



**CITY OF HOPEWELL**  
Hopewell, Virginia 23860

---

**SPECIAL MEETING  
AGENDA**

**PHONE: 541-2249**  
**FAX: 541-2248**

e-mail: [info@hopewellva.gov](mailto:info@hopewellva.gov)  
[www.hopewellva.gov](http://www.hopewellva.gov)  
[rarrington@hopewellva.gov](mailto:rarrington@hopewellva.gov)

**CITY COUNCIL**

Jasmine E. Gore, Mayor, Ward #4  
Patience Bennett, Vice Mayor, Ward #7  
Debbie Randolph, Councilor, Ward #1  
Arlene Holloway, Councilor, Ward #2  
Johnny Partin, Councilor, Ward #3  
Janice Denton, Councilor, Ward #5  
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager  
Stefan M. Calos, City Attorney  
Ronnieye L. Arrington, City Clerk

**CITY COUNCIL RETREAT**

---

**June 21, 2019 – 5:30 p.m.**  
**June 22, 2019 – 9:00 a.m.**

**316 E. Cawson Street, Hopewell, Virginia**

---

**Friday, June 21, 2019**

**OPEN MEETING**

**5:30 p.m.** Call to order, roll call, and welcome to visitors

**SUGGESTED MOTION: To amend/adopt Retreat agenda, waiving City Council Rule 306, to extend the meeting beyond the three-hour limit.**

**Roll Call**

**SPECIAL BUSINESS**

**SB-1 Community Enhancement Initiative Discussion**

Discussion of the proposed priorities, structure and steering committee members for the Community Enhancement Initiative

**SB-2 Presentation by Mayor Jasmine Gore and Councilwoman Deborah Randolph**

**SB-3 City of Hopewell Strategic Plan Review**

Review and finalization of potential strategic initiatives for future feasibility assessment and workplan development

**SB-4 Strategic Planning Consultant Presentation**

**Saturday, June 22, 2019**

**RECONVENE OPEN MEETING**

**9:00 a.m.** Call to order, roll call, and welcome to visitors

**SPECIAL BUSINESS (cont'd)**

**SB-5 City of Hopewell Charter and Rules Review** – Presentation of City of Hopewell law and codes relating to roles of City Manager, City Clerk, City Attorney, Mayor/Vice Mayor and other Council Members

**SB-6 Virginia Municipal Practices Discussion**  
Presentation of customary municipal practices in Virginia relating to agenda development, budget development/adoption, policy formation, and other public management functions.

**SB-7 City of Hopewell Agenda-Setting Process Presentation**  
Presentation by City Manager and City Clerk of process for developing and publishing City Council Meeting agendas currently in place

**11:45 a.m. SUGGESTED MOTION:** To go into closed meeting for discussion of performance of specific officers, appointees, and employees of city council (mayor, city manager, city clerk, city attorney) in accordance with Virginia Code § 2.2-3711(A)(1).

**Roll Call**

**CLOSED MEETING**

**RECONVENE OPEN MEETING**

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

**SB-8 City of Hopewell Rules and Roles Discussion** – Discussion of future changes to City of Hopewell practices related to agenda development, budget development/adoption, policy formation and other public management functions.

**ADJOURNMENT**

City of Hopewell

Strategic Planning 2019 - 2021

---



# City Council Strategic Plan

*-working draft-*

June, 2019

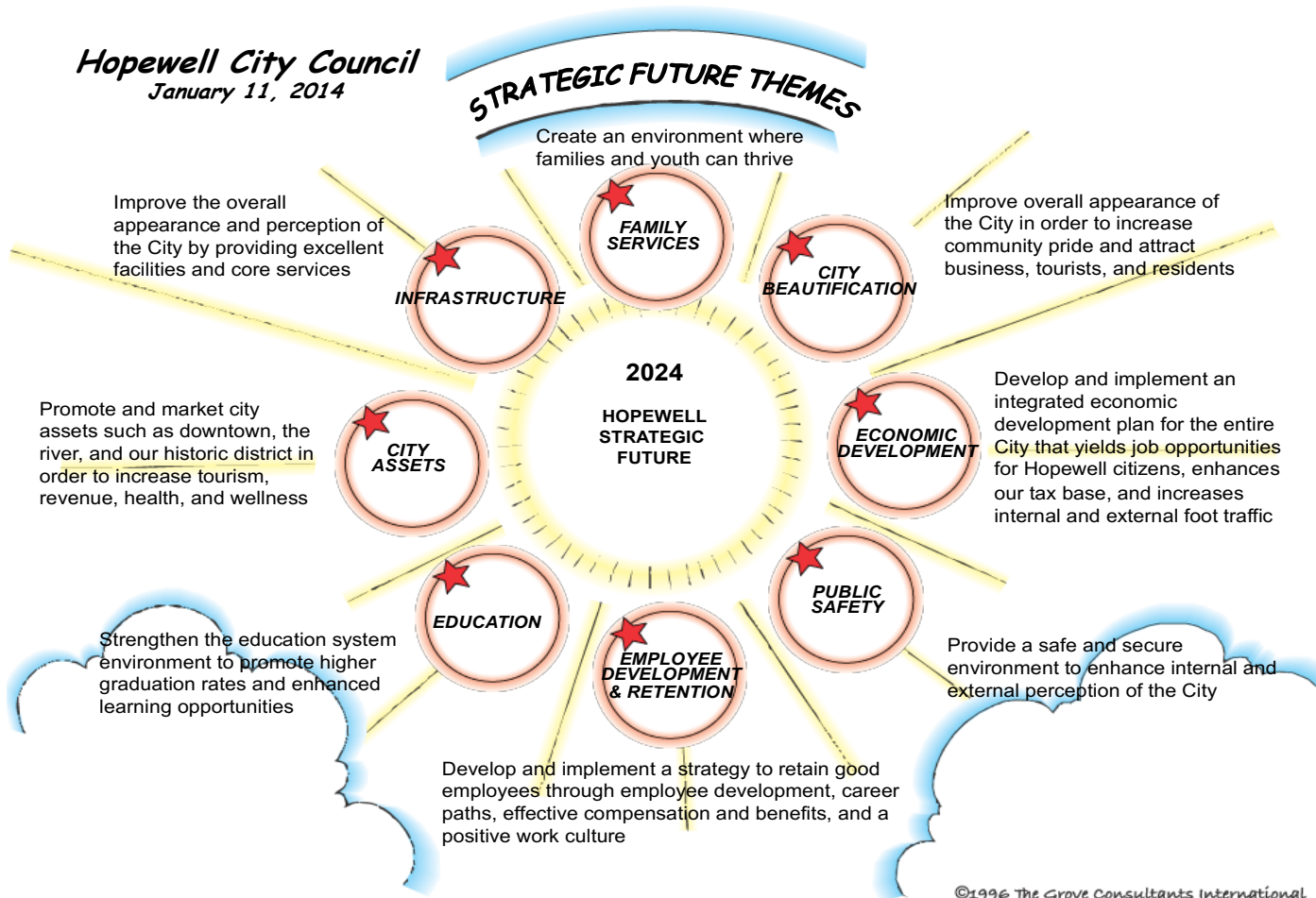
# City of Hopewell

## Strategic Planning 2019 - 2021



## Original Strategic Themes 2014 - 2024

*Hopewell City Council*  
January 11, 2014



# City of Hopewell

## Strategic Planning 2019 - 2021

### 2020 – 24 Revised Strategic Goals/Objectives



*\*Same domain as prior plan but enhanced/revised objective*

**Housing:** Ensure high quality affordable housing options for renters and home owners at all income levels and stages of life.

**Health and Wellness:** Enhance resources and conditions that affect where residents live, learn, work, and play that affect their mental, spiritual and physical health outcomes and life expectancy.

**Infrastructure:** Improve the overall appearance, functionality and perception of the City by providing excellent facilities, core services and neighborhood investment.\*

**Public Safety:** Provide a safe and secure environment to strengthen internal and external perceptions of the city by improving cross-collaboration with strategic partner and enhance community relationships.\*

**Economic Development:** Fully implement an integrated economic development plan that yields equitable job opportunities for all Hopewell citizens, enhances our tax base, and increases internal and external foot traffic in all commercial areas of the city\*

**Education/Workforce Development:** Strengthen the education system and workforce development pipeline to promote higher graduation rates, enhanced learning opportunities, and a skilled workforce prepared for high quality job opportunities.\*

**Community and Cultural Development:** Enhance resources to support citizens from all walks of life with comprehensive community services, civic events and opportunities for civic engagement. Implement strategic plans and initiatives that promote equity in all polices and cross-collaboration between the City, service providers and stakeholders.

# City of Hopewell

## Strategic Planning 2019 - 2021



### Cross-Cutting Implementation Strategies

*The following implementation strategies will build sustainable Council and administration capacity to achieve all strategic goals and objectives.*

1. Establish clear roles, accountabilities and *guidelines* between City Council and administration
2. Establish key initiatives under each established Strategic Plan Domain
3. Implement *branding/marketing campaign* to internal and external audiences
4. Establish data-driven decision-making and accountability processes, grounded in a *City-wide Data Dashboard*
5. Establish mechanism to foster collaborative services and resources (*Community Enhancement Initiative*)
6. Increase opportunities for *civic engagement*
7. Enhance City-to-Citizen *communication channels*
8. Adopt *Equity-in-All-Policies* Framework

# City of Hopewell

## 2020 - 2024 – Potential Strategic Initiatives/Priorities

---



## Housing

### Guidance from Council Advance:

- Much of the existing housing stock is antiquated and not attractive to homebuyers – this is an obstacle to attracting new middle- upper-income residents
- In the past, there has been significant pushback to replace antiquated neighborhoods
- Old workforce housing is primarily rental with a lot of transient renters
- Blight and landlord accountability is a challenge
- Home ownership is inaccessible to people at different income levels
- A comprehensive housing improvement plan is already completed; while dated, it can be relooked at and updated for today's context
- In the past, there has been significant pushback to replace antiquated neighborhoods

### Potential Strategic Priorities/Initiatives:

1. Update and implement comprehensive housing blueprint that addresses housing needs for all segments of the community
2. Strengthen policies to increase wastewater fees from landlords vs. tenants
3. Require business licenses to operate individual rental properties



# City of Hopewell

## 2020 - 2024 – Potential Strategic Initiatives/Priorities

---



## Health and Wellness

### Guidance from Council Advance:

- Access to healthy food across the city is a challenge – with only two full service grocery stores, most of the City can be considered a food desert
- While the City has invested in significant outdoor recreation opportunities (e.g. Riverwalk and park), it is important to continue to improve accessibility and quality to ensure equitable recreational opportunities for all Hopewell citizens
- There is a general lack of access to behavioral health resources

### Potential Strategic Priorities/Initiatives:

- Recruit full-service grocery store(s) to accessible City location(s)
- Improve physical accessibility and public awareness of healthy eating and active living
- One-Stop Services Center that includes enhanced behavioral health services (built out District 19)



# City of Hopewell

## 2020 - 2024 – Potential Strategic Initiatives/Priorities

---



## Infrastructure

### Guidance from Advance:

- Prior plan focused on infrastructure/beautification in downtown area – this has been a long-term effort with great results
- Investments in infrastructure and related economic development activities should broaden to other areas of the city with a focus on the Ft. Lee/Route 36 corridor

### Potential Strategic Priorities/Initiatives:

- Comprehensive Ft. Lee/Route 36 infrastructure and economic development plan

# City of Hopewell

## 2020 - 2024 – Potential Strategic Initiatives/Priorities

---



## Public Safety

### Guidance from Council Advance:

- While violent crime is up in very specific areas, overall crime is down and lower than the state
- Much of the violent crime is committed by people who live outside the City
- Fear of crime and public perception is a significant problem

### Potential Strategic Priorities/Initiatives:

- Community Policing in targeted areas
- Comprehensive prevention programs in targeted areas (Community Enhancement project)
- Messaging campaign on safety statistics (incorporate into branding/marketing campaign and City-to-Citizen communication channels)

# City of Hopewell

## 2020 - 2024 – Potential Strategic Initiatives/Priorities

---



## Economic Development

### Guidance from Council Advance:

- Continue to build on downtown revitalization but expand focus to Ft. Lee/Route 36 areas
- Immediate focus should be grow current industry base (industrial, healthcare) but establish longer-term goals of recruiting new industry (e.g. tech)

### Potential Strategic Priorities/Initiatives:

- Comprehensive Ft. Lee/Route 36 infrastructure and economic development plan



## Education/Workforce Development

### Guidance from Council Advance:

- While significant progress has been made in K-12 education with accreditation of school system, a need for improved early childhood development and school readiness has been identified.
- Lack of skilled, productive workforce has resulted in many unfilled jobs in current industry (industrial, public sector and healthcare) as well as an obstacle to recruiting new industries (e.g. tech)
- While there are a number of potential workforce development building blocks, today's system is fragmented and does not support effective career pipelines
- Workforce development initiatives should focus in the *short term* on preparing and recruiting workers for existing jobs, but work towards a longer-term goal of creating a skilled workforce for new industries

### Potential Strategic Priorities/Initiatives:

- Expand City youth workforce development programs
- Implement comprehensive regional service career development center with connections to other social supports (Community Enhancement project)
- Early Learning Nation initiative

# City of Hopewell

## 2020 - 2024 – Potential Strategic Initiatives/Priorities

---



## Community and Cultural Development

### Guidance from Council Advance:

- Individuals, families and communities throughout Hopewell are challenged with lower education levels, lower incomes, and other social challenges
- In addition, there is a lack of citizen and community engagement throughout the city

### Potential Strategic Priorities/Initiatives:

- Comprehensive social service hub that includes behavioral health supports (District 19) and connections to an array of supports (Community Enhancement project)
- Expand early home visitation and parenting support programs for at-risk families
- Implement Citizen Education and Engagement processes throughout City departments and programs

City of Hopewell



# Community Enhancement Initiative

Update for City Council

June , 2019

**-WORKING DRAFT-**



Consilience Group™ LLC

*A Cities of Opportunities Pilot Initiative*

# City of Hopewell

## Community Enhancement Initiative

---



### Goal (*proposed*):

Cross-link comprehensive City and community resources to improve quality of life for all Hopewell residents, with a focus on those facing social and economic disadvantage.

### Approach:

- Tie efforts back to the **City's Comprehensive Plan** which addresses future city planning, health, wellness, economic development, housing and neighborhoods/communities.
- Leverage multiple City of Hopewell grant awards/resources through coordination and alignment
  - City of Opportunity (NLC)
  - Local Foods, Local Places (CDC, USDA, DRA)
  - Early Learning Nation (NLC)
  - VA Workforce Development (State of VA)



# City of Hopewell

## Community Enhancement Initiative

---



### Guiding Principals (**working draft**)

1. Commit to building opportunity for all
2. Authentically partner with communities
3. Focus on community empowerment
4. Foster hope and optimism
5. Galvanize neighborhood assets, including citizen talent, social and civic organizations and faith communities

# City of Hopewell

## Community Enhancement Initiative

---



### ***What makes a project suitable for the Community Enhancement Initiative?***

The key criteria is the whether comprehensive, coordinated resources are essential to the project's success.

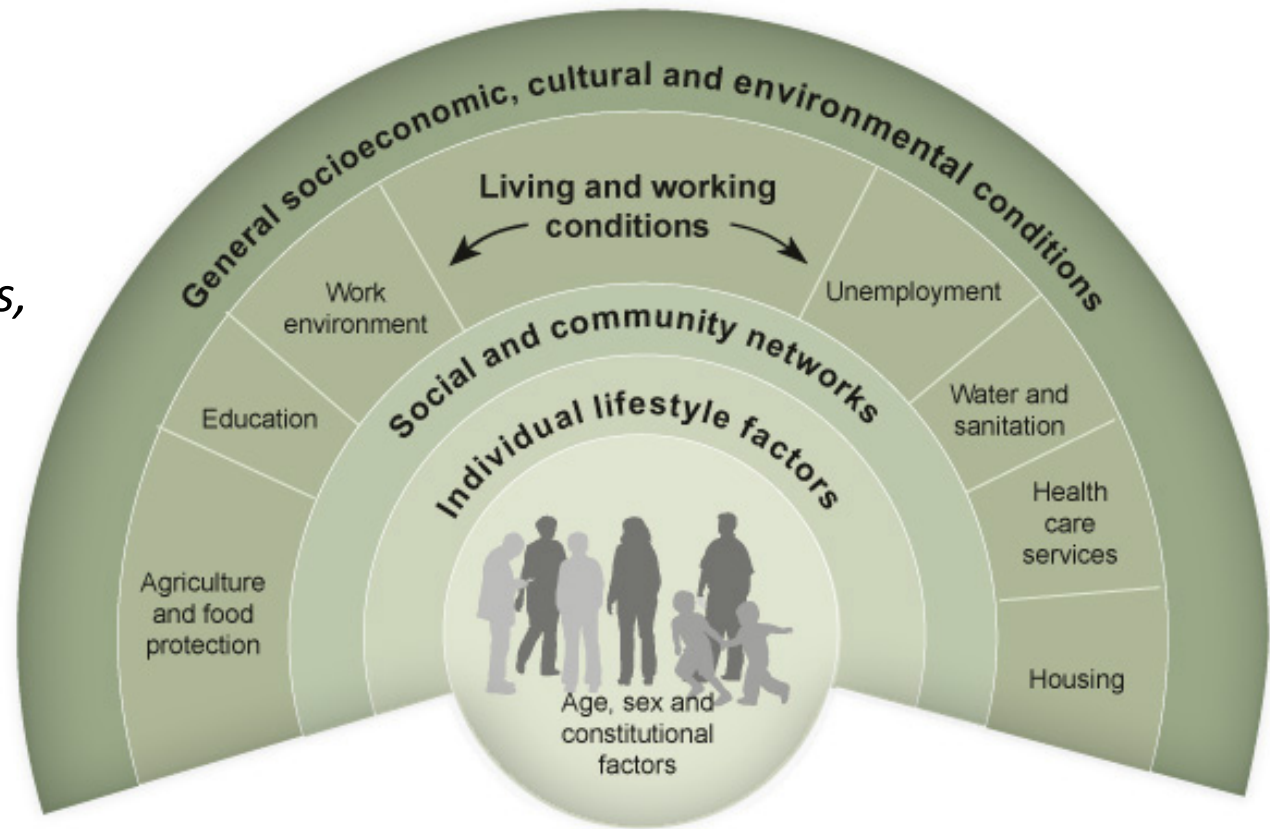
#### Two Primary Project Types:

- ***Comprehensive Place-Based Initiatives***: Coordinated resources located in a defined geographical area tailored to meet specific resident needs.
- ***Collaborative City-Wide Initiatives***: Programs that offer multiple, coordinated resources to all City residents, such as resource hubs (such as the District 19 hub) or coordinated services for special populations (such as a family support program that provides access to housing, job training, parent training, and financial literacy)



## ***Project Design Guidance: Socio-Ecological Model***

*Projects can work at the multiple levels, from direct services, to strengthening community networks, to policies that improves access to resources*



# City of Hopewell Community Enhancement Initiative Project Planning Framework – 3 Horizons



Value/Impact

24+ months

## ***Transform***

*How can you transform your work for maximum impact, and what can you do today to start the process?*

12-24 months

## ***Innovate***

*How can you build on what you are doing today to grow impact, and what can you do today to get move this forward?*

12 months

## ***Maximize***

*What are you doing today that can be improved or expanded for greater impact?*

Time

Adapted from McKinsey Company

# City of Hopewell

## CE Initiative Project Plan



Value/Impact

24+ months

### **Transform**

- *Comprehensive place-based partnership model(s):*
  - *Build **data dashboard** to identify potential areas*
  - *Engage **stakeholders** to co-create solutions in **partnership with neighborhoods***

12-24 months

### **Innovate**

- *Build on **District 19** to implement comprehensive social service hub*
- *Build on **workforce partnerships** to implement multi-service regional WFD center with comprehensive job seeker support resources*

12 months

### **Maximize**

- *Add and coordinate selected services in current **Community Policing** neighborhoods*

Time

Adapted from McKinsey Company



# City of Hopewell

## Community Enhancement Structure



### Community Enhancement Steering Committee

**Purpose:** Champion community enhancement initiatives through policy change, resource allocation and staff accountability

**Chair:** Mayor; **Vice-Chair:** City Manager

**Members:** City and selected Community Policy Leaders

**Staff:** Asst. City Manager, Director Community Development



### Community Enhancement Implementation Team

**Purpose:** Lead collaborative initiatives to implement localized community enhancement initiative action plans

**Chair:** Asst. City Manager; **Vice-Chair:** Director of Development

**Members:** Directors of key City departments; Community Partners TBD



### CE Project Team(s)

**Purpose:** Monitor and support CE action plan

**Members:** City staff and other stakeholders

**Staff:** TBD



### Neighborhood-Based City Staff

**Purpose:** Coordinate and improve city resources in communities

**Members:** Dedicated and shared neighborhood city staff managers

**Staff:** TBD

### Neighborhood Stakeholders

**Purpose:** Engage local stakeholders in community improvement

**Members:** Neighborhood residents, orgs, businesses, churches, schools etc.

**Staff:** TBD

Communities

# City of Hopewell

## Community Enhancement Structure

---



### Proposed Steering Committee Members:

- Mayor (Chair) (Executive)
- City Manager (Vice Chair) (Executive)
- Superintendent of Schools (Executive)
- Hospital Board Member (Executive)
- City Council Member (Executive)
- Hopewell Manufactures Association (1 member) (Executive)
- Citizen Representatives (7, TBD by Steering Committee)
- Director of Crater Health Department
- Director of Housing Authority
- Hispanic Liaison (Translator)
- Chair of Youth Advisory Committee
- Youth Services Commission Chair
- Representative for Faith Based Committee (Chairman of the OC^3)
- Court Services Director
- Juvenile Services
- Real Estate Association Representative
- Faith Community Representative(s)



# COMMUNICATIONS

## CONFIDENTIALITY AND PRIVILEGE

City Council, City of Hopewell, Virginia



*"Loose Lips . . . Sink Ships"*

### CITY COUNCIL RULES OF CONDUCT [Rules of City Council § 421]

The Hopewell City Council Rules of Conduct were adopted pursuant to Sec. 4, Chapter IV of the Hopewell City Charter, which provides that City Council may establish rules of procedure and conduct to govern itself. By their signatures, Council members affirm that they have read and understand the Rules.

- **Confidentiality:** Council members shall respect and preserve the confidentiality of information concerning matters of the Council, and shall not disclose confidential information without proper legal authorization.
- **Communication:** Council members shall share with all other Council members substantive information received from sources outside of the public decision-making process that is relevant to a matter under consideration by City Council.
- **Compliance with Law:** Council members shall comply with the law, including the United States and Virginia constitutions, the Hopewell City Charter, laws pertaining to open processes of government, and City ordinances and policies.
- **Enforcement:** Council members are responsible for upholding the laws of the City and Commonwealth, and shall disclose to the appropriate authorities and City Council any behavior or activity that may qualify as a violation of the law.

### POWERS AND DUTIES OF MAYOR (PRESIDENT OF COUNCIL) [City Charter, Ch. IV, Sec. 5]

The powers and duties of the President (*ex officio* mayor) are conferred by general law, the Hopewell City Charter, and City Council.

- The President shall preside at meetings of City Council.
- The President shall be recognized as the head of the City for ceremonial, judicial, and military purposes.
- The President may use the title of mayor when required, but this title shall not be construed to confer administrative or judicial functions, or other powers or functions of a mayor under the general laws of the Commonwealth.

### ATTORNEY-CLIENT PRIVILEGE [Rules of Supreme Court of Virginia, Pt. 6, § II, Rule 1.6]

Communications between the City Attorney and City Council are protected by the attorney-client privilege, which protects those communications and keeps them confidential. **Caveat:** Disclosure of such communications to third parties destroys the privilege for the entire Council.

## ENFORCEMENT

The City Council derives its authority to enforce violations of law and to discipline members of Council from the Code of Virginia, the City Charter, and other law.

- **Code of Virginia:** Section 15.2-1400 (*Governing bodies*) gives City Council the authority to punish or fine a Council member.
- **City Charter:** Sec. 4, Chapter IV of the City Charter provides that City Council may punish its members for misconduct.
- **Other Law:** Courts have held that governing bodies have the inherent authority to discipline their members. For example, in *Whitener v. McWatters*, 112 F.3d 740 (4th Cir. 1997), the United States Court of Appeals held that discipline is a core legislative act and that a governing body has an inherent right to discipline a member that failed to follow its rules.

## DISCIPLINE

Section 2.2-3711 (*Closed meetings*) of the Virginia Freedom of Information Act allows a governing body to hold a closed meeting with respect to the discipline of public officers. The above authorities make several methods of discipline available to City Council, including:

- **Censure:** A censure is a public statement condemning a Council member's misconduct. Councilors may be censured for violating confidentiality. Under *Robert's Rules of Order*, censure requires a majority vote, which cannot be reconsidered.
- **Removal from Meeting.**
- **Removal from Committees.**
- **Fines.**
- **Removal from Office:** Under Virginia Code § 24.2-233 (*Removal of elected and certain appointed officers by courts*), City Council may petition the circuit court to remove a Council member for misuse of office that has a materially adverse effect on the conduct of the office. The Commonwealth's Attorney represents the Commonwealth in the removal hearing.

### SAMPLE MOTION TO CENSURE

**Councilor A:** I call to the attention of City Council that Councilor X has been revealing to the public information that was discussed in closed meeting, thereby breaking Council's rule that discussion in closed meeting is confidential. This breach of confidentiality is causing harm to Council, and we must show our disapproval of this behavior. I move that we censure Councilor X.

**Councilor B:** I second the motion.

**Mayor (or Vice-Mayor, if Councilor X is Mayor):** It is moved and seconded to censure Councilor X. Is there any discussion?

After discussion, the Mayor (or Vice-Mayor) takes a vote, which requires a majority for censure.

**Mayor (or Vice-Mayor):** The affirmative has it, and the motion is carried. Councilor X, you have been censured by City Council. The censure indicates City Council's displeasure with your conduct. This censure is a warning. If you do not conduct yourself according to Council's rules in the future, you may face further disciplinary action.

## **EMPLOYMENT AGREEMENT**

### **Introduction**

This Agreement, effective the 5th day of February, 2018 (the "Employment Date"), by and between the Council of the City of Hopewell, Virginia, a municipal corporation (hereinafter called "Employer"), and John M. Altman, Jr. (hereinafter called "Employee"), an individual who has education, training, and experience in local government management, and who shall become a member of the International City/County Management Association (ICMA), and who is subject to the ICMA Code of Ethics, both of whom agree as follows:

### **Section 1: Term**

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

### **Section 2: Duties and Authority**

Employer agrees to employ John M. Altman, Jr. as City Manager to perform the functions and duties specified in Chapter V of the Hopewell City Charter and by the Hopewell City Code, and to perform other legally permissible and proper duties and functions effective the Employment Date. Employee agrees to fully perform said duties and functions as City Manager for Employer effective the Employment Date.

### **Section 3: Compensation**

- A. Commencing on the Employment Date, Employer agrees to pay Employee an annual base salary of \$155,000 (Employee's share of 5% retirement benefit paid to VRS shall be paid by Employee), payable in installments at the same time that the other employees of the City are paid.
- B. Employee shall be entitled to all cost of living pay adjustments provided to all other City employees.
- C. Consideration shall be given on an annual basis to additional increases in compensation.

### **Section 4: Health, Disability, and Life Insurance Benefits**

- A. Commencing on the Employment Date, Employer agrees to provide and pay all costs for health, hospitalization, surgical, vision, dental, and comprehensive medical insurance for Employee and his dependents equal to, and under the same terms as, that coverage which is provided to all other employees.
- B. Commencing on the Employment Date, Employer agrees to provide and pay for short term and long-term disability coverage for Employee equal to, and under the same terms as, that which is provided to all other employees.
- C. Commencing on the Employment date, Employer agrees to provide and pay the

amount of premium due for term life insurance in a benefit amount equal to Employee's two times (2X) annual base salary and four times (4X) for accidental death, including all increases in the base salary during the life of this Agreement. Employee shall name the beneficiary of the life insurance policy.

- D. Commencing on the Employment Date, Employer agrees to provide and pay for Employee's family membership to the Hopewell Community Center.

#### **Section 5: PTO**

- A. Commencing on the Employment Date, Employee shall accrue 324 hours of PTO on an annual basis.
- B. Employee is entitled to carry over a maximum of a total of 45 days of PTO from year to year, and in the event Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued PTO and other benefits to date.
- C. Employee shall give Employer reasonable notice of all planned vacations.

#### **Section 6: Automobile**

Commencing on the Employment Date, Employee shall provide an automobile for use on City business as necessary. Employer shall be responsible for paying Employee's business travel expenses for travel beyond the city limits in accordance with City policies covering other City employees. Mileage shall be reimbursed at the standard City rate, which shall be reviewed at normal intervals. Employee may have access to use of any City motor pool vehicle on an as-needed basis.

#### **Section 7: Retirement**

- A. Employer agrees to provide for Employee participation in the ICMA Retirement Corporation and to contribute an amount equal to five percent (5%) of Employee's salary as deferred compensation. Employee may elect to contribute additional amounts to this account subject to state and federal regulations.

#### **Section 8: General Business Expenses**

- A. Employer agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for Employee's continued professional participation, growth, and advancement, and for the good of Employer.
- B. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer, including but not limited to the ICMA Annual Conference and meetings, VLGMA Conferences and meetings, the state league of municipalities, and such other national, regional, state, and local government groups and committees in which Employee serves as a member.
- C. Employer also agrees to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are

necessary for Employee's professional development and for the good of Employer.

- D. Employer recognizes that certain expenses of a non-personal but job-related nature are incurred by Employee and agrees to reimburse or to pay said general expenses. The finance director is authorized to disburse such monies upon receipt of duly executed expense or petty cash vouchers, receipts, statements, or personal affidavits.
- E. Employer acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for the reasonable membership fees and/or dues to enable the Employee to become an active member in local civic clubs or organizations.

### **Section 9: Termination**

Pursuant to Virginia law and Hopewell City Charter Chapter V, Sec. 1, Employee's term of employment shall be indefinite, and Employee shall be deemed an "employee at will."

For the purpose of this Agreement, termination shall occur when:

- A. The majority of all members of City Council votes to terminate Employee at a duly authorized public meeting.
- B. If Employer reduces the base salary, compensation, or any other financial benefit of Employee, such action shall be regarded as a termination unless the percentage reduction is applied equally to all department heads. If any such reduction is reinstated within 30 days of notice to Employer by Employee that the reduction is not acceptable, the reduction shall not be regarded as a termination.
- C. In the event the Employee is terminated by the Employer during the six (6) months immediately following the seating and swearing-in of one or more new City Council members, and during such time that Employee is willing and able to perform his duties under this Agreement, then, Employer agrees to pay severance under Section 10.

### **Section 10: Severance**

Severance shall be paid to Employee when employment is terminated as defined in Section 9. If Employee is terminated, Employer shall provide a minimum severance payment equal to four (4) months of salary at the current rate of pay. This severance shall be paid in a lump sum unless otherwise agreed to by Employer and Employee. Employee shall also be compensated for all PTO accumulated, up to the maximum 45-day carryover.

For a minimum period of six (6) months following termination, Employer shall pay the cost to continue the following benefits:

1. Health insurance for the Employee and all dependents as provided in Section 4A.
2. Short-term and long-term disability as provided in Section 4B.
3. Life Insurance as provided in Section 4C.
4. Deferred Compensation as provided in Section 7A, and

5. Any other available benefits.

If employee is terminated because of a conviction of (a) a felony or (b) any criminal offense that involves theft or moral turpitude, then Employer is not obligated to pay severance.

### **Section 11: Resignation**

In the event that Employee voluntarily resigns his position with Employer, Employee shall provide a minimum of forty-five (45) days' notice unless the parties agree otherwise. In the event of voluntary resignation, Employee shall not be entitled to any severance, but shall be compensated for accumulated PTO, up to the maximum 45-day carryover. Any request or suggestion by City Council, as a body, that the Employee resign shall not be deemed voluntary resignation, but shall be deemed termination.

### **Section 12: Performance Evaluation**

Employer shall, during the first year of this Agreement, informally review Employee's performance on a quarterly basis, i.e., after three, six, nine, and 12 months, and shall thereafter annually review the performance of Employee. All annual evaluations shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to Employee within 30 days of the evaluation meeting.

### **Section 13: Hours of Work**

It is recognized that Employee must devote a great deal of time outside the normal office hours on business for Employer, and to that end Employee shall be allowed to establish an appropriate work schedule.

### **Section 14: Outside Activities**

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

### **Section 15: City Residence Required**

Employee agrees to continue to reside within the corporate boundaries of the City.

### **Section 16: Indemnification**

Beyond that required under federal, state, or local law, Employer, conditioned

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

Employee recognizes that Employer shall have the right to compromise claims and suits against the City and, unless Employee is a party to the suit, settle any claim or suit, unless, said compromise or settlement is of a personal nature to Employee. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which Employee is a part, witness or advisor to Employer. Such expense payments shall continue beyond Employee's service to Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fee and travel expense when Employee serves as a witness, advisor, or consultant to Employer regarding pending litigation.

#### **Section 17: Bonding**

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

#### **Section 18: Other Terms and Conditions of Employment**

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

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

#### **Section 19: Notices**

Notice pursuant to this Agreement shall be given by depositing in the custody of



the United States Postal service postage prepaid addressed as follows:

- (1) EMPLOYER: City Council, City of Hopewell, 300 N. Main Street, Hopewell, VA 23860
- (2) EMPLOYEE: John M. Altman, Jr. at the current address in the Employee's personnel file kept in the City's human resources office.

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

### **Section 20: General Provisions**

- A. Integration. This Agreement sets forth and establishes the entire understanding between Employer and Employee relating to the employment of Employee by Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provisions of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.
- B. Binding Effect. This Agreement shall be binding on Employer and Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. Effective Date. This Agreement shall become effective on the Employment Date.
- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that a provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

IN WITNESS THEREOF, the Council of the City of Hopewell, Virginia, has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its City Clerk, and the Employee signed and executed this Agreement, both in duplicate, the day and year first above written.

[Execution Page follows]

Execution Page  
City of Hopewell-John M. Altman, Jr.  
Employment Agreement  
Effective February 5, 2018

EMPLOYER:

CITY OF HOPEWELL

By: Jackie M. Shornak  
Jackie M. Shornak, Mayor

Attest:

Ronnie L. Arrington  
Ronnie L. Arrington, City Clerk

Approved as to Form:

Stefan M. Calos 2.6.18  
Stefan M. Calos for  
SANDS ANDERSON PC, City Attorney

EMPLOYEE:

John M. Altman, Jr.  
John M. Altman, Jr.

## City of Hopewell Job Description

<b>Job Title:</b> <b>City Manager</b>	Job Code:
Reports to (Title):    City Council	Pay Grade:
Department/Bureau:   City Manager	FLSA:           EX
<b>Job Purpose Summary</b>	
Appointed by the City Council, the City Manager is responsible for the overall operation of the City, for managing the department's administrative staff and for serving as the City liaison to appointed/elected officials of other jurisdictions and the Hopewell Business Community.	
<b>Essential Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Plans, directs and implements the City's operations in accordance with policies, goals and objectives established by the City Council.</li> <li>• Develops and formulates the City's future direction.</li> <li>• Addresses concerns identified by the general public, elected officials or management.</li> <li>• Works with the City Council on current issues and long-range planning.</li> <li>• Serves as liaison to the Business Community and to appointed/elected officials of other jurisdictions and the general public.</li> <li>• Represents the City on Boards and Commissions on a local, regional and statewide basis.</li> <li>• Manages his/her direct reports, i.e. is responsible for work assignments, team building, performance evaluations and personnel actions such as hiring or promotions.</li> </ul>	
<b>Job Specifications</b>	
<i>Minimum Education and Experience:</i>	
<ul style="list-style-type: none"> <li>• Master's degree in Public Administration or related field and at least 8 years experience in local government management, some of which as City Manager or Assistant City Manager of a small to medium-sized jurisdiction</li> </ul>	
<i>Licenses and/or Certifications:</i>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	
<i>Knowledge:</i>	
<ul style="list-style-type: none"> <li>• Knowledge of public fiscal, budgeting and overall public management principles, practices and procedures associated with municipal government</li> <li>• Comprehension of all professional practices, laws, ordinances, policies, standards and regulations pertaining to the City Manager's responsibilities</li> </ul>	
<i>Skills:</i>	
<ul style="list-style-type: none"> <li>• Short and long-range strategic-planning, leadership, team building, oral and written communication and presentation skills</li> <li>• Strong analytical, quantitative, problem-solving, time-management skills</li> <li>• Skill in effectively dealing with multiple, complex issues at the same time</li> </ul>	
<i>Abilities:</i>	
<ul style="list-style-type: none"> <li>• Ability to provide effective leadership and management to the organization and elected officials and to instill confidence in the organization to perform at its highest level</li> <li>• Ability to develop annual budgets</li> <li>• Ability to recommend new policies and/or policy changes</li> </ul>	

## City of Hopewell Job Description

Work Environment
<i>Work Environment:</i> <ul style="list-style-type: none"><li>• Work is primarily performed in an indoor, climate-controlled, pleasant environment.</li></ul>
<i>Essential Physical Activities:</i> <ul style="list-style-type: none"><li>• Walking, hearing, seeing up close, seeing far away, talking, standing, finger movement, depth perception</li></ul>






**DISCLAIMER:** *The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.*

Date Prepared: November 20, 2002

Date(s) Revised:

## City of Hopewell Job Description

<b>Job Title:</b> <b>City Attorney</b>	<b>Job Code:</b>
<b>Reports to (Title):</b> City Council	<b>Pay Grade:</b>
<b>Department/Bureau:</b> City Attorney	<b>FLSA:</b> EX
<b>Job Purpose Summary</b>	
<p>Under the appointment of City Council, the City Attorney performs work of considerable difficulty in protecting the legal interests of the City, and serves as the chief legal advisor to Council and City Manager. As designated by Council, the City Attorney also serves as the chief legal advisor to other departments, boards, commissions and agencies of the City in all matters affecting the interests of the City. City residency is required within 6 months of appointment.</p>	
<b>Essential Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Provides oral and written legal opinions and advice on complex matters to City Council, City administration, and City departments on a daily basis.</li> <li>• Attends a variety of meetings – City Council, Boards, Commissions, Committees, Authorities, etc.</li> <li>• Represents the City in complex legal matters. Prepares and tries cases, including appeals to state and federal courts; processes and litigates claims against the City; prosecutes suits, actions and proceedings for and on behalf of the City.</li> <li>• Prepares, reviews and/or approves various complex legal documents on behalf of the City – contracts, ordinances, resolutions, bonds, bids, deeds, leases, policies, etc. Provides explanations and answers when necessary.</li> <li>• Researches, interprets and applies laws, court decisions, and other legal authority in the preparation of opinions, advice and briefs.</li> <li>• Advises on the purchase, sale, exchange and/or leasing of properties.</li> <li>• Reviews procurement matters to ensure compliance.</li> <li>• Prepares and reviews legislation for General Assembly sessions. Presents to the General Assembly as necessary.</li> <li>• Supervises and reviews codifications of City Code.</li> <li>• Manages, supervises and reviews the work of support staff, as well as managing the department budget, support contracts, etc.</li> <li>• Membership and active engagement in local government organizations and attendance of continuing education seminars specializing in local government.</li> <li>• Performs related work as assigned.</li> </ul>	
<b>Job Specifications</b>	
<p><i>Minimum Education and Experience:</i></p> <ul style="list-style-type: none"> <li>• Juris Doctor from an accredited law school and at least five (5) years of progressive experience practicing law, preferably municipal law; or an equivalent combination of training and experience</li> <li>• Managerial experience preferred</li> </ul> <p><i>Licenses and/or Certifications:</i></p> <ul style="list-style-type: none"> <li>• Current licensure by the Virginia State Bar, qualified to practice in federal and state courts, and the ability to maintain membership as a condition of continued employment</li> </ul>	
<p><i>Knowledge:</i></p> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of local government, including Roberts Rules of Order, state and federal law</li> <li>• Thorough comprehension of judicial procedures, rules of evidence and methods of legal research</li> </ul> <p><i>Skills:</i></p> <ul style="list-style-type: none"> <li>• Comprehensive skill in formulating legal opinions, conducting complex litigations and professional judgement</li> <li>• Strong written and oral communication skills, analytical, research and problem-solving skills</li> <li>• Strong supervisory, organization and time-management skills</li> </ul>	

## City of Hopewell Job Description

### *Abilities:*

- Ability to read, analyze, interpret and apply the most complex legal principles, precedents and documents
- Ability to present or respond orally or in writing effectively, persuasively and/or appropriately to highly complex, controversial and/or sensitive matters
- Ability render immediate legal advice when necessary
- Ability to deal with competing priorities, varied instructions, and abstract/concrete variables
- Ability to establish and maintain effective working relationships with all public officials, staff and the general public

### **Work Environment**

#### *Work Environment:*

- Work is primarily performed in an indoor, climate-controlled, pleasant environment with moderate noise level.

#### *Essential Physical Activities:*

- Hearing, seeing up close, talking, standing, sitting, reaching, finger movement
- Lift and carry up to ten (10) pounds regularly

**DISCLAIMER:** *The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.*

Date Prepared: November 19, 2002

Date(s) Revised: January 15, 2019

## CITY ATTORNEY ENGAGEMENT AGREEMENT

This City Attorney Engagement Agreement, effective May 1, 2015 (this "Agreement"), by and between SANDS ANDERSON PC (the "Firm") and the CITY OF HOPEWELL, VIRGINIA (the "City"), provides as follows:

1. Legal Services. Pursuant to Chapter VII of the City Charter, the Firm, primarily in the person of Stefan M. Calos (the "City Attorney"), shall be chief legal advisor to the City Council, the City Manager, and departments, boards, commissions, and agencies of the City in all matters affecting the interests of the City.

2. Compensation. The Firm shall be compensated at an initial annual rate of One Hundred Eighty-Nine Thousand Dollars (\$189,000.00), payable by the City in equal installments of \$15,750.00 on the first (1<sup>st</sup>) day of each month for the immediately-preceding month.

3. Expenses. The City shall no longer be responsible for City Attorney and staff salaries, employment taxes, retirement contributions, health, life, disability, and workers' compensation insurance, postage, telephones and facsimile, Internet, publications, memberships and dues, conferences, continuing legal education, legal research and other subscriptions, furniture and equipment, office supplies, and other previously-budgeted expenses. The City shall reimburse the Firm for any other out-of-pocket costs and expenses incurred in its representation as City Attorney. The Firm may forward vendor invoices directly to the City, and the City shall pay such invoices in accordance with their respective terms.

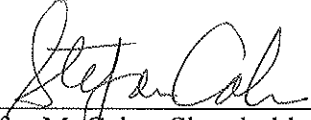
4. Termination. Either party may terminate this Agreement by written notice to the other. Compensation for a partial month shall be prorated.

5. File Retention. The City Attorney will provide to the City copies of certain documents generated or received by the Firm. At the conclusion of the representation, the Firm will retain the City's file for a period of seven (7) years. After seven years, the Firm may destroy the City's file without further notice.

6. Miscellaneous. As also set forth in Chapter VII of the City Charter, the City Attorney shall be authorized to engage special counsel to perform any of the duties imposed upon the City Attorney in the City Charter or under general law, subject to budgetary appropriation by City Council. This Agreement may be executed in multiple counterparts, which taken together shall constitute one original. A facsimile or PDF scanned electronic copy of any signature to this Agreement shall have the same force and effect as the original.

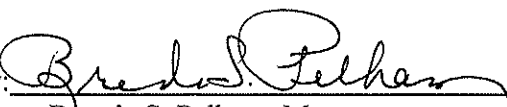
Witness the following signatures effective as of the date first above written.

SANDS ANDERSON PC

By:   
Stefan M. Calos, Shareholder

Date of Execution: 6/18/15

THE CITY OF HOPEWELL, VIRGINIA

By:   
Brenda S. Pelham, Mayor

Date of Execution: 6-12-15



## City of Hopewell Job Description

<b>Job Title:</b> <b>City Clerk</b>	<b>Job Code:</b>
<b>Reports to (Title):</b> City Manager	<b>Pay Grade:</b>
<b>Department/Bureau:</b> City Manager	<b>FLSA:</b> NE
<b>Job Purpose Summary</b>	
Performs intermediate administrative work serving as the Clerk to the City Council and as custodian of all official City records, preparing and maintaining official City records and files, maintaining City code, assisting the Mayor and staff with special projects, and related work as apparent or assigned. Work is performed under limited supervision.	
<b>Essential Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Prepares and distributes City Council agenda packets.</li> <li>• Maintains documentation pertaining to terms, expirations, vacancies, and prospective candidates for boards, commissions, and authorities, as well as City Council ad-hoc or standing committees.</li> <li>• Composes and processes the Resolutions and Proclamations for the Mayor and/or the City Council.</li> <li>• Officiates at bid openings and maintains bid packets as legal documents.</li> <li>• Maintains titles and registrations for all City vehicles and maintains any related-legal documents.</li> <li>• Receives citizens' complaints against the City; registers and processes complaints for action.</li> <li>• Takes minutes and/or audio recordings of all Council meetings and work sessions, indexes all items and records minutes as public records as required by law.</li> <li>• Provides administrative support to the Mayor and the City Council such as scheduling appointments and meetings, making travel arrangements, processing incoming and outgoing mail, preparing correspondence, screening calls, and directing visitors.</li> </ul>	
<b>Job Specifications</b>	
<p><i>Minimum Education and Experience:</i></p> <ul style="list-style-type: none"> <li>• Associates/Technical degree with coursework in business or public administration, or related field and considerable experience in office management or public administration, or equivalent combination of education and experience.</li> </ul> <p><i>Licenses and/or Certifications:</i></p> <ul style="list-style-type: none"> <li>• Virginia Municipal Clerks Association (VMCA) Municipal Clerk and Master Municipal Clerk certifications.</li> </ul> <p><i>Knowledge:</i></p> <ul style="list-style-type: none"> <li>• Knowledge of local government operations and ordinances, municipal election procedures, and rules of conduct.</li> <li>• Knowledge of laws and regulations governing the publishing, filing, indexing, and safe keeping of Official City documents.</li> <li>• Knowledge of legal terminology, secretarial techniques, office equipment, and Microsoft Word.</li> </ul> <p><i>Skills:</i></p> <ul style="list-style-type: none"> <li>• Command of English language and grammar.</li> <li>• Computer skills to include Internet usage, organization, and time-management skills.</li> </ul> <p><i>Abilities:</i></p> <ul style="list-style-type: none"> <li>• Ability to effectively interact with all levels of the general public, with other jurisdictions and with City officials within and outside the City.</li> <li>• Ability to deal with multiple projects/issues at the same time.</li> </ul>	

## City of Hopewell Job Description

Work Environment
<i>Work Environment:</i> <ul style="list-style-type: none"><li>• Work is primarily performed in an indoor, climate-controlled, pleasant environment.</li></ul>
<i>Essential Physical Activities:</i> <ul style="list-style-type: none"><li>• Stooping, crouching, walking, pulling, lifting, grasping, hearing, seeing up close, seeing far away, kneeling, reaching, pushing, talking, and finger movement.</li></ul>






**DISCLAIMER:** *The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.*

Date Prepared: October 23, 2002

Date(s) Revised: April 28, 2017

## **CITY CLERK EMPLOYMENT AGREEMENT**

This City Clerk Employment Agreement (this "Agreement") is effective the 25th day of April, 2017, by and between the Council of the City of Hopewell, Virginia, a municipal corporation ("City Council"), and Ronnieye Arrington ("Employee"), both of whom understand and agree as follows:

### **WITNESSETH:**

**WHEREAS**, City Council desires to appoint and employ the services of Employee as City Clerk of the City of Hopewell ("City Clerk"), as provided by the Code of Virginia and the Charter of the City of Hopewell; and

**WHEREAS**, it is the desire of City Council to provide certain benefits, establish certain conditions of employment, and to set working conditions of Employee; and

**WHEREAS**, Employee desires to accept the appointment and employment as City Clerk.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which hereby is acknowledged, the parties hereby agree as follows:

#### **Section 1. Duties.**

City Council hereby appoints and employs Employee to perform as City Clerk the functions and duties specified in the Code of Virginia and the Code and Charter of the City of Hopewell, to serve as FOIA Officer, and perform other duties and functions.

#### **Section 2. Term.**

Employee's appointment and employment hereunder is at the pleasure of City Council and is, therefore, an employment at will. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of City Council or the Employee to terminate Employee's employment under this

Agreement upon the other party's receipt of a 60-day advance, written notice.

**Section 3. Salary; Performance Evaluations; Certification.**

A. City Council agrees to pay Employee for services rendered under this Agreement an annual base salary of \$ 61,921.60, payable in installments at the same time as other employees of the City are paid. Employee is entitled to all cost-of-living pay adjustments provided to all other City employees.

B. Employee's performance will be evaluated by City Council, before July 1 on an annual basis, based on criteria established by, and which may be amended, from time to time, by City Council.

C. Employee shall, on or before April 25, 2020, obtain certification as a Certified Municipal Clerk through the International Institute of Municipal Clerks' certification program, at which time Employee shall be eligible for additional compensation commensurate with that certification, and maintain an acceptable performance rating for the duration of this Agreement.

**Section 4. Paid Time Off ("PTO"); Military Leave; No Compensatory Leave.**

A. Employee shall accrue PTO on an annual basis, in accordance with the standards set by the City of Hopewell.

B. Employee is entitled to carry over a maximum of 60 days of PTO from year to year. In the event Employee's employment is terminated, either voluntarily or involuntarily, Employee shall be compensated for all accrued PTO and other benefits provided under Section 7, below, to the date of termination.

C. Employee shall be entitled to military reserve leave time pursuant to state law and City of Hopewell policy.

D. Employee shall maintain and submit, every two weeks, timesheets to the Mayor or other designated supervisor of Employee for approval, and to the City's payroll department.

E. Employee shall not earn compensatory leave for overtime worked.

#### **Section 5. City Residency.**

Employee currently resides within 30 miles of the city limits of the City of Hopewell, and so resided at the time of her initial employment with the City. If Employee relocates her primary residence while employed under this Agreement, she shall maintain a permanent place of residency within the defined borders of the City of Hopewell, in accordance with City Code Sec. 2-4.

#### **Section 6. Hours of Work; Flextime.**

Normal office hours are 8:30 AM to 5:00 PM, or such other 8.5-hour period as circumstances might dictate, less one hour for breaks. It is recognized that the business of City Council will sometimes require Employee to work outside of normal office hours. Employee is entitled to flextime to include fluctuations in arrival time, departure time, or partial days off. This flextime, as set forth on Employee's timesheets, must be used within one month of when earned and approved.

#### **Section 7. Benefits.**

Employee shall be entitled to all benefits provided to City employees, which currently include: (i) health insurance; (ii) life and disability insurance; (iii) annual leave (PTO); (iv) retirement and pension system contributions; (v) paid holidays recognized by City Council; and (vi) other fringe benefits.

#### **Section 8. Dues; Subscriptions.**

City Council agrees to budget and pay the professional dues and subscriptions necessary for Employee's continuation and full participation in national, regional, state, and local associations and other organizations

necessary and desirable for Employee's continued professional participation, growth, and advancement for the good of the City, as mutually agreed upon by Employee and City Council.

**Section 9. Professional Development.**

City Council agrees to pay for the travel, subsistence expenses, and registration fees of Employee to attend official meetings, conferences, courses, and other similar functions adequate to continue the professional development of Employee for the good of the City. These include, but are not limited to, conferences of the Virginia Municipal Clerks Association, the International Institute of Municipal Clerks, or such other regional, state, and local governmental meetings as mutually agreed upon by Employee and City Council. Any such conferences must first be approved by City Council.

**Section 10. Bonds; Indemnification; Insurance.**

The City of Hopewell shall bear the full cost of any fidelity or other bonds required of the City Clerk under any law or ordinance. This paragraph shall not be construed to require City Council to provide a defense to any criminal conduct on the part of Employee.

**Section 11. General Provisions.**

A. This Agreement shall constitute the entire agreement between the parties regarding the subject matter hereof and may not be amended or modified except by written agreement of the parties.

B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

C. This Agreement supersedes any and all other prior agreements between the parties.

D. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. This Agreement shall be interpreted and construed in accordance with the laws of the Commonwealth of Virginia, and the Circuit Court of the City of Hopewell shall have exclusive jurisdiction to enforce this Agreement.

**IN WITNESS WHEREOF**, City Council has caused this Agreement to be signed and executed on its behalf by the Mayor of the City of Hopewell, and the Employee has signed and executed this Agreement, both in duplicate, effective the day and year first above written.

**CITY COUNCIL OF THE CITY OF  
HOPEWELL, VIRGINIA**

By: Jackie M. Shornak  
Jackie M. Shornak  
Mayor

Date of Execution: \_\_\_\_\_

Ronnieye Arrington  
Ronnieye Arrington  
Employee

Date of Execution: \_\_\_\_\_

**APPROVED AS TO FORM:**

Stefan M. Calos  
Stefan M. Calos, Sands Anderson PC  
City Attorney



**RULES OF CITY COUNCIL**  
**THE CHAIR – POWERS AND DUTIES**

- 101. Robert’s Rules of Order** – Robert’s Rules of Order shall govern questions of order and procedure in cases not provided for in these rules. The City Attorney shall be parliamentarian and his ruling, when requested by the presiding officer, shall be final and binding.
- 102. Roll Call** – The Mayor, or in his absence the Vice-Mayor, shall take the chair at the hour appointed for Council to meet and shall immediately call the members to order. The roll should then be called by the Clerk who shall enter in the minutes of the meeting the names of the members present and absent. In the absence of a quorum at the time appointed for a meeting, the members present by a majority vote take a recess or recesses and direct the Clerk to procure the attendance of absent members. A quorum exists when a majority of Council is present. (City Charter, Chapter 4, Section 4(c)).
- 103. Temporary Chairman** – In case of the absence of the Mayor and Vice Mayor, the Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, Council shall proceed to elect by a majority of those present a chairman of the meeting to act until the Mayor or Vice Mayor appears.
- 104. Appeals from decision of the Chair** – The chair shall preserve decorum and decide all questions of order subject to appeal to Council. In case of an appeal from a ruling of the Chair, the question shall be put: “Shall the decision of the Chair stand as the decision of the Council?” If a member transgresses the rules of Council, the Chair shall call him to order, in which case, he shall be seated unless permitted to explain.
- 105. Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be by roll call by the Clerk, followed by immediate statement of result. All other votes may be taken by “ayes” and “nays,” or by

roll call, at the discretion of the Chair. It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.

**106. Presiding Officer – Leaving Chair** - The presiding officer at a meeting may call any other member to take his place in the chair for a single issue and in no instance shall substitution extend beyond adjournment. By Presiding Officer shall mean either the Mayor, Vice Mayor or Chairman of the meeting.

**MEMBERS – DUTIES AND PRIVILEGES**

**201. Seating Arrangement** – Members shall occupy the respective seats in the Council Chamber assigned as follows: The Mayor shall occupy the seat at the center desk; the Vice Mayor shall occupy the seat at the desk to the immediate left of the Mayor; the Immediate Past Mayor shall occupy the seat at the desk to the right of the Mayor; the remainder of Councilors shall be assigned desks chronologically by Ward Number, starting with Ward One to the far left of the Vice Mayor and the remaining Wards to the far right of the Immediate Past Mayor or Mayor if no Immediate/Former Past Mayor is serving on Council. The two remaining seats to the far left of the Mayor shall be occupied by the City Manager and City Attorney and the two remaining seats to the far right of the mayor shall be occupied by the City Clerk and the Assistant City Clerk. (See Minute Book No. 23, Page No. 348) (See Minute Book 24, Page No. 474 & 475 7/14/98.) Reconfiguration of Diagram 7/14/98.) (See Minute Book 26, Page 101, 7/3/00.)



Assistant City Clerk	City Clerk		Immediate Former Mayor	Mayor	Vice Mayor			City Manager	City Attorney	
The four wards not represented by the Mayor, Vice Mayor and Immediate Past Mayor (*if there is one) are seated in chronological order by Ward beginning to the far left of the Mayor with the first consecutively numbered ward.										

**202. Addressing the Chair** – Every member speaking to a question or making a motion shall address the Chair as Mr. or Madame Mayor who shall thereupon pronounce the name of the members entitled to the floor. Members addressing Council shall confine themselves to the question under debate and avoid personalities.

**203. Debate** – Limitation – No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken.

**204. Method of Voting**

A. Every member present when a question is put shall vote either “yes” (or “aye”) or “no” (or “nay”). No member shall be excused from voting except on matters involving the consideration of his official conduct, or where his financial or personal interests are involved. (City Charter §8) Application to be excused from voting must be made before the vote is called. The member having briefly stated the reason for his request, the decision shall be made without debate in accordance with City Charter and State Law.

B. Roll call for voting on motions shall be chronological by ward numbers. At the first meeting in July, the roll call shall start with the Councilor from Ward 1 and proceed with Councilors through Ward 7. Each Council meeting thereafter, the roll call shall be rotated by beginning with the next chronological Ward and continue to rotate throughout the fiscal year. (See Minute Book No. 23, Page No. 348).

**205. Division of a Question** – On demand of any member, a question under consideration covering two or more points shall be divided when the question admits of such division.

**206. RESERVED**

**207. Dissent or Protest** – Any member shall have the right to express dissent from or protest against any ordinance or resolution of Council and have the summary of reason therefor entered upon the minutes.

**208. Attendance** – Members must notify the City Clerk or presiding officer of absence from a scheduled meeting twelve hours or more in advance. The City Clerk may notify all Council

Members of a pending absence, but shall notify all Council Members if a quorum may not be present at a regular scheduled meeting due to requested absences.

209. **Excuse During Meeting** – Any member desiring to be excused while Council is in session shall obtain such permission from the presiding officer.

### **ORDER OF BUSINESS**

301. **Council Meetings** – Regular meetings shall be held in the Council Chamber, third floor of the Municipal Building commencing at 7:30 p.m., on the second Tuesday of each month providing further that Council may on motion adopt a different day or hour as may be necessary. Work Sessions shall begin at 6:30 p.m. immediately preceding each Regular meeting.

302. **Special Meetings** – Special meetings of the City Council may be held at any time on call for the same by the Mayor, or any members of Council upon twelve (12) hours notice to all members not joining in the call. Such call shall be in writing, signed by the clerk, who shall proceed immediately to prepare notices of same to be e-mailed, faxed, read over the telephone or delivered to each member not joining in the call at an address furnished by each Council member upon assuming office; provided, however, that a special meeting may be held any time without notice if all members of the Council attend. Notice shall state date, hour, place and items of business and no other business shall be transacted at such meeting except by unanimous consent of all members of Council. Supporting documentation related to the intended subject shall be provided to the City Clerk who shall make it a part of the agenda packet for transmittal to each Council member. (See Minutes dated February 3, 2004.)

303. **Agenda** – **The regular business of Council shall be as follows unless altered by a vote of the Council:** (See Minute Book 25, Page 411, dated March 28, 2000.) All matters to be placed on the agenda shall be submitted no later than the Monday one week prior to a regularly scheduled meeting, and all backup and supporting materials shall be submitted no later than one week prior to the regularly scheduled meeting by 10:00 a.m. Any supporting documentation missing the deadline will force the item to the next agenda. All Citizen Councilor Requests and supporting documentation shall be submitted no later than 5:00 PM on the Monday one week prior to the regularly scheduled meeting. Agenda meeting can be held at 10:00 AM on Tuesday one week

prior to the regularly scheduled meeting. The final draft shall be prepared and submitted to the City Manager and City Attorney for review no later than 10:00 AM on Wednesday one week prior to the regularly scheduled meeting. Their review shall be completed no later than 5:00 PM on the same Wednesday. The final agenda and packet will be given to the paralegal no later than 3:00 PM on the Thursday prior to the regular scheduled meeting. All material to be presented to Council at the Tuesday meeting that is not part of the actual agenda packet (outside agency request for funding, financial data supplied by our bond attorney, etc.) must be available to Council with the publication of the agenda. Council will not vote on any material presented during the course of the meeting, this item will move to the next regular scheduled meeting. The agenda shall be posted and circulated on the Thursday immediately preceding the regularly scheduled meeting no later than 5 p.m. The order of the agenda may be amended by the majority vote of Council at any time.

Call to order, roll call and welcome to visitors

Amendments to Agenda Before Closed Session (by 2/3 vote of Council)

Closed Meeting — (See Minute Book 24, Pages 474 & 475, 7/14/98.) (See Minute Book 25, Page 411, dated 3/28/00.)

Prayer and Pledge of Allegiance to the Flag of the United States of America

Amendments to Agenda After Closed Session (by 2/3 vote of Council)

Consent Agenda (See Minute Book 25, Page 411, dated 3/28/00.)

City Council Meeting Minutes

Pending List

Information for Council Review

Personnel Change Report

Financial Report (regularly scheduled monthly meeting) (See Minute Book 25, Page 411, dated 3/28/00.)

Set Public Hearing(s) Set date(s) for routine Public Hearing(s) and list subject  
(See Minute Book 28, Page \_\_\_, 3/23/04)

Set Routine Work Sessions

Ordinances on second reading (See Minute Book 25, Page 411, dated 3/28/00.)

Proclamations/Resolutions/Presentations (See Minute Book 25, Page 411, dated 3/28/00.)

Public Hearings

Communications from Citizens (See Minute Book 26, Page 211, dated March 27, 2001;  
See Minute Book 31, Page\_\_\_ dated January 22, 2008)

Unfinished Business

Regular Business:

Reports of Boards and Commissions (includes Constitutional Offices)

Reports of the City Manager

Reports of the City Attorney

Reports of the City Clerk

Reports of Council:

Committees

Individual Requests

Any Other Councilor

Citizen/Councilor Requests

Presentations from Boards & Commissions (See Minute Book 28, page \_\_\_\_, dated February 3, 2004)

Council Communications

Adjournment

- 304. Removing Items from Agenda** - Once a Councilor places an item on the agenda it can only be removed by that Councilor prior to the adoption of the agenda. Once the agenda is adopted an item can only be removed by a two-thirds (2/3) vote of all members of Council.
- 305. Non-agenda Items** – Only matters appearing on the agenda and transmitted to each Councilor twelve hours or more before a meeting may be considered a matter of regular business. Other matters including resolutions, ordinances, motions, etc., may be introduced under Reports of Council set forth under regular business by any member of Council (including City Administration) but shall be deferred until the next meeting. A two-thirds (2/3) vote of all members may suspend this rule.
- 306. Time Limit** - Meetings will have a three-hour time limit from beginning to end. Meetings beginning at 7:30 PM will adjourn at 10:30 PM. Stand-alone Work Sessions or Special Meetings beginning at 6:30 PM will adjourn at 9:30 PM. Any item not addressed within the three (3) hours would be continued to the next meeting, unless Council waives the rules to extend the meeting.

## MISCELLANEOUS

401. **Motion stated by Chair** – When a motion is made and seconded, it may be stated by the Chair before debate, but shall be stated by the Clerk before the vote. Any member may demand that it be reduced to writing.
402. **Motions – Procedure** – When a question is before Council, no motion shall be entertained except:
- A. To fix the time at which to adjourn
  - B. To adjourn or recess
  - C. To lay on the table
  - D. The previous question
  - E. To postpone to a certain time
  - F. To refer
  - G. To amend
  - H. To postpone indefinitely
- Such motion shall have precedent in the foregoing order. A roll call may be ordered at any time to ascertain the number of members present. In any case of precedent, motion to table or move the question is out of order until all Councilors have had an opportunity to speak at least once.
403. **Remarks of Council** – A Council member may request through the Mayor the privilege of having an abstract of his statement on any subject under consideration by Council entered into the minutes.
404. **Clerk of Council** – The Clerk shall be the custodian of all the papers, correspondence, and records of the Council and shall keep official minutes of proceedings which shall record the motions and votes of Council and only such further detail of matters as may be approved by majority vote or requested publicly “for the record” which may be in writing and shall be attributed to the individual Council member making the request. In the absence of the Clerk, and/or the Backup City Clerk, the Mayor shall appoint a Clerk pro tem to keep the minutes and file same in the office of the City Clerk. Detailed debate shall not be recorded in minutes unless requested by Council at public session and with majority of Council’s support. Minutes shall

be mainly a record of what was done at the meeting, not what was said by the members (R.R.O.O. Page 389). Any question as to the contents of the minutes may be decided only by a majority of Council at the time the minutes are approved.

**405. Addressing Council** (See Minute Book 26, Page 211, dated March 27, 2001.) – Each person addressing the Council shall step to the microphone, give name and indicate if they are a resident of Hopewell, and which voting ward they live in, and limit comments to five (5) minutes or less. No person shall be permitted to address Council a second time unless granted permission by the presiding officer and no one shall speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body and not to any member thereof. No person other than the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the Mayor. No question shall be asked a Council member (including Administration) except through the presiding officer.

**A. Presentations** – Presentations will be limited to **10 minutes**. The Mayor may extend this time limitation when deemed appropriate.

**B. Communications from Citizens** – A Communications from Citizens period, limited in time to 30 minutes, shall be part of the Order of Business at each regular Council meeting. Each speaker will be limited to **three minutes**. No citizen will be permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. The Mayor may extend this time limitation when deemed appropriate. The order of speakers, limited by the 30-minute time period, shall be determined as follows:

1. First, in chronological order of their signing up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting (they may telephone the City Clerk and request that their name be added to the sign-up sheet); and
2. Second, in chronological order, persons who have met the requirements of (a) above, and who spoke at the immediately previous public information period; and
3. Finally, any other person desiring to make a comment who is recognized by the chair. (See Minute Book 26, Page 33, dated March 26, 2002.)

The Chair shall have the authority to determine that any matter addressed by a Citizen is not an appropriate matter to be heard at the Council meeting. If the Chair makes such a



determination, any member of Council may make a motion to allow the citizen to speak on the matter. No second shall be required and a majority vote of Council will make the final determination on the issue.

- 406. Decorum** – Council Members and Administration shall be addressed to Title or Mr., Mrs., or Miss during meetings. Any person making personal, impertinent, abusive or slanderous statements, or who shall incite disorderly conduct while addressing Council or present in Council Chamber shall be reprimanded by the Mayor and may be barred from further audience before Council. A second occurrence shall require removal from the meeting and subsequent meetings except by petition to Council which must be approved by majority vote. Any Council member making personal, impertinent, abusive or slanderous statements, or who shall incite disorderly conduct shall be reprimanded by the Mayor and may removed from the meeting, but only upon a majority vote of the members of Council, not including the member being so reprimanded.
- 407. Suspension of Rules (Waive the Rules)** – The rules of Council may be suspended (waived) at any time by the vote of 2/3 of all Council members present.
- 408. Safety** – The Mayor shall be responsible for the safety of all participants in a Council meeting and may adjourn a meeting at any time such safety may be in question. In the event of overcrowding, the meeting shall be adjourned (recessed) to a location more suitable or the item resulting in crowding be rescheduled. There shall be no smoking, eating, or drinking allowed during Council sessions; however, members of council and support staff shall be allowed, at the discretion of the Mayor, to have drinks during Council sessions.
- 409. The “Virginia Freedom of Information Act”** – Section 2.2-3700, et seq., of the Code of Virginia, 1950, as amended, is hereby incorporated by reference. Whenever a closed meeting is contemplated, the City Attorney shall be advised of the proposed purpose. The City Attorney shall advise the presiding officer on the legality of a closed meeting. (See Minute Book 25, Page 411, dated March 28, 2000.)
- 410. Standing Committees**
- A. Standing Committees

1. Standing committees shall be created only by resolution, which shall include the purpose and composition and shall be approved at a regular Council meeting.
2. Members shall be appointed by the Mayor, with the concurrence of members of Council. The Mayor may designate a chairman of the committee. The committee may elect a vice-chairman to serve in the absence of the chairperson.
3. Standing committees shall make periodic reports and recommendations to Council for their information and consideration. (See Minute Book 24, Pages 474 & 475, 7/14/98.)

B. Special Committees

1. Special committees are appointed by the Mayor, with the concurrence of Council for specific purposes.
2. Special committees shall terminate upon completion of the assigned task and report to Council.
3. Any special committee not terminated, shall be terminated on the date of the reorganization meeting at which a Mayor and Vice-Mayor are elected. (See Minute Book 24, Pages 474 & 475, July 14, 1998.)

**411. Work Session Policy** – As required, the City Council of the City of Hopewell may call a special “Council Work Session” beginning at 6:30 PM on the fourth Tuesday of each month. City Council requires that supporting documentation related to the subject material shall be provided to the City Clerk for Council review and perusal pursuant to Section 303, above, and made a part of the agenda packet. Work Sessions shall not be scheduled for the months of July, August, November and December, unless necessary.

Such work sessions are designed to give the Council adequate time to fully discuss and consider business affecting the City and are not considered to be a special meeting or public hearing. Items which would traditionally be considered at a work session are annual budget, service level changes, etc.

To preserve the purpose of the work session the following rules regarding the conduct of the sessions are proposed:

- Work sessions are open to the public, however public comment is appropriate only at the regular meeting where official action is to be taken and at established public hearings.

For Example: Council may hold several work sessions on the annual budget at which the session is not open for public comment or debate. However, in order to give the public adequate opportunity to address the budget, Council will consider approval at two (2) separate Council meetings.

- The City Manager will represent the City's administrative staff at the work session. With Council approval and at the City Manager's recommendation, staff and outside agencies may make presentations to the Council. Again, presentations do not include public comment.
- Unless specifically advertised as a *special meeting* of the City Council, no formal action will be taken by the City Council at a Work Session.
- The subject matter discussed by City Council will be limited to items presented on the agenda. City Council requires that supporting documentation related to the subject material shall be provided to the City Clerk for Council review and perusal, and made a part of the agenda packet.
- Presentation times will not be scheduled.

**412. Flowers and Donations**

A. Illness

Flowers or gift basket not to exceed \$75.00 to Council members in the hospital.

B. Death

1. Flowers, or in lieu of flowers, a contribution will be sent to a charitable organization in memory of a Council Member, not to exceed \$75.00.
2. Flowers, or in lieu of flowers, a contribution will be sent to a charitable organization in memory of a former member of Council (ten years), not to exceed \$75.00.

3. Flowers, or in lieu of flowers, a contribution will be sent to a charitable organization in memory of a spouse, child, mother, father, brother, or sister of Council Member, not to exceed \$75.00.

*NOTE: The above shall also apply to the City Manager, City Attorney, and City Clerk. The funds for the above will be expended from City Council Budget – Miscellaneous Expenses.*

**413. Disclosure** – Members of City Council shall file with the City Clerk on January 15, of each year the Statement of Economic Interest. Members may request assistance from the City Attorney or City Clerk in its preparation.

**414. Council Chamber/Conference Room, Use of** – (Approved June 27, 1995)

The following rules shall govern the use of the City of Hopewell Council Chamber and adjoining Conference Room (“Council Chamber”):

A. The following uses are priority uses of Council Chamber. No other use shall be scheduled which conflicts with a priority use, and any use which is already scheduled shall be cancelled if Council Chamber is needed at the same time for a priority use.

1. Meeting of City Council, meetings of any committee of Council, or any public hearings or proceedings being conducted on behalf of Council.
2. Meetings or hearings conducted by any board, commissions, committee, department, bureau, agency, or office of City government.

B. Permitted uses of Council Chamber shall be meetings or hearings of other governmental bodies or entities; or use by any other organizations that are not deemed prohibited users of Council Chamber.

C. The following uses are ***prohibited*** uses of Council Chamber:

1. Fund raising of any type, whether by payment, by donation, by contribution, by the charging of admissions, by the sale of goods, or otherwise.
2. Use by any for-profit business or commercial enterprise or organization.
3. Use for any criminal or illegal purpose.
4. Use for any disorderly, improper, profane, obscene, indecent, lewd, pornographic, riotous, or immoral purpose; or use at which such conduct occurs, regardless of purpose.
5. Regular periodic meetings of any organization or group. A regular periodic meeting is one that occurs within six (6) months of the previous use.

D. Procedure for making reservations for permitted uses of Council Chamber:

1. Reservations for use of Council Chamber shall be made with the Clerk of the City Council.
2. Applications for use of Council Chamber must be submitted to the Clerk's office within fifteen (15) business days of the proposed activity. The application for the proposed activity must include the name of the organization, the date, time, duration, location and nature of the proposed activity, and the number of participants.
3. Reservations for use of Council Chamber shall include a fifty dollar (\$50.00) key/security deposit. The deposit shall be refunded with the return of the key (minus any damages to the Chamber/Conference rooms.)

E. All decisions about the use of Chambers shall be made by the Clerk of the City Council, subject to appeal to the City Council.

- F. Cancellations by users must be reported as soon as possible to the Clerk's office during normal business hours. No-shows or failure to cancel in a timely manner may result in denial of future use of the facilities.
- G. No eating, drinking (with the exception of water provided for the Council and the speaker's podium), smoking, or chewing of gum shall be permitted in the Council Chamber.
- H. No defacing (tacks, nails, tape, etc.) of the furniture, walls, or equipment is permitted in the Council Chamber, Council Conference Room, lobby, or toilets. Any damage due to user's conduct shall be deducted from security deposit. Permitted user shall be liable for any damage greater than security deposit.
- I. Council Chamber shall not be rearranged by anyone except with the permission of the City Clerk.
- J. The City Clerk shall be the sole keeper of the keys to the Council Chambers.
- K. Use of Council Chamber's equipment shall be with permission of the City Clerk.
- L. User's responsibilities:
  - 1. Ensure that no unauthorized third party shall be granted permission to use the facility, or any portion thereof, without prior approval of the City Clerk.
  - 2. Ensure that event participants shall not be restricted from participation for reasons of race, religion, color, creed, sex, age, national origin, or disability.
  - 3. Ensure that the representative specified in the application for permitted use is present throughout the scheduled event.

4. Ensure that all rules and regulations for permitted use are followed.
5. Provide at least one adult chaperone for every group of fifteen (15) children.
6. Observe contracted time limits.
7. Leave the building and grounds in a clean, neat and orderly condition.

M. Denial of Application/Cancellation of Contracts

1. The City of Hopewell reserves the right to deny any application or cancel any permit when it deems such action to be in the best interest of the City.
2. Any violation of any rules or requirements set forth in this memorandum of permitted uses may be grounds for immediate expulsion and/or denial of future use of this facility. The applicant's signature on the application form constitutes an acknowledgement that the applicant will comply with all regulations as stated.
3. The City shall not be liable for any costs incurred and/or damages suffered by applicants as a result of denial of any application and/or cancellation of any contract for use of Council Chamber.

N. Interpretation of regulations shall be the responsibility of the City Attorney.

**415. Travel Policy** – (Revised October 25, 1994) – Same policy as in City's Personnel Policy Manual with the exception that the City Manager's approval for Council travel is not required.

Council/Council Committee scheduled group meals may be excluded from the per diem allowances of the Personnel Policy. (Revised 3/10/1995; Revised 7/1/07)

**City of Hopewell**

### City Council Travel Policy

- A. It shall be the policy of the city council of the City of Hopewell to encourage members of the city council to participate in state and national associations and continuing education programs that benefit the city.
- B. The city council shall encourage members of the governing body to attend the annual meetings of the Virginia Municipal League and the National League of Cities.
- C. Travel expenses under \$100 do not require Council approval, provided sufficient funds have been budgeted for such expenses.
- D. Travel reimbursements shall be paid in compliance with city travel policies for employees.
- E. Registration, lodging and commercial transportation for city council shall be arranged by the clerk of council or the city manager's office.
- F. Council travel beyond this policy shall be approved in advance by the governing body or by the mayor if council does not meet in time to meet registration deadlines.

(Passed May 13, 2008 [Minute Book 31, page \_\_\_])

**416. Land Use Requests** – (Passed September 12, 1989 [Minute Book 23, Page 114])

City Council will not act on any specific land use issue requested by a petitioner unless that petitioner or his representative is present to respond to Council's questions. Petitioner must prove that he/she has a vested interest in the property before consideration.

**417. Protocol For Open Committee Meetings**

- A. All meetings will be announced at least 72 hours prior to the meeting (*"whenever possible"*).



- B. Meeting notices will be:
- (1) sent to the Hopewell News, Progress Index and Richmond Times Dispatch;
  - (2) posted on the public bulletin board in the Municipal Building and other locations as used by the City for such notices.
  - (3) Listed on the City's web site;
  - (4) Sent by e-mail to anyone requesting FOIA (Freedom of Information Act)\_notice by e-mail;
  - (5) Sent by regular mail to anyone requesting notice by regular mail and providing the City with stamped, self-addressed envelopes for such notice;
  - (6) Sent to all Council members.
- C. All meetings will have minutes containing at least the time and date of the meeting, attendees, a listing of the items discussed, a listing of any action taken, and an attachment of any written materials shared at the meeting.
- D. Any Committee Meeting may, with proper motion, go into closed session to discuss specific materials under the same provisions governing closed sessions of the full Council.
- E. Any Committee Meeting may receive confidential materials under the same provisions governing the receipt of confidential materials received by the full Council.
- F. The agenda package of Council meetings will contain all committee meeting agenda, attachments, and minutes as available for receipt and file.
- G. This protocol will apply to City Council as well as to all boards and commissions appointed by and answering to City Council. *(See minutes dated August 13, 2002, Min. Book 27, page 169)*
- H. All Action items for consideration shall be supported by all available documentation used

to justify Council's consideration and action. This is to include all recommendations of any Board, Commission, Outside Agency, or Jurisdiction. (*See minutes of February 10, 2004*)

**418. Meals, Food, and/or Beverages for Council Meetings and Work Sessions of Council:**

The following guidelines are established as Rules and Procedures regarding food for City Council members and/or staff in the Council Chambers or Council Conference Room.

- A. The City Clerk shall confer with the Mayor, who shall decide whether or not food is to be provided during any Regular City Council meeting, Special City Council meeting, or Work Session of Council.
1. With Mayor approval, food shall be made available at any Work Session scheduled at 5:30 PM, and/or immediately followed by a Closed Session at 6:30 PM, and immediately followed by a Regular City Council meeting at 7:30 PM.
  2. The City Clerk shall confer with the Mayor whether or not food is to be provided for any Special City Council meeting or Work Session scheduled as a *stand-alone* meeting, which is not followed or preceded by a Regular City Council meeting.
  3. Any all-day Work Session, Council Advance, or Special Meeting of Council shall include meals. With some minor modifications City Council's Rules and Procedures shall be similar to the City's Travel Policy in the City's Policies and Procedures Manual.
  4. Any Special City Council Meeting or Work Session that is anticipated to last for less than two (2) hours shall not require a meal.

B. With Mayor approval, food shall be made available for the seven members of City Council, City Manager, City Attorney, and City Clerk. Food shall also be made available for City staff who may be required to attend said Regular City Council meeting, Special City Council meeting, or Work Session.

1. Food shall be defined as a light meal such as a salad, sandwich, cheese and crackers, and/or vegetables and dip, which will be made available in the City Council Conference Room.

2. The City Clerk shall maintain a supply of bottled water and soft drinks in the refrigerator located in the City Council Conference Room. These may be used at the discretion of City Council.

C. The cost of such meals shall be kept within reasonable budgetary constraints. Cost of said meals shall be applied to City Council's Miscellaneous Budget.

**419. Presentations by Boards and Commissions:**

Each of the City's boards, commissions, authorities, and committees of Council that lack committee members and do not have a full membership shall periodically provide a brief presentation to City Council. Each presentation shall be limited to a total of ten (10) minutes. The purpose of the presentation is to apprise City Council of the recently completed projects, current and future activities of the association. (See City Council minutes dated 11/9/04, Book \_\_\_\_, Page \_\_\_\_) (See City Council minutes dated 1/12/08, Book 30, Page \_\_\_\_)

**420. Salaries of Council Employees into Annual Budget Document**

This section covers the City Manager, City Attorney and City Clerk, and shall be part of Council Rules and Procedures. The annual cost of living adjustments (COLAs) will be established at the same percentage as employees covered by the last adopted Pay and Compensation Study. COLAs will be effective at the beginning of each fiscal year (July 1). Merit increases will be established based on a yearly performance review. The review and pay adjustment dollar amounts will be completed in May. Figures for individual pay

adjustments will be forwarded to the Finance Department no later than June 15 and become effective July 1. (See City Council minutes dated 11/8/05, Book 29, page \_\_\_\_)

**421. Council Rules of Council Conduct**

**City of Hopewell  
Council Rules of Conduct  
(Approved December 18, 2007)**

Council members agree to represent the public interest and work with others to improve the quality of life for Hopewell citizens and visitors. It is further acknowledged that residents and businesses of Hopewell are entitled to have fair, ethical, and accountable local government. Such a government requires that public officials:

- comply with both the letter and the spirit of the laws and policies affecting operations of the government;
- be independent, impartial, and fair in their judgment and actions;
- use their public office for the public good, not for personal gain;
- conduct public deliberations and processes openly, (unless legally confidential) in an atmosphere of respect and civility; and,
- act in a manner that supports the expectations of their constituents and enhances public confidence in the system of local government supporting this Code. Council confirms its commitment to serve public interest with fairness and integrity.

**1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, Council members shall work for the common good of the people of Hopewell and not for any private or personal interest, and they will endeavor to treat all persons, claims, and transactions in a fair and equitable manner.

**2. Respect for Process**

Council member duties shall be performed in accordance with the processes and rules of order established by the City Council.

**3. Conduct of Public Meetings**

City Council members shall inform themselves of public issues, listen attentively to public discussions before the body, and focus on the business at hand.

**4. Policy Role of Members**

Council members shall respect and adhere to the Council-Manager structure of Hopewell City government as provided in State law and the City Charter.

**5. Positive Work Environment**

City Council members shall support the maintenance of a positive and constructive environment for residents, businesses, and city employees.

**6. Conduct of Members**

City Council members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff, or the public. City Council members agree to be respectful of other Council members, city staff, and the public, and shall not degrade them in oral or written communication.

**7. Comply with the Law**

City Council members shall comply with the laws of the nation, the Commonwealth of Virginia, and the City of Hopewell in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Hopewell City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and city ordinances and policies.

**8. Coordination with City Staff**

Appropriate city staff should be involved when City Council members meet with officials from other agencies and jurisdictions to ensure proper staff support as needed and to keep staff informed. City Council members shall coordinate requests for city staff participation in these and other activities with Council-

appointed staff only. City Council shall not contact other appointed staff for matters other than citizen request for service.

**9. Use of Public Resources**

Public resources not available to the general public (e.g., city staff time, equipment, supplies or facilities) shall not be used by City Council members for private gain or personal purposes. City Council shall review and approve payments by members of Council without proper documentation prior to payment.

**10. Decisions Based on Merit**

City Council decisions shall be based upon the merits and substance of the matter at hand.

**11. Communication**

It is the responsibility of City Council members to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Council members.

**12. Advocacy**

To the best of their ability, City Council members shall represent the official policies and positions of the City Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the City Council or the City. The Mayor or council-appointed staff shall present the city position on various issues to communities, state, and federal representatives unless otherwise directed by the City Council. The city shall disseminate only those positions.

**13. Confidential Information**

City Council members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Council.

They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

**14. Gifts and Favors**

City Council members shall not take advantage of services or opportunities for personal gain by virtue of their public offices, that are not available to the public in general. They shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action, or give the appearance of compromising their independence.

**15. Representation of Private Interests**

In keeping with their role as stewards of the public trust, City Council members shall not appear on behalf of the private interests of a third-party before the City Council or any board, commission, committee, or proceeding of the City.

**16. Improper Influence**

City Council members shall refrain from using their position to improperly influence the deliberations or decisions of city staff, boards, commissions, or committees.

**17. Disclosure of Corruption**

All city officials shall take an oath upon assuming office, pledging to uphold the laws of the city, the commonwealth and the Federal Government. As part of this oath, officials commit to disclosing to the appropriate authorities and/or to the City Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or other violation of the law.

**18. Implementation**

Ethics standards shall be included in the regular orientations for City Council candidates. Council members entering office shall sign a statement affirming that

they have read and understood the City of Hopewell's City Council Rules of Conduct.

**19. Compliance and Enforcement**

City Council members themselves have the primary responsibility to assure that the ethical standards are understood, met, and that the public can continue to have full confidence in the integrity of City government.

I affirm that I have read and understand the City of Hopewell City Council Rules of Conduct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## HOPEWELL CITY COUNCIL RULES OF PROCEDURE

*These rules are authorized by the Hopewell Charter, Chapter IV, Section 4*

### **CONDUCT OF MEETINGS— ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY**

- 101. Robert’s Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert’s Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chair (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved); for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 102. Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The city clerk then calls the roll, and enters in the meeting minutes the names of the councilors as present or absent. In the absence of a quorum, the city clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

- 103. Temporary Chair** – In the absence of the mayor and vice mayor, the city clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chair until the mayor or vice mayor appears.

- 104. Appeals** – See Rule 101.

[Rules 102 - 104 approved 9.11.18; addition of "city" before "clerk" per 1.22.19 council meeting; for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 105. Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (*Robert's Rules*), a councilor (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

[Approved 10.9.18]

- 106. Presiding Officer's Designee** – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is

designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

[Approved 9.11.18]

**CONDUCT OF MEETINGS—  
MEMBERS OF COUNCIL**

- 201. Seating** – Councilors are seated at the council chamber dais as follows. Mayor: center; vice mayor: immediate left of mayor; most-recent past mayor, if any: immediate right of mayor; remainder of members: in increasing numerical order by ward, starting at the far left of the mayor and the immediate right of the city manager. If the vice mayor is the most-recent past mayor, then the next-most-recent past mayor sits to the right of the mayor. The remaining seats are occupied, from the far left, by the city attorney, the city manager, the city clerk, and the assistant city clerk, respectively.

**Sample Seating Chart**

Asst. City Clerk	City Clerk	Councilor Ward 5	Councilor Ward 3	Most- Recent Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
------------------------	---------------	---------------------	---------------------	-------------------------------	-------	---------------	---------------------	---------------------	-----------------	------------------

[podium]

[Approved 2.26.19]

- 202. Addressing Council** – Councilors and others are addressed or referred to as Mr., Mrs., Miss, Ms., Madam, and/or by title. For example, "Madam Mayor," "Vice Mayor Jones," "Councilor Smith," "Mr. Williams," or "the City Manager."

[Approved 10.9.18]

- 203. Discussion Limitation** – Councilors do not ask questions during presentations of regular or special business items. After a presentation concludes, or if no presentation is made, a councilor may on any item speak up to ten minutes total, which includes questions, discussion, and debate. If the item is an action item, a motion is made and seconded before questions, discussion, or debate ensues. If the councilor speaks for less than ten minutes initially, the councilor may speak a second time if every other councilor has had an opportunity to speak, and a third time if every other councilor has had equal opportunities to speak, until every councilor has spoken or had an opportunity to speak for up to ten minutes total or three times. The limitations in this rule do not apply to public hearings or work sessions, or when points of order are properly made and addressed. After a public hearing is closed, or a work session item becomes an action item, the limitations in this rule apply.

[Approved 5.14.19]

- 204. Voting Order** – Roll call for voting is by ward number. At the first meeting in January, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward

7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

[Approved 9.11.18]

- 205. Motions** – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).

[Approved 1.22.19]

**206. RESERVED**

[Approved 1.22.19, with this notation: No changes proposed at this time. Council would continue to reserve this number for a future rule. The familiar numbering of current rules would remain.]

- 207. Dissent or Protest** – During debate, a councilor has the right to express dissent from or protest against the adoption of any ordinance or resolution.

- 208. Attendance** – Councilors notify the city clerk of absence from a scheduled meeting, at least 12 hours in advance if possible. The city clerk promptly notifies all councilors of the absence, if a quorum might not be present.

[Rules 207 and 208 approved 1.22.19]

- 209. Excuse During Meeting** – Any councilor may excuse himself or herself during a meeting, except to avoid voting.

[Approved 10.9.18]

**REGULAR AND SPECIAL MEETINGS; AGENDA**

- 301. Regular Meetings** – Regular meetings are held in the council chamber, third floor of the Municipal Building, beginning at 7:30 p.m., at least once each month (Charter IV.6), on such days and at other times or places established at council's annual meeting (Va. Code § 15.2-1416).

- 302. Special Meetings** – Special meetings are called by the city manager, the mayor, or any other councilor (Charter IV.6), upon notice that is reasonable under the circumstance (Va. Code § 2.2-3708.2) but no less than 12 hours. The city clerk immediately notifies, in addition to the public, the city manager, the city attorney, and each councilor by electronic mail or other writing if previously requested by the councilor, of the meeting time and place, and the specific items of business. No other items are considered unless all councilors are present and unanimously consent. Notice is waived if all councilors attend the meeting or sign a waiver (Va. Code § 15.2-1418).

[Rules 301 and 302 approved 2.26.19]

**403. Minutes; Recordings** – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, minutes contain a record of what was done at the meeting. A councilor may, however, direct through the mayor that the draft minutes of the meeting include a brief summary of the councilor's remarks regarding an agenda item. Such direction must be given at the same meeting in which the remarks were made and prior to the next agenda item.

[Approved 2.12.19]

**405. Communications from Citizens and Others** – The communications from citizens portion of the regular-meeting agenda is limited to three minutes per speaker and 30 minutes total. Speakers may contact the clerk in advance of, or sign up in person at, the meeting. They are called in the order they signed up, before others in the audience speak. Each person addressing council approaches the podium, and gives name and, if a Hopewell resident, ward number. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. The presiding officer, subject to free-speech considerations as determined by the city attorney, has the authority to deem a matter inappropriate. Upon motion of any councilor, a majority of councilors present may allow the speaker to continue.

[Approved 3.5.19]

**406. Decorum** – Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion.

[Approved 10.9.18]

**422. Proclamation, Certificate, and Letterhead Guidelines** – Council as a body issues proclamations, certificates of recognition or condolence, and congratulatory letters, in conformance with the attached guidelines. Such proclamations, certificates, and letters are approved and signed by the mayor or, in the absence or disability of the mayor, the vice mayor (Charter IV.5). For personal communications or statements, an individual councilor may use letterhead incorporating the city logo and indicating they are "from the desk of" the councilor. No communication or statement issued by an individual councilor is or may be deemed an official act of the council, the city of Hopewell, or its agencies.

[Approved 4.9.19]