



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov
info@hopewellva.gov
cmbrown@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
John B. Partin, Jr., Councilor, Ward #3
Janice Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager
Sandra. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

April 28, 2020

ELECTRONIC MEETING

Closed Meeting: 5:30 PM
Regular Meeting: 7:30 PM

OPEN MEETING

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

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2 3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for employment and appointment; (A)(3) and (A)(6) to discuss the investment of public funds for the acquisition of real property for a public purpose where bargaining is involved, and discussion in open meeting would adversely affect the City's bargaining position and financial interest; and to the extent such discussions will be aided thereby (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

SUGGESTED MOTION: To come out of closed 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?

Roll Call

REGULAR MEETING

7:30 p.m. Call to order, roll call, and welcome to visitors

Prayer by Charles Dane, Assistant City Manager followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Pelham.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

C-1 Minutes:

April 9th Minutes

C-2 Pending List:

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

1. Personnel Change Report

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

C-10 Public Hearing Announcement:

SUGGESTED MOTION: To amend/adopt consent agenda

Unfinished Business

UB-1 Request to transfer funds

ISSUE: Each councilor is allotted a certain amount of funding. This funding is broken into categories (e.g., travel, lodging, ward improvement, communications, etc.). Council is allowed to use their funding as they see fit within the parameters of the fund. However, if a councilor wishes to use these funds outside of the allotted funding (i.e., use travel funds to pay for something other than travel), the councilor must seek permission from Council. Since I don't travel, I wish to use my travel, lodging, mileage funds, etc. for a curb and gutter project for Princess Anne, as well as to purchase a Blue Devils bank uniform for a needy child. I am asking Council's permission to transfer funds from these other sources into my ward improvement fund so that I can better assist my constituents.

MOTION:_____

Roll Call

UB-2 Request for Council to take action for the Vice Mayor to continue as the point of contact for the Clerk's Office

ISSUE: Council decided by consensus in a previous Closed Session that the Vice Mayor would act as the point of contact for the Clerk's Office. However, Council failed to vote publicly. The Vice Mayor has, based on the consensus of Council, been acting as the POC for the Clerk's office, and is asking that she be allowed to continue as such.

MOTION: _____

Roll Call

UB-3 Request for Council to take action for the Vice Mayor to continue her supervision of the agenda and its processes.

ISSUE: The agenda is historically prepared by the City Clerk and the City Manager, with input from the City Attorney. Generally, a representative of Council reviews the agenda prior to its issuance, and asks questions, as needed. By consensus of Council during a previous Closed Session, the Vice Mayor has acted in that role. Since Council did not vote on this item in Open Session, the item is being added to this agenda.

MOTION: _____

Roll Call

Regular Business

Reports of City Manager:

R-1 Proposed Tax Rates for FY2021 Budget

ISSUE: City Council to set the Tax Rates for the FY2021 Budget

MOTION: _____

Roll Call

R-2 Continuity Ordinance

ISSUE: Ordinance provide the authority for local public bodies to meet and conduct business through electronic meetings.

MOTION: _____

Roll Call

R-3 Interim Clerk Appointment and Job Duties

MOTION: _____

Roll Call

R-4 CAFR Update
ISSUE: Update on status of CAFRs

MOTION: _____

Roll Call

R-5 CAFR Staffing

R-6 FY18 & FY19 SEFA/CAFR Timeline & Meeting with Auditors

MOTION: _____

Roll Call

R-7 Budget- Revenue projections & FY20 expenditures

MOTION: _____

Roll Call

R-8 City Manager COVID-19 Question Responses

MOTION: _____

Roll Call

R-9 Forensic Audit Timeline/Quote

MOTION: _____

Roll Call

R-10 Agenda Software and Agenda Template and Submission Process

MOTION: _____

Roll Call

R-11 I.T. Policies

MOTION: _____

Roll Call

Reports of City Attorney:

1 Place Freedom of Information Act (FOIA) Requests and Liens with the City Attorney

ISSUE: FOIA requests and Code Enforcement and demolition liens are currently handled by the City Clerk’s office. Both of these are legal matters which are best handled by the City Attorney. Accordingly, it is requested that Council move both FOIA and liens to the office of the City Attorney.

MOTION: _____

Roll Call

Reports of City Clerk:

Reports of City Council:

Committees:

- 1.** Finance Committee

Individual Councilors

IR-1 Request for City Council to vote to establish a rule that supports the new practice to limit City Councilors ability to place items on future agendas, conduct research with staff and seek legal guidance for potential legislative items.

ISSUE: It has been common practice that City Councilors place items on the City Council Meeting agendas to obtain a vote from City Council to approve/deny the request. At some point in 2019, some members of City Council began to advocate for Councilors to be limited in their ability to place items on the agenda for City Council approval/denial. In turn, they began to limit the ability for a City Councilor to seek legal guidance to determine legality of any proposed legislation. As of now, some City Councilors are seeking to limit the ability to ask the City Manager to provide information so that one can make a determination about the feasibility of any proposed legislation.

MOTION: _____

Roll Call

IR-2 Request for City Council direct the City Manager review city owned space and rental properties to identify a location for the Office on Youth to offer programs. In addition, for the City Manager to provide an update as to the costs/needs to renovate Mallonee Gym to house the Office on Youth and the status of the \$250,000 previously allocated by City Council for renovation.

ISSUE: The Office on Youth is currently housed in the United Way Building. The City rentals an office, storage space and front desk reception space. The Office on Youth currently has no dedicated space to offer youth programming.

MOTION: _____

Roll Call

IR-3 Request for City Council direct the City Manager to delegate to staff to review non-developed city land to identify a location for a practice field for youth sports and free citizen usage.

ISSUE: Several groups and residents have shared the need for the City to establish a practice field for various youth supports. If the city can identify public land for the youth to practice during daylight and provide portable restrooms, we can immediate address the need. However, we will have to discuss long-term plans officially develop the field; install lighting; restroom amenities etc. for a permanent location space.

MOTION: _____

Roll Call

IR-4 Request for City Council to set a new date to deliver the “State of the City Address” in February to include the unveiling of the new City Council Strategic Plan.

ISSUE: City Council voted in 2019 to hold a “State of the City Address” in spring. However, the event never was organized or executed. Additionally, information was not complied to provide an update to residents about the current state of the City, its affairs and City Council’s vision. Residents have complained about lack of City Communication and staff have complained about a lack of a Strategic Plan and collective vision from City Council.

MOTION: _____

Roll Call

IR-5 Request City Council to direct the City Manager to provide Council with the status of uncollected funds within the City of Hopewell

ISSUE: The Mayor requested the following information on December 19, 2019: Wastewater (Water Renewal) uncollected bill amounts (write offs) (individual/business); Data Integrators uncollected bill amounts (individual/business); Uncollected taxes (real estate/personal property); Trash uncollected bill amounts (write offs) (individual/business); Audit reports/schedules with write-offs; Industry payments for Wastewater (Water Renewal) for the last 3 years; Total value of funding that could not be reconciled for the audit - City Funds/Accounts; Total value of funding that did not have backup docs/not approved - City Funds/Accounts; Status of money approached to support Wastewater Grant when DEQ required the City to have a reserve of funding approx.. of \$575,000. *new

MOTION: _____

Roll Call

IR-6 Request for City Council to vote to direct the City Manager provide City Council with options to dissolve the Beacon Theater LLC. The prior City Council voted to support dissolving the LLC in order to create a Regional Performing Arts Center and/or improve community programs and access to the Beacon Theater. In the meantime, the City Council will support opening the Beacon Theater free on Sundays after the Beacon Church for groups to offer free services/programs to the public.

ISSUE: he City needs to address the status of the Beacon Theater’s management and finances. In the past, the City provided the Beacon Theater with approximately \$100,000 to provide community programs. City Council has not established guidelines for that money and support. Since the Beacon Theater is open on Sundays for the Beacon Church, members of the public that want to offer community services can utilize the space – as opposed to pay the high rental fees. The City Council needs to also discuss management of the theater to fully take advantage of the renovation and to provide cultural opportunities for the community. Currently concerts is the primary event type offered by the Beacon. The Theater can also be a space to routinely offer plays, dance, spoke word, classes etc. to the community.

MOTION:_____

Roll Call

IR-7 City of Hopewell Finance Policies

ISSUE: City Council discussed two finance policies during Fall Council meetings. Council’s last action was for the CM to prepare an alternative policy for submission for the November 12, 2019 agenda packet. The policy needed to be vetted by the City Attorney prior to submission. Council has not received the policy yet for discussion.

MOTION:_____

Roll Call

IR-8 Strategic Plan and Crime Meeting Transparency – Post Online Records for Public

ISSUE: City Council head three Town Hall Meetings in 2019 to develop a draft Strategic Plan. The resident feedback from those meetings is not posted online for the public to view. Additionally, City Council held several Advances to prepare the Strategic Plan. The first draft (skeleton) and the City Mangers’ feedback is not posted online. Each step to include the date should be made available to the public. The Crime Meeting resident feedback should also be posted online.

MOTION:_____

Roll Call

Citizen/Councilor Requests

Presentations form Boards and Commissions

Other Council Communications

Adjournment