



# 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  
Stefan M. Calos, City Attorney  
Ronnieye L. Arrington, City Clerk

June 25, 2019

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

**Closed Meeting: 5:30 PM**  
**Work Session: 6:30 PM**  
**Regular Meeting: 7:30 PM**

### OPEN MEETING

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

**SUGGESTED MOTION:** To go into closed meeting for (1) discussion of performance of city council employees (city attorney, city manager, city clerk); (2) discussion, consideration, and interview of specific appointees of city council (boards, committees, commissions); (3) discussion of the disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (HRHA, downtown development); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (3), and (8), respectively.

**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**

**6:30 p.m.**

### WORK SESSION

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

**Roll Call**

**WS - 1** Current Spot Blight List

**WS - 2** Community Development Block Grant (CDBG) FY19-20 Budget Allocation

## REGULAR MEETING

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

Prayer by Chaplain Ronald Brown of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Partin.

**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:**

**C-2 Pending List:**

1. See Attached

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

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

1. See attached

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

**C-6 Routine Grant Approval:**

**C-7 Public Hearing Announcement:** July 9, 2019 - School Supplement FY20 Budget Appropriation; disposition of land (old Social Services Building and Marina Park); and Refuse Collection Fee

**C-8 Information for Council Review:**

1. Minutes: CPMT May 20, 2019 draft minutes, HRHA April 8, 2019

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

**C-10 Additional Announcements:**

**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 Spot Blight Program**

**ISSUE:** The Department of Development, Building Division has identified structures in the City as blighted. The spot blight ordinance requires City Council approval to demolish, rehabilitate, or acquire such properties.

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

**Roll Call**

**PH-2 Conditional Use Permit to operate a duplex at 2907 Poplar Street**

**ISSUE:** The Residential, Medium Density District (R-2) requires a Conditional Use Permit, approved by City Council, to operate a duplex.

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

**Roll Call**

**PH-3 Conditional Use Permit to construct a cell tower at 130 Mercer Lane**

**ISSUE:** The City has received a request to construct a 195-foot monopole cell tower, with a four-foot lightning rod at 130 Mercer Lane.

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

**Roll Call**

**PH-4 Request for rezoning of property at 5, 7, 9, and 11 Rev. Curtis Harris Way**

**ISSUE:** The properties listed above are zoned for business uses. The applicant proposes to operate a boat manufacturing and repair shop, which will require that the property be rezoned industrial.

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

**Roll Call**

**Unfinished Business**

**UB-1 Tri-Cities Multimodal Train Station**

**ISSUE:** Endorsement of multimodal train station.

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

**Roll Call**

**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 Employee Day of Service**

**ISSUE:** At the request of Councilor Partin, City Council authorized the City Manager to research semi-annual or quarterly employee community service days to tackle the growing litter problem.

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

\_\_\_\_\_

**Roll Call**

**R-2 Request for Lab Analyst Position at Hopewell Water Renewal.**

**ISSUE:** Hopewell Water Renewal is requesting an additional full-time Lab Analyst position, which requires City Council approval.

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

\_\_\_\_\_

**Roll Call**

**R-3 Chesapeake Clean Water Blueprint**

**ISSUE:** Administration is requesting City Council support of the Chesapeake Clean Water Blueprint

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

\_\_\_\_\_

**Roll Call**

**R-4 Appointment of School Board members**

**ISSUE:** There are two positions in the current School Board which will expire June 30, 2019, and which will need to be filled. The applicants for these positions are: Cadeidre Alexander, Christopher Reber, Anthony Zevgolis, Susan Temple, John Griffin, Jr., and Duran Williams. Council is asked to appoint two members to the Hopewell School Board.

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

**Roll Call**

**Reports of City Attorney:** Council Rules

- 1 See attached email
- 2 See attached rules

**Reports of City Clerk:**

**Reports of City Council:**

**Committees:**

**Individual Councilors**

**IR-1 Randolph** - Set a work session to discuss Limiting agenda IR and CCR’s for each council meeting

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

**Roll Call**

**IR-2 Partin** - 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 (CAFRs) 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.

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

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**Roll Call**

**IR-4 Gore** - Request City Council hire an internal auditor to begin work immediately on consolidating and investigating audit findings, and provide Council with an overview of the liabilities posed by not addressing material weaknesses and prior poor audit findings. Auditor to 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:** \_\_\_\_\_

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

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**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. Include Schedule of Expenditures of Federal Awards (SEFAs) and consequences of that financial report not being completed. Also include individual cost for each CAFR to date (including outside staff, contractors, temps and others not part of the Finance Department during the FY15-16 audits). 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. Request that CSA come to present during the same meeting as to the status of the findings in the state annual audit and the state special audit. Also request a separate briefing about why auditors were unable to perform audit duties on Sewer Service, Solid Waste, Stormwater and Beacon Theatre funds.

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

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

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**Roll Call**

**Citizen/Councilor Requests**

- CCR-1 Gore** – Issue of speeding in Cameron’s Landing and request by constituent for speed limit sign

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**