

CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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

Dr. Concetta Manker, City Manager
Beverly Burton, Interim City Attorney
Brittani Williams, City Clerk
Sade' Allen Deputy City Clerk

January 13, 2025

SPECIAL MEETING

Closed Session- 6:30 PM
Open Session-7:30 PM

6:30 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into a closed meeting pursuant to Va. Code Section §2.2-3711(A)(7) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body and § 2.2-3711(A)(1) Discussion, consideration, or interviews of prospective candidates for employment; followed by an open session to discuss the repeal of the recently adopted conflict of interest policy; and to the extent such discussion will be aided thereby.

Roll Call

RECONVENE OPEN MEETING

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

SPECIAL BUSINESS

SB-1 – Repeal of Recently Adopted Conflict of Interest Policy

Adjournment



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: CONFLICT OF INTEREST POLICY

ISSUE: N/A

RECOMMENDATION: City Council approves and adopts the proposed Conflict of Interest Policy for City Employees.

TIMING: Approval on November 19, 2024

BACKGROUND:

ENCLOSED DOCUMENTS: Conflict of Interest Policy

STAFF: Dr. Concetta Manker, City Manager

FOR IN MEETING USE ONLY

MOTION:

Roll Call

SUMMARY:

Table with 4 columns: Y, N, Y, N and corresponding councilor names and wards (Rita Joyner, Michael Harris, John B. Partin, Jasmine Gore, Janice Denton, Brenda Pelham, Dominic Holloway, Sr.).

CITY OF HOPEWELL

Policy Statement

Policy Number: 9.8

SUBJECT: CONFLICTS OF INTEREST

ORIGINATING OFFICE:

(TO BE FILLED OUT BY THE CITY MANAGER)

City Council

Effective Date: _____

Administering Department: Human Resources

Approved By: _____
City Manager

The actions of local government officials may involve conflicts of interest, and the City of Hopewell adopts this policy to serve as a guidepost for city officials, including employees who serve as elected or appointed city officials. These conflicts include but are not limited to the various situations described below. It is the policy of City of Hopewell that:

1. A city official shall not have a personal interest in any contract with the City or with any agency that is a component part of the City and under the City's control. *Code of Virginia §2.2-3107 A.*
2. A city official shall not have a personal interest in a contract of employment with a governmental agency to which the city council appoints a majority of the members of that agency's governing body. This section does not apply if:
 - a. the contract of employment began before the official's election or appointment;
 - b. the contract is for a government's sale of goods or services at uniform prices available to the public;
 - c. the contract is awarded to a city official through competitive sealed bidding for the same or similar goods or services if (1) the official did not participate in preparation of bid specifications and (2) the city council adopts a resolution stating the official's bid is in the public interest. *Code of Virginia §2.2-3107*
3. A city employee elected to city council shall not wear a city uniform during meetings of the city council. *See Code of Virginia §15.2-1512.2*
4. A city employee elected to city council shall use personal time off or leave without pay to attend meetings of the city council that are held during the employee's normal work hours.
5. A city official shall not solicit or accept money or other thing of value for services performed within the scope of official duties but may accept special benefits authorized by law. *Code of Virginia §2.2-3103*

6. A city official shall not offer or accept money or other thing of value for or in consideration of obtaining employment, appointment or promotion of any person with any governmental or advisory agency. *Code of Virginia §2.2-3103*
7. A city official shall not offer or accept money or other thing of value for the use of the public position to obtain a contract for any person or business with any governmental or advisory agency. *Code of Virginia §2.2-3103*
8. A city official shall not use for his/her own economic benefit, or for any other person's economic benefit, confidential information not available to the public and acquired by reason of serving on city council. *Code of Virginia §2.2-3103*
9. A city official shall not accept any money, loan, gift, favor, service, or business or professional opportunity that tends to influence the performance of official duties (does not apply to political contributions used for campaign or constituent services). *Code of Virginia §2.2-3103*
10. A city official shall not accept any honoraria for any appearance, speech, or article in which the employee provides expertise or opinions related to the performance of official duties. The employee may accept reimbursement for related lodging and travel expenses in accordance with the city's travel reimbursement policy. *Code of Virginia §2.2-3103*
11. A city official shall not accept any gift from a person whose interests may be substantially affected by the employee's performance of official duties where timing and nature of the gift would cause questioning of the employee's impartiality. *Code of Virginia §2.2-3103*
12. A city official shall not accept gifts so frequently that such acceptance creates the impression the employee is using his/her official position for private gain. *Code of Virginia §2.2-3103*
13. A city official shall not use his/her position to retaliate or threaten retaliation against any person for expressing views on matters of public concern or for exercising any other right provided by law. *Code of Virginia §2.2-3103*
14. An employee elected to city council shall not use his/her position to exert authority over his/her supervisors or employees of city council and shall not vote on personnel issues related to such supervisors and employees. *See Code of Virginia §15.2-1512.2*
15. An employee elected to city council shall not use his/her position to bully or intimidate other employees. *See Code of Virginia §15.2-1512.2*
16. An employee elected to city council shall not vote on the city's budget, pay raises, health insurance or any development of polices that would impact an official's economic interest. *See, Hopewell City Charter Ch. IV, §6.*
17. An employee elected to city council shall not have access to personnel or confidential information related to fellow employees.

Any city employee who is an elected official remains subject to all policies and protocols of the city and the department to which the employee is assigned.

NOTE: No member of the council shall participate in the vote on any ordinance, resolution, motion or vote in which he, or any person, firm or corporation for which he is attorney, officer, director, or agent, has a financial interest other than as a minority stockholder of a corporation, or as a citizen of the city. Hopewell City Charter Chapter IV § 6

DATE AMENDED: _____

Policy Number _____

**RESOLUTION ADOPTING A CONFLICTS OF
INTEREST POLICY FOR CITY COUNCIL, APPOINTEES OF CITY
COUNCIL, AND CITY EMPLOYEES ELECTED TO CITY COUNCIL**

WHEREAS, the council of the City of Hopewell recognizes that from time to time the actions of local government officials may involve conflicts of interest;

WHEREAS, for purposes of this policy the term “local government officials” includes, but is not limited to, members of city council, appointees of city council, employees of city council and city employees elected to city council; and

WHEREAS, the City of Hopewell desires to provide guidance to assist its local government officials in avoiding conflicts of interest;

BE IT RESOLVED this 10th day of December 2024, that the City of Hopewell hereby resolves and approves City of Hopewell Policy Statement, Policy Number 9.8 on Conflicts of Interest (a copy of which is attached hereto).

ADOPTED by the Council of the City of Hopewell, Virginia, the 10th day of December, 2024.


Witness this signature and seal:



Mayor Johnny Partin, Ward 3

VOTING AYE:	Councilor Harris-	Yes
	Vice Mayor Gore -	Yes
	Councilor Pelham -	Yes
	Councilor Holloway -	Yes

VOTING NAY:	Mayor Partin -	No
	Councilor Denton -	No
	Councilor Joyner -	No

ATTEST:


Brittani Williams, City Clerk



ADJOURNMENT