



# 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

September 15, 2020

**ELECTRONIC MEETING**

**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:** 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); 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 HRHA Rezoning**

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

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

**WS - 4 Modify Development Standards to 900 Industrial Street**

## 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 Vice Mayor Bennett.

**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 23rd, 2020
2. July 14th, 2020
3. August 18th, 2020

#### **C-2 Pending List:**

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

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

1. September 2, 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. Blue Zone Cities Presentation
2. FOIA Officer Resolution
3. Riverwalk Governor's Environmental Excellence Award

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

### Regular Business

#### Reports of City Manager:

#### **R-1 VDOT Highway Safety Improvement Program Agreements – 3 Projects (Two locations)**

**ISSUE:** The City of Hopewell was selected to receive a total of \$1,145,000 from the VDOT Highway Safety Improvement Program (HSIP) for three (3) individual safety improvement projects at two (2) separate locations within the City:

Project Number: 0156-116-202 / UPC Number: 110840 Route 156 Improvements at Berry St (Vehicular Improvements)

Project Number: U000-116-203 / UPC Number: 110842 S Mesa Drive Improve Pedestrian Accommodations at Atlantic St (Hopewell High School)

Project Number: 0156-116-201 / UPC Number: 110846 Route 156 Improvements at Berry St (Pedestrian Improvements)

In order to accept the funding the City must complete the following actions:

1. Endorse each project by Council resolution and agree to enter into the standard project administration agreement for federal-aid projects with VDOT. There is one agreement for each of the three (3) projects.
2. Grant the City Manager signature authority to sign each of the three (3) standard project administration agreements for federal-aid projects. Such agreement shall be reviewed and approved by the City Attorney prior to the City Manager's signing. There is no local match required for this project and all eligible expenses will be reimbursed to the City as detailed in the agreement.

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

**Roll Call**

## **R-2 National Fish & Wildlife Grant Award & Contract Modification**

**ISSUE:**

**1) Budget & appropriate National Fish & Wildlife Foundation grant awards:**

- \$500,000 Small Watershed Grant for design, construction, and construction administration of the City Point Road, Liberty Ave, and Princess Anne Outfall Gully Stabilization Projects (OGSPs); and
  - \$34,100 Planning and Technical Assistance Grant for the development of an OGSP Design & Regional Pollutant Reduction Calculator in partnership with Ecosystem Services LLC
- 2) Modify existing City contract 14-19 with Ecosystem Services, LLC** to include Construction Administration of HHS-Mathis Park Stream Restoration and the three Outfall Gully Stabilization Projects for \$61,003.

**3) Execute a new contract with Ecosystem Services, LLC** to develop an OGSP Design & Regional Pollutant Reduction Calculator for \$34,100.

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

**Roll Call**

## **R-3 Small Business Recovery Program – Second Round**

**ISSUE:** As a result of the second round of Coronavirus Relief funding distributed to the City of Hopewell, the Economic Development office would like to initiate a second round of 2020 Small Business Recovery Program funding for our small businesses.

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

**Roll Call**

**R-4 HOPEWELL CARES: Rent/Mortgage and Utility Assistance Program**

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

Roll Call

**R-5 HOPEWELL CARES: Homeless Assistance Program**

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

Roll Call

**R-6 COVID-19 Community Testing**

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

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

Roll Call

**R-7 Yasha Business Consulting LLC**

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

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

Roll Call

**Reports of City Attorney:**

**Reports of City Clerk:**

**Reports of City Council:**

**Committees:**

**Individual Councilors**

**Citizen/Councilor Requests**

**CCR-1 COVID-19 Community Support Update**

**CCR-2 COVID-19 Staffing**

ISSUE: Due to Covid-19 several households are struggling to maintain and multiple resources have been established at the federal, state and regional level. The City of Hopewell is developing plans for how the City will disperse federal Covid-19 Relief aid. Since several are experiences gaps with workforce, housing, food, education, technology, etc. And the populations include the

elderly, homeless, single-family and multi-family, the City should invest in one individual that can loop are resources into one POC. This POC will help ensure that there are no service gaps while assisting the City of Hopewell develop and implement Covid-19 resources. Additionally, this individual will be the fact when speaking with residents to assist them and be a source to identify additional need and how effective relief is. Several resources established at the federal and state level are hard to access and in some instances do not meet the actual need.

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

**Roll Call**

### **CCR-3 Health Equity Pilot Program**

**ISSUE:** Health Equity Working Group (HEWG) collaboratively the equity leadership team guides the overall work of the HEWG and all subworking groups of the COVID-19 response. Per the organizational chart, the HEWG reports directly to the COVID-19 Unified Command Leadership Group. The HEWG is an innovative coalition embedded at the senior-level of Virginia’s unified command structure for the COVID-19 public health crisis. The first-of-its-kind in Virginia state history and nationally to exist within an emergency response body, the nearly 50 member HEWG serves as a cabinet-level mechanism that convenes representatives from:

- each agency and advisory board of the Virginia Health and Human Resources Secretariat;
- the Office of the Secretary of the Commonwealth and related constituent advisory boards;
- leadership from relevant state entities across the Commonwealth; as well as
- representatives from private human service organizations, advocacy and stakeholder groups, community leaders, and diverse faith leaders

in order to ensure health equity is central to every decision made throughout this crisis.

The purpose of the HEWG is to apply a health equity lens to the Commonwealth of Virginia’s

COVID-19 response by proactively and reactively:

- Identifying and prioritizing resources and decision points impacting marginalized and atrisk individuals and communities.
- Supporting intentional inclusion of the needs of at-risk and marginalized individuals and communities within each working group related to preparedness, mitigation, response, and recovery

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

**Roll Call**

### **CCR-4 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:** \_\_\_\_\_

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**Roll Call**

**CCR-5 I.T. Technology- Discussion (JG)**

**CCR-6 TBR (JG)**

**ISSUE:** Due to Covid-19, many residents are more in tuned with their local governments. Residents are seeking ways to become involved. As such, many are researching the City's Boards, Commissions and Authorities. The City's website does not list current vacancies to let people know how which boards are open for service/appointment.

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

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**Roll Call**

**CCR-7 VJCCA- Discussion (JG)**

**CCR-8 Woodlawn Center and School Board (JG)**

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

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**Roll Call**

**CCR-9 NLC**

**ISSUE:** Due to Covid-19, many localities are experiencing a loss of income. Cities are essential to America's economic recovery. Communities will use federal aid and support to facilitate a reopening of the national economy. Local governments are calling for at least \$500 billion in direct federal funding to protect families, municipal workers and America's economic future.

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

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**Roll Call**

**CCR-10 Motion to Rescind**

**CCR-11 Eviction**

**CCR-12 Emergency Operations**

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

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**Roll Call**

**CCR-13 Data Integrators**

**ISSUE:** The contract for Data Integrators has loopholes that cause the City to lose a considerable amount of revenue. The contract has not been amended to adjust the issues identified. City Council needs to either direct staff to amend the contract or bring services in-house.

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

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**Roll Call**

- CCR-14 CSA Special Audit- Discussion**
- CCR-15 Crater Workforce Investment Board**
  
- CCR-16 City Investment- Discussion**
- CCR-17 Policing**
- CCR-18 Ordinance and Resolution Clean-Up**
- CCR-19 Minutes Clean-up**

**CCR-20 City Council Backlog**

**CCR-21 Legislative Recap**

**CCR-22 SEFA Status & CPMT Policy**

**ISSUE:** The City’s CAFRs have been delinquent since FY15. A majority of City Council supported hiring an outside finance consultant to service bring the city current with audits. City Council was originally informed that the delinquent CAFRs (FY16, FY17, and FY18) would be completed with a year. They have not been completed and city staff requested an extension of the agreement. The last audit supplied to City Council was the FY17 audit for fiscal year (July 1, 2016 - June 30 2017) June 2019. FY18. FY19 and FY20 are currently outstanding.

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

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**Roll Call**

**CCR-23 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:** \_\_\_\_\_

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**Roll Call**

**CCR-24 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:** \_\_\_\_\_

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**Roll Call**

**CCR-25 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 immediately address the need. However, we will have to discuss long-term plans to officially develop the field; install lighting; restroom amenities etc. for a permanent location space.

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

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**Roll Call**

**CCR-26 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 rents an office, storage space and front desk reception space. The Office on Youth currently has no dedicated space to offer youth programming.

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

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**Roll Call**

**CCR-27 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:** \_\_\_\_\_

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**Roll Call**



**CCR-28 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

**CCR-29 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

**CCR-30 Audit Deadline of 9/11 and Accountability- Discussion (BP)**

**CCR-31 Financial Services RFP and other contracts- Discussion (BP)**

**CCR-32 Committee for the Shiloh Lodge Museum Discussion (BP)**

**CCR-33 COVID-19 Expenditures- Discussion (BP)**

**CCR-34 Litter and Illegal Dumping- Discussion (AH)**

**CCR-35 Consider purchase of Shotspotter for gun violence- Discussion (AH)**

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**