Clerk:
 Reports of City Attorney:

ADJOURN

By rule of Council, this meeting ended at p.m.

Patience Bennett, Mayor

Lois A. Gabriel, Interim City Clerk

C-3:
INFORMATION
FOR COUNCIL
REVIEW

**CITY OF HOPEWELL, VIRGINIA
MEETING OF THE PLANNING COMMISSION
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET
THURSDAY, JUNE 2, 2022
6:00 p.m.
MINUTES**

I. Call to Order

Meeting called to order at 6:00 p.m.

II. Roll Call

Members Present:

Paul Reynolds, Chairman

Fara Jenkins, Vice-Chairman

Todd M. Butterworth

Cassandra Vanderkeift

Staff Member present:

Christopher Ward, Interim Director

Absent: None

III. Determination of Quorum

A quorum was determined.

IV. Prayer by designated Commission Member

Prayer rendered by Commissioner Butterworth

V. Withdrawals/Deferrals/Amendments

None

VI. Public Hearings

A. CUP 2022.0382 204 Crescent Ave., Crescent Hills

Parcel ID #028-0020

A request submitted by Kimberlie Talley for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record in the Low Density, R-1, Zoning District.

The minimum lot square footage required to construct a single family detached home in the R-1 Zoning District is 12,000 square feet. The required lot width at the right-of-way line is 80 linear feet. The subject property has 75 feet of frontage at the right of way line and is therefore required to obtain a Conditional Use Permit from City Council.

The subject property is a vacant lot located in the Crescent Hills Subdivision between 202 Crescent Avenue and 206 Crescent Avenue, also identified as Sub-Parcel #028-0020. The property is located between two single family detached homes. On this block of Crescent Avenue from W. Broadway to Day Street, there are seven (7) single-family, detached dwellings. The larger neighborhood is similar in style with a larger mix of single and two-story homes of varying exterior materials.

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

- Article XVII, Non-conforming Uses, Section F, Nonconforming Lots of Record
- Article XXI, Amendments, Section D, Conditional and Special Use Permits, Sub-Section c. 1-3
- Article XXI, Section D, Conditional and Special Use Permits, subsection (4)
- Article XXI, Amendments, Section D, Sub-Section d.

Staff recommends generally approves of the construction of a single-family, detached home on this property and supports the approval of this Conditional Use Permit application with the following conditions:

- 1) The proposed house has only five (5) windows total with no windows on either side. At least one (1) additional window should be added to each of the bedrooms and one (1) window added to each bathroom.
- 2) At least the two (2) front gabled ends must be finished in red brick to bring the front façade into harmony with the surrounding properties.
- 3) The driveway must be either concrete or paved asphalt and constructed in accordance with the City Engineer's standards from driveway construction.

Kimberlie Talley of 109 N Colonial Drive, Hopewell, came to the podium. Mrs. Talley stated she has a chance to sell this lot to a builder from Richmond who is interested in building a single-family home.

Vice-Chairman Jenkins asked is the builder willing to meet the condition. Mrs. Talley stated yes he was willing to comply. Commissioner Butterworth asked what the builder was going to do with the home and Mrs. Talley stated sell it. Chairman Reynolds asked if the house would have gutters and Mrs. Talley stated yes.

Commissioner Reynolds open the public hearing at 6:20 p.m.

Anthony Sylvester of 109 Crescent Ave, Hopewell, came to the podium. Mr. Sylvester is generally opposed to the Conditional Use Permit for this lot because the design is not in conformity with other homes in the neighborhood. Mr. Sylvester is concerned about it becoming rental property. The property adjacent to this lot is a rental property. Mr. Sylvester stated the size of the home needs to be increased.

Johnny Partin of 207 Fairview Ave, Hopewell, came to the podium. Mr. Partin wanted to reiterate Mr. Sylvester comments. Mr. Partin is concerned about the property devaluing the neighborhood. Mr. Partin is concerned about the environmental impact this will have on this block with the area already having drainage issues. Mr. Partin suggested that Stephen Edwards with stormwater come out and do an assessment of the drainage.

The Commission asked for Mrs. Talley to return to the podium for additional questions.

The public hearing closed at 6:37 p.m.

Chairman Reynolds entertained discussion between Planning Commissioner members. Vice-Chairman Jenkins would like to see comments from stormwater before making a decision. Mr. Ward commented that stormwater review is part of the standard city process with any new construction.

Vice-Chairman Jenkins made a motion to table the request to allow for stormwater to do an assessment of the property, and Commissioner Butterworth seconded the motion.

Vote: 3-1

Yes:

Commissioner Butterworth
Chairman Reynolds
Vice-Chairman Jenkins

No: None

Abstain: Commissioner Vanderkeift

Motion: Pass

VII. Unfinished Business

A. Rezoning 2022.0308 Anchor Point Development Plan

Chairman Reynolds addressed to the citizens in attendance that the Planning Commission would not entertain comments from them on unfinished business. Any comments about the proposed zoning amendment for Anchor Point could be submitted to staff or presented at the City Council public hearing.

Chairman Reynolds entertained discussion between Planning Commissioner members on the proposed zoning amendment for Anchor Point. Commissioner Butterworth asked Mr. Ward if there were any comments that the Planning Commission had not addressed. Chairman Reynolds replied that he had reviewed all comments sent to Mr. Ward and there was nothing that they have not covered.

Commissioner Butterworth made a motioned that the Planning Commission recommend acceptance of the Anchor Point PUD amendment to City Council and for the developer to work with the city to take care of safety issues such as sidewalks, lighting, and connectivity issues.

Vote: 3-1

Yes:

Commissioner Butterworth
Chairman Reynolds
Vice-Chairman Jenkins

No: Commissioner Vanderkeift

Motion: Pass

B. Zoning Ordinance Re-write

Chairman Reynolds recommends getting with staff and picking this back up at next meeting.

C. Meeting to discuss proposed amendments to Article XVII, Non-conforming Uses: Thursday May 19, 2022

Mr. Ward to follow-up with previous director Mrs. Griffin and bring to next meeting.

D. Accessory Dwelling Units (ADU's)

Commissioner Butterworth stated in his research that there is no downside and there are a lot more ADU's with the aging population. The commission needs clarity on the definition of family. Chairman Reynolds proposed the following for discussion: in the Low Density, R-1, Zoning District, he suggested allowing at maximum one internal or one external ADU per residence with no constraints regarding whether occupant is a family member. Chairman Reynolds suggested that in the ordinance it should state only one structure can be rented at a time. Commissioner Butterworth added there has not been no adverse effect on property value. Vice-Chairman Jenkins stated that all ADU's should be inspected.

VIII. New Business of the Wetlands Board

None

IX. Approval of Minutes for March 3, 2022 meeting

Commissioner Butterworth moved to approve the minutes as amended and Vice-Chairman Jenkins seconded the motion.

Vote: 4-0

Yes:

Commissioner Butterworth
Commissioner Vanderkeift
Chairman Reynolds
Vice-Chairman Jenkins

No: None

Motion: Pass

X. Report of Council's Boards & Commissions

None

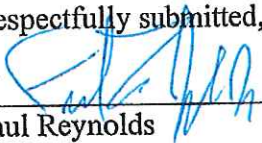
XI. Report of Planning Commission Members

None


XII. Adjournment

Commissioner Vanderkeift made a motion to adjourn the meeting. Vice-Chairman Jenkins seconded the motion. The meeting was adjourned at 7:49 p.m.

Respectfully submitted,



Paul Reynolds
Chairman



Christopher Ward
Interim Director of Development

**CITY OF HOPEWELL, VIRGINIA
MEETING OF THE PLANNING COMMISSION
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET
THURSDAY, JULY 7, 2022
6:00 p.m.
MINUTES**

I. Call to Order

Meeting called to order at 6:01 p.m.

II. Roll Call

Members Present:
Paul Reynolds, Chairman
Todd M. Butterworth
Cassandra Vanderkeift

Staff Member present:
Christopher Ward, Interim Director

Absent: Fara Jenkins, Vice-Chairman

III. Determination of Quorum

A quorum was determined.

IV. Prayer by designated Commission Member

Prayer rendered by Commissioner Butterworth

V. Withdrawals/Deferrals/Amendments

Commissioner Butterworth made a motion to amend the agenda item Administrative Matters to correct the date of meeting minutes from June 2, 2022 to March 3, 2022. Commissioner Vanderkeift second the motion.

Vote: 3-0

Yes:

Commissioner Butterworth
Commissioner Vanderkeift
Chairman Reynolds

No: None

Motion: Unanimous Pass

VI. Unfinished Business

A. Right of Way Vacation/Alley 2022.0314 2000 Day Street, Dolin Parcel ID #031-0065 and 105 North 21st Ave., Dolin Parcel ID #031-0120

A request submitted back on May 5, 2022, by Teresa J. Curtis at 2000 Day Street (Sub-Parcel # 031-0065) and Kimberlee Schwock at 105 North 21st Avenue (Sub-Parcel #031-0120) to vacate a portion of an alley located between the two properties. The right of way is approximately 522 square feet. The Planning Commission previously voted unanimously to tabling the right-of-way request to allow for an amended vacation request that includes the entire block. The two applicants would seek approval from the other two property owners and provide the \$100 application fee, and the whole alley would be vacated.

Since that time, the applicant has attempted to obtain those signatures from the other property owners and has not been able to get them to agree to the vacation request. Staff recommended to them to come back to the Planning Commission with the original application to be considered again since they made a good faith effort to have the entire block vacated.

Commissioner Butterworth asked the applicant how they contacted the others and they stated they called them numerous of times.

Commissioner Vanderkeift made a motion stating “in accordance with City Council’s Right-of-way Vacation Policy, The Planning Commission recommends to approve the request submitted by Teresa Curtis and Kimberlee Schwock to vacate and divide in half the undeveloped alley between 2000 Day Street (Sub-Parcel #031-0065) and 105 N. 21st Avenue (Sub-Parcel #031-0120).”

Commissioner Butterworth seconded the motion.

Vote: 3-0

Yes:

Commissioner Butterworth
Commissioner Vanderkeift
Chairman Reynolds

No: None

Motion: Unanimous Pass

B. CUP 2022.0382 204 Crescent Ave., Crescent Hills Parcel ID #028-0020

A request submitted back on June 2, 2022, by Kimberlie Talley for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record in the Low Density, R-1, Zoning District.

The Planning Commission previously made a motion to table the request to allow for the Stormwater Department to do an assessment of the property.

Mr. Steven Edwards the City's stormwater manager and Mr. Ward visited the property back on June 10, 2022. Mr. Edwards provided his written assessment to staff, Planning Commission and the applicant. To summarize Mr. Edwards assessment he does recognize that there's a steep ravine or slope on the property and that slope should be what he calls armored in order to build on it. He stated it could take the form of either a retaining wall or rip rap. Such armoring does not preclude the property from having a house constructed on it. If the Planning Commission does allow a house to be constructed here, the property must go through the site plan review process. At that time Mr. Edwards would have more details about the size of the house and the location on the property. He can add other requirements if necessary to mitigate any sort of stormwater impacts that the structure might have.

The Planning Commission members asked numerous questions of the applicant from which trees were going to be cut down to presenting the commission with a site plan. Mrs. Talley replied that the builder is not going to present a site plan unless he knows he can build and if trees were removed others would be planted.

Commissioner Butterworth made a motion to approve the request submitted by Kimberlie Talley for a Conditional Use Permit (CUP) in accordance with Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record, Sub-Parcel # 028-0020 in the Low Density, R-1, Zoning District, with the following conditions:

- 1) The proposed house has only five (5) windows total with no windows on either side. At least one (1) additional window should be added to each of the bedrooms and one (1) window added to each bathroom.
- 2) At least the two (2) front gabled ends must be finished in red brick to bring the front façade into harmony with the surrounding properties.
- 3) The driveway must be either concrete or paved asphalt and constructed in accordance with the City Engineer's standards for driveway construction.

Vote: 2-1

Yes:

Commissioner Butterworth
Commissioner Vanderkeift

No: Chairman Reynolds

Motion: Pass

C. Accessory Dwelling Units (ADU's) Continued

Chairman Reynolds stated to the Planning Commission that all were sent a copy of the "Accessory Dwelling Unit White Paper." Chairman Reynolds stated it is a markup between himself, Mr. Ward and Mrs. Griffin. Chairman Reynolds read the hand out and stated that Colonial Heights has odd restrictions.

The Planning Commission discussed the following material from the Accessory Dwelling Unit White Paper:

What are the benefits of an ADU?

ADUs provide many benefits for the homeowner and the community. If rented on the long-term market (typically, with a minimum six-month lease), an ADU can provide a homeowner additional income to help pay down a mortgage, meet other expenses, or provide income for investment. Due to the relatively small size of the unit and because it does not require additional land or major new infrastructure, an ADU can be a valuable affordable housing tool for low to moderate-income individuals. ADUs promote mixed-income communities where lower-income households can find an affordable home in an area that may have greater employment and educational opportunities.

If not rented, an ADU can provide numerous other benefits. ADUs can be used by elderly or disabled individuals who strive for continued independence. An elderly or disabled individual could remain in their home and use an ADU for their caregiver, or move into the ADU and rent the primary residence to a caregiver possibly having a family in need of the larger space. ADUs can also provide for family flexibility. The ADU can be used as a "granny flat" for elderly members of a family to help them age-in-place near the comfort of the family unit. With an ADU, a young adult could continue to live with their parents, but in a separate unit, as he or she works towards economic independence. Further, when developed close to employment centers, an ADU can reduce a person's reliance on transportation, providing additional benefits to society through environmental and energy cost savings.

Where to allow ADU's

The City has options, for example:

1. Keep the ordinance as is --only allow ADU's in the R-2 Zoning District for relatives of the owner 55 years or older or handicap.
2. Extend ADU allowances to accommodate the needs of individuals articulated above. For example:
 - a. In single family zones allow maximum one internal or external (detached) ADU on the property (but not both).
 - c. In multi-family zones (R2 and above) allow one internal ADU only per primary dwelling present on the property. One External ADU would be allowed only if there is only one dwelling on the property, and after that neither the ADU nor the primary residence can be converted to a duplex. Note, with this provision, a duplex in R2 could have one internal ADU in

each of its two dwellings and a single family residence with a detached ADU could have an internal ADU as well.

Additional requirements:

- In all cases, documentation verifying property ownership is required before any ADU can be constructed.
- The property owner must be living more than 2/3rds of the year on the property, either in the primary residence or in the ADU.
- No familial relationship between occupant(s) of a primary residence and occupants(s) of an ADU is required.
- A building permit is required for all ADU's
- The City will create maximum size requirements and design standards based on property size, and architecture of primary dwelling.
- The City will require an ADU meet current setback requirements
- The City should consider partnering with architect(s) to provide technical assistance to homeowners to ensure design of an ADU is compatible with home, backyard and surrounding properties.
- Interior ADU's must have a separate exterior entrance

Commissioner Butterworth thought the document looked fine and Commissioner Vanderkeift added that the population is changing and the city must make changes so people can afford housing. Chairman Reynolds stated that non-Hopewell residents and hedge funds are buying up property all over and this helps protect communities from abuse.

Commissioner Butterworth made a motion for the City Attorney to write a Zoning Ordinance Amendment for ADU's in accordance with the portion of the white paper stating with option 2 (Extend ADU Allowances to accommodate the needs of individual relatives of the owner 55 years or older or handicap). Commissioner Vanderkeift seconded the motion.

Vote: 3-0

Yes:

Commissioner Butterworth
Commissioner Vanderkeift
Chairman Reynolds

No: None

Motion: Unanimous Pass

VII. Old Business of the Wetlands Board

- A. Revisions to Advansix Dredging Application VMRC#2022-0656**
Report for informational purpose only, no action required.

VIII. Administrative Matters

A. Approval of Minutes for March 3, 2022 Work Session Minutes

Commissioner Vanderkeift made a motion to approve the minutes. Commissioner Butterworth seconded the motion.

Vote: 3-0

Yes:

Commissioner Butterworth
Commissioner Vanderkeift
Chairman Reynolds

No: None

Motion: Unanimous Pass

B. Future Work Sessions

Commissioner Butterworth made a motion to have future work sessions prior to regular meetings starting at 5:00 p.m. and regular meetings starting at 6:00 p.m. Commissioner Vanderkeift seconded the motion. The purpose of the work sessions is to review the Comprehensive Plan and to identify recommendations to City Council for the next Capital Improvement Plan.

Vote: 3-0

Yes:

Commissioner Butterworth
Commissioner Vanderkeift
Chairman Reynolds

No: None

Motion: Unanimous Pass

IX. Report of Council's Boards & Commissions

None

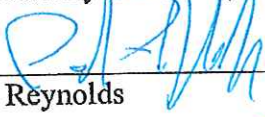
X. Report of Planning Commission Members

None

XI. Adjournment

Commissioner Butterworth made a motion to adjourn the meeting. Commissioner Vanderkeift seconded the motion. The meeting was adjourned at 7:37 p.m.

Respectfully submitted,



Paul Reynolds
Chairman



Christopher Ward
Interim Director of Development

**CITY OF HOPEWELL, VIRGINIA
MEETING OF THE PLANNING COMMISSION
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET
THURSDAY, AUGUST 4, 2022
6:00 p.m.
MINUTES**

I. Call to Order

Meeting called to order at 6:00 p.m.

II. Roll Call

Members Present:

Paul Reynolds, Chairman

Todd M. Butterworth

Fara Jenkins, Vice-Chairman

Staff Member present:

Christopher Ward, Interim Director

Absent: None

III. Determination of Quorum

A quorum was determined.

IV. Prayer by designated Commission Member

Prayer rendered by Commissioner Butterworth

V. Withdrawals/Deferrals/Amendments

None

VI. Public Hearings

A. CUP's 2022.0571 & 2022.0572 Wakefield lots 4-5 and lots 7-8, Washington Heights, Parcel ID #075-0140

The City of Hopewell has received a request from Purdy Homes, LLC for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build two single family detached homes on a nonconforming, non-contiguous lot of record in the High Density, R-3, Zoning District.

The parcel in question is a non-contiguous parcel, meaning it appears as two separate parcels that do not share a boundary line. Non-contiguous parcels are uncommon and typically result from tax delinquent heir properties, as is believed happened here.

The minimum lot square footage required to construct a single-family detached (SFD) home in the R-3 Zoning District is 5,000 square feet. The required lot width at the setback line is 50 linear feet. The subject property consisting of Lots 4-5 is 3,571 square feet with 52 feet of frontage on Courthouse Rd. The second area consisting of Lots 7-8 is 4,131 square feet with 51 linear feet frontage on Courthouse Rd. This is a corner lot and also has 85 linear feet of frontage on Maryville Ave.

These properties are located on the edge of the Washington Heights neighborhood that was platted but never developed. The properties to the north and east are all undeveloped with properties to the south and west containing primarily residential uses. A church exists due west from these parcels. While this section of the neighborhood remains mostly undeveloped, one parcel has road frontage on Courthouse Road and the other parcel fronts Courthouse and Maryville Ave.

The applicant is proposing to construct two 1360 square foot homes, each with 3 bedrooms and 2 baths.

The Staff recommends approval of the request as submitted by Purdy Homes, LLC because it meets criteria 1-5 and 7 as outlined in Article XXI, Amendments, Section D, Sub-Section d, and with the following conditions:

- 1) Assign a new parcel number to lots 7-8.
- 2) Include brick veneer to cover all four sides of foundation.
- 3) Include cement board, wood composite, or vinyl siding on all four sides.
- 4) Construct covered front stoop.
- 5) Install Gutters and 1 foot overhang on all roof edges.

Commissioner Butterworth made a motion that, the Hopewell Planning Commission recommends approval with conditions listed above, the request submitted by Purdy Homes, LLC for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Noncontiguous Record, in order to build single family detached home, on a nonconforming lot of record, Sub-Parcel # 075-0145 in the High Density, R-3, Zoning District, and a second single-family detached home with the same conditions on Lots 7-8 to be assigned a new, parcel number. Vice-Chairman Jenkins second the motion.

Vote: 3-0

Yes:

Commissioner Butterworth
Vice-Chairman Jenkins
Chairman Reynolds

No: None

Motion: Unanimous Pass

VII. Unfinished Business

None

VIII. Old Business of the Wetlands Board

None

IX. New Business

A. Recommended zoning changes in the Comprehensive Plan

Chairman Reynolds stated that they had been working on the Comprehensive Plan with Mrs. Griffin. They had gotten about half way through the document. Chairman Reynolds will get the information to Mr. Ward to distribute at next meeting.

X. Administrative Matters

A. Discussion on future work sessions and what agenda items are appropriate.

Chairman Reynolds stated the work sessions would involve going through the Comprehensive Plan and looking at implementation plans for the designated areas requiring attention. There are six areas in the Comprehensive Plan and the idea with this is to go through each area at a work session and suggest improvements, changes and so forth to identify what should be done. The Planning Commission needs to be ready to put their recommendations for all six areas into next year's Capital Improvement Plan. Chairman Reynolds will pick an area and the work sessions will start September 1, 2022 at 5:00 p.m.

XI. Report of Council's Boards & Commissions

1. City Council: next meeting August 9, 2022
2. Board of Zoning Appeals: TBD
3. Downtown Design Review Committee: next meetings: August 3 & September 7, 2022
4. Architectural Review Board: next meeting September 8, 2022

XII. Report of Planning Commission Members

None

XIII. Adjournment

**CITY OF HOPEWELL, VIRGINIA
MEETING OF THE PLANNING COMMISSION
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET
THURSDAY, SEPTEMBER 1, 2022
6:00 p.m.
MINUTES**

I. Call to Order

Meeting called to order at 6:02 p.m.

II. Roll Call

Members Present:

Paul Reynolds, Chairman

Fara Jenkins, Vice-Chairman

Todd M. Butterworth

Staff Member present:

Christopher Ward, Interim Director

Absent: Carlos Roman

III. Determination of Quorum

A quorum was determined.

IV. Prayer by designated Commission Member

Prayer rendered by Commissioner Butterworth

V. Administrative Matters

A. Withdrawals/Deferrals/Amendments

None

B. Approval of Minutes for April 7, 2022 meeting

Vice-Chairman Jenkins moved to approve the minutes as amended to correct spelling error and adding Commissioner Vanderkeift who made the motion to approve the minutes. Commissioner Butterworth seconded the motion.

Vote: 3-0

Yes:

Commissioner Butterworth

Chairman Reynolds

Vice-Chairman Jenkins

No: None

Motion: Pass

VI. Public Hearings

A. CUP's 2022.0672 Boston Street Lot 1R Block 13, Hopewell Terrance, Parcel ID #047-0310

The City of Hopewell has received a request from Win Win Contracting, LLC for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot in the Medium Density, R-2, Zoning District.

The property is a corner lot located at the intersection of Boston Street and Miles Avenue. The property is 57.5 feet along Miles Avenue and 122 feet long along Boston Street for a total size of 7,015 square feet. The R-2 District sets the minimum lot width at 75 feet and the minimum lot size for a single-family dwelling at 7,500 square feet. The lot is flat and currently overgrown with vegetation.

The applicant proposes to construct a 1,360 square foot single-family, detached house on this parcel that will meet all setbacks and be slightly larger than the average of the surrounding houses.

The applicant is proposing to construct a 1360 square foot home, with 3 bedrooms and 2 baths. The lot is 485 sf smaller than the minimum lot size in the R-2 district; however, many nearby properties of the same size are single-family dwellings. All surrounding properties are 1 story tall with the exception of two one-and-one-half story homes and a grouping of two-story duplexes at the opposite corner of Miles Ave. and Boston St. The grouping of duplexes provides the necessary massing and scale for this proposed two-story dwelling.

The Staff recommends the approval of the Conditional Use Permit application request by Win Win Contracting, LLC because it meets criteria 1-5 and 7 as outlined in Article XXI, Amendments, Section D, Sub-Section d, with the following conditions:

1. Installation of brick veneer to cover all four sides of foundation.
2. Installation of cement board, wood composite, or vinyl siding on all four sides.
3. Construction, at a minimum, of a covered front stoop or larger covered front porch.
4. Installation of window shutters on sides facing public road(s), at a minimum.
5. Installation of foundation plantings according with standards in Article XVIII, Section B of the Hopewell Zoning Ordinance.

6. Stormwater audit to be included due to drainage issues.

Commissioner Butterworth asked Mr. Purdy if the house would be for sell or rent and Mr. Purdy stated it would be for sell.

Chairman Reynolds opened the public hearing at 6:33 p.m.

Russell Keim of 1105 Miles Ave, Hopewell, came to the podium. He is the adjacent property owner who has questions about them building a house on the property. He wants to make sure there will not be any issues of him accessing his property.

Susan Keim of 3001 Granby Street, Hopewell, came to the podium and reiterated the same issues her son, Russell Keim had concerns about.

The public hearing closed at 6:54 p.m.

Commissioner Butterworth made a motion in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends approve with conditions listed above, the request submitted by Win Win Contracting, LLC for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record, Sub-Parcel # 047-0310 in the Medium Density, R-2, Zoning District. Vice-Chairman Jenkins seconded the motion.

Proffers:

1. Construction of a 1,360 square foot, two-story single-family dwelling with three (3) bedrooms and two (2) full bathrooms.

Vote: 3-0

Yes:

Commissioner Butterworth
Vice-Chairman Jenkins
Chairman Reynolds

No: None

Motion: Unanimous Pass

B. CUP's 2022.0680 Parcel of land N E Corner Broadway & Cedar Lane, West City Point Annex, Parcel ID #079-0005

The City of Hopewell has received a request for a Conditional Use Permit from Russell Johnson for a Conditional Use Permit to construct a single family detached home on the non-conforming lot identified as Sub-Parcel# 079-0005.

The property is a corner lot located at the intersection of E. Broadway and Cedar Lane. The property is 82 feet along Cedar Lane and 115 feet long along E. Broadway for a total size of 9,430 square feet. The R-1 District sets the minimum lot width at 80 feet and the minimum lot size for a single-family dwelling at 12,000 square feet. The lot is flat and cleared except for a vegetative debris pile.

The applicant proposes to construct a 1,298 square foot single-family, detached house on this parcel. The application offers no argument for the approval of the CUP.

The applicant did not offer any arguments supporting the proposed house size or design. The parcel in question is located on the edge of the A Village neighborhood which is an area that is under consideration for listing in the National Register of Historic Places. The survey of surrounding properties reveals a homogeneous block of brick Cape Cod-style homes (1.5 stories) that average 1,900sf. The applicant proposes a 1-story, 1298sf Suburban Patio Home with siding and front facing garage. The proposed structure will be vastly out of character with the rest of the neighborhood in terms of size, massing, material, and design. As proposed, the structure will be one of the smallest homes on one of the largest lots.

For these reasons, Staff does not support approval of this application and recommends tabling the decision to allow for a response from the applicant.

Commissioner Reynolds motioned to open the public hearing at 7:09 p.m.

Diane Stuart of 300 Cedar Lane, Hopewell came to the podium. She has no problem with someone building on the lot. The present owners do not keep up with the overgrown grass. Mrs. Stuart also brought up the garage located across the street parking vehicles in front of neighbor's houses. This is an ongoing problem.

The public hearing closed at 7:15 p.m.

Commissioners discussed the appropriateness of the proposed property with respect to Article XXI, as well as the option of tabling the request since the applicant was not present. After further discussion, Commissioner Butterworth motioned to recommend denying the Conditional Use Permit application submitted by Russell Johnson to construct a 1-story, 1298sf, single-family detached dwelling, as presented, on the non-conforming lot known as Sub-Parcel #079-005. Vice-Chairman Jenkins seconded the motion.

Vote: 3-0

Yes:

Commissioner Butterworth
Vice-Chairman Jenkins

Chairman Reynolds

No: None

Motion: Unanimous Pass

VII. Unfinished Business

None

VIII. Old Business of the Wetlands Board

None

IX. New Business

A. Staff requests input from Planning Commission members on the information contained within staff reports, layout, supporting documentation, etc.

Mr. Ward would like to know what the Planning Commission members want or don't want in the staff reports. Chairman Reynolds complimented Mr. Ward and requested more emphasis on conformity with the Comprehensive Plan Conformation in the staff report. Vice-Chairman Jenkins asked for the dates of advertisements and adjacent property owner mailings in the staff report.

B. Staff will share the tentative Planning Commission schedule for the remainder of 2022.

- a. October 6, 2022
- b. November 3, 2022
- c. December 1, 2022

C. Staff will propose a revised application review schedule for member consideration.

Mr. Ward stated to the Commissioners that he and the contracted planner were looking at the application review process and would schedule some time in the future with them to consider.

X. Report of Council's Boards & Commissions

1. City Council: next meeting August 9, 2022
2. Board of Zoning Appeals: TBD
3. Downtown Design Review Committee: next meetings: August 3 & September 7, 2022
4. Architectural Review Board: next meeting September 8, 2022

XI. Report of Planning Commission Members

None

XII. Adjournment

**CITY OF HOPEWELL, VIRGINIA
MEETING OF THE PLANNING COMMISSION
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET
THURSDAY, OCTOBER 6, 2022
6:00 p.m.
MINUTES**

I. Call to Order

Meeting called to order at 6:03 p.m.

II. Roll Call

Members Present:

Paul Reynolds, Chairman

Fara Jenkins, Vice-Chairman

Carlos Roman, Commissioner

Virtually Present:

Todd M. Butterworth, Commissioner

Staff Member present:

Christopher Ward, Director

III. Determination of Quorum

A quorum was determined.

IV. Prayer by designated Commission Member

Prayer rendered by Commissioner Jenkins

V. Administrative Matters

A. Withdrawals/Deferrals/Amendments

None

B. Approval of Minutes for April 25, 2022 Joint Work Session

Chairman Reynolds moved to approve the minutes as written.

C. Approval of Minutes for May 5, 2022 Minutes

Commissioner Butterworth moved to approve the minutes as amended and
Commissioner Jenkins seconded the motion.

Vote: 3-0

Yes:

Commissioner Butterworth

Vice-Chairman Jenkins

Chairman Reynolds

No: None

Abstained: Commissioner Roman

Motion: Pass

VI. Public Hearings

A. PC RESOLUTION TO AMEND ARTICLE XV FLOODPLAIN DISTRICT

To amend The City of Hopewell Zoning Ordinance, Appendix A, Article XV, Floodplain District.

The purpose of the amendment is to update the language in the current Floodplain District to replicate that of amendments made by the Virginia Department of Conservation and Recreation in the state model ordinance and to comply with Federal Emergency Management Agency (FEMA) and National Flood Insurance Program (NFIP) standards. The purpose of the ordinance is to prevent the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base.

Staff recommends the approval of the proposed changes to Article XV – Floodplain District so that the city remains in compliance with the standards set forth by DCR, FEMA, and NFIP.

The public hearing open at 6:14 p.m.

No public comments. No one signed up to speak.

The public hearing closed at 6:14 p.m.

Commissioners noted many errors in the document concerning this ordinance and requested that Director Ward attempt to address them before passing the document along to City Council. Commissioner Butterworth made a motion to approve the proposed changes to Article XV – Floodplain District so that the city remains in compliance with the standards set forth by DCR, FEMA, and NFIP. Vice-Chairman Jenkins seconded the motion.

Vote: 4-0

Yes:

Commissioner Butterworth
Commissioner Roman

Vice-Chairman Jenkins
Chairman Reynolds

No: None

Motion: Unanimous Pass

B. Idea's for Draft Agenda for Joint City Council/Planning Commission Meeting scheduled for October 20, 2022

1. Let city council know two weeks from tonight they will be hearing from the Planning Commission about the CIP.
2. Include a discussion about demonstration projects.
3. Have a discussion with City Council about conditions they put on Conditional Use Permits from a staff perspective.
4. Ask is it necessary to bring everything to a work session prior to public hearing for the City Council.
5. Most localities their Planning Commission does not have anything to do with a street/alley vacation. By coming to Planning Commission and City Council it is costing the city money with public hearings at both meetings.

VII. Unfinished Business

None

VIII. Old Business of the Planning Commission/Wetlands Board

None

IX. New Business

A. MODS 2022.00705 602 Mansion Drive, Mansion Hills RV Section, Parcel ID #056-0060

The City of Hopewell has received a request from Kenneth W. Dale to modify the development standards in accordance with Article XVIII, Section G., to erect a freestanding metal carport in the front yard of 602 Mansion Drive.

The subject property is located in Ward 3 in the Residential, Low-Density Zoning District (R-1). The property is identified as Mansion Drive (Sub-Parcel #056-0060). The property is 16,800sf (0.385 acres) that is relatively flat from the street to the rear of the house where it slopes down at a greater degree to the rear property line. Much of the rear yard is landscaped with large trees and bushes. The driveway ends towards the front of the house but the side yard extends through to the rear yard where the carport could be installed in accordance with the Hopewell Zoning Ordinance.

Additional Note: The carport was installed in the front yard without a building permit.

Kenneth Dale of 602 Mansion Drive came to the podium. Mr. Dale states that he believed that the contractor had obtained the required building permit before installing the carport. He plans to add onto the house in the area where the carport could legally be placed to accommodate his failing health.

Commissioner Butterworth made a motion to the Planning Commission to deny the request submitted by Kenneth W. Dale for a modification to the development standards to construct a freestanding metal carport in the front yard of 602 Mansion Drive in accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance. Vice-Chairman Jenkins seconded the motion.

Vote: 4-0

Yes:

Commissioner Butterworth
Commissioner Roman
Vice-Chairman Jenkins
Chairman Reynolds

No: None

Motion: Unanimous Passed

X. Report of Council's Boards & Commissions

1. City Council: next meeting October 11, 2022
2. City Council/Planning Commission meeting October 20, 2022
3. Board of Zoning Appeals: TBD
4. Downtown Design Review Committee: next meetings: October 12, 2022
5. Architectural Review Board: next meeting October 13, 2022

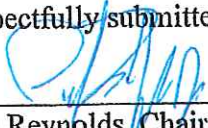
XI. Report of Planning Commission Members

None

XII. Adjournment

Vice-Chairman Jenkins made a motion to adjourn the meeting. Commissioner Butterworth seconded the motion. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,



Paul Reynolds, Chairman



Christopher Ward, Director of Development

INFORMATION/
PRESENTATION

**Hopewell/Prince George
Chamber of Commerce
Presentation**



HPC
Chamber

TOURISM 2022-2023

Prepared for the City of Hopewell

ROSIE REIGHLEY



Stella, Freddy, Rosie, & Peter

From Freeport, Maine originally Rosie found her home in Richmond, Virginia after graduating from Virginia Commonwealth University with a BS in Marketing. She joined the Chamber of Commerce as the Marketing & Communications Specialist in March of 2022; filling a position that had been vacant since the Fall of 2021. Once she acclimated to her new position and Hopewell & Prince George County, she began implementing her communication. An adventurer, detail-oriented, and social introvert by nature, she has enjoyed discovering HPG through a new lens.

2022 TOURISM HIGHLIGHTS

OVERVIEW OF ACTIVITIES

VTC VISITORS CENTER SEMINAR

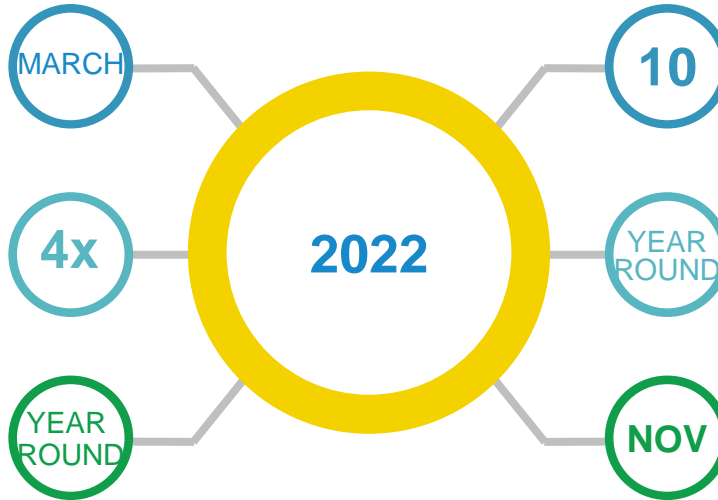
Attended the 2022 Seminar in South Boston VA where we learned how they have been attracting new visitors to their region

QUARTERLY CLIF PRESENTATIONS

Presented local happenings to the Community Leaders Information Forum on Fort Lee

WWW.VISITHPG.COM

Refresh content continuously



BLUEGRASS JAMBOREE events/campaign/collaboration

Saucy's awarded Restaurateur of the Year

5 & DIME TRAIL

Solidified partnerships for the 5 & Dime Trail with Charles City County, Hopewell Downtown Partnership, James City County, Prince George County, Surry County, and Virginia Tourism Corporation

VA1 TOURISM SUMMIT

Tag-teamed the VA1 Governors Tourism Summit where we attended presentations on ED&I, Creative Content Creation, and DMO Principals, and vendors

2023 INITIATIVES

🐾 INSTAGRAM REELS

- 🐾 Use Instagram Reels to further grow our audience & awareness of HPG's unique offerings
- 🐾 Improve engagement and interaction by commenting on others' posts, and replying to comments on our own posts
- 🐾 Utilize an extensive hashtag bank to help our content reach our target audience ex: #visitva #explorevva #ushistory #riverfront #riverpark #optoutside

🐾 PHOTO & VIDEO CONTENT

- 🐾 Continued expansion of our content library
- 🐾 Paying special attention to fully represent our community
- 🐾 Work with local photographers to grow our photo library

🐾 TV APPEARANCES ON CHANNEL 12 NEWS BEFORE NOON

- 🐾 Brokered free interview sessions with Channel 12 News during the 12 About Town Today Interview
- 🐾 Highlighting regional tourism attractions focusing on outdoor recreation




🐾 BEACON THEATRE

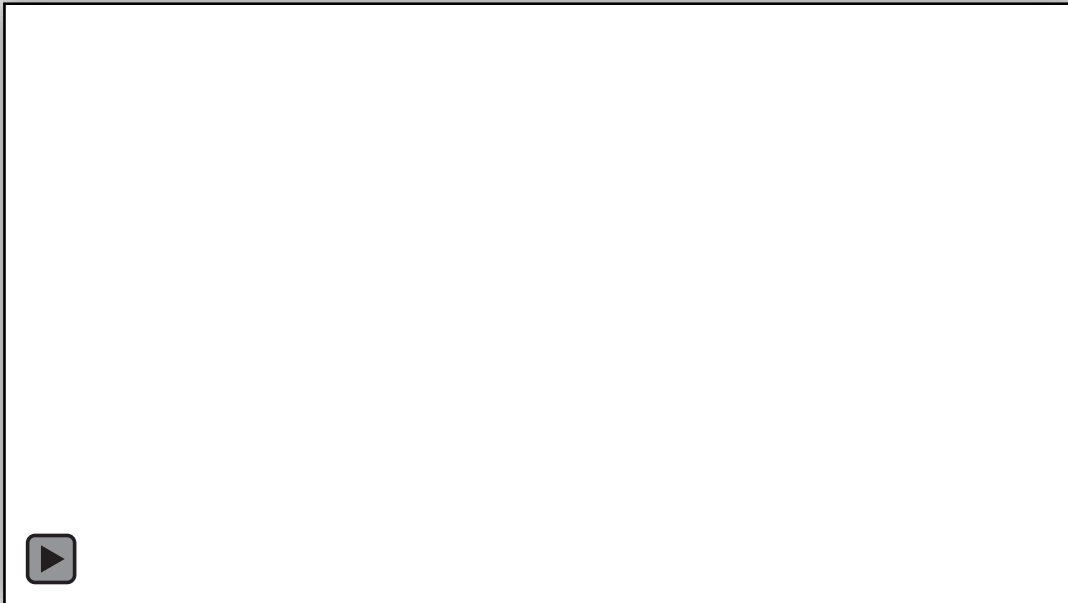
- 🐾 Working to establish an RSS feed so that shows automatically populate the visitpg website



2023 INITIATIVES

5 & Dime

-  Building up our content library so that we are ready for launch
-  Trail is set to launch in May 2023 to coincide with Virginia Tourism Week
-  Website & brochure creation



SOCIAL MEDIA ENGAGEMENT

With a new person at the helm of our marketing and communications, we took the opportunity to deeper explore our existing assets. We focused on the already successful areas and implemented new strategies than observed the reproductions.



facebook.com/visithpgva

created: June 11, 2020

116 total posts (avg. 4 / week)

August 2020 : 49 🇺🇸 page likes

December 2020: 178 page likes

Currently 275 page likes

January – December 6:

80 total posts

Paid Reach: 1,695 (+100%)

Page Reach: 8,944



instagram.com/visithpgva

created: June 29, 2018

255 Total Posts

Average 2 posts/week

11,800 Accounts Reached


49% Increase in interaction

577 Followers

12,458+ Reel Views



TOP PERFORMERING INSTAGRAM REELS




The Perfect Picks Flower Farm is officially open! Come...
🎵 laurencim · Dancing in the moonlight - Darcy Stokes
June 27 · Duration 0:20

6465 129 10 5 6

Reach ⓘ

6,338
Accounts reached

277 Followers ● 6,061 Non-followers




Let's explore @treetimeadventures Thorn Course toget...
🎵 The K Club · Inner Circle (feat. Jacquire King & Spenc...
August 17 · Duration 0:58

2020 54 3 12 1

Reach ⓘ

2,003
Accounts reached

197 Followers ● 1,806 Non-followers



Have you explored City Point Park? With sprawling gro...
🎵 Nina Simone, Austin Millz · Feeling Good (Austin Millz...
August 19 · Duration 0:21

1702 57 4 9 3

Reach ⓘ

1,668
Accounts reached

254 Followers ● 1,414 Non-followers

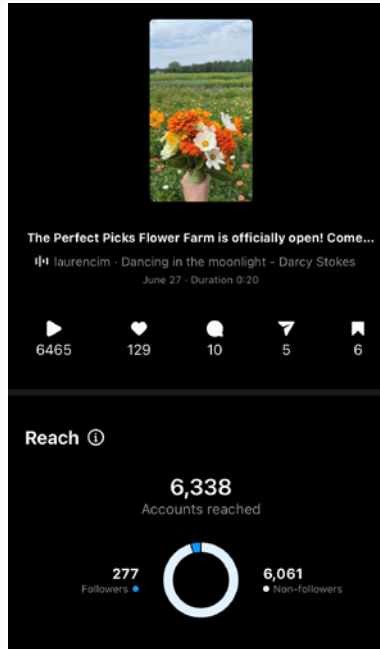
SOCIAL MEDIA ENGAGEMENT

An Instagram Reel showing how to cut a flower bouquet



Perfect Picks Flower Farm Reel

- 6,465 Plays
- 6,061 Non-followers reached
- Unique & relevant hashtag bank
- Trending Reel audio
- Tagged Location
- Tagged Business



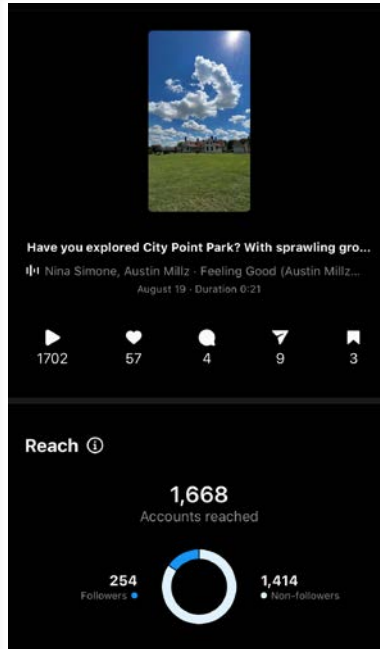
SOCIAL MEDIA ENGAGEMENT

An Instagram Reel touring the grounds of City Point Park



City Point Park Reel

- 1,702 Plays
- 1,141 Non-followers reached
- Unique & relevant hashtag bank
- Trending Reel audio
- Tagged Location
- Tagged Business



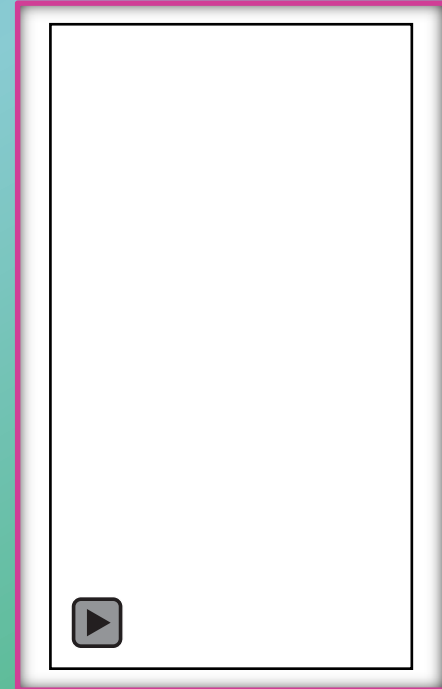
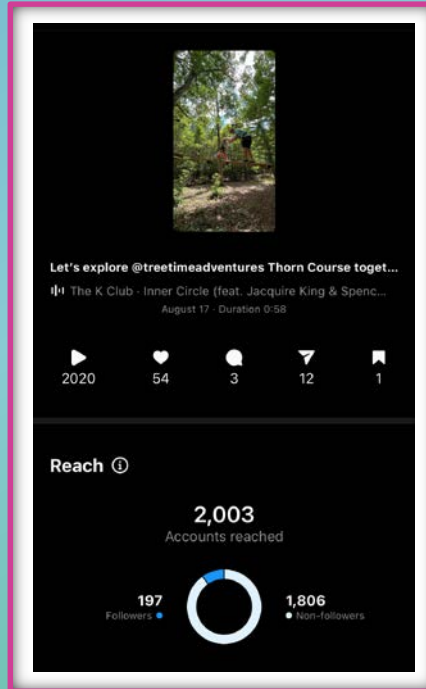
SOCIAL MEDIA ENGAGEMENT

An Instagram Reel following guests through the Thorn ropes course



Tree Time Adventure Reel

- 2,020 Plays
- 1,806 Non-followers reached
- Unique & relevant hashtag bank
- Trending Reel audio
- Tagged Location
- Tagged Business

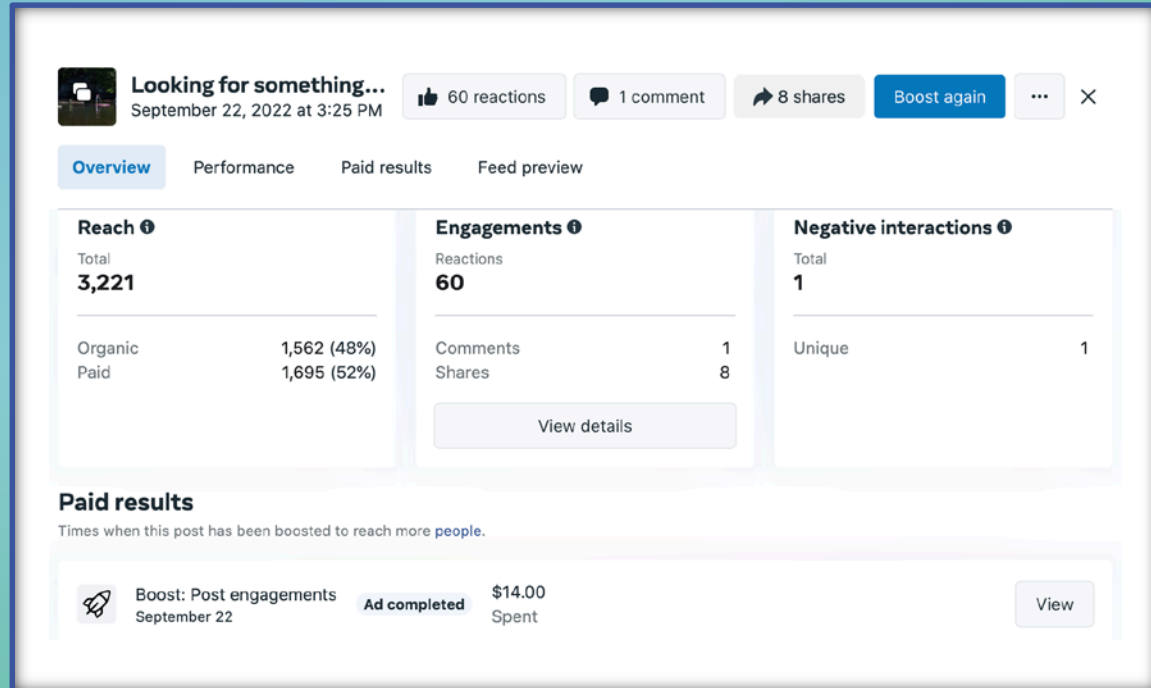


SOCIAL MEDIA ENGAGEMENT



A boosted post highlighting a busy weekend in HPG!

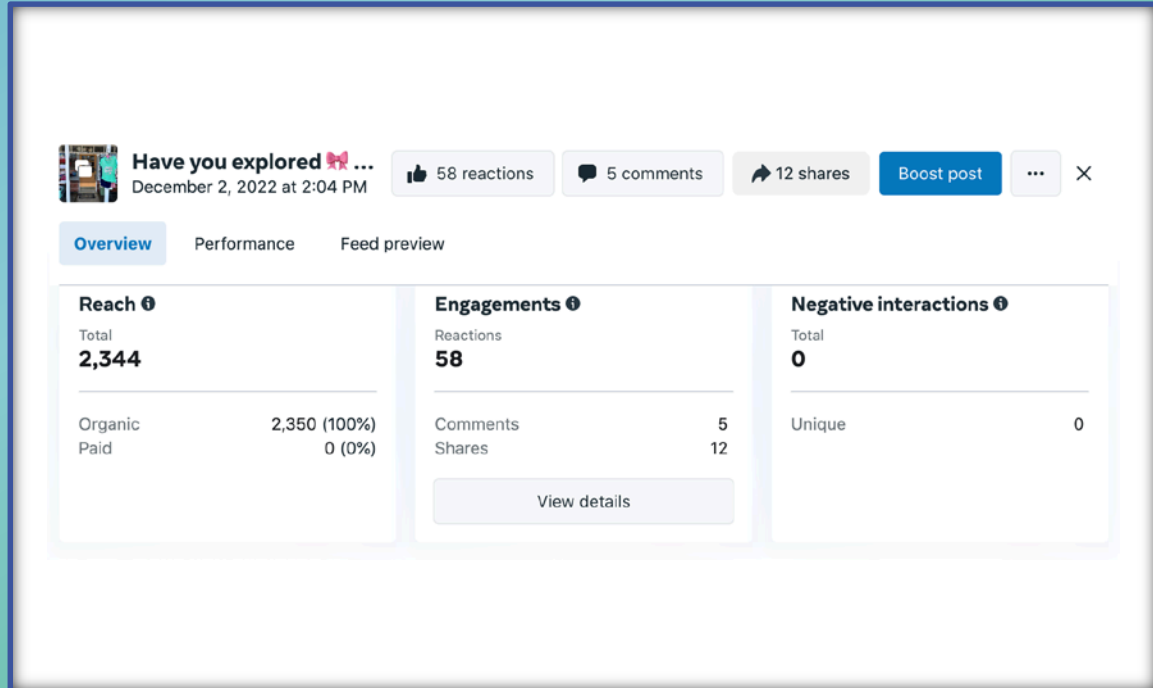
- Tagged multiple businesses, musicians, and non-profits
- Utilized relevant hashtags
- Boosted post for 3 days



SOCIAL MEDIA ENGAGEMENT



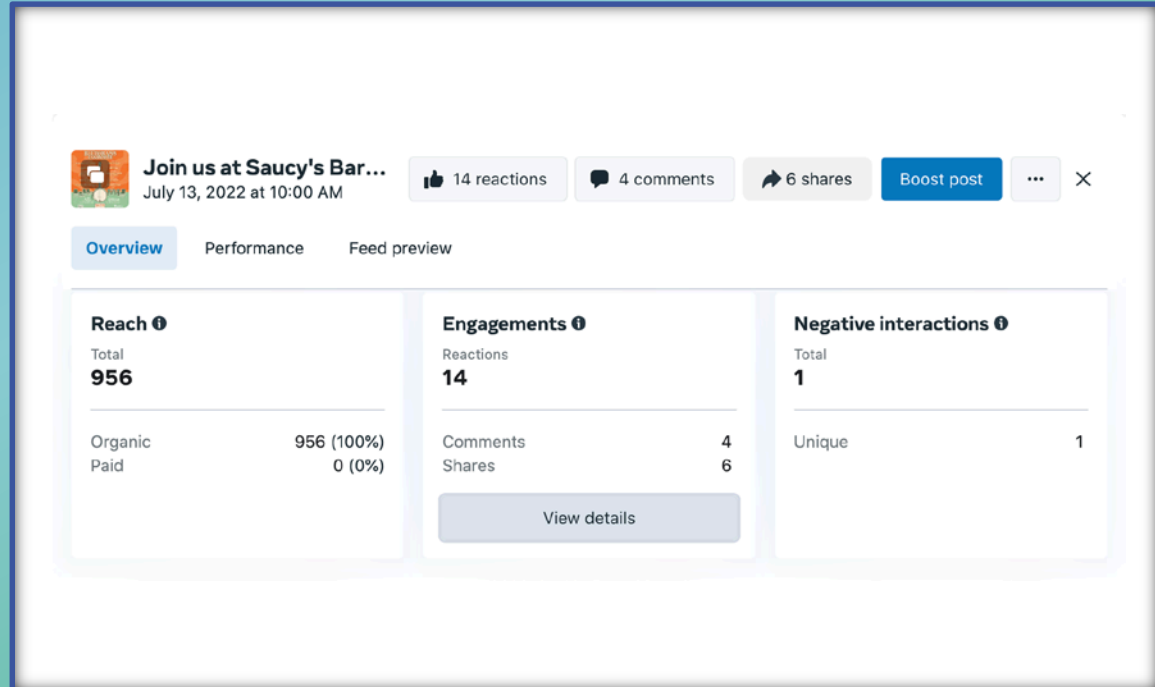
- Part of our #12DaysofGiving campaign
- Tagged featured business
- Utilized relevant hashtags
- No boosting or paid advertising



SOCIAL MEDIA ENGAGEMENT



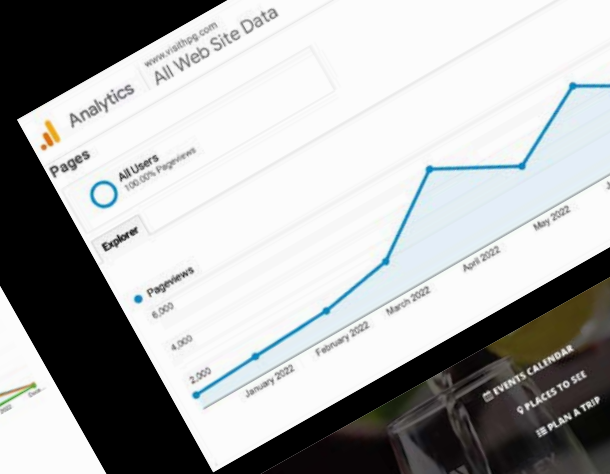
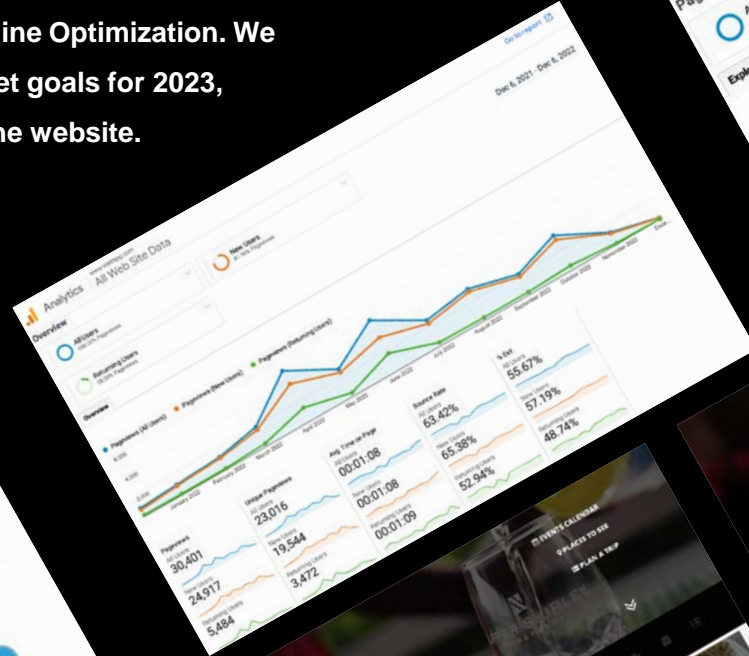
- A post inviting people to attend the July Bluegrass Jamboree
- Tagged featured business
- Utilized relevant hashtags
- No boosting or paid advertising



We launched our VisitHPG.com website in August 2020 and have consistently added new & engaging content, technical performance improvements, and Search Engine Optimization. We will continue to leverage our learnings and set goals for 2023, constantly working to improve and expand the website.

[OPEN SITE](#)

www.visithpg.com



TRAFFIC SPIKES

There were discernable spikes in website visitation on the following days:

Tuesday, April 5th

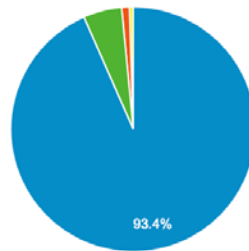
Thursday, April 28th

Wednesday, June 29th

- Several posts were made, shared, and got higher than usual engagement activity – Resulting in a spike of **page likes**, **followers**, and **traffic to the website**
- Organic SEO efforts, paid Google ads, and boosting Facebook posts are critical to steadily improving numbers.

Continued ads and posting with engaging content continue to improve numbers in 2023

Top Sources

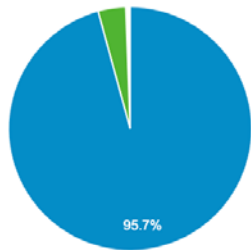


- (direct)
- google
- duckduckgo
- hpgchamber.org

April 5th, 2022

| | Acquisition | | | Behavior | | |
|------------------|-------------|-----------|----------|-------------|-----------------|-----------------------|
| | Users | New Users | Sessions | Bounce Rate | Pages / Session | Avg. Session Duration |
| 1 (direct) | 394 | 390 | 434 | 5.76% | 1.98 | 00:00:14 |
| 2 google | 368 | | | 0.74% | | |
| 3 duckduckgo | 20 | | | 80.00% | | |
| 4 hpgchamber.org | 4 | | | 75.00% | | |
| | 2 | | | 50.00% | | |

Top Sources



- (direct)
- google
- bing
- duckduckgo
- facebook.com
- hpgchamber.org

April 28th, 2022

| | Acquisition | | | Behavior | | |
|------------------|-------------|-----------|----------|-------------|-----------------|-----------------------|
| | Users | New Users | Sessions | Bounce Rate | Pages / Session | Avg. Session Duration |
| 1 (direct) | 680 | 552 | 835 | 3.47% | 1.99 | 00:00:18 |
| 2 google | 651 | | | 1.24% | | |
| 3 bing | 25 | | | 64.00% | | |
| 4 duckduckgo | 1 | | | 0.00% | | |
| 5 facebook.com | 1 | | | 100.00% | | |
| 6 hpgchamber.org | 1 | | | 100.00% | | |

TRAFFIC SPIKES

There were discernable spikes in website visitation on the following days:

Tuesday, April 5th

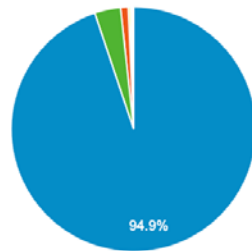
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- Organic SEO efforts, paid Google ads, and boosting Facebook posts are critical to steadily improving numbers.

Continued ads and posting with engaging content continue to improve numbers in 2023

Top Sources



- dailytraffic.shop
- google
- (direct)
- bing
- duckduckgo
- hpgchamber.org
- virginia.org

June 29th, 2022

| | Acquisition | | | Behavior | | |
|----------------------------------|-------------|----------------------------------|----------------------------------|-------------|----------------------------------|----------------------------------|
| | Users | New Users | Sessions | Bounce Rate | Pages / Session | Avg. Session Duration |
| | 698 | 408 | 841 | 3.69% | 2.94 | 00:00:24 |
| 1 dailytraffic.shop | 664 | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> | 0.50% | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> |
| 2 google | 24 | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> | 65.38% | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> |
| 3 (direct) | 7 | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> | 85.71% | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> |
| 4 bing | 2 | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> | 100.00% | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> |
| 5 duckduckgo | 1 | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> | 100.00% | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> |
| 6 hpgchamber.org | 1 | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> | 0.00% | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> |
| 7 virginia.org | 1 | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> | 100.00% | <div style="width: 100%;"></div> | <div style="width: 100%;"></div> |

LOOKING AHEAD to 2023

INCREASE DIGITAL AD SPEND



- Increase our ongoing efforts on social media
- Focus on increasing ROI with digital ad spend
- Increase Google Search ad campaigns
- Increase the amount of Boosted Facebook posts with targeted segmentation

DIVERSIFY MARKETING EFFORTS



- Continue to pursue all avenues to reach the right audiences for the right topics.
- Paying special attention to freemium services (print or digital)

CONTINUAL WEBSITE IMPROVEMENT



- Continued effort to add quality content and proactively adapt the website to stay well maintained with quality information & resources

5 & DIME FINALIZATION



- With well over a year's worth of work behind us, the 5 & Dime Team plans to officially launch the VTC-recognized trail in Spring 2023

MOOSE LODGE TRAVEL PACKAGE



- Working to put together a package for attendees of the Moose Lodge Dart Competition

POTENTIAL DISCUSSION:

5 & Dime Tour

Upcoming Hopewell events

Assistance for Hopewell Downtown Partnership

Future reporting

LOVE sign restoration funded by Lions Club

Visitor Center interior refresh

Instagram

Familiarization Tours

Quality of Life Annual Magazine

HPG Map Reprint

LOOKING AHEAD to 2023

INSTAGRAM STORIES CAMPAIGNS:



- #WhoVisitsHPG – a series sharing who comes through our door, where they are from, what brought them in
 - Stories will be saved to a Highlight

INSTAGRAM REELS



- More Hopewell & Prince George Businesses showcased
- Activities unique to HPG
- Best of Brackets – Best Pizza, Best Tacos
- Once posted, share to Stories

INSTAGRAM PHOTOS



- Carousel of photos will be utilized whenever possible to increase post visibility

INSTAGRAM HIGHLIGHTS



- Create unique & informative highlights from Stories, reposted media,

FACEBOOK EVENTS

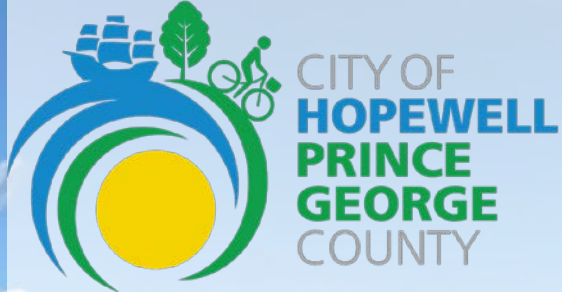


- Co-host events with Hopewell Downtown Partnership, Bluegrass Jamboree, and other tourism partners
- Boost events to predetermined target groups

FISH VIRGINIA FIRST



- Partnering to promote fishing in our region
- A concierge service about all things fishing in a new section on the visitthpg website that will include:
 - Fishing reports
 - Static information on what species of fish are in the rivers
 - Fishing tournament information
 - Available charter captains
 - Lodging and dining recommendations
 - Live webcam feed of the river

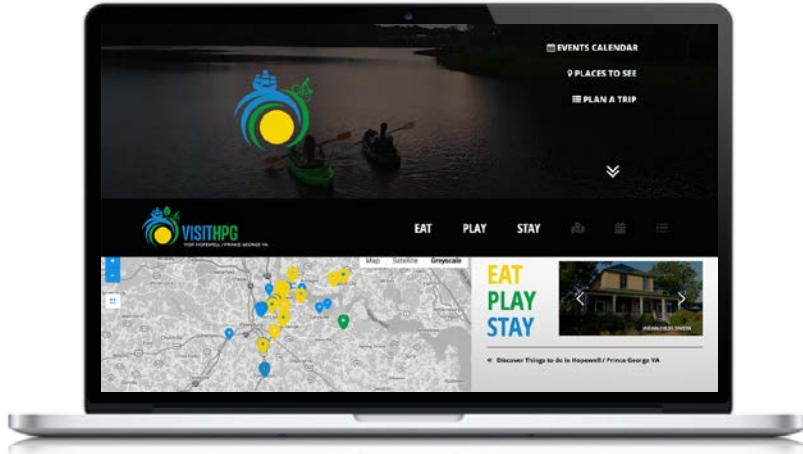


WHAT MAKES US SUCCESSFUL

- Unlike most DMOs we have an individual on staff who does the videography, photography, drone, Facebook, you-tube work rather than farming it out so this is cost-effective. This authenticity is something that attracts attention and has certainly earned interest from Charles City County, VTC, and our community.
- Regardless of personal preference, video as a mainstream means to effectively communicate is here to stay! Having a staff member how can produce videos is a huge benefit to HPG.

YOUR ENGAGEMENT IS IMPORTANT TO US

PLEASE VISIT OUR WEBSITE



www.visithpg.com

This site is supported by our tourism contracts with H/PG local governments. Local attractions and events are regularly spotlighted as well as our members within the tourism/restaurant/lodging industry.



@VisitHPGVA



@VistHPGVA



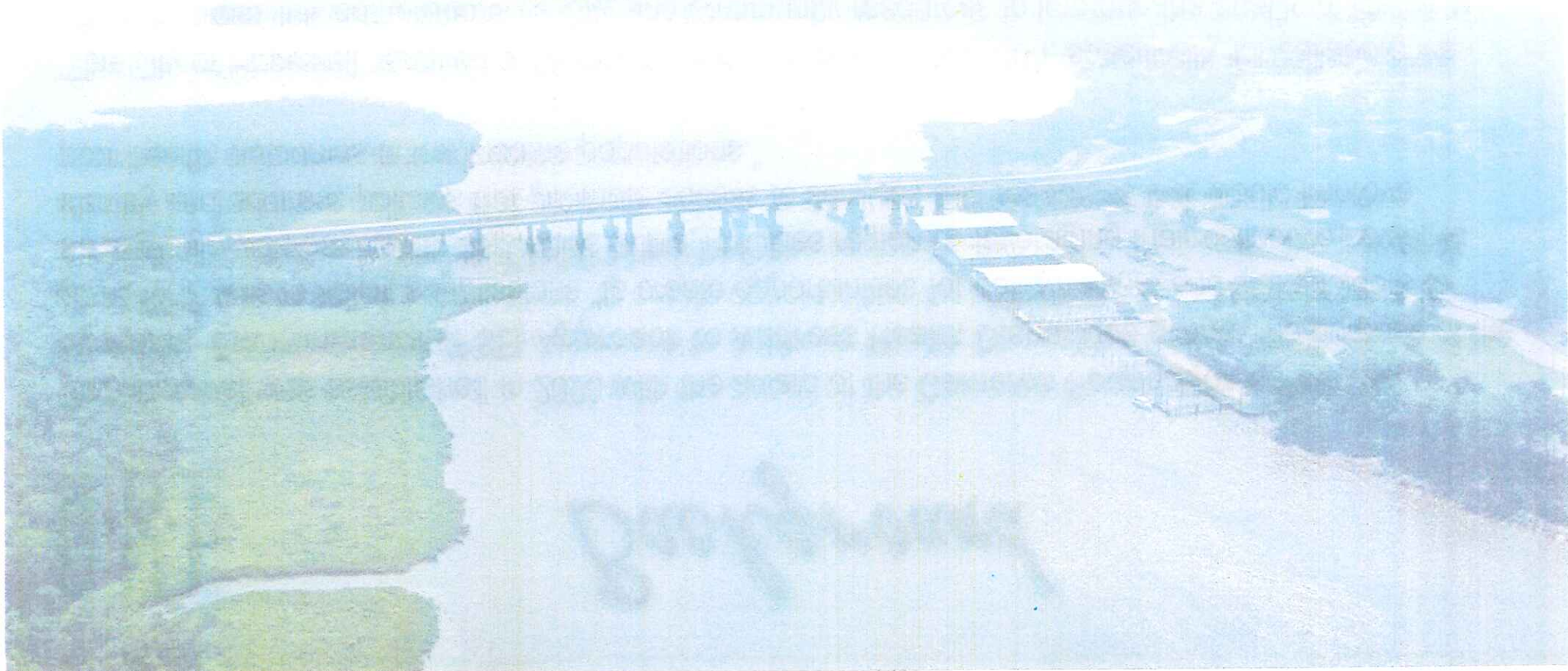
www.hpgchamber.org

Access to our monthly newsletters, searchable member listings to help with local referrals and networking, information about our staff and board members.

OneHopewell Presentation

ONE *Hopewell*

COMMUNITY HEALTH INITIATIVE



Background

OneHopewell was established in 2020 with the award of the **Cameron Foundation's Policies, Systems, Environmental (PSE) Approach to Address Health Disparities** grant. The purpose of the grant RFP was to solicit submissions "to create opportunities for policymakers and stakeholders to strategically address health disparities in the Tri-Cities region by leveraging their collective power to identify and address policies that promote access to services and resources that would improve poor health outcomes in low income populations."

"The City of Hopewell received a 18-month proactive grant of \$50,000, specifically for collaborative efforts to cross link comprehensive City and community resources to improve the quality of life for all Hopewell residents with a focus on those facing social and economic disadvantages." – Cameron Foundation

The City of Hopewell Development Department submitted the grant application with letters of support from the Crater Health and Morris Cardio. The following entities serve as the OneHopewell Grant Team with Councilor Gore (Hopewell Gov), Staci Desper (VDH) and Dr. Morris serving (Morris Cardio) as representatives.



Background Cont.

“The complex, integrated, and overlapping social structures and economic systems that are responsible for most health inequities. ...” - Commission on Social Determinants of Health (CSDH)

Social determinants of health (SDOH) are conditions in the places where people live, learn, work, play and *worship* that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

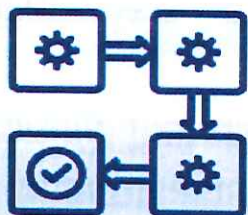
“Conditions (e.g., social, economic, and physical) in these various environments and settings (e.g., school, church, workplace, and neighborhood) have been referred to as “place.”

In addition to the more material attributes of “place,” the patterns of social engagement and sense of security and well-being are also affected by where people live. **Resources that enhance quality of life can have a significant influence on population health outcomes. Understanding the relationship between how population groups experience “place” and the impact of “place” on health is fundamental to the social determinants of health—including both social and physical determinants. - CDC**

PSE Changes



Policy: Written statement of organizational position, decision or course of action. (Such as ordinances, resolutions, mandates, guidelines, or rules.)



Systems: Changes in organizational procedures (such as personnel, resource allocation, programs)



Environment: Physical, observable changes in built, economic, and/or social environment.

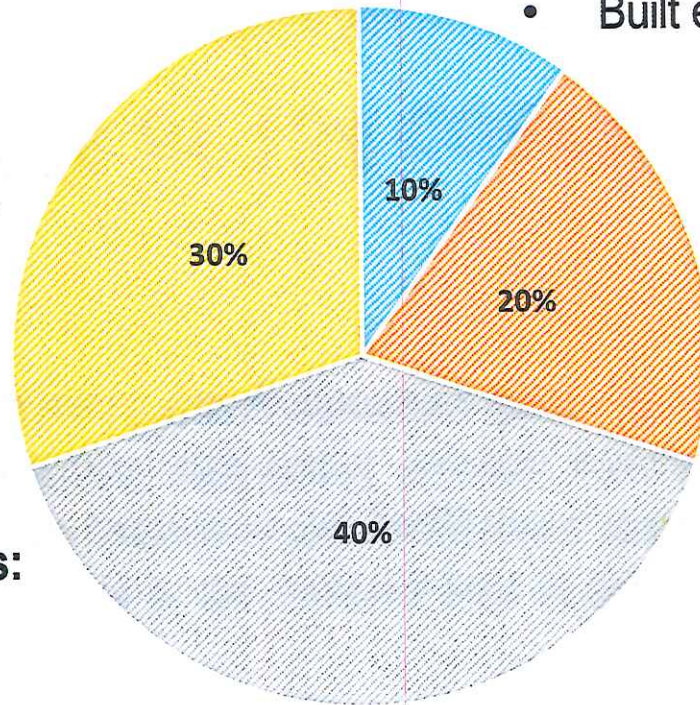
Impact Areas

Health Care:

- Access to care
- Quality of care

Socio-Economic Factors:

- Education
- Employment
- Income
- Family/social support
- Community safety

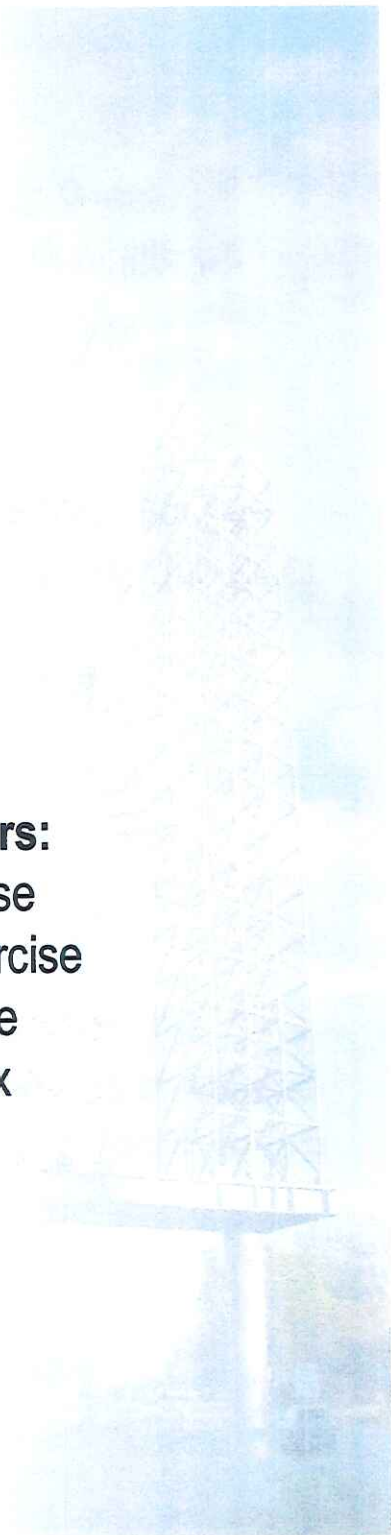


Physical Environment:

- Environmental quality
- Built environment

Health Behaviors:

- Tobacco use
- Diet & exercise
- Alcohol use
- Unsafe sex



Hopewell

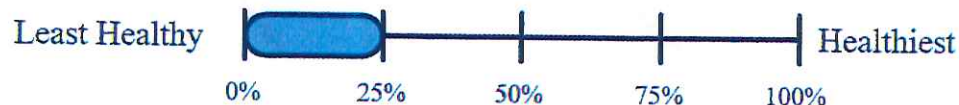
“The life expectancy is 78 years in the western part of the city, and the lowest at 69 years in the east, a 9 year difference. The pattern in the geographic distribution of life expectancy is similar to the distribution of educational attainment, income, poverty, cost burdened households, and insurance coverage.” - Hopewell Comprehensive Plan – 2018 | 2023

Rank #131 of 134 counties in Virginia

Health outcomes represent how healthy a county is right now, in terms of length of life but quality of life as well. Hopewell City (HO) is ranked among the least healthy counties in Virginia (Lowest 0%-25%).



Health Factors represent those things we can modify to improve the length and quality of life for residents. Hopewell City (HO) is ranked among the least healthy counties in Virginia (Lowest 0%-25%).



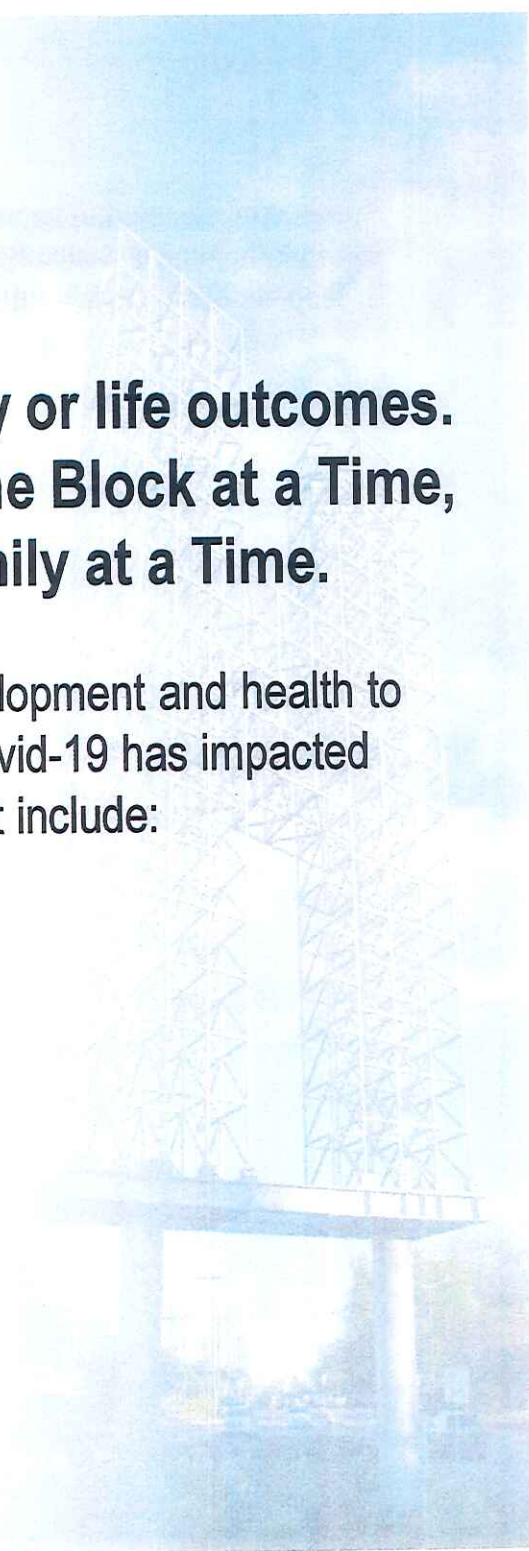


Hopewell

You zip code should not determine your life expectancy or life outcomes. OneHopewell seeks to create healthy communities - One Block at a Time, One Home a Time, One Person at a Time, One Family at a Time.

OneHopewell will provide a foundation to support community workforce development and health to change the culture around opportunity and equity by first addressing how Covid-19 has impacted health disparities. The Social Determinates of Health OneHopewell will target include:

- Equity and Opportunity
- Health & Wellness
- Community Wealth Building
- Public Safety
- Workforce Development



Core Overview



Building Blocks data will aid in identifying which "neighborhoods" within the City have the greatest need for target PSE support.



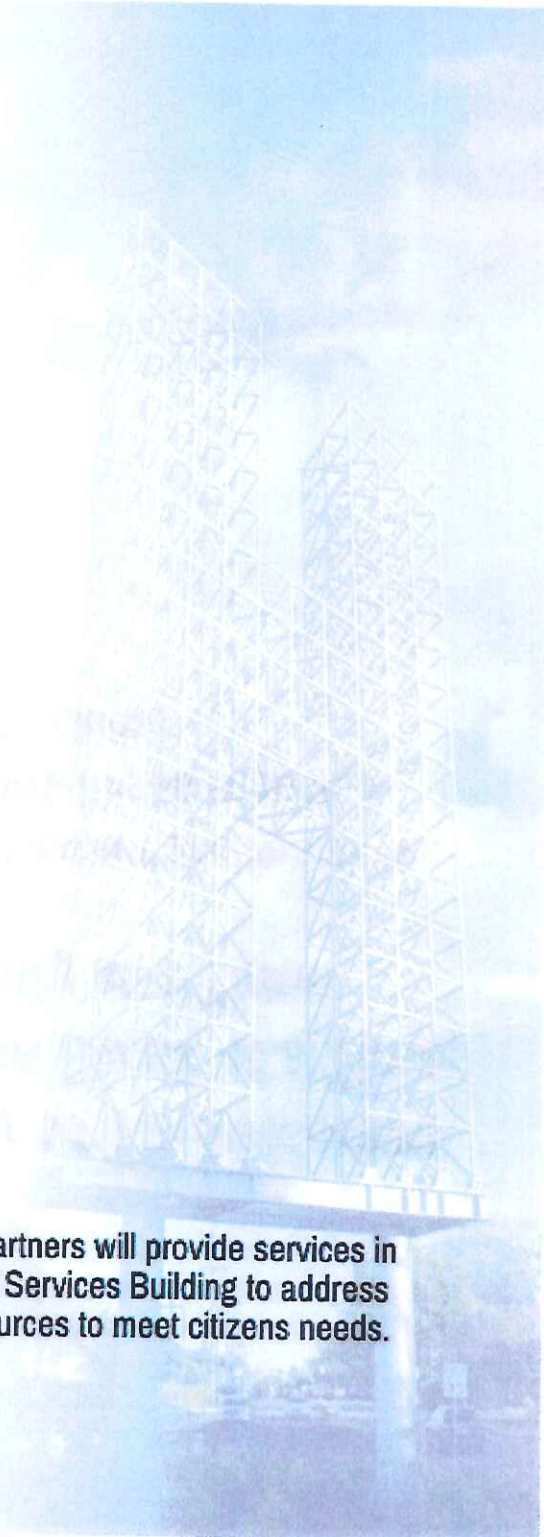
Neighborhood Councils will engage citizens and City Staff will adjust services to meet the need. Directors will relay recommendations to adjust resource allocation, policy and funding to address gaps in services/impact.



City Council and City Administration will consider recommendations in order to meet citizens needs and improve data over time.



OneHopewell partners will provide services in the Community Services Building to address the lack of resources to meet citizens needs.





Grant Goals

You zip code should not determine your life expectancy or life outcomes. OneHopewell seeks to create healthy communities - One Block at a Time, One Home a Time, One Person at a Time, One Family at a Time.

OneHopewell will provide a foundation to support community workforce development and health to change the culture around opportunity and equity by first addressing how Covid-19 has impacted health disparities.

Our mission is to create incremental change to the execution of local government to provide sustainable solutions for residents . We believe that the framework for OneHopewell is to provide real-time data to use as a tool determine the effects and impact of this pilot program.

GOAL 1: Build a Health-In-All- Policy Infrastructure

GOAL 2: Operationalize OneHopewell Community Services

GOAL 3: Launch Building Blocks – Data Tracking Software

GOAL 4: Establish Neighborhood Councils to address Social & Economic Factors

GOAL 5: Formally begin process to earn Blue Zone Designation

Progress

Jennifer Murphy-James – Hired to serve as Program Manager

GOAL 1: Build a Health-In-All-Policy Infrastructure

- Developed Working Groups

GOAL 2: Operationalize OneHopewell Community Services

- Identified initial partners (District19, Virginia Department of Veterans Services, Crater Workforce Region)
- Conducted Asset Mapping to identify prospective partners
- Piloted COVID 19 Survey to use for Citizen Needs Assessment
- Applied for Families Forward Grant in partnership with STORY

GOAL 3: Launch Building Blocks – Data Tracking Software

- Implemented software

GOAL 4: Establish Neighborhood Councils to address Social & Economic Factors

- Formalizing partnership with Community Heart & Soul to establish implementation plan

GOAL 5: Formally begin process to earn Blue Zone Designation

- Tentative donation and partnership with VDH and VSU for assessment funding

Success

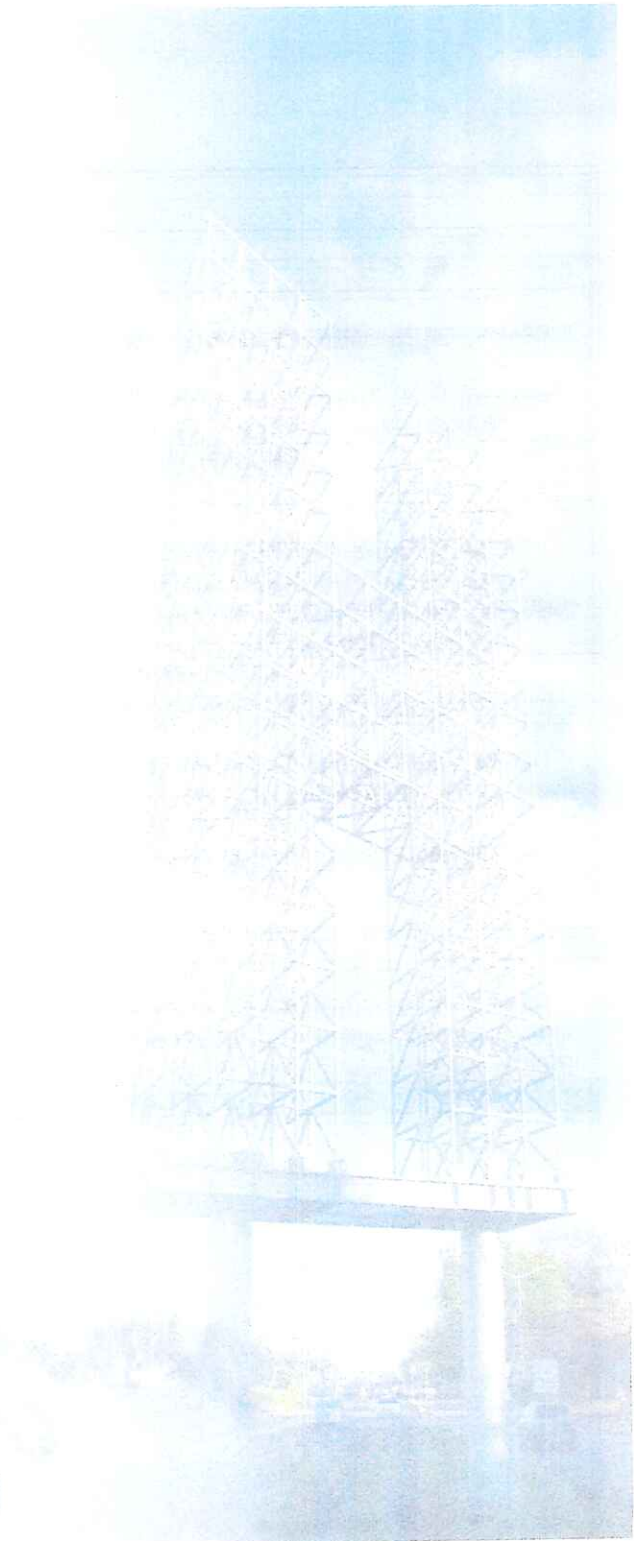
Community Transformers Award

City Health Dashboard

BlueZone Donation **Pending*

Coalition Building

- **Families Forward Grant Letters of Support**
 - STORY
 - Central Virginia Legal Aid Society
 - Hopewell Social Services
 - Hopewell Public Schools
 - Hopewell Downtown Partnership
 - Hopewell Food Pantry
 - Hopewell-Prince George Chamber of Commerce
 - Virginia Career Works
 - John Randolph Hospital
 - Crater Health District (VDH)
 - Hopewell Redevelopment and House Authority
 - Morris Cardio
 - Commonwealth Catholic Charities
- **Hopewell Downtown Partnership Stakeholder Meeting**





Families Forward Grant

| Item | 12 months | Budget Detail |
|--|----------------------|---|
| Certified Community Health Worker Training | \$11,000.00 | Cost for 10-20 participants max; 10 minimum requirement offered by Institute for Public Health Innovation. Training will be used to strengthen relationship with the Virginia Department of Health as a current MOU Partner. Goals of staff will be to aid in OneHopewell's Community Covid-19 Impact Survey, the Crater Health Districts Community Health Needs Assessment, Food Stability Drives, and the implementation of the Blue Zone initiative. |
| Salary- Outreach Workers | \$45,240.00 | Part-Time rate of \$15 per hour; for two staff members. |
| Center Support Staff, Certified Community Health Worker (CCHW) | \$40,000.00 | Full-Time CCHW |
| Salary- Administrative Officer | \$55,000.00 | Serve as Administrative Officer to oversee partnerships and center operations in coordination with the OneHopewell Program Manager. |
| Mileage/Travel | \$1,000.00 | Staff Mileage for business operations at rate set by the U.S. General Services Administration per diem rates. |
| Child Wellness Assistance Funds | \$10,000.00 | Costs associated with providing vouchers for the purchase of a car seat, crib, and/or new partner resources after successful completion of related safety education to support areas of concern noted in annual city demographic reports, documented high child poverty rate and via current community grant funded municipal partners for which the City serves as fiscal agent. |
| Community Resource Grants | \$15,000.00 | Funds used to provide support for partners to offer services at no cost to the community, if services require supplies or other fiscal constraints that may limit availability; Center funds will be matched with local government American Rescue Plan Funds (ARPA). |
| Prevention and Stability Assistance Funds | \$30,000.00 | Funds will be used to support Hopewell- Virginia Eviction Reduction Program (VERP) in partnership with the Legal Aid Society. Temporary housing stability will be provided by the local Social Services Department and the City's Incremental Weather and Warming Building. Additional housing support will be provided by the Commonwealth Catholic Charities MOU funded by the local government. Funds will also be used to provide crisis prevention support such as utility assistance, childcare, transportation and tools need to associated with securing permanent housing. |
| Office Supplies | \$8,000 | |
| Furniture/Modular Office | \$5,000 | Funds to provide support to create pop-office space in locations around the city based on programmatic objectives . |
| Community Workforce Stipends | \$12,000 | Funds to provide programming support for youth and dislocated workers to gain training or resources for employment. Participants may participate in workforce initiatives established under OneHopewell or be provided tools to aid them in their participation in region Workforce Innovation and Opportunity Act workforce programs. In addition, funds may be used to support the Hopewell Public Schools Balance Calendar Intermission sessions to provide workforce readiness programs. |
| Contingency Fund | \$5,000.00 | |
| Grant Fiscal Agent Administrative fees | \$12,500.00 | |
| Utilities | \$- | In-Kind support from local government |
| | \$ 249,740.00 | |



Asks

OneHopewell is seeking the support of Hopewell City Council to continue efforts and expand to the next phase of it's implementation plan. OneHopewell has filed to earn nonprofit status in order to solicit funds to continue to deliver services and maintain staff.

Certified Community Health Worker Training - \$11,000

Cost for 10-20 participants max; 10 minimum requirement offered by Institute for Public Health Innovation. Training will be used to strengthen relationship with the Virginia Department of Health as a current MOU Partner. Goals of staff will be to aid in OneHopewell's Community Covid-19 Impact Survey, the Crater Health Districts Community Health Needs Assessment, Food Stability Drives, and the implementation of the Blue Zone initiative.

Center Support Staff, Certified Community Health Worker (CCHW)/Mental Health Specialist - \$45,000 (contractor)

Serve as Administrative Officer to oversee partnerships and center operations in coordination with the OneHopewell Program Manager.

Salary- Program Manager - \$55,000

Office Supplies, Furniture and Mileage – \$10,000



Asks

Community Resources Grants - \$15,000

Funds used to provide support for partners to offer services at no cost to the community.

Community Heart & Soul - \$10,000

Support launching a city-wide initiative to poll, and engage the community to spearhead Neighborhood Council startup.

Community Workforce Stipends - \$12,000

"Funds to provide programming support for youth and dislocated workers to gain training or resources for employment. Participants may participate in workforce initiatives established under OneHopewell or be provided tools to aid them in their participation in region Workforce Innovation and Opportunity Act workforce programs. In addition, funds may be used to support the Hopewell Public Schools Balance Calendar Intermission sessions to provide workforce readiness programs. "

Prevention and Stability Assistance Funds - \$50,000

Funds will be used to support Hopewell- Virginia Eviction Reduction Program (VERP) in partnership with the Legal Aid Society. Funds will also be used to provide crisis prevention support such as utility assistance, childcare, transportation, tools need to associated with securing permanent housing and improved quality of life.



Asks

OneHopewell is seeking the support of Hopewell City Council to continue efforts to execute the Cameron's Foundation's grant objectives:

OPTIONS:

Certified Community Health Worker Training - \$11,000

Center Support Staff - \$45,000 (contractor)

Salary- Program Manager - \$55,000

Office Supplies, Furniture and Mileage – \$10,000

Community Resources Grants - \$15,000

Community Heart & Soul - \$10,000

Community Workforce Stipends - \$12,000

Prevention and Stability Assistance Funds - \$50,000

= \$198,000

Certified Community Health Worker Training - \$6,000

Salary- Program Manager - \$55,000

Office Supplies, Furniture and Mileage – \$10,000

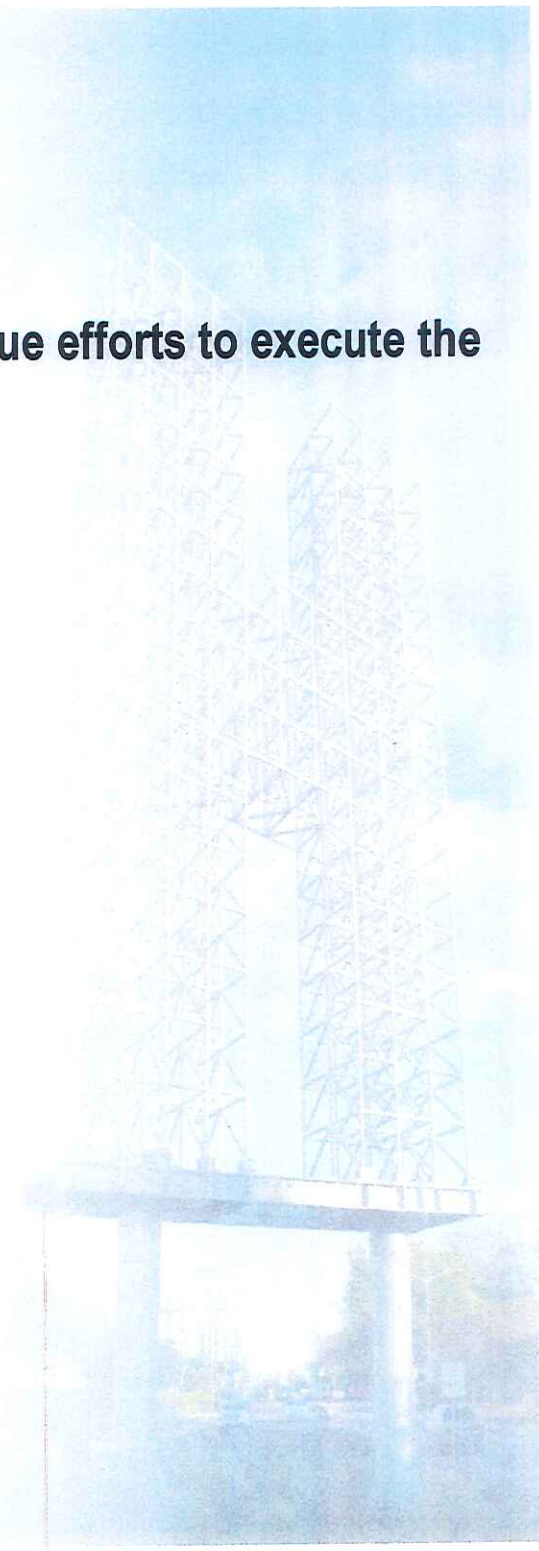
Community Resources Grants - \$15,000

Community Heart & Soul - \$10,000

Community Workforce Stipends - \$12,000

Prevention and Stability Assistance Funds - \$30,000

= \$128,000

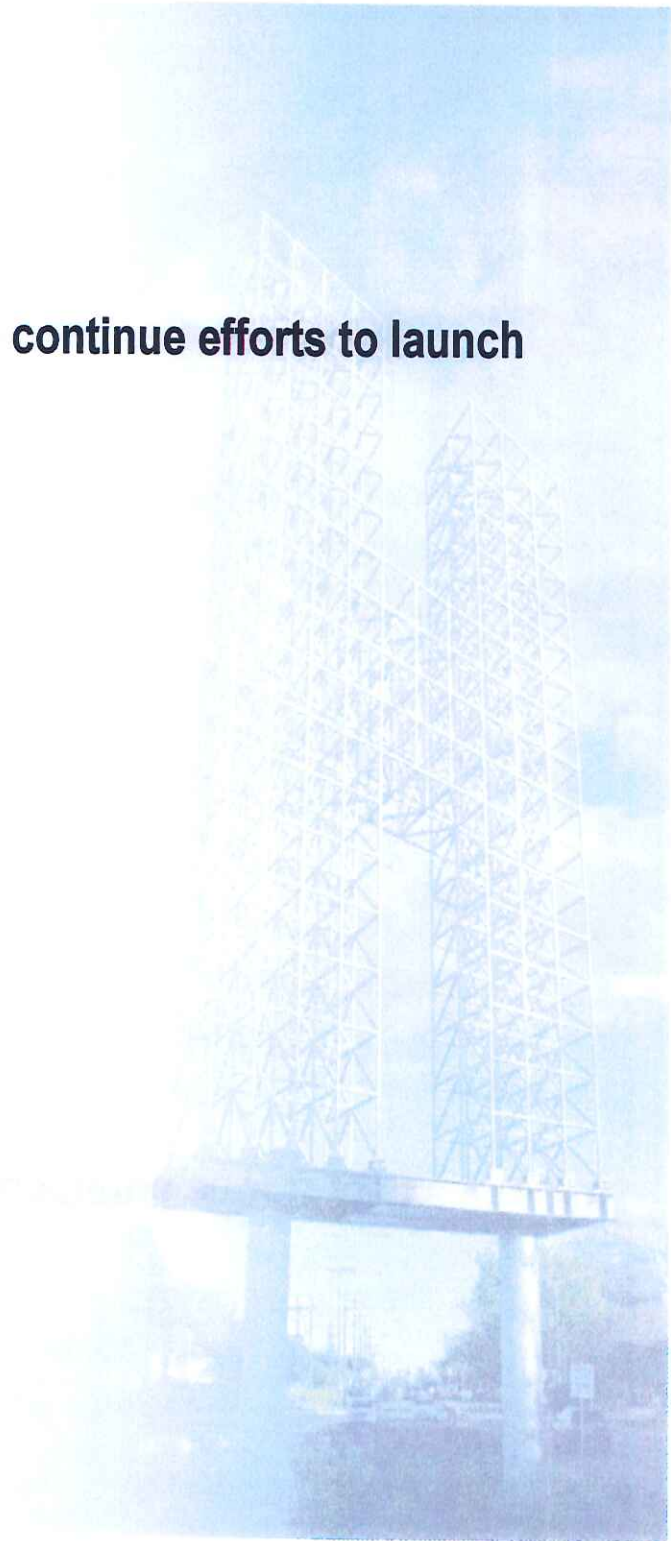




Asks

OneHopewell is seeking the support of Hopewell City Council to continue efforts to launch efforts to earn BlueZone Designation.

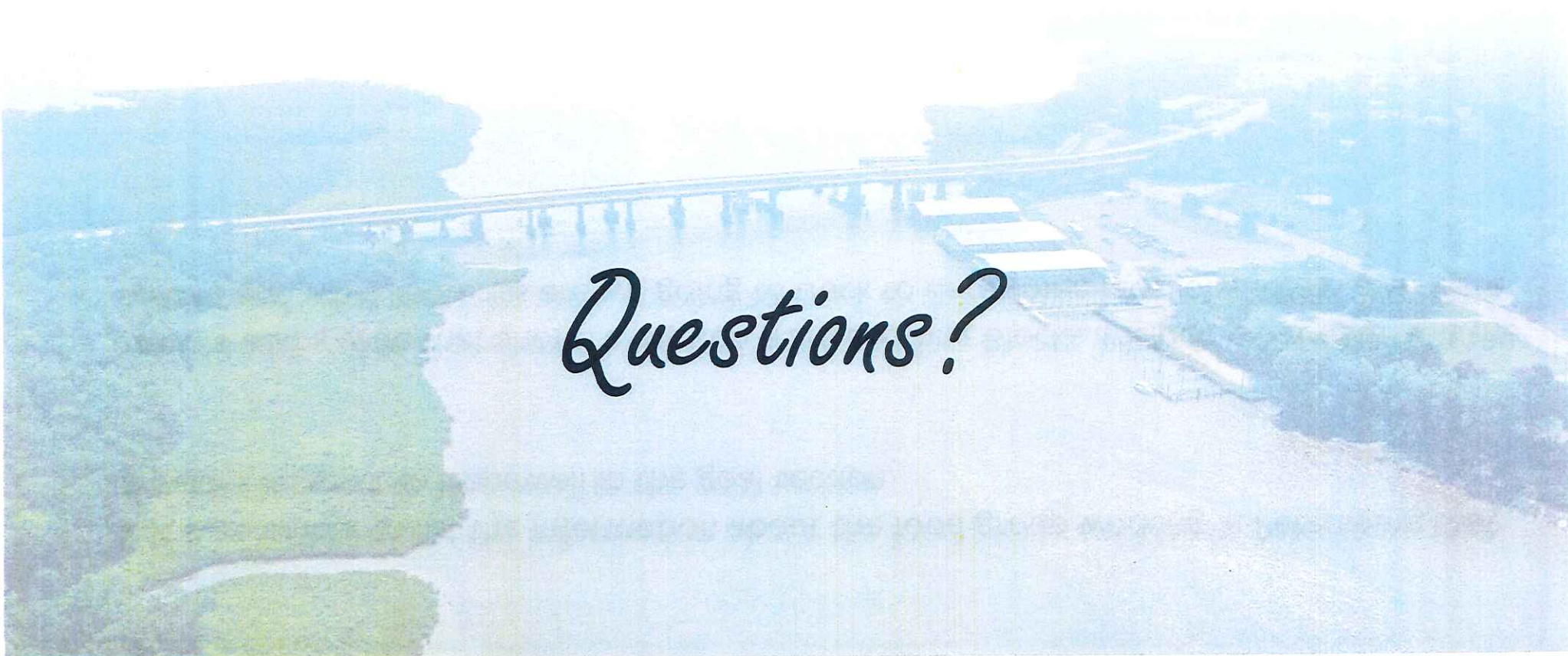
ADD THE PHASES.....



ONE *Hopewell*

COMMUNITY HEALTH INITIATIVE

Questions?



Not sure where to list the information about the food group working in Petersburg that provides support to Hopewell in the goal section

I would add a slide that shows a caption from Building Blocks. Include what data is in the system and what metrics are we going to track to determine level of success over time

PUBLIC
HEARING

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Consideration of Application for Modification to Development Standards from Kenneth W. Dale to install a freestanding metal carport in the front yard of 602 Mansion Drive.

ISSUE: Applicant installed a freestanding metal carport in the front yard of 602 Mansion Drive without a building permit. Carports and all other accessory structures are permitted in rear yards only.

RECOMMENDATION: Staff and the Planning Commission recommend denial of the application.

TIMING: City Council action is requested at the public hearing on December 13, 2022.

BACKGROUND: Staff and the Planning Commission conclude that the request meets Item D of the Article XVIII (*The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*) and therefore, the request must be denied.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

- Application for Modification to Development Standards – 602 Mansion Drive.

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 | | | |

- Staff Report – 602 Mansion Drive
- Affidavit of Mailing – 602 Mansion Drive

STAFF:

Christopher J. Ward – Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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



602 Mansion Dr. - Sub-Parcel #056-0060
Owner/Applicant: Kenneth Dale
Modification to Development Standards
 Staff Report prepared for City Council Public Hearing – Dec. 13, 2022

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

I. MEETINGS & PUBLIC HEARINGS:

| | | | |
|----------------|-----------------|---------------|-----------|
| Planning Comm. | Regular Meeting | Oct. 6, 2022 | Denial |
| City Council | Work Session | Nov. 15, 2022 | No Action |
| City Council | Public Hearing | Dec. 13, 2022 | TBD |

II. PUBLIC NOTICE

| | | | |
|----------------------|--------------------|--------------|----------------|
| Sign | Placed at property | | Sept. 22, 2022 |
| Adjacent Prop Owners | Mailed Letter | | Nov. 29, 2022 |
| Progress-Index | Ad published | Dec. 1, 2022 | Dec. 7, 2022 |

III. IDENTIFICATION AND LOCATIONAL INFORMATION:

| | |
|-------------------------------|--|
| Requested Zoning: | N/A |
| Existing Zoning: | R-1, Residential, Low Density District |
| Land SF: | 16,800sf |
| Owner: | Kenneth W. Dale |
| Legal Description: | Lot 17, Subdivision Mansion Hills |
| Election Ward: | Ward 3 |
| Land Use Plan Recommendation: | Suburban Residential |
| Strategic Plan Goal: | N/A |

4. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.*
5. *The City Council may grant modifications, with or without conditions, to development standards or requirements specific to this Article. No modification to a development standard or requirement shall be authorized by the City Council unless it considers and determines substantial compliance with the Comprehensive Plan. The City Council shall not grant a modification to any development standard or requirement if:*
 - a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning.*
 - b. *Ordinary financial considerations are the principal reason for the requested modification.*
 - c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*
 - d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*
6. *Any person or persons jointly or severely aggrieved by the final decision of the City Council shall file a written appeal with the Circuit Court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided such petition is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said petition shall stay the decision of the governing body pending the outcome of the appeal to the court. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body. Adjacent property owners' appeals shall be limited to conditions which directly affect the property owners and include access, utility locations, buffers, conditions of zoning, architectural treatment and land use transactions. The court shall fix a reasonable time for hearing the appeal.*

Article XVIII. Development Standards, Section A. General Provisions, Sub-section 12. Accessory Uses and Structures

- a. *In all districts, accessory buildings or structures shall not be located in a front or side yard area, unless specifically provided for elsewhere by the provisions of this ordinance.*
- b. *Accessory structures shall not project higher than the height of the main structure or eighteen (18) feet from grade, whichever is the lesser, in any residential districts; except metal carports shall not exceed fifteen (15) feet in height from grade.*

V. SUBJECT PROPERTY:

The subject property is located in Ward 3 in the Residential, Low Density Zoning District (R-1). The property is identified as Mansion Drive (Sub-Parcel #056-0060). The property is 16,800sf (0.385 acres) that is relatively flat from the street to the rear of the house where it slopes down at a greater degree to the rear property line. Much of the rear yard is landscaped with large trees and bushes. The driveway ends towards the front of the house but the side yard extends through to the rear yard where the carport could be installed in accordance with the Hopewell Zoning Ordinance.

Additional Note: The carport was installed in the front yard without a building permit.

VI. APPLICANT'S POSITION:

The applicant states that he believed that the contractor had obtained the required building permit before installing the carport. The applicant states that he plans to add onto the house in the area where the carport could legally be placed to accomodate his failing health. Please refer to the applicant's letter dated August 16, 2022 for additional information.

VII. ZONING/STAFF ANALYSIS:

Staff conducted a site visit of the applicant property on August 16, 2022. Staff informed the applicant that the start of the rear yard on his property would be the rear edge of the original house structure and that the carport could legally be located from that point to the rear. The applicant responded that this area was designated as expansion space for a new addition to the house that would occur in a few years.

After further review of the existing conditions and the criteria for approval of a modification to the development standards, Staff believes that the carport can be placed in the rear yard with little to no alteration to the land. Future additions, if designed



properly, could accommodate an attached, structural carport that would not be subject to freestanding metal carport standards.

VIII. STAFF RECOMMENDATION:

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

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

The modification will not amend a property-specific condition.

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

The applicant did create the situation by not obtaining a building permit prior to the installation of the carport in the front yard. Planning review of such a building permit would have resulted in the applicant knowing that installation of a carport in the front yard was prohibited per Article XVIII – Development Standards of the Hopewell Zoning Ordinance. Secondly, the applicant can locate the carport in the rear yard at the back of the driveway as required by the Hopewell Zoning Ordinance.

IX. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommended to **deny** the request submitted by Kenneth W. Dale for a modification to the development standards to construct a freestanding metal carport in the front yard of 602 Mansion Drive.

VIII. RECOMMENDED RESOLUTION:

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell City Council **denies** the request submitted by Kenneth W. Dale for a modification to the development standards to construct a freestanding metal carport in the front yard of 602 Mansion Drive.





The City
of
Hopewell, Virginia

Application # 20220705

Permit #: _____

300 N. Main Street · Department of Neighborhood Assistance & Planning · (804) 541-2220 ·
Fax: (804) 541-2318

**APPEAL TO HOPEWELL PLANNING COMMISSION
MODIFICATION OF DEVELOPMENT STANDARDS, ARTICLE XVIII OF THE
HOPEWELL ZONING ORDINANCE**
(Appeal of Decision)
Fee: \$200

THIS REQUEST IS HEARD BEFORE THE PLANNING COMMISSION AS AN APPEAL TO A DECISION MADE
BY THE DIRECTOR OF DEVELOPMENT OR CITY ENGINEER

APPLICANT: Kenneth W. Dale
ADDRESS: 1602 Mansion Drive
Hopewell, VA 23860
PHONE #: 804-894-2654 FAX #: N/A
EMAIL ADDRESS: blueboy1963@msn.com

parcel# -
0560060
Zone - R1
Ward - 3

INTEREST IN PROPERTY: OWNER OR _____ AGENT

A. HAS ANY PREVIOUS APPLICATION OR APPEAL BEEN FILED IN CONNECTION WITH
THIS PROPERTY? _____ Y _____ N

IF YES, PLEASE EXPLAIN: N/A

B. DATE PROVIDED DENIAL OR NOTIFICATION OF THE NEED FOR A MODIFICATION TO
DEVELOPMENT STANDARDS:

July 29, 20 22

C. APPEAL OF DECISION/ INTERPRETATION:

STATE BASIS OF APPEAL:

My purpose of this modification to
development standards
is due to a lack of
options/space to erect the carport
currently installed at our home. There
are also medical issues that I would like
the planning commission to take into
account. Please see letter included
with this request

Attach additional sheets, if necessary

In accordance with Article XVIII, Section G of the Hopewell Zoning Ordinance related to Development Standards such appeal of the decision of the Director of Development or City Engineer must be made within thirty (30) days after the decision is provided of denial and/or need for a modification to the standards. The appeal must be filed with the Department of Neighborhood Assistance & Development specifying the grounds thereof, and paying the applicable fee. The Director shall transmit to the Planning Commission all the papers constituting the record upon which the action appealed was taken.

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

Kenneth W. Dale
APPLICANT SIGNATURE

8/16/22
DATE

Kenneth W. Dale
APPLICANT PRINTED NAME

8/16/22
DATE

OFFICIAL USE ONLY

DATE RECEIVED: _____ DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:

August 16, 2022

From: Kenneth W. Dale
602 Mansion Dr
Hopewell, VA 23860

To: City of Hopewell
Division of Code Enforcement/Planning Commission
Department of Neighborhood Assistance and Planning
300 N. Main St., Hopewell, VA 23860
(804) 541-2226 Fax (804) 541-2318

Subj: MODIFICATION OF DEVELOPMENT STANDARDS TO KEEP EXISTING LOCATION OF
CARPORT INSTALLED ON JUNE 17, 2022

Enclosure(s): A. Picture of structure in current position
B. Picture of proposed location if structure must be moved
C. Modification of Development Standards application

On June 17, 2022, I had a carport installed to cover 12x34 of the 10x50 driveway located at my residence at 602 Mansion Drive. After the carport structure was completed, Mr. Richardson of the Code Enforcement office from the city of Hopewell arrived at my home and enquired if the work had been permitted and certified. I stated that it was my understanding that the company I contracted to do the work, would take care of that issue. He informed me that the structure wasn't permitted and that I needed to contact the company (NEWMART BUILDERS IN SOUTH HILL, VA) to get a booklet detailing the building specs for its weight load and wind resistance strength. I would then have to bring that information to his office and submit for a Permit along with a request for a waiver to possibly keep the structure in its current location. After contacting NEWMART BUILDERS, I was informed that the structure wasn't permitted and still needed the certification done on the structure. I then ordered the certification (mobile home anchors and roof/corner brackets) to be scheduled and proceeded to the Division of Code Enforcement to get a permit.

After getting the permit, I spoke to Mr. Richardson later that day to inquire again about the exact steps I needed to take in order to get the process started. Mr. Richardson informed me that I needed a diagram and the specs of the structure to accompany the permit request, and that I needed to pick an alternate location (the section between my home and our neighbor's home), because he was sure that a permit wouldn't be approved for the structure to remain at its present location. I was told that the main reason the structure wouldn't be permitted at its current location, was because it would be a hazard in the event of a serious wind event. Not only is the structure newer than most in the city of Hopewell, but when certified, it will be able to withstand any wind event up to 150-160 MPH. Many of the other structures I've seen around the city are of less quality and many have serious rust damage. Some of the structures are also in the same location as our current structure.

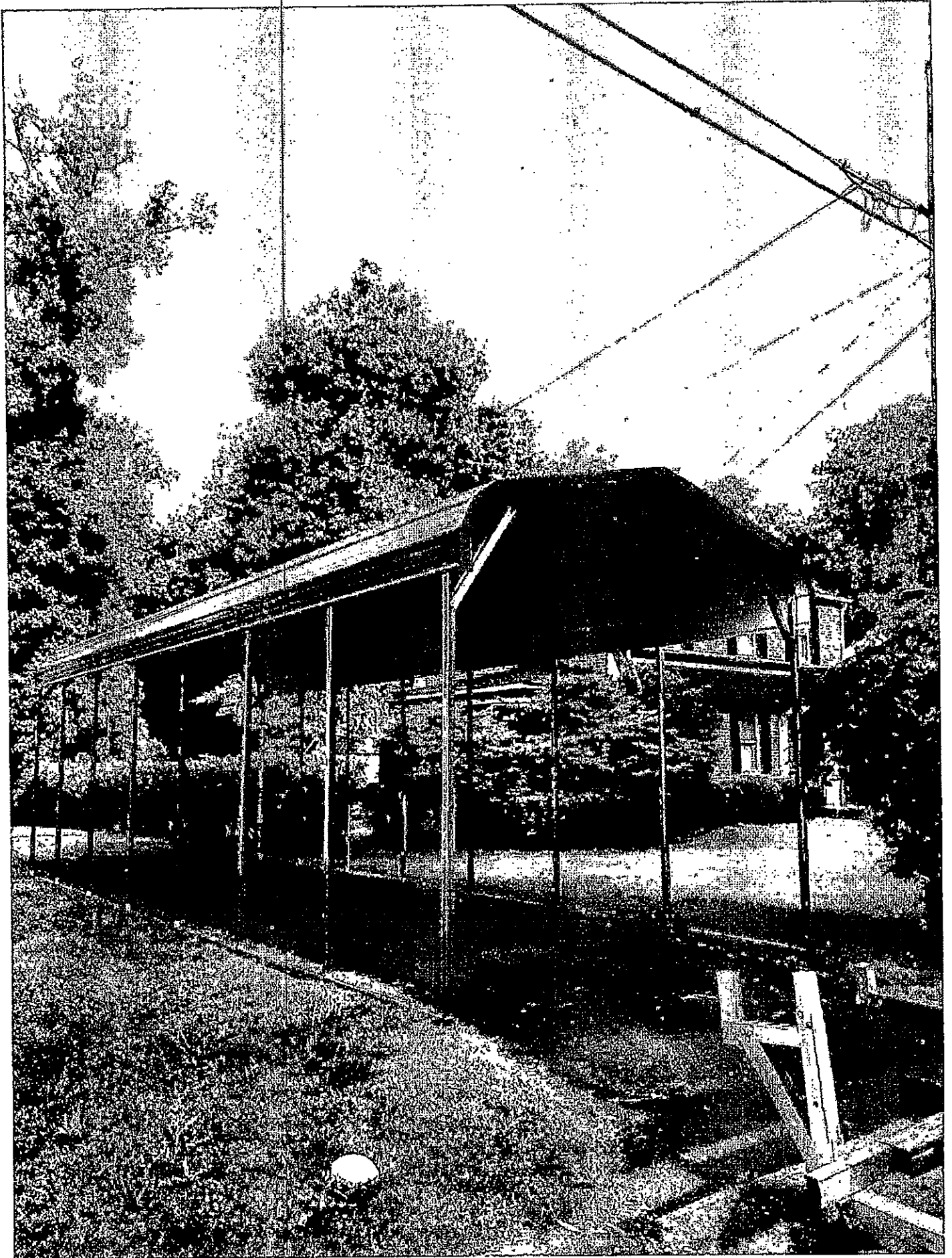
Due to having my permit request denied on July 29, 2022, I'm submitting this request for a Modification of Development Standards that will allow the current structure to remain in place due to my wife and I planning an extension of that section of our home within the next few years. The extension/modifications of our home will potentially include one or two wheelchair ramps and an expansion to the den near the rear portion of our home that will accommodate one of said wheelchair ramps. The den area of our home will be arranged as my area of the home that I will reside in. This area will allow me easy access to the wheelchair ramp without having to travel from the other side of the residence. These plans are being put in place (at great personal expense) to accommodate my ability to move freely within a section of our home as my health continues to deteriorate. During my work history, I served 20 years as a US Marine and another 18 as a Law Enforcement officer at The Riverside Regional Jail located at 500 Folar Trail, N. Prince George, VA 23860.

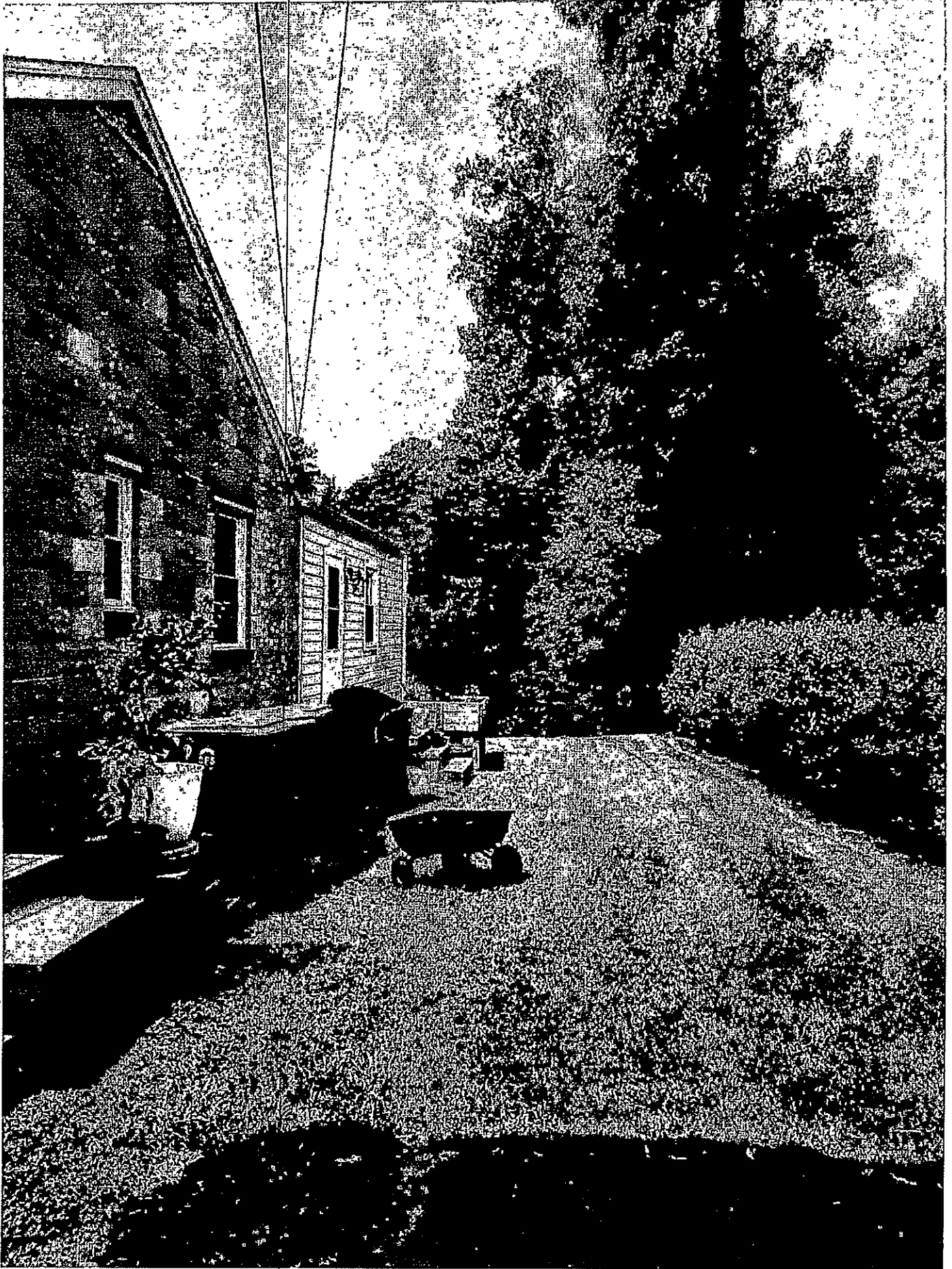
During my time serving in the Marines, I required surgery on both feet, reconstructive left shoulder surgery, along with reconstructive right elbow surgery that required a metal plate to stabilize the joint. I also have been diagnosed with Spinal Stenosis and disc issues in my neck that can debilitate me for a week at a time when flare-ups occur. These medical issues forced me to retire years before I originally planned to because of their severe physical limitations. The Veterans Administration has classified me as 100% Permanent and Totally disabled because my medical issues are chronic and will only become more debilitating as I advance in age. I'm also currently in receipt of Social Security Disability because of my stated medical issues. Due to our planned expansion/adapting of our home (to meet my future medical needs) and a lack of another suitable area, we are requesting that the structure be permitted to stay in its current location.

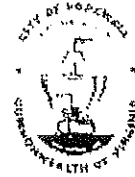
Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kenneth W. Dale".

Kenneth W. Dale







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

019002-0003 debra m. 08/17/2022 11:54AM
Payment Effective Date 08/17/2022

| | |
|--------------------------|--------|
| PERMITS / INSPECTIONS | |
| MODIFICATION PERMIT - | |
| REVIEW | |
| 2022 Item: 20220705 MODS | 200.00 |
| Payment Id: 275999 | |
| | ----- |
| | 200.00 |
| Subtotal | 200.00 |
| Total | 200.00 |
| CHECK | 200.00 |
| Check Number171 | |
| | ----- |
| Change due | 0.00 |

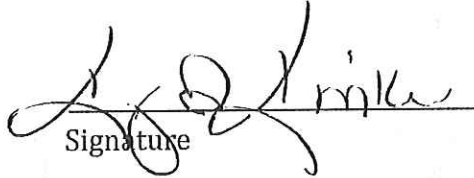


Thank you for your payment.

CUSTOMER COPY

AFFIDAVIT OF MAILING

I, (*Kimberly D. Kinker*), under oath, hereby certify that the City of Hopewell received a request for a Modification of Development Standards request submitted by Kenneth W. Dale for a Modification to Development Standards to allow the installation of a metal freestanding carport in the front yard at 602 Mansion Drive, also identified as Sub-Parcel #056-0060, to modify the development standards in accordance with Article XVIII – Development Standards of the Hopewell Zoning Ordinance states that accessory structures are permitted in rear yards only. The property is zoned R-1, Residential, Low-Density District. Notice was mailed on (*November 29, 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 (*Deborah McKnight*) whose name is signed to the foregoing as Permit Technician 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 29th day of November 20 22.

My Commission expires:

April 30 2026

Notary Public





City of Hopewell
Department of Development

300 North Main Street
Hopewell, VA 23860

November 29, 2022

Kenneth W. Dale
602 Mansion Drive
Hopewell, VA 23860

Dear Mr. Dale:

The Hopewell City Council will meet on **Tuesday, December 13, 2022 at 7:30 p.m.** to hold a public hearing regarding your request for a Modification to Development Standards to install a freestanding metal carport in the front yard at 602 Mansion Drive, also known as Sub-Parcel #056-0060.

At a public hearing, City Staff will provide an overview of the request with a recommendation. As the applicant, you will present your request to the City Council. The Councilors may ask you questions. The Code of Virginia also requires the City to notify 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, December 13, 2022, will be held in City Council Chambers located at 300 North Main Street, Hopewell, Virginia, City Hall (only enter from the rear parking lot door and take the elevator to CC-Council Chambers). Please plan to attend this meeting or have a representative attend that can answer questions regarding the application.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Ward".

Christopher J. Ward
Director
Department of Development



*The City of
Hopewell, Virginia*

Department of Development

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

November 29, 2022

NOTICE OF PUBLIC HEARING
CITY OF HOPEWELL

Dear Adjacent Property Owner:

The Hopewell City Council will conduct a public hearing on Tuesday, December 13, 2022 at 7:30 p.m. at the Hopewell Municipal Building, 300 North Main Street, in City 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 request in accordance with Article XVIII-Development Standards of the Hopewell Zoning Ordinance:

1. A request submitted by Kenneth W. Dale for a Modification to Development Standards to allow the installation of a metal freestanding carport in the front yard at 602 Mansion Drive, also identified as Sub-Parcel #056-0060.

Article XVIII – Development Standards of the Hopewell Zoning Ordinance states that accessory structures are permitted in rear yards only.

You are receiving this letter because local and state law requires adjacent property owners to be notified of such applications. 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 public hearing on December 13, 2022. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to the Development Department at 300 North Main Street, Hopewell, Virginia 23860. Email comments to devdept@hopewellva.gov. All written comments must be received at the Development Department prior to 5:00p.m., December 12, 2022.

Sincerely,

Christopher J. Ward, Director
Department of Development

WILLIAMS ASIA & SHELTON
DEANDRE BONNER
606 MANSION DRIVE
HOPEWELL, VA 23860

Richard H Cross
505 MANSION DRIVE
HOPEWELL, VA 23860

Charles W Traina
2701 PRINCESS ANNE ST
HOPEWELL, VA 23860

Raymond W Vergara
909 MANSION DR
HOPEWELL, VA 23860

BRITCHARD CHALMER L
ESTATE
201 N 20TH AVE
HOPEWELL, VA 23860

William E Auton
2700 PRINCESS ANNE ST
HOPEWELL, VA 23860

Tameia S Dale
602 MANSION DR
HOPEWELL, VA 23860

Raymond W Vergara
909 MANSION DR
HOPEWELL, VA 23860

Jeffery A Kencitzske
2706 PRINCESS ANNE ST
HOPEWELL, VA 23860

Jane R Mccullen
511 MANSION DR
HOPEWELL, VA 23860

HOLZNER SUSAN P & NORMAN
BANE DANIEL
2701 1/2 PRINCESS ANNE ST
HOPEWELL, VA 23860

Klaus E Aultman
509 MANSION DR
HOPEWELL, VA 23860

Bruce A. or Catherine Clark
2703 PRINCESS ANNE ST
Hopewell, VA 23860

REGULAR
BUSINESS

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request to Appropriate Salary Savings to Fund Mandatory Wage Increase and to Address Salary Compression

ISSUE: The Department of Recreation and Parks is required to increase the minimum wage to \$12.00 on January 1, 2023, in compliance with the Virginia Minimal Wage Act. In preparing for the increase, the Department of Recreation, Human Resources, and Finance determined a salary compression for additional fifteen positions.

RECOMMENDATION: The Administration recommends the appropriation of \$15,108.87 of salary savings to fully fund the required increase of the mandatory minimum wage and salary compression in compliance with the Virginia Minimal Wage Act as of January 1, 2023.

TIMING: Action is requested at the December 13, 2022, meeting of City Council.

BACKGROUND: During a special legislative session on April 22, 2020, the Commonwealth's minimum wage was increased to \$12.00 per hour by January 1, 2023. The Department of Recreation and Parks currently employs thirteen staff that will require immediate attention to comply with the Virginia Wage Act and fifteen staff due to salary compression. The Department of Recreation and Parks has had senior leadership vacancies beginning in June-October including the Director of Recreation, Aquatic Programs Supervisor, Community Programs Supervisor, Recreation Programs Specialist, we currently have twenty-seven part-time positions vacant.

FISCAL IMPACT: Available salary savings from vacancies will allow the compression and minimal wage requirement to be fully funded.

ENCLOSED DOCUMENTS:**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 | | | |

Recreation-Min Wage Increase #2 CC Copy

Email – From Ms. Ramonda Carroll stating funds are available

STAFF:

Yaosca Smith, Interim Director of Human Resources

Tabitha Martinez, Director of Recreation and Parks

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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

From: [Ramonda Carroll](#)
To: [Yaosca Smith](#)
Cc: [Tabitha R. Martinez](#)
Subject: RE: Recreation-Min Wage Increase (002).xlsx
Date: Tuesday, December 6, 2022 1:56:53 PM
Attachments: [Recreation-Min Wage Increase #2.xlsx](#)

Good afternoon,

Please see attached analysis based on the updated proposal provided.

The financial impact (January-June) for each group is detailed including both wages/salaries & related costs.

Recreation's current budget has enough funding available to cover the proposal suggested below of blue, grey & green (\$15,108.87).

Thank you,

Ramonda Carroll, M.A.
Senior Budget Analyst
City of Hopewell-Finance Department
300 N Main Street
Hopewell, VA 23860
(804) 541-2342 Ext 166
rcarroll@hopewellva.gov

From: Yaosca Smith <ysmith@hopewellva.gov>
Sent: Monday, December 5, 2022 3:22 PM
To: Ramonda Carroll <rcarroll@hopewellva.gov>
Cc: Tabitha R. Martinez <TMartinez@hopewellva.gov>
Subject: Recreation-Min Wage Increase (002).xlsx

Good Afternoon,

Please see the new proposed salary estimates in the green. Could we receive new estimates based on the updated amounts? Dr. Manker is thinking about going with blue, grey and green. We will forward to Finance Director once the City Manager confirms the final proposal. Thank you!

Yaosca Smith
Interim Director of Human Resources
City of Hopewell
300 N. Main Street, 2nd Floor, Suite 223
Hopewell, VA 23860
Main: 804.541.2211 / Direct: 804.541.2246

| Job Class Code Long Description | Personne | Recurring Hourly Rate | Proposed | Difference | % Increase | Annual Hrs | Annual Impact | 1/2 Year | Wages | Related Costs | Total |
|---------------------------------|----------|-----------------------|----------|------------|------------|------------|---------------|----------|-----------|---------------|-----------|
| PT CUSTODIAN | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 429 | 429 | 214.5 | | | |
| PT REC PROGRAMS ASST | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 1300 | 1300 | 650 | | | |
| PT RESP LEADER ASST | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 1040 | 1040 | 520 | | | |
| PT GYM ATTEND | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 790.4 | 790.4 | 395.2 | | | |
| PT LIFEGUARD | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 145.6 | 145.6 | 72.8 | | | |
| PT GYM ATTEND | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 790.4 | 790.4 | 395.2 | | | |
| PT ATHLET SITE ASST | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 988 | 988 | 494 | | | |
| PT ATHLET SITE ASST | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 988 | 988 | 494 | | | |
| PT CUSTODIAN | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 582.4 | 582.4 | 291.2 | | | |
| PT LIFEGUARD | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 166.4 | 166.4 | 83.2 | | | |
| PT LIFEGUARD | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 1040 | 1040 | 520 | | | |
| PT LIFEGUARD | REG PT | 11.0000 | 12.00 | 1.0000 | 9% | 208 | 208 | 104 | | | |
| PT GYM ATTEND | REG PT | 11.5000 | 12.00 | 0.5000 | 4% | 494 | 247 | 123.5 | 4,357.60 | 443 | 4,800.60 |
| PT CUST SVC AGNT | REG PT | 12.0000 | 13.00 | 1.0000 | 8% | 338 | 338 | 169 | | | |
| PT CUST SVC AGNT | REG PT | 12.0000 | 13.00 | 1.0000 | 8% | 540.8 | 540.8 | 270.4 | | | |
| PT CUST SVC AGNT | REG PT | 12.0000 | 13.00 | 1.0000 | 8% | 1040 | 1040 | 520 | | | |
| PT CUST SVC AGNT | REG PT | 12.0000 | 13.00 | 1.0000 | 8% | 478.4 | 478.4 | 239.2 | | | |
| PT CUST SVC AGNT | REG PT | 12.0000 | 13.00 | 1.0000 | 8% | 624 | 624 | 312 | | | |
| PT SUM PROG ASSISTANT | TEMP PT | 12.0028 | 13.00 | 0.9972 | 8% | 187.2 | 186.68 | 93.34 | | | |
| PT SEASONAL PARK LABORER | TEMP PT | 12.7700 | 13.00 | 0.2300 | 2% | 478.4 | 110.03 | 55.02 | | | |
| PT LIFEGUARD | REG PT | 13.0000 | 14.00 | 1.0000 | 8% | 145.6 | 145.6 | 72.8 | | | |
| PT LIFEGUARD | REG PT | 13.0000 | 14.00 | 1.0000 | 8% | 208 | 208 | 104 | 1,835.75 | 187 | 2,022.75 |
| REC MAINT SPEC | REG FT | 13.9608 | 15.00 | 1.0392 | 7% | 2080 | 2161.536 | 1080.768 | | | |
| LIFEGUARD | REG FT | 13.9608 | 15.00 | 1.0392 | 7% | 2080 | 2161.536 | 1080.768 | | | |
| REC MAINT SPEC | REG FT | 13.9608 | 15.00 | 1.0392 | 7% | 2080 | 2161.536 | 1080.768 | | | |
| FACILITY MAINT WKR | REG FT | 14.6144 | 15.34 | 0.7256 | 5% | 2080 | 1509.248 | 754.624 | | | |
| CUST SERV REP | REG FT | 15.6863 | 16.46 | 0.7737 | 5% | 2080 | 1609.296 | 804.648 | | | |
| REC MAINT SPEC | REG FT | 16.0716 | 16.87 | 0.7984 | 5% | 2080 | 1660.672 | 830.336 | | | |
| SR REC MAINT SPEC | REG FT | 17.3698 | 18.23 | 0.8602 | 5% | 2080 | 1789.216 | 894.608 | 6,526.52 | 1759 | 8,285.52 |
| REC MAINT SUPV | REG FT | | | | | | | | | | |
| REC PROGRAM SUPV | REG FT | | | | | | | | | | |
| REC PROGRAM SPEC | REG FT | | | | | | | | | | |
| REC PROGRAM SUPV | REG FT | | | | | | | | | | |
| CUST SER MGR | REG FT | | | | | | | | | | |
| ASSISTANT DIRECTOR REC & PARKS | REG FT | | | | | | | | | | |
| DIR REC & PARKS | REG FT | | | | | | | | | | |
| | | | | | | | | | 12,719.87 | 2,389.00 | 15,108.87 |

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Retainer wall repair on E Broadway

ISSUE: Retaining wall has fallen at 601 E, Broadway. The repair cost is approx.. \$40,000

RECOMMENDATION: Approve \$40,000 for the repair of the retainer wall on E Broadway

TIMING: Immediate

BACKGROUND: The retainer wall is on city property. It presents a danger to citizens and need immediate repair. Engineering does not have funding for the repair in their budget.

ENCLOSED DOCUMENTS:**STAFF:**

Monique Robertson, Interim Director of Public Works
Maurice Wilkins, Engineering

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

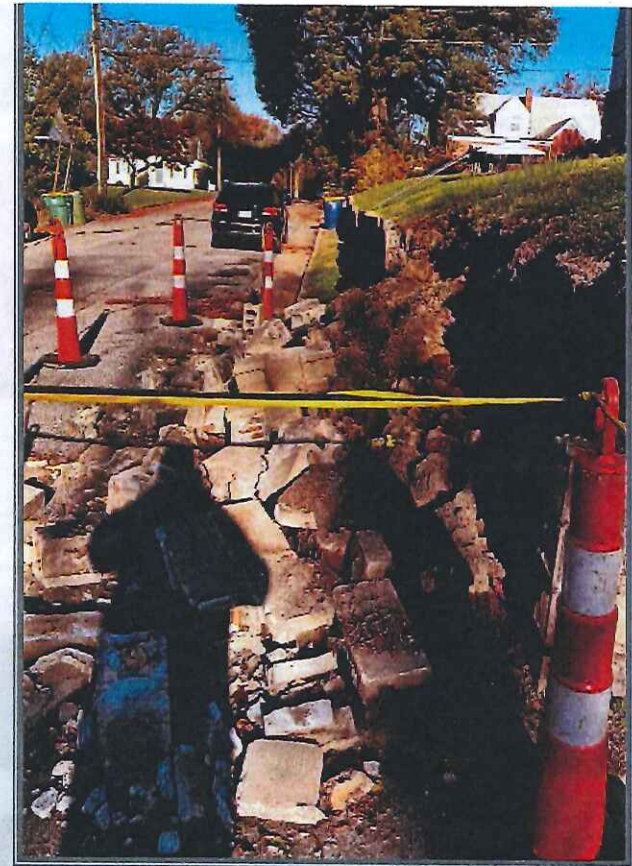
| Y | N | | Y | N | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input 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 | | | |

601 E BROADWAY RETAINER WALL REPAIR

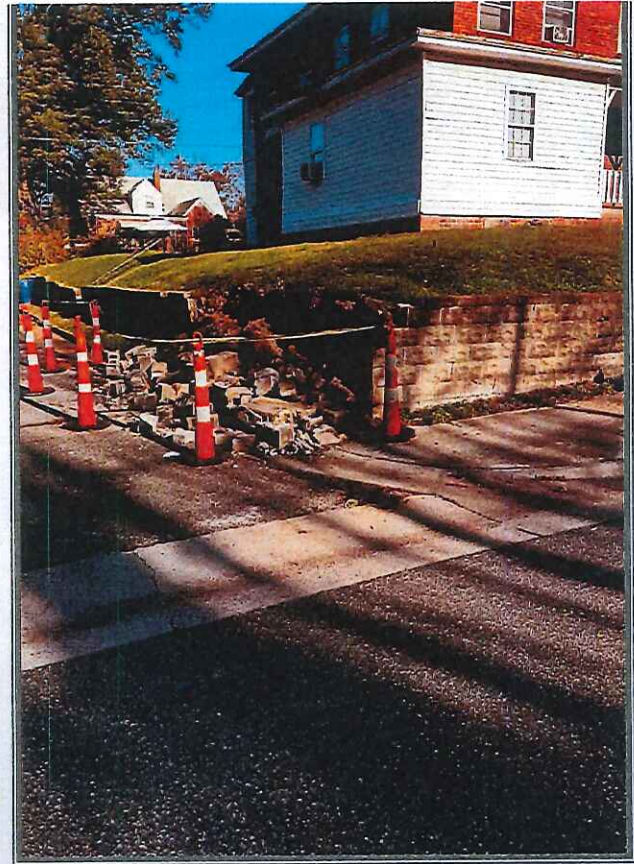
**Monique Robertson
Interim Director of Public Works
December 6, 2022**



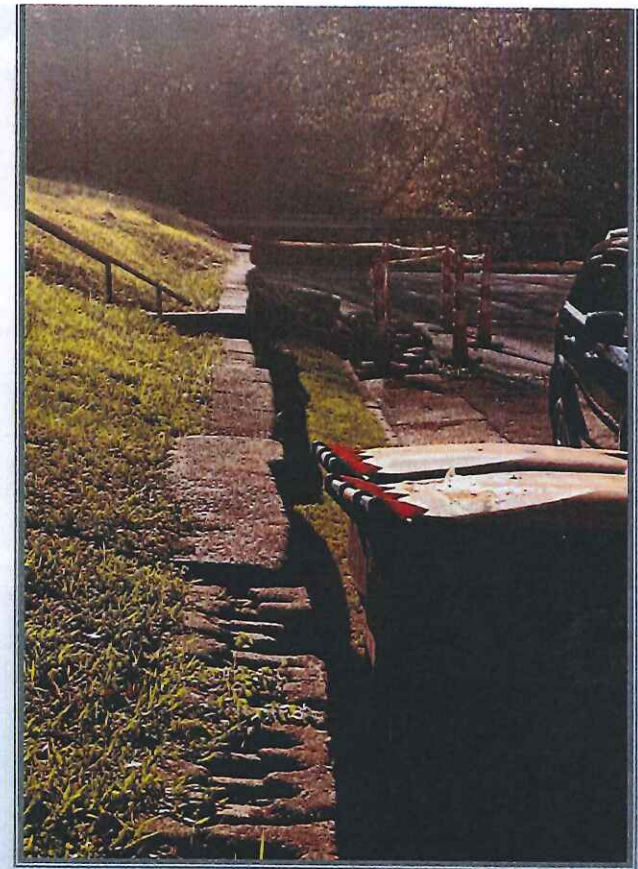
**STANDING ON BONACCORD ST
LOOKING TOWARD E CAWSON ST**



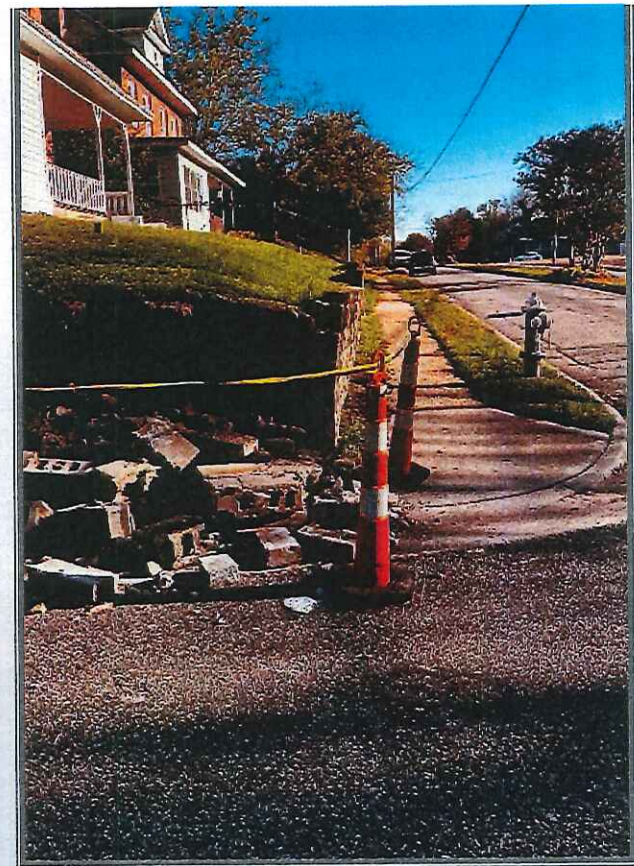
**CORNER OF BONACCORD ST AND
E BROADWAY**



**STANDING ON BONACCORD ST
LOOKING TOWARD E BROADWAY**



**STANDING ON E BROADWAY
LOOKING TOWARD WILSON ST**





601 E BROADWAY PROPERTY LINE ENDS AT THE RETAINIER WALL

RETAINER WALL HIGHLIGHTS

- **10/26/22 MR. LANGAAS REPORT RETAINER WALL HAD FALLEN**
- **WORK REQUEST GIVEN TO RANDY, PW SUPT TO INVESTIGATE**
- **DPW PLACED BARRICADES AND TAPED OFF WALL FALLEN AT BROADWAY/BONACCORD FOR SAFETY**
- **SENT GIS DATA FOR PROPERTY LINE CONFIRMATION, GIS CONFIRMED THE WALL IS ON CITY PROPERTY 11/23/22**
- **RECEIVED QUOTE FOR REPAIR, NEED \$40,000 FUNDING SOURCE**
- **CONTRACTOR AVAILABLE FOR IMMEDIATELY START DUE TO SAFETY CONCERNS**

STAFF RECOMMENDATION

- **STAFF RECOMMENDS COUNCIL AUTHORIZES THE APPROVAL \$40,000 OF UNRESTRICTED FUNDS FOR THE REPAIR OF THE RETAINER WALL ON CITY PROPERTY AT THE INTERSECTION OF 601 E BROADWAY AND BONACCORD ST**

QUESTIONS?

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Repair of the HVAC system in the Hopewell Court Building

ISSUE: The Court building was built in 1994 and the original HVAC system is still in use. The parts use to repair the original system has reached its end of life and parts are no longer available for purchase for repair. Public Works currently receives a high volume of calls for HVAC issue daily.

RECOMMENDATION: Staff recommends City Council appropriate a total of \$250,000 of Federal ARPA funds to Capital Fund (Fund 071) for the purchase, and replacement of the HVAC system in Hopewell Courts Building.

TIMING: Action is requested at the December 13, 2022 council meeting.

BACKGROUND: The Court building was built in 1994 and the original HVAC system is still in use. Since that time, there has been no repairs done to the system. Now the system controls are outdated and staff can no longer obtain parts for the existing modules. The issue with controls is that it no longer moderate the temperatures throughout the building. Staff is having to manually adjustments room temperatures daily to try to accommodate the needs of the building staff. They are making manual adjustments to the temperatures daily in various rooms to temporality adjust the room temperatures. However when they make an adjustment in one floor because of extreme hot temperatures, it causes the other courtrooms and jury room to be extremely cold. The repair of the HVAC modules will monitor the temperature controls and will level out the temperatures in the building by redirecting the hot and/or cold air to the rooms as they require.

FISCAL IMPACT: The estimated cost for the repair of the HVAC modules in the court system is approx. \$250, 000

ENCLOSED DOCUMENTS:

- Letter from Judge

SUMMARY:

Y N

- Councilor Debbie Randolph, Ward #1
- Councilor Arlene Holloway, Ward #2
- Councilor Johnny Partin, Ward #3
- Mayor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Vice-Mayor Patience Bennett, Ward #7



STAFF: Concetta Manker, Interim City Manager
Monique Robertson, Interim Director of Public Works

SUMMARY:

- Y N
 Councilor Debbie Randolph, Ward #1
 Councilor Arlene Holloway, Ward #2
 Councilor Johnny Partin, Ward #3
 Mayor Jasmine Gore, Ward #4

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



SIXTH JUDICIAL CIRCUIT



COMMONWEALTH OF VIRGINIA

W. EDWARD TOMKO, III, JUDGE
PRINCE GEORGE COUNTY COURTHOUSE
P.O. BOX 280
PRINCE GEORGE, VIRGINIA 23875
(804) 733-2623

CIRCUIT COURT OF CITY OF HOPEWELL
CIRCUIT COURT OF BRUNSWICK COUNTY
CIRCUIT COURT OF GREENSVILLE COUNTY/CITY OF EMPORIA
CIRCUIT COURT OF PRINCE GEORGE COUNTY
CIRCUIT COURT OF SURRY COUNTY
CIRCUIT COURT OF SUSSEX COUNTY

December 6, 2022

BY EMAIL

Dr. Concetta Manker, Interim City Manager
City of Hopewell
300 N Main Street, Suite 216
Hopewell, VA 23860

Re: Courthouse, City of Hopewell

Dear Dr. Manker:

Per your request, I write to implore the city to fix the heating and air conditioning in the courthouse. During the colder months, the circuit court judge's chambers, jury assembly room, jury deliberation room, Clerk's office, and Commonwealth's Attorney's office are unbearably cold. Jurors are reminded by court personnel to bring winter coats to wear during grand jury and during trials. Despite these precautions, jurors still complain about the conditions. Frankly, I cannot blame them. In chambers, it is so cold (58 degrees at 10:30 a.m. today) that noses run and fingers go numb. I assume jurors are experiencing the same discomfort as they deliberate since temperatures in the deliberation room are below 64 degrees.

In the Clerk's office and in the Commonwealth's Attorney's office, space heaters are used to knock off the chill, creating what may be a fire hazard in the building that houses the City's most vital records. I know City Council is unaware of these conditions, but, more importantly, I know that City Council would not want their good citizens to endure them. I trust you will bring my concerns to Council's attention.

As always, it is a pleasure to work with you and I look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Edward Tomko, III".

W. Edward Tomko, III
Chief Judge, Sixth Judicial Circuit

cc: The Hon. Tamara Ward, Clerk, Hopewell Circuit Court
The Hon. Rick Newman, Hopewell Commonwealth's Attorney



COMMONWEALTH of VIRGINIA

HOPEWELL COMBINED COURT

C. Ridley Bain, Judge
Peter D. Eliades, Judge
Elbert D. Mumphery IV, Chief Judge – GDC
Lyndia P. Ramsey, Judge
H. Lee Townsend III, Judge

General District Court
And
Juvenile & Domestic Relations District Court
100 East Broadway
Hopewell, Virginia 23860
804-541-2257 (Office)
804-541-2364 (Fax)

Christopher B. Ackerman, Judge
Wallace W. Brittle, Jr., Judge
Jacqueline R. Waymack, Chief Judge - JDR

Ellen T. Chiasson, Clerk of Court

December 9, 2022

BY EMAIL

Dr. Concetta Manker, Interim City Manager
City of Hopewell
300 N. Main Street, Suite 216
Hopewell, Virginia 23860

RE: Courthouse, City of Hopewell

Dear Dr. Manker:

I join Chief Judge Tomko in imploring the city to fix the heating and air conditioning in the courthouse. During colder months, the district court Judge's chambers, Clerk's office, and courtrooms can be unbearably cold.

In the Clerk's office and in the courtrooms, space heaters are being used to warm up these areas. I also worry that this creates what may be a fire hazard in the building that houses the City's most vital records. I hope that you will take our concerns to Council for immediate action.

I look forward to working with you on this issue.

Sincerely,

A handwritten signature in black ink that reads "Peter D. Eliades".

Peter D. Eliades
Judge, Sixth Judicial District

cc: The Hon. W. Edward Tomko, III
The Hon. Tamara Ward, Clerk, Hopewell Circuit Court
The Hon. Rick Newman, Hopewell Commonwealth's Attorney

**A RESOLUTION
AMENDING THE FISCAL YEAR 2022-2023 OPERATING BUDGET
FOR AMERICAN RESCUE PLAN ACT FUNDS
RECEIVED FROM THE FEDERAL GOVERNMENT**

WHEREAS, the City Council of the City of Hopewell accepted and adopted its original budget on June 30, 2022 for FY23; and

WHEREAS, the coronavirus pandemic was an unanticipated event for which a public health emergency was declared; and

WHEREAS, federal aid has been made directly available to assist the cities in responding to the public health emergency and its negative economic impacts; and

WHEREAS, the City of Hopewell has received a total of \$9,998,813 in funds from the American Rescue Plan Act in two tranches over two years; and

WHEREAS, the City Council budgeted the first tranche of \$4,999,406.50 in American Rescue Plan Act funds by Resolution at the July 13, 2021 meeting of City Council; and

WHEREAS, the City Council budgeted the first tranche of \$4,999,406.50 in American Rescue Plan Act funds by Resolution at the August 9, 2022 meeting of City Council; and

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

WHEREAS, the proposed operational expenditures are to be obligated no later than fiscal year 2024

WHEREAS, the proposed operational expenditures are to be completed no later than fiscal year 2026

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

| CAPITAL FUND – FUND 071 | AMOUNT |
|-----------------------------------|------------------|
| Appropriations | |
| 1. Court HVAC System Replacement | \$250,000 |
| Total – Capital Fund (071) | \$ 250.00 |

ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL ON MARCH 8, 2022.

Witness this signature and seal

Patience A. Bennett, Mayor
City of Hopewell

VOTING AYE:
VOTING NAY:
ABSTAINING:
ABSENT:

ATTEST:

Mollie P. Bess, City Clerk
City of Hopewell

R-4

Proposed Loitering Ordinance

A) Definitions: For the purposes of this Section, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

Loiter: to stand around or remain or to park or remain parked in a motor vehicle at a public place or place open to the public and engage in any conduct prohibited under this law. "Loiter" also means to collect, gather, congregate or be a member of a group or a crowd of people who are gathered together in any crowded place or place open to the public and to engage in conduct prohibited under this law.

Public place: any public street, road or highway, alley, land, sidewalk, crosswalk or other public way, or any public resort, place of amusement, park, playground, public building or ground appurtenant thereto, school building, school grounds or public parking lot, or private parking lot or any other publicly owned parking lot or the area in front of or adjacent to any store, shop, restaurant, or other place of business.

Place open to the public: shall mean any place open to the public or any place to which the public is invited or may reasonably expect to be invited, and in, on or around any privately owned place of business, private parking lot, or private institution, including places of worship, cemeteries, or any place of amusement, entertainment whether or not a charge of admission or entry thereto is made. It includes elevators, lobbies, halls, corridors, and areas open to the public of any store, office or apartment building.

(B) Prohibited Conduct

1. In accordance with section 15.2-926, code of Virginia, as amended, the following prohibited conduct regarding the act of loitering is established.

2.. Prohibited Conduct. It shall be unlawful for any person to loiter at or in a public place or place open to the public in the following manner:

- a. To interfere, impeded or hinder the free passage of pedestrian or vehicular traffic.
- b. To threaten or do physical harm to the property of another member or members of the public.
- c. To threaten or do physical harm to another member or members of the public.
- d. That by words, acts or other conduct, it is clear that there is a present danger of a breach of the piece or disorderly conduct.

- e. To engage in acts or illicit displays of public nudity
- f. Refusing to move on when so requested by a police officer or returning after having been told to move on provided that the public officer has exercise his or her discretion reasonably under the circumstances in order to preserve and to promote public peace and order.

(C) Violations and penalties

Any person violating this chapter shall be guilty of a Class 3 misdemeanor and shall be subjected to the penalties as prescribed by law upon conviction. Nothing herein shall be construed to prohibit orderly picketing or other lawful assembly.

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Reorganization Meeting

ISSUE: N/A

RECOMMENDATION: Approve reorganizational meeting date for January 03, 2023.

TIMING: Requesting approval at the December 13, 2023.

BACKGROUND: After each election year, a reorganization meeting is scheduled prior to the first regular council meeting

ENCLOSED DOCUMENTS:

STAFF:

Dr. Concetta Manager, Interim City Manager

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"/> |
| <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"/> |

REPORTS OF
THE CITY
COUNCIL

C-1

In general terms, the only revenue for the refuse program comes from what our customers pay Data Integrators and the money collected at the convenience center. The revenues collected for FY 22 were \$2,009,500 for Data Integrators and \$19,100 for the Convenience Center (\$2,028,600 total). The expenses for both programs in FY22 add up to \$2,399,000 This means that the program cost \$370,400 more to operate than was collected in FY 22.

The major categories for expenses pertaining to the refuse program are:

| | Total Cost | Cost per month per customer (if everyone paid their bill) |
|------------------------|-----------------|---|
| Res. Trash Collection | \$857,000 | \$8.15 |
| Admin Chargeback | \$502,000 | \$4.77 |
| Curbside Recycling: | \$302,000 | \$2.87 |
| Dumpster Encl. Project | \$187,000 | \$1.78 (One year only) |
| Staff | \$154,000 | \$1.46 |
| Convenience Center: | \$117,000 | \$1.11 |
| Recycling (roll offs) | \$114,000 | \$1.08 |
| Billing (Data Integ) | \$73,000 | \$0.69 |
| Landfill Maintenance: | \$38,000 | \$0.36 |
| Schools | \$30,000 | \$0.29 |
| CVWMA mgmt. fee | \$11,000 | \$0.10 |
| Misc. | <u>\$14,000</u> | <u>\$0.13</u> |
| Total | \$2,399,000 | \$22.79/month (current City rate is \$23.19) |

Data Integrators bills for FY 22 totaled \$2,356,687. Their collections received were \$2,009,500. This 85% collection rate equates to a \$347,000 collections shortfall.

To make up this difference for those that didn't pay, each paying customer needed to pay an extra \$3.88 a month.

| | |
|--------------------------------------|-------------------|
| Number of households and businesses: | 8,766 |
| Revenue shortfall for 2022 was: | \$370,400 |
| Current rate for Residents: | \$23.19 per month |

Please don't forget that Council approved a temporary rate increase to Meridian of \$3.22 per customer that has not be addressed in the current City fee structure.

Thank you for asking the question.

Ed

Edward O Watson, PE

Director of Public Works

804-541-2295

C-2



2023 Operation Ceasefire Grant Program (OCGP)

Program Guidelines and Application Procedures

January 1, 2023–December 31, 2024

24-Month Award Period

For New Competitive Applicants

Application Due Date

November 15, 2022 5:00pm

Late applications will not be accepted

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

Issued: October 24, 2022

**2023 Operation Ceasefire Grant Program (OCGP)
Program Guidelines and Application Procedures**

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for the Virginia Operation Ceasefire Grant Program (OCGP). The purpose of this initiative is to support the implementation of strategies that will result in reducing violent crime within the Commonwealth while implementing effective and sustainable solutions to intercept and eliminate local cycles of violence. Projects funded under this program will support Operation Bold Blue Line, an initiative to fight violent crime by standing up for law enforcement and building meaningful partnerships with communities.

The Operation Ceasefire Fund was created by the Virginia General Assembly in Chapter 2 of the Acts of Assembly of the 2022 Special Session 1. This funding source “shall be used solely for the purposes of implementing violent crime reduction strategies, providing training for law-enforcement officers and prosecutors, providing equipment for law enforcement agencies, and awarding grants to organizations such as state and local law-enforcement agencies, local attorneys for the Commonwealth, localities, social services providers, and nonprofit organizations that are engaged in group violence intervention efforts. For the purposes of subsection N.2. of this item, ‘group violence intervention’ means comprehensive law enforcement, prosecutorial, and community-based initiatives, substantially similar to Operation Ceasefire as implemented in Boston, Massachusetts and the Gang Reduction Programs implemented in Richmond and Los Angeles, California, which are documented by the Department of Justice and are carried out between members of law enforcement, members of the community, and social services providers.”

This announcement provides guidance to aid applicants in determining eligibility, developing a program narrative, developing the itemized budget and budget narrative, and completing other related forms. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications in the On-line Grant Management System ([OGMS](#)).

Eligibility

Under this solicitation, eligible applicants include:

- State Government Agencies (prosecution/law enforcement only)
- Local Government Agencies
- Law Enforcement Agencies (Police and Sheriff)
- Local Commonwealth Attorney’s Offices
- Community-based or nonprofit organizations with 501(c)(3) status

Restrictions

Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.

Allowable Costs: Requested funds must be utilized to prevent and reduce gun violence. Allowable projects and purchases include, but are not limited to:

- Hiring additional personnel;
- Overtime;
- Supplies,
- Training;
- Travel expenses; and
- Equipment, necessary items related to violence reduction.

Unallowable Costs include, but are not limited to:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions;
- Honoraria;
- Bonuses;
- Alcohol; and
- Vehicles normally and routinely provided by the locality to others in the same roles.

II. Program Requirements

Violence Reduction Programs should focus on at least one of the following three key elements:

- **Prevention:** Solutions that keep youth and young adults from entering the cycle of violence. Prevention involves efforts to prevent escalation by assisting individuals at an increased risk of violence or exhibiting early signs of violent behavior.
- **Intervention:** Programs and policies that assist individuals and their families that have been impacted by violence, to reduce their risk levels of repeat exposure.
- **Enforcement:** Law enforcement and prosecutorial practices that interrupt the cycle of violence and positively engage the community.

For **new program implementation**, applicants must demonstrate program readiness to include deliberate efforts at community outreach, collaboration, building partnerships with local business, non-profits, community organizations, local medical and health agencies, and law enforcement. Applicants must dedicate resources or subject matter experts needed to execute and administer the project. Applicants should fully describe program services and their ability to collect performance measures on program activities.

For funding to enhance existing programs, applicants must demonstrate and show current funding sources (i.e. local or federal funding) for the existing program. Applicants must document initial project recommendations, as well as any current and past challenges that

may have caused program operations to stall or stop. Applicants must document the successes that have been captured since the initial implementation of the program. Applicants must justify the need for an enhancement.

All applicants funded under this solicitation will be expected to participate in strategic planning efforts, facilitated by DCJS and the Office of the Attorney General as a part of Operation Bold Blue Line. These sessions will be designed to meet your locality where it is and help move it forward in fighting violent crime.

III. Possible Programs for Replication

Applicants are encouraged to draw upon components of programs that have demonstrated success in reducing gun violence, preferably group violence intervention strategies (Operation Ceasefire and Gang Reduction Programs). OJP's [crime solutions](#) website is one resource that applicants may use to find information about promising practices and evidence-based practices related to Operation Ceasefire and Gang Reduction Programs. As stated in Section 408 of Chapter 2 of the Acts of Assembly, this fund is to be used for: "implementing violent crime reduction strategies, providing training for law-enforcement officers and prosecutors, providing equipment for law-enforcement agencies¹, and awarding grants to organizations such as state and local law-enforcement agencies, local attorneys for the Commonwealth, localities, social services providers, and nonprofit organizations that are engaged in group violence intervention efforts. For the purposes of subsection N.2. of this item, 'group violence intervention' means comprehensive law enforcement, prosecutorial, and community-based initiatives, substantially similar to Operation Ceasefire as implemented in Boston, Massachusetts and the Gang Reduction Programs implemented in Richmond and Los Angeles, California, which are documented by the Department of Justice and are carried out between members of law enforcement, members of the community, and social services providers."

IV. Maximum Amount Available Per Grant Award

Category/Budget Selection. Please select ONE category below that best exemplifies your organization's size and service area. Maximum award amounts are tiered according to each categories' criteria. **As this is a competitive application process, it is incumbent on the applicant to select the proper category. DCJS will not pre-determine which category your organization qualifies for but will verify this information through the review process. Inaccurate information may lead to disqualification.** NOTE: To determine your total annual operating expenditures, please refer to your organization's expenditures for the period from July 1, 2021 to June 30, 2022.

Priority. For categories 2-5 below, priority is given to requests seeking funds to implement recommendations of comprehensive strategic local assessments, and to localities that have not yet completed comprehensive assessments that request funding to

¹ Please note: As DCJS has released or is releasing a grant opportunity specifically for equipment for law enforcement agencies, equipment will not be funded through this solicitation.

complete comprehensive assessments. Additionally, jurisdictions are encouraged to hire, or should designate, local coordinators/criminal justice planners to coordinate all local firearms and other violent crime initiatives. Requests to fund local coordinators/criminal justice planners will be given priority consideration.

Additional priority will be given to localities that can demonstrate current high levels of violent crime.

Category 1: State Agencies. Maximum: \$2,600,000 for 24-month grant

Category 2: Small-sized local or non-profit organizations with under \$100,000 in annual operating expenditures relying primarily on volunteers to operate and may have no full-time employees. These applicants are seeking funding to support small-scale, neighborhood level activities. This category will likely include community-based organizations with 501(c)(3) status and community-based organizations without that designation but are working with a fiscal sponsor. **Maximum: \$50,000 for 24-month grant.**

Category 3: Small- to mid-sized local or non-profit organizations with annual operating expenditures of between \$100,001 and \$500,000 serving a limited geographic area or target population (e.g., grassroots group proposing activities serving one to two neighborhoods within a city or municipality). This category will likely include community-based organizations with 501(c)(3) status who have one or more full-time employees. **Maximum: \$150,000 for 24-month grant.**

Category 4: Mid-sized local or non-profit organizations with between \$500,001 to \$1 million in annual operating expenditures serving a geographic area or target population and is seeking to expand services to a larger service region. This category will likely include community-based organizations with 501(c)(3) status and potentially some smaller municipalities. **Maximum: \$250,000 for 24-month grant.**

Category 5: Large local or non-profit organizations with over \$1 million in annual operating expenditures with significant capacity, experience, and ability to implement, expand and scale complex programs across a large geographic area (e.g., city, county, etc.). This category will likely include large community-based organizations with 501(c)(3) status, larger municipalities and their commonwealth's attorneys' offices, and counties. **Maximum: \$500,000 for 24-month grant.**

V. Application Review Process

DCJS is committed to ensuring a fair and open process for awarding grants.

DCJS reviews the applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

All applications will be reviewed as part of a competitive review process and will be rated

based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers will consider demonstrated need, geographic location, violent crime rates and targeted localities for Bold Blue Line initiatives, budget justification, cost-effectiveness of the proposed project, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

The Criminal Justice Services Board (CJSB) Grants Committee will review grant application scores and the summaries of evaluations of applications and will make recommendations for funding to the CJSB. The CJSB will make final grant award decisions at its meeting on December 8, 2022. Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding

VI. Application Deadline

Applications must be submitted by **5:00 p.m. on November 15, 2022** in [OGMS](#). Applications received after the deadline will not be considered.

VII. Submission Instructions

Grant applications must be entered in OGMS. Follow these steps to begin an application for this funding opportunity in OGMS. Registration for OGMS and information can be found at: <https://ogms.dcjs.virginia.gov/index.do>

1. Log into OGMS. If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select ID #504184, Virginia Operation Ceasefire for competitive applicants.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of your Proposed Project. For example, "Norfolk Operation Ceasefire."
6. Under *Primary Contact*, select your name. This can be changed later in the application process if needed. Select Save Form Information. You will be taken to a new screen.
7. Under *Organization*, select your organization and then select Save Form Information. This will take you to a new screen.
8. Under *Additional Applicants*, select any of your organization members who should have access to this application and to the grant if it is awarded. You can also add or subtract people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS. Select Save Form Information. This will take you to a new screen.

9. Under the Application Details screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete.

The following sections are incorporated into the OGMS application system:

A. Face Sheet

Congressional Districts: List the congressional districts that will benefit from the program.

Jurisdictions Served: Select all jurisdictions served.

Certified Crime Prevention Community: Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.

Type of Application: Select “New.”

Brief Project Description: Provide a short description of the project. This description will be shared with the committees making funding decisions.

Project Director: List the person who will have day-to-day responsibility for managing the project.

Project Administrator: List the person who has authority to formally commit the organization to complying with all the terms of the grant application. This must be the leader of the agency/organization, or the president of the Board of Directors of a nonprofit organization. For a locality, this must be the city, county, or town manager; or the chief elected officer of the locality, such as the Mayor or Chair of the Board of Supervisors. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Officer: List the individual who will be responsible for fiscal management of the funds.

B. Budget

An itemized budget and budget narrative must be completed using templates provided in OGMS. Applicants must explain the reasons for each requested budget item and how requested amounts were determined. Itemize all budget amounts and place them in the appropriate category for each line item. The cells will automatically round amounts to the nearest dollar.

See the Budget Narrative section for detailed descriptions of each budget category.

Budget Narrative (located in the Budget tab)

Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding. The budget narrative should detail anticipated expenses. Applicants must explain the reasons for each requested budget item.

Budget Categories (Complete the tabs applicable to your program needs). Fill the auto generated fields required in OGMS for the following budget categories. List the requested amount in the state fund category only.

a. Personnel Budget Category

Personnel: To request funding for staff, click “Add Row.”

- Employee Name: Enter the name of the grant funded person. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there are more than one TBD, then distinguish the names by adding a number (e.g. TBD-1 and TBD-2).
- Position Title: Enter title of the proposed grant funded position.
- Position: Indicate if the position is full-time or part-time.
- Total Hours Per Week: Include the number of hours dedicated to the grant project per week.
- Total Hours Per Year: Include the number of hours dedicated to the grant project per year.
- Total Annual Salary: Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should not include fringe benefits.
- Percent being requested: Enter the percentage of the total annual salary you are requesting the grant to cover.
- Number of Grant-Funded Hours: This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- Grant-Funded Full Time Equivalent: This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- Total Salary Amount Requested from Grant: This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- New Position: Indicate if this is a new position.
- Personnel Funding: Place the “Total Salary Amount Requested from Grant” into State Funds and, if applicable, the appropriate local match field. The “Personnel Total” will auto calculate when you save the row.

- Employee Fringe Benefits: To request fringe benefits, click “Add Row”.
- Employee Name: Choose the name of the employee from the drop down box.
- Enter the amounts of each benefit requested: If you enter “Other”, you will need to describe and break down the costs of the benefits in the text box labeled. If “Other”, please describe.”
- Requested Employee Fringe Benefits Total: This figure will auto calculate after you save the row.
- Fringe Benefits Funding: Place the “Requested Employee Fringe Benefits Total” into State Funds and, if applicable, the appropriate local match field. The “Employee Fringe Benefits Total” will auto calculate when you save the row.
- Position and Justification: This section is required, if a position is requested. Click “Add Row” to enter the information.
- Employee Name: Choose the name of the employee from the drop down box.
- Description of Position: The position description should briefly describe grant-related duties performed by the person in the position.
- Justification for Position: The justification should explain how the position is essential to the project.

b. Consultant Budget Category

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day, or \$81.25 per hour, and may not exceed the consultant’s usual and customary fee.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Consultant travel and subsistence: Estimate actual cost. The cost must be reasonable and adhere to the applicant’s travel policy. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification.

c. Travel & Subsistence for Project Personnel Budget Category

Travel expenses must be consistent with the state travel reimbursement policy. Indicate if travel (mileage) costs are included in your budget: yes or no. If “yes” under “Local Mileage” or “Non-local mileage,” enter the number of miles and

the mileage rate.

Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

Local mileage is considered travel within the immediate service area (satellite offices, court, meetings, etc.). Non-local mileage is outside of the immediate service area (trainings, conferences, meetings, etc.).

DCJS will strongly scrutinize requests to support attendance, subsistence, or travel for out of state trainings or conferences. Training/conference registration fees should be detailed in the "Supplies and Other Expenses" category only.

d. Equipment (items \$5,000 per unit and greater)

Include requests for equipment purchases of \$5,000 per unit or greater.

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental agreement. Provide the basis of computation for the requested amount. Include a written estimate of cost and local contract guidelines, if applicable. Justify equipment expenses by documenting that items will enhance direct services. Document the necessity and cost effectiveness of requested expenditures.

If equipment is requested to replace outdated or "old" equipment, briefly describe why replacement is necessary and when the "old" equipment was acquired.

Grant funds cannot support the entire cost of an item that is not used exclusively for the project related activities; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented.

e. Supplies and Other Expenses (items under \$5,000 per unit)

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit.

All costs must be itemized within this category by major types (i.e., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, and telephone). If the item includes more than one component, identify subcomponents. For example, "Office Supplies: copy paper, pens, and folders." Additionally, show the basis for computation (i.e., "x" dollars per month per three staff people for office supplies).

Explain how the item is essential to the goals of the project. Explain the

rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2021 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For FY 2022– 2023, we anticipate spending \$950, due to stamp rate increase.”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

f. Indirect Costs

Not available under this solicitation

C. Project Narrative [Note: this may be uploaded as an attachment not to exceed 10 pages, as long as all of the sections are covered]:

The project narrative educates the reviewer about the applicant’s community and organization; describes the severity of violent crime or gun violence issues and their impact on the community; provides statistics that support the existence and extent of the problem; clearly justifies the need for the grant; and describes existing resources and services currently available to address the problem, including any other funding, and an explanation as to why the resources are inadequate. This narrative should include the following sections:

- **Organization Background.** Please provide a brief overview of your organization, when you were founded, what your organization does, and the individuals or communities you serve.
- **Needs Statement.** Describe the needs of the community served, including the severity of crime or gun violence issues and the impact of violence on the community. Provide specific statistics that support the existence and extent of the problem as defined in the eligibility section of these guidelines. Identify if a strategic comprehensive assessment has been completed, and if so, what the assessment shows.
- **Population Served.** Describe the intended population served by the project. Be specific about the *localities, neighborhoods, communities, or types of individuals* that will be served by the program.
- **Community Background.** Please describe how gun violence and violent crime has impacted your community, and what efforts your organization has already made – or strategies you would like to implement – to address that problem.
- **Project Description.** Provide a description of the proposed project or practice and some of the planned implementation activities and the activities’ relevance to reducing violent crime or gun related violence in your community. Provide information on how the project will incorporate a collaborative and multi-disciplinary approach that includes community based organizations.
- **Promising Practice.** Describe the components of the promising practice that

will address the stated problems.

- **Capabilities:** Provide a description of the organization and the capabilities of the organization to implement the proposed project. Identify the designated coordinator/criminal justice planner who is coordinating local violent crime initiatives, or specify if one will be hired.
- **Timeline.** Describe the planned implementation activities and their relevance to the stated goals and objectives
- **Budget Narrative.** Provide a budget narrative explaining and justifying the need for each requested budget item and provides the basis for its cost all funds requested and stating the basis/calculations for the amounts requested. All items requested in the Budget Narrative must be thoroughly justified and clearly related to the proposed project. Each item or service to be purchased must be separately listed with its unit cost. The budget narrative must thoroughly explain the relevance and importance of each item to the project.

D. Project Goals and Objectives Form: List and describe your program's goals. Each goal must have objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget.

E. Additional Components

1. **References Section (Community-based and Nonprofit Organizations ONLY).** Please provide contact information for three references from stakeholders (e.g., patrons, oversight organizations, current or previous contract holders, etc.) that are familiar with your organization and its work via attachment. **These references may be contacted during the review process to verify information provided in your request.** Organizational members or family members should not be used as a reference. By adding a person's contact information, you are verifying that they consent to be contacted.
2. **Community-based and Nonprofit Organization.** Please provide the link to your organization's nonprofit notation in [GuideStar.org](https://www.guidestar.org), [IRS Tax Exempt Organization Search](https://www.irs.gov/charities-nonprofits) or another similar nonprofit data source engine to confirm said status. If that notation is not available, please leave this field blank and upload a copy of the organization's tax exempt letter as an attachment.
3. **Non-Supplantation.** Funds may not be used to supplant state, local, or other funds which would otherwise be available for the same purpose. All applicants must complete this certification.
4. **Authority Certification.** All applicants must complete this certification. The Authority Certification is to be signed by the Project Administrator or designee, not the Project Director, program staff or any other individual without submitted documentation

Additional documentation required in this funding opportunity must be uploaded using the Attachments tab in OGMS. Upload only the documentation required. The description of the attachment should explain the information provided in the uploaded

file.

Applications must be submitted in OGMS by 5:00 p.m. on Tuesday, November 15, 2022

VIII. Financial and Progress Reporting

Grant recipients must submit quarterly reports through the DCJS Online Grants Management System (OGMS). Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

IX. Grant Application Training and Technical Assistance

All applicants should participate in self-guided training of the recorded webinars for application submission in OGMS.

To access the On-line Grant Management System (OGMS) click here.

<https://ogms.dcjs.virginia.gov/>

Technical Assistance

Please contact the following DCJS staff for questions regarding your Virginia Violent Crime Grant Funding application:

Greg Hopkins, email: gregory.hopkins@dcjs.virginia.gov or telephone (804) 692-0977.



GROUP VIOLENCE INTERVENTION

ISSUE BRIEF

OVERVIEW

Serious violence in the United States is concentrated in historically disadvantaged communities of color, and particularly among young men in those communities. The Group Violence Intervention (GVI)—known by various names, including “Operation Ceasefire”—has the strongest record of preventing such violence. The strategy is based on a set of core facts: Most people in those communities are not at high risk for either victimization or offending. A very small number of identifiable street groups drive the violence, and the people in them face extraordinary risk and trauma. However, the most common law enforcement approaches to violence prevention can actually cause communities harm and make violence dynamics worse. Community distrust of law enforcement—based on historical harms, over-enforcement, and disrespect—stands in the way of violence prevention efforts.

GVI focuses on the groups at highest risk for violent victimization and offending, with the intention to keep those in them alive, safe, and out of prison. The GVI partnership communicates directly with group members, conveying a powerful community message about disapproval for violence and in support of community aspirations; concrete opportunities for both immediate and longer-term assistance and support; and clear prior notice of the legal risks associated with continued violence. The partnership then delivers swiftly on these commitments.¹

The strategy arises from a desire to build communities' capacity to prevent violence, use enforcement narrowly and strategically, help the most vulnerable people, and improve the legitimacy of police in the eyes of the community. Over 20 years of implementation in dozens of cities, this approach has consistently reduced serious violence.²

BACKGROUND

Even in communities with high rates of violence, very few people are actually involved in homicides and shootings. Violent victimization and offending are extremely concentrated among groups. Group members typically constitute less than half a percent of a city's population but contribute to as much as 70 percent of its homicide and gun violence.³ Despite this fact, law enforcement has traditionally used overly broad and intrusive tactics that have harmed entire communities and reduced trust.

WHAT ARE GROUPS?

The term “group” refers to any social network whose members commit violent crimes together. This can include anything from chapters of organized national gangs with recognized symbols (such as the Gangster Disciples) to loose neighborhood crews with no hierarchy or business (such as a set that claims a particular block). All “gangs,” “posses,” “sets,” “crews,” “blocs,” and other associations are names for groups.

In communities where violence is high and trust in law enforcement is low, groups can appear to provide protection. However, they often promote violence to settle disputes. While personal slights and disrespect largely initiate violence, peer pressure and the “street code” among groups drive cycles of retaliation, damage communities, and discourage cooperation with law enforcement. Young men in those communities face extraordinary homicide rates—about 100 times the

national average.⁴ In this context, many group members are scared, traumatized, and in search of a way out.

STRUCTURE

GVI brings together a partnership of law enforcement, community members, and social service providers with a common goal but distinct roles. Together, they guide the intervention based on frontline knowledge and real-time data on violence and the people who face the greatest risk.

The Law Enforcement Role

Law enforcement demonstrates to groups that reducing violence is their top priority. Police, federal agents, prosecutors, and other partners coordinate on data, tracking, and enforcement responsibilities. The law enforcement partnership identifies the groups driving the most violence and concentrates its efforts on them. They tell group members up front about the partnership's focus on gun violence, their desire that group members be safe and successful in their communities, the specific consequences for continuing the violence, and exactly how groups will be held accountable for homicides and shootings perpetrated by their members.

Since a central aim of the approach is to prioritize voluntary compliance and deterrence over actual enforcement, GVI communicates directly to group members before violence occurs and reserves special enforcement measures for when a group commits violence. When enforcement is necessary, GVI capitalizes on the fact that groups are involved in a variety of criminal offenses. That means that the law enforcement partnership has a

wide menu of options for delivering sanctions to the entire group—in addition to pursuing individual perpetrators of violence. This focused enforcement holds groups accountable and demonstrates to other groups the consequences for violence. Strong community norms against violence form the foundation of public safety. GVI centers the community’s moral voice on violence prevention efforts.

The Community Moral Voice Role

During call-ins, custom notifications, and other gatherings, respected community figures present their message to group members from three main perspectives. Surviving family members of homicide victims describe the pain of losing a loved one. Former group members attest to the limits and risks of the “street code” as well as the possibility of personal transformation. And community leaders outline group members’ part in a safer, more stable community life, and express the community’s love and hope for them.

These credible voices exist in every community. GVI creates a framework to identify them, support them, and focus their powerful moral authority on the very small number of high-risk people driving violence and at highest risk for victimization.

The Support & Outreach Role

An unconditional offer of help is a moral imperative and a practical consideration of GVI. Group members typically have specific, immediate needs, and experience extraordinarily high rates of violent victimization. In GVI, a special support and outreach structure is tailored particularly for

this population. This includes measures to address trauma, methods to protect group members from harm (such as preventing retaliation, intervening with enemies, relocation, and emergency housing), and ways to provide the “big small stuff”—low-cost but pressing needs such as transportation, grocer-

LAW ENFORCEMENT PARTNERS

- Police agencies
- Sheriffs’ offices
- Prosecutors’ offices
- Probation and parole agencies
- Federal agencies (ATF, DEA, FBI)
- Corrections departments

COMMUNITY MORAL VOICES

- Mothers and family members of murdered children
- Ex-offenders and former group members
- Faith leaders
- Survivors of violence
- Street outreach workers

SUPPORT & OUTREACH PARTNERS

- Mentoring programs
- Trauma care providers
- Reentry programs
- Street outreach workers
- City social service agencies
- Traditional services (education, employment, mental health, substance abuse programs)

ies, clearing warrants, getting state ID, etc. It also offers priority access to traditional services such as job training, housing, education, peer support groups, and substance abuse counseling.

The support and outreach structure gives group members a path away from risky behavior and toward new and positive relationships. It also demonstrates, beyond the immediate goals of preventing violence, a commitment to the lives of group members.⁵

EMPHASIZING LEGITIMACY

Bringing police and communities together through GVI can help build law enforcement legitimacy. The strategy is designed to put law enforcement in situations where they can demonstrate their intention to depart from harmful practices, show that they respect and support even those with criminal backgrounds, engage openly and honestly about how they work, and support the community's desire for public safety. Enhanced legitimacy promotes voluntary compliance with the law and reduces violence.

COMMUNICATION

Direct, strategic communication with group members is central to the strategy. GVI communication methods are designed to convey strong community norms against violence, disrupt pro-violence social dynamics among groups, deter violence before it happens, ensure that group members understand the legal risks they face, and convey respect and a desire for a new relationship between law enforcement and communities. The GVI part-

nership engages with group members to connect them to opportunities for support and services, update them on the promises the partnership has kept, and share its powerful desire to keep group members alive and free. Communication about the GVI strategy can occur anywhere. However, a number of formal approaches help structure communication.

The call-in is a face-to-face meeting between the GVI partnership and group members representing all groups in the GVI area. Law enforcement identifies members of violent groups who can be compelled to attend the call-in via the terms of their probation or parole. The GVI partners present their message and ask the attendees to take what they have heard back to their groups.

Custom notifications are home or street visits that communicate the GVI message to specific people. A small group of representatives from the partnership delivers individualized information to those at highest risk. Custom notifications can also include people close to those being notified in order to amplify and personalize the message. These flexible visits can be deployed quickly to help interrupt cycles of violence, address retaliation and active disputes, calm hot spots, and address “impact players”—including those who are not on supervision and difficult to reach.⁶

RESULTS

GVI has a strong evidence base of effectively reducing serious violence:

- **Boston, MA:** 63% reduction in youth homicide⁷

- Stockton, CA: 42% reduction in gun homicide⁸
- New Orleans, LA: 32% decrease in group member-involved homicides⁹
- Cincinnati, OH: 41% reduction in group member-involved homicides¹⁰
- New Haven, CT: 73% monthly average reduction in shootings¹¹

Systematic reviews of community violence interventions have recognized that GVI has a consis-

tent track record. A USAID study (2016) reviewing over 30 violence reduction strategies concluded that GVI “has the largest direct impact on crime and violence, by far, of any intervention,” and a report from the Campbell Collaboration (2012) showed “strong empirical evidence” for its effectiveness.¹²

For additional information and background material, visit the National Network for Safe Communities website at nnscommunities.org.

ENDNOTES

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The **National Network for Safe Communities at John Jay College** supports cities to implement and advance proven strategies to reduce violence and improve public safety, minimize arrest and incarceration, strengthen communities, and improve relationships between law enforcement and communities.

ADJOURNMENT