



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

(804) 541-2408

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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, Assistant City Clerk

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September 29, 2020

**ELECTRONIC MEETING**

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

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### 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 consideration, interview, and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions);(A)(29) to discuss the award of a public contract (Finance Director Services) involving the expenditure of public funds, the terms and scope of such contract and where discussion in open session would adversely affect the bargaining position of the City, 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

6:30 p.m.

**WORK SESSION**

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

**Roll Call**

**WS - 1 Hopewell Redevelopment and Housing Authority Rezoning**

**WS - 2 1818 Liberty Avenue Conditional Use Permit**

**WS - 3 106 North Main Street Conditional Use Permit**

**WS - 4 900 Industrial Street Development Standards Modification**

**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 Randolph.

**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. June 23, 2020
2. July 14, 2020
3. August 18, 2020
4. September 15, 2020

**C-2 Pending List:**

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

**C-4 Personnel Change Report & Financial Report: September 23, 2020**

**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:**

1. FOIA Officer Resolution

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

**Regular Business**

**Reports of City Manager:**

**R-1 COVID-19 Testing**

**ISSUE:** To provide additional COVID-19 testing events for City residents

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

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**Roll Call**

**R-2 CARES Act Funding**

**ISSUE:** City Council to approve the plan for \$1.9 million in CARES Coronavirus Relief Funds from the Commonwealth of Virginia.

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

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**Roll Call**

**R-3 Yasha Business Consulting LLC**

**ISSUE:** Contract with Yasha Business Consulting, LLC to serve as Director of Finance for the City of Hopewell

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

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**Roll Call**

**R-4 Office on Youth/ Youth Services Commission**

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

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**Roll Call**

**R-5 CSA Audit**

**ISSUE:** Presentation and discussion of the 2020 Audit Findings of the City's Children's Services Act program.

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

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**Roll Call**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Reports of City Council:**

**Committees:**

**Individual Councilors**

IR-1 Request for members of Hopewell City Council to call a Special Meeting within the first two weeks of October to address the agenda submission backlog by voting on every pending request for final determination. The Mayor is a ceremonial position that does not have policy authority or veto power. As such, any activity that can be conducted within the local government is dependent on a majority of four votes of City Council. The residents within the wards whose City Councilor placed items on the agenda for votes deserve equal and fair representation.

**ISSUE:** An agenda backlog has been created due to the lack of addressing all items submitted to the City Council Regular Meeting Agendas for a vote. Members of City Council vote to adjourn meetings prior to reaching the Individual Councilor (IR) section, motions have been made to relocate/reassign Councilor requests to other positions the bottom of the agenda, motions have been made to remove Councilor request from the agenda and members of City Council fail to appear for Special Council Meetings to address issues that are time-sensitive to address some backlog items.

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

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**Roll Call**

IR-2 Request for members of Hopewell City Council to vote that items in the Individual Councilor (IR) and City Councilor Requests (CCR) section of the agenda carry over to Unfinished Business if not voted on to prevent a backlog of requests from going unresolved with no vote from City Council for months at a time.

**ISSUE:** An agenda backlog has been created due to the lack of addressing all items submitted to the City Council Regular Meeting Agendas for a vote. Members of City Council vote to adjourn meetings prior to reaching the Individual Councilor (IR) section, motions have been made to relocate/reassign Councilor requests to other positions the bottom of the agenda, motions have been made to remove Councilor request from the agenda and members of City Council fail to appear for Special Council Meetings to address issues that are time-sensitive to address some backlog items. When this occurs items begin to pile up on the agenda due to lack of action. As such a backlog is created. All requests submitted to the City Council Agenda should be considered “City Business”, especially

since the purpose of City Council Meetings is for City Council to take action. Any member of City Council (the Governing Body) should have the ability for their requests to be considered as a “new business” item and moved to “unfinished business” if not discussed on the adopted agenda. Currently only City Staff requests moved to “unfinished business.”

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

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**Roll Call**

- IR-3 Request the City Council to approve a list of recommendations to invite to serve on the Crater Workforce Development Board to represent the City of Hopewell; final applications are due by the first week of October.

**ISSUE:** The City of Hopewell is required to submit names to serve on the Crater Workforce Board. The Board is in dire need to membership and a quorum.

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

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**Roll Call**

- IR-4 Request for City Council to provide the Mayor with an approval/denial to serve as the City Representative during the Virginia Municipal League's Annual Business Meeting to discuss Covid-19 and other state legislative updates. Request to include confirmation about the Mayor/Vice Mayor to participate in the National League of Cities Annual Business Meeting to cast votes on behalf of the City of Hopewell. A written response must be provided to each organization about the final determination from the City Council to have representation. This request is outstanding and must be answered by the first week of October.

**ISSUE:** All members of City Council was contacted via email to notify them of an urgent action needed by the Governing Body. “ Please be advised that I have received notification that I need to supply VML with an official response regarding our upcoming conferences. The election of the Section Chair and Vice Chair for the City and Town Sections will be conducted, Wednesday, October 7, 2020 during the respective section meetings as part of the Virginia Municipal League (VML) Virtual Annual Conference. The election will occur at the beginning of the meeting. The elected Chair of each section will serve as a member of the VML Executive Committee. The Annual Business Meeting (ABM) will take place during the VML Conference on Thursday, October 8, 2020. Each member locality is entitled to vote at the business meeting. In accordance with Article IV, Section 6 of the VML Constitution, the Mayor or Board Chair, of each regular member shall be deemed to be its official representative for the purpose of voting unless another individual has been designated in writing. I have to supply information to the Executive Director in order for them to comply with their bylaws. Please be advised the NLC has gone virtual as well. I serve on several on the Executive Board for NBC-LEO, the Advisory Board for NLC (fraction of leadership team) and on MMC/Small Cities. I also serve as the voting member for our City during the business meeting. Due to my Executive Board member appointment, I am expected to attend to vote on for the region.

NLC has provided tentative conference information and fees. NLC Member rate is \$275 per attendee. In addition, NLC is offering:

- 5-14 city officials/staff from the same city 15% discount
- 15-24 city officials/staff from the same city 25% discount
- 25+ city officials/staff from the same city 50% discount

Both items will need to be voted on so that I can forward communication to both groups that the City of Hopewell will not be participating this year in order to comply with their bylaws and correspondence.’

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

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### **Roll Call**

- IR-5 Request City Council schedule a Work Session to amend the City's Emergency Operations Plan (EOP) that was due July of 2020. Several requests have been submitted for City Council to receive a Continuity Operations Plan due to Covid-19 that have gone unanswered. The City of Hopewell must adopt a revised Emergency Operations Plan every four years. This request is outstanding.

**ISSUE:** Virginia Code § 44-146.19. Powers and duties of political subdivisions.

“E. Each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies. Every four years, each local and interjurisdictional agency shall conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of an interjurisdictional agency, the plan shall be formally adopted by the governing body of each of the localities encompassed by the agency. Each political subdivision having a nuclear power station or other nuclear facility within 10 miles of its boundaries shall, if so directed by the Department of Emergency Management, prepare and keep current an appropriate emergency plan for its area for response to nuclear accidents at such station or facility.

F. All political subdivisions shall provide (i) an annually updated emergency management assessment and (ii) data related to emergency sheltering capabilities, including emergency shelter locations, evacuation zones, capacity by person, medical needs capacity, current wind rating, standards compliance, backup power, and lead agency for staffing, to the State Coordinator of Emergency Management on or before May 1 of each year.”

The City of Hopewell's Emergency Operations Plan was last adopted 8/23/2016 and is expired. Additionally, City Council has still not received a current Continuity Operations Plan for the response for Covid-19.

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

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**Roll Call**

- IR-6 Request for City Council to review the Children Services Office (CSA) and Community Policy and Management Teams (CPMT) State Audit. Several audit findings and delinquencies were noted in the report supplied to City Council September 2020. Prior requests have been submitted to City Council for accountability of the 2017 Audit findings and for City Council to receive new/draft policies to prove state compliance as of 2019. All prior requests are outstanding.

**ISSUE:** Some members of City Council have requested the documentation that the State CSA Office has required the local CSA/CPMT to provide in response to the 2017 Special Audit. Several agenda items have requested documentation, policies and new membership for accountability and quality assurance. All requests have not been addressed.

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

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**Roll Call**

- IR-7 The City Clerk's Office is responsible for printing the Official Record of the City by printing fireproof minutes and placing them in the "Red Book". That Office is also responsible for "indexing" actions of the City Council and uploading legal items for public inspection on Municode. The Clerk's Office had a backlog dating back to 2015/2017 for either the minutes or legal updates. As such, I requested for City Clerk to begin addressing the delay and for City Council to approve for me, as Mayor, to sign prior years' minutes to address the backlog. The process stopped at the 2018 minutes. As Mayor, I have not signed minutes from 2019 through current. I am requesting again, for the City Council to take action to address the lack of indexing, uploading of legal documents and minutes prior to my tenure as well as current delays since the Mayor does not supervise the City Clerk's Office. Request for City Council to hire external assistance to assist the current Clerk with the prior year backlog. This subject of this request is outstanding.

**ISSUE:** Mayor Gore has shared with members of City Council several operational and performance concerns within the City Clerk's Office. Information has been supplied to members of City Council via email, memo, Closed Session and during Open/Public Regular City Council Meetings. All issues have not been addressed; therefore, raising concerns about FOIA/legal compliance, public transparency and a lack of clear/concise city records.

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

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**Roll Call**

IR-8 Request for City Council to hold a Community Town Hall to address the public about the current state of the City, Covid-19, the Strategic Plan, Gun Violence, Social/Economic Factors, Social Determinants of Health and City Department Plans. Request for City Council to release a Customer Service Survey and Revised Strategic Plan poll to engage the Community. This request is outstanding.

**ISSUE:** Members of City Council held a Community Crime Summit and invited residents to participate in a discussion about ways to curb gun violence. City Council had not addressed resident feedback or request a plan for gun violence from the Police Department. However, City Staff requested for the Strategic Plan to be adopted to provide support/vision for City Staff to complete goals. The Police Department has an entire section that discusses community policing, outreach and internal strategic planning. Lastly, the Cities of Opportunity Grant pilot program is still waiting for City Council approval to fully implement. All structures and funding required has been obtain. The only item left is approval from City Council to appoint the Steering Committee to address social and economic factors within the community such as jobs, housing, childcare, food access, equity, etc.

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

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**Roll Call**

IR-9 City Council was recently made aware of changes to executing contract agreements to complete the City's Financial Audits. As such, I am requesting for City Council to receive a presentation from the team with the Virginia Municipal League (VML) that is compiling the city's finance documents to hear first-hand about what is causing the audit delays. For the City Council to receive their contract with who approved it and cost. In addition, for City Council to receive all contracts and costs incurred by outside entities related to the FY16-FY18 audits to date and the authority/novation to adjust the current contract approved by City Council. In addition, for City Council to receive the RFP proposals for the Financial Services RFP that was released and evaluated by City Staff prior to making the current contract recommendation/award.

**ISSUE:** City Council needs to be fully be made aware of the all financial matters.

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

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**Roll Call**

IR-10 Request for City Council to receive shots fired data for the entire City dating back one-year, to include age of offenders if charged/convicted to evaluate the rate of juvenile crime. Request for City Council to evaluate the Juvenile Delinquency funding managed by Court Services that oversees the City's VJCCCA bi-annual funding from the state. Prior requests have been submitted to obtain their annual audits and recidivism rates for programs offered. This request is outstanding.

**ISSUE:** City Council needs to be fully be made aware of the all financial matters pertaining the City's VJCCCA Grant. The local office is mandated to coordinate the City's bi-annual allocation. However, that has not occurred with City Council. City Council has not received the local offices annual state audit for efficiency and effectiveness.



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

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**Roll Call**

IR-11 Request for the City Council to market all boards, commissions and authorities to be more inclusive to the public to be decision-makers within their City. City Council appoints the same individuals to serve on boards and does not diversify participation. Request for City Council to approve newspaper ads and social media ads to recruit new applicants. This request is outstanding.

**ISSUE:** Noted above.

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

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**Roll Call**

IR-12 **VML/NLC Annual Meeting**

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

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**Roll Call**

IR-13 **FY18 Audit Deadline**

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

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**Roll Call**

**Citizen/Councilor Requests**

**CCR-1 Audit Deadline of 9/11 and Accountability- Discussion (BP)**

**CCR-2 Financial Services RFP and other contracts- Discussion (BP)**

**CCR-3 Committee for the Shiloh Lodge Museum Discussion (BP)**

**CCR-4 COVID-19 Expenditures- Discussion (BP)**

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**