



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

(804) 541-2249

www.hopewellva.gov  
info@hopewellva.gov  
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  
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  
Ronnieye L. Arrington, City Clerk

July 09, 2019

**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 Section 2.2-3711 (A)(1) to discuss and consider personnel matters, including the assignment, and performance of specific City Council appointees, to-wit: the city manager, city clerk, city attorney, as well as to consider and evaluate applications and conduct interviews for appointment to the CPMT, Economic Development Authority, and Crater District Area Agency on Aging; and to the extent such discussion and consideration is 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? If any member believes that the discussions varied from the motion, please state so before you vote.

**Roll Call**

**SUGGESTED MOTION:** To amend/adopt work session agenda

**Roll Call**

**REGULAR MEETING**

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

Prayer by Rev. Jeff Butler of Woodlawn Presbyterian Church, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Gore.

**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:** May 7, 2019, May 14, 2019, and June 6, 2019.

**C-2 Pending List:**

1. See Attached
2. Additional pending list - see attached
3. Third pending list - see attached

**C-3 Routine Approval of Work Sessions:**

**C-4 Personnel Change Report & Financial Report:** Personnel Change Report

**C-5 Ordinances on Second & Final Reading:**

**C-6 Routine Grant Approval:**

**C-7 Public Hearing Announcement:** Aug. 20, 2019 - Conditional Use Permit for 710 W City Point Rd

**C-8 Information for Council Review:** Minutes - Crater District Area Agency on Aging - Feb. 28, 2019

**C-9 Resolutions/Proclamations/Presentations:**

**C-10 Additional Announcements:** Tri-Cities Multimodal Train Station Update; I Love Hopewell History Mystery Tour

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

**Public Hearings**

**CITY CLERK:** *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **five minutes**. No person shall be permitted to address the Council a second time until all others have been heard, and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406)*

**PH-1 Public Hearing for properties on Spot Blight list 2019-#1**

**ISSUE:** In accordance with the Hopewell City Code, Chapter 19, Article VI, Spot Blight, the City Manager has recommended nine properties that qualify for demolition, rehabilitation, and/or acquisition through the Spot Blight Ordinance.

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

**Roll Call**

**PH-2 Hold a public hearing to consider citizen comments regarding the proposed Community Development Block Grant (CDBG) FY 2019-2020 Budget**

**ISSUE:** The City of Hopewell has been notified that it will receive \$190,398 in CDBG funding for the FY 2018-2019. City Staff has reviewed all applications for funding submitted by various agencies and have developed a proposed CDBG budget for City Council’s consideration. City Administration provided City Council with three priorities for the 2015-2020 Consolidated Plan. They are housing /homelessness, early childhood development, and elder care. Funding recommendations for the upcoming year are based on these goals. The 19-20 Annual Action Plan describes the projects that will be funded in the fourth year of the Consolidated Plan.

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

**Roll Call**

**PH-3 Public Hearing for an Additional Appropriation to the FY 2019-2020 Schools Budget**

**ISSUE:** Recent Audits required the Schools to return surplus funds from prior fiscal years within the School Operating Budget as well as the Schools Building and Bus Replacement Fund. The public hearing tonight as well as the recommended action from the City Manager is to appropriate a portion of the funds to the Schools FY 2019-2020 Budget to fully fund their budget request for Fiscal Year 2019-2020. Such action, as it is a budget appropriation, requires a Public Hearing before City Council can take action on this request from schools and recommendation from the City Manager.

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

**Roll Call**

**PH-4 Monthly fee increase for refuse and recycling services**

**ISSUE:** The 5-year contracts for refuse and recycling will expire June 30, 2019. CVWMA and the City Of Hopewell have entered into contracts with Container First Services (CFS) and TFC Recycling (TFC) to provide these services (respectively) for the next 5 years. The total additional cost to the City for these new contracts is \$315,000 a year throughout the life of the contract.

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

**Roll Call**

**Unfinished Business**

**Communications from Citizens**

**CITY CLERK:** *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

**Regular Business**

**Reports of City Manager:**

**R-1 Modification of Existing Construction Contract**

**ISSUE:** City Contract 10-18 was awarded in the amount of \$271,895.00 to complete two (2) separate VDOT Revenue Sharing Projects. During the execution of the first project (Route 156 Culvert Repair and Extension) unknown site conditions warranted additional storm drainage and slope repairs within the project limits. This additional work did not exceed the original contract value, but will exceed the modification increase of twenty-five (25) percent of the amount of the original contract once the second planned project (Industrial Street Turn Lane and Circle Improvements) is completed. Staff is seeking an additional \$77,686.90 above the allowable twenty-five (25) percent increase to offset the additional unexpected work and complete the second project. The required funds are in the recently approved FY 2020 Capital Improvement Program for VDOT Match Projects and was included as the number one priority project.

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

**Roll Call**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Reports of City Council:**

**Committees:**

**Individual Councilors**

**IR-1 Randolph – Request to set a work session to discuss limiting IR’s and CCR’s for each council meeting.**

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

\_\_\_\_\_

**Roll Call**

**IR-2 Partin/Pelham - New Curb and Gutter Program** - Due to the age of the City of Hopewell, neighborhoods were built with little regard to best management practices in managing storm water. One of the biggest issues facing our neighborhoods, besides the deteriorating roads, is stagnant water and flooding. Because of the neighborhood flooding, our roads are worsening faster and foundations on many houses are currently deteriorating. In order to protect our infrastructure investments and homeowner investments, we are seeking council's approval to charge the city manager and the city engineer to develop a full plan to install curb and gutter on all streets within the next 15 years, where it is physically practical, and to present a plan back to city council within 90-120 days.

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

\_\_\_\_\_

**Roll Call**

**IR-3 Gore** - Request City Council vote to begin addressing material weaknesses found in City Comprehensive Annual Financial Reports (CAFR) and/or any other office/department audit immediately, as opposed to waiting until the FY19 or FY20 audit is completed as suggested and supported by some members of City Council. Council to begin with addressing repeat audit findings. Refer to previous Agenda Packets and IR Requests to address specific audit findings, accounts and departments to no avail. Request Council hire an internal auditor

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

\_\_\_\_\_

**Roll Call**

**IR-4 Gore** - Request City Council hire an internal auditor to begin work immediately on consolidating and investigating Council on audit findings and to provide an overview of the liabilities posed by not addressing material weaknesses and poor audit findings. Present plan on how to provide internal control structures/measures for Council to provide efficient financial oversight and to place the City in a better management status for upcoming financial/program audits.

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

---

**Roll Call**

**IR-5 Gore** - Request City Council adopt a citywide policy that requires monthly reconciliation of all public accounts and the elimination of budget transfers between City Departments. Records must be supplied to City Council Finance Committee for review and then disseminated to all members of City Council. Request draft be submitted to City Council for review at July 9<sup>th</sup> Regular Meeting- at the start of the FY20 Fiscal year that begins on July 1<sup>st</sup>.

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

---

**Roll Call**

**IR-6 Gore** - Request a July 9<sup>th</sup> or 23<sup>rd</sup> Work Session with Financial auditors PB Mares for City Council to be briefed on FY17 audit results. Include staff briefing on Fy15, Fy16, Fy17-Fy19 Audits. To include Schedule of Expenditures of Federal Awards (SEFA)'s & consequences for that final report not being completed. To include individual cost for each CAFR to date. (to include outside staff/temps not previously within Finance Department –FY15-16 audits in particular) To include how many separate financial management systems are utilized by City Staff outside of MUNIS, and which ones do not currently integrate with the City's Financial System.

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

---

**Roll Call**

**IR-7 Gore** - Request all internal city policies existing policies and procedures over the billing, third-party booking, collections and accounting functions of the Sewer Service Fund, Solid Waste Fund, Storm Water Fund, social services department, and Beacon Theatre Fund. Request all internal city policies pertaining to all forms of reconciliations (credit card/account, etc.), repeated purchasing from same vendor/store (threshold/frequency) and requirements for supporting documents and/or purchase justifications. Deadline to submit to Council July 8<sup>th</sup>.

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

---

**Roll Call**

**IR-8 Gore** - State of the City Address- Select new date to conduct event now that Strategic Advance has concluded.

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

---

**Roll Call**

**IR-9 Gore** - Strategic Plan- Determine deadline for staff to have draft tasks, costs and time frame for items listed by Council in part II of the Strategic Plan Advance. Council will need to set a work session to review cost and time frame to determine level of priority and approval.

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

---

**Roll Call**

**Citizen/Councilor Requests**

**Presentations form Boards and Commissions**

**Other Council Communications**

**Adjournment**