



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
Ronnieye L. Arrington, City Clerk

July 23, 2019

COUNCIL CHAMBERS
300 N MAIN ST. HOPEWELL VA

Special Meeting: 6:30 PM

OPEN SPECIAL MEETING

6:30 p.m. Call to order, roll call, and welcome to visitors

Unfinished Business

UB-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

UB-2 Vote to approve 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

Special Business

SB-1 CAFR Update – FY2015 – Cherry Beckaert (include transmittal files, SEFAs)

ISSUE: Request previous auditors provide information and respond to Council questions regarding the FY2015 CAFR.

MOTION: _____

Roll Call

SB-2 CAFR Update – FY2016 – PB Mares (include transmittal files, SEFAs)

ISSUE: Request auditors provide information and respond to Council questions regarding the FY2016 CAFR.

MOTION: _____

Roll Call

SB-3 CAFR Update – FY2017 – PB Mares (include transmittal files, SEFAs)

ISSUE: Request auditors provide information and respond to Council questions regarding the FY2017 CAFR.

MOTION: _____

Roll Call

SB-4 Audit Update – CPMT/CSA Office

ISSUE: Request update from CPMT and CSA office regarding results of special audit, and status as to what changes have been implemented to correct negative audit findings.

MOTION: _____

Roll Call

SB-5 Audit Update – CAFRs

ISSUE: The City Manager and Finance Director are asked to provide an update on items that could not be updated on the 2017 CAFR.

MOTION: _____

Roll Call

SB-6 Strategic Plan

ISSUE: Request that Council determine a deadline for staff to complete draft tasks, costs, and time frame for items listed by Council in Part II of the Strategic Plan Advance. Request that Council set a work session to review cost and time frame to determine level of priority and approval.

MOTION: _____

Roll Call

SB-7 State of the City Address

ISSUE: This item was in process prior to the Town Halls, but was never actually completed. Request that Council select a new date to conduct this event.

MOTION: _____

Roll Call

SB-8 “I Love Hopewell” National Night Out City Council contribution.

ISSUE: The City Council Workforce Intern has been working with Hopewell citizens and City staff to develop the “I Love Hopewell” Community Showcase. City Council has been briefed on the idea to create a showcase to be supportive of the National League of Cities (NLC) Summer of Love- I Love My City initiative. This initiative is asking for all member City’s to encourage civic engagement, work towards building a community for all generations, uplifting legacy cities and ensuring housing for all.

MOTION: _____

Roll Call

Reports of City Council:

Individual Councilors

- IR-1 Gore/Pelham** - Request a July 9th or 23rd 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.

- IR-2 Gore/Pelham** - 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

- IR-3 Gore/Pelham** - 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.

- IR-4 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 9th Regular Meeting- at the start of the FY20 Fiscal year that begins on July 1st.

- IR-5 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 8th.

Citizen/Councilor Requests

Adjournment