



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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### 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, Interim City Clerk

April 14, 2020

**COUNCIL CHAMBERS**  
**300 N MAIN ST. HOPEWELL VA**

**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; (A)(7) and (8) to consult with legal counsel and be briefed by staff regarding probable litigation and specific legal matters where such briefing and consultation in open meeting would adversely affect the City's litigating posture; 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

**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 Herbert Bragg, Director, Intergovernmental & Public Affairs followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Denton.

**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:**

1. March 24, March 31, April 7 and April 9, 2020

**C-2 Pending List:**

1. Pending List
2. Pending List - Top Priorities

**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 Other Announcements:**

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

**Unfinished Business**

**UB-1 Setting up a special account for the Francisco Landing project proceeds.**

**ISSUE:** On January 31, 2020, the Francisco Landing LLC officially purchased the old Patrick Copeland site with the proceeds to the city amounting to \$426,214.11. City staff is requesting a special account eventually be setup for these proceeds. This money will be used as necessary with the Development Agreement signed by Mr. Altman and Mr. Bowman on December 6th, 2018. The agreement includes the City buying back improved parcels to include the Amphitheatre and Plaza areas. The Development Agreement is attached, and more information is provided in the "Background" section.

City Council is requested approve the setting up of a special account. This will reserve these funds to be used exclusively for this project, rather than revert to the General Fund. Staff is not able to expend General Fund funds without Council Action.

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

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**Roll Call**

**UB-2 DHR Historical Marker – Kippax Plantation Archaeological Site**

**ISSUE:** Application to place a historic highway marker to recognize the Kippax Plantation Archaeological Site and the graves of Jane Rolfe Bolling and Thomas Rolfe.

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

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**Roll Call**

**UB-3 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:** \_\_\_\_\_

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**Roll Call**

**UB-4 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 exceeds the amount within the allotted fund, they are allowed to use another councilor's funding with permission from the councilor and Council. Recently, Mayor Gore attended NLC Congressional City meeting in DC. She was slightly over her allotted funding, so I am offering her \$695 from my Conventions and Conferences line item. I am seeking Council's agreement to this request.

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

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**Roll Call**

**UB-5 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:** \_\_\_\_\_

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**Roll Call**

**UB-6 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 CAFR Update**

**ISSUE:** Update on status of CAFRs

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

\_\_\_\_\_  
**Roll Call**

**R-2 The Local Choice (TLC) Annual Insurance Renewal**

**ISSUE:** Council to approve the 2020-2021 The Local Choice (TLC) health care rates as proposed by OneDigital, the City's benefit consultant, during the April 14, 2020 meeting.

**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:**

**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 City Council create a system for members of staff and public to report suspected incidents of fraud, waste or abuse**

**ISSUE:** The City currently does not have any means for anyone to report concerns or suspicions of fraud, waste or abuse. A system needs to be created in which information goes directly to the City Attorney and disseminated to City Council for review.

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

\_\_\_\_\_  
**Roll Call**

**IR-3 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-4 City of Hopewell Open Government Policy**

**ISSUE:** Request City Council to adopt an open government policy to ensure that citizens have access to meeting and planning documents of Council, Administration, and all boards and commissions.

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

\_\_\_\_\_  
**Roll Call**

**IR-5 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-6 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-7 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-8 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-9 The Charge Challenge**

**ISSUE:** Several residents have voiced concerns about the lack of progress in issues that affect residents.

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

\_\_\_\_\_  
**Roll Call**

**IR-10 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-11 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**

**IR-12 Request City Council create an Innovation Competition for City Departments**

**ISSUE:** The current Efficiency Study and Technology Review was originally designed to include an element of staff engagement. The desire was to include members of staff by creating an innovation competition for them to suggest problem-solving ideas to help the City operate better and improve customer service.

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

\_\_\_\_\_  
**Roll Call**

**IR-13 CENSUS Adjustment**

**ISSUE:** The 2020 Census is underway and households across America are responding every day. In light of the COVID-19 outbreak, the U.S. Census Bureau has adjusted 2020 Census operations. The following is provide City Council with the latest U.S. Census Bureau update.

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

\_\_\_\_\_  
**Roll Call**

**IR-14 UNEMPLOYMENT INSURANCE (UI) PROCEDURES TO FILE OR RE-OPEN A CLAIM**

**ISSUE:** Due to the COVID-19 outbreak, many American’s will have to fire for unemployment. The following form is the latest information about how to initiate that process for the Crater Workforce Region.

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

\_\_\_\_\_  
**Roll Call**

**Citizen/Councilor Requests**

**Presentations form Boards and Commissions**

**Other Council Communications**

**Adjournment**