



CITY OF HOPEWELL

Hopewell, Virginia, 23860

AGENDA

PHONE: 541-2249
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CITY COUNCIL

Brenda S. Pelham, Mayor, Ward #6
Christina J. Luman-Bailey, Vice Mayor, Ward #1
Arlene Holloway, Councilor, Ward #2
Anthony J. Zevgolis, Councilor, Ward #3
Jasmine E. Gore, Councilor, Ward #4
K. Wayne Walton, Councilor, Ward #5
Jackie M. Shornak, Councilor, Ward #7

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Mark A. Haley, City Manager
Stefan M. Calos, City Attorney
Ross A. Kearney, III, City Clerk

Date: February 9, 2016

MUNICIPAL BUILDING

TIME: Work Session 6:00 p.m.

Regular Meeting 7:30 p.m.

6:00 p.m.

WORK SESSION

Call to Order, Roll Call, and Welcome to Visitors

Motion: To Approve/Amend Agenda

WS-1. Work Session – Review of Action Items from City Council Advance; Pending City Councilor Request and Added Items per City Councilors Request on February 2, 2016 to Provide any Additional Priority Items.

REGULAR MEETING

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

Prayer by Chaplain Pam Cooper followed by the Pledge of Allegiance to the Flag of the United States of America.

CONSENT AGENDA

All matters listed under 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 Council Member.

C-1. Minutes: Under Revision

C-2. Pending List: Updated Pending List Provided under Work Session 1.

- C-3. Information for Council Review: Passed Resolution from 2/2/16; Public Hearing Notice for 2/9/16
- C-4. Financial Report: Financial Report
- C-5. Public Hearings Announcements: None
- C-6. Routine Approval of Work Sessions: Approval of Joint Work Session for February 23, 2016 @ 6:00 P.M.
- C-7. Ordinances on Second and Final Reading: Adopt Amended Budget Resolution for Fiscal Year 2015-2016.
- C-8. Routine Grant Approval: None
- C-9. Proclamations/Resolutions/Presentations: FCCLA Proclamation for Hopewell City Schools Ms. Peggy Henderson, Ms. Violet Taylor, President: Kayla Romano, Vice-President: Erica Robinson, Recording Secretary: Teleena Mackin, Corresponding Secretary: Michaela Baugh, Treasurer: Amari Streat and Historian: Kayla Sculthorpe

PUBLIC HEARINGS

*(Addressing Council (See Minute Book 26, Page 211, dated March 27, 2001.) – Each person addressing the Council shall step to the microphone, give name and address and limit comments to **three (3) minutes** or less. No person shall be permitted to address Council a second time until all others have been heard once and no one shall speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body and not to any member thereof. No person other than the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the Mayor. No question shall be asked a Council member (including Administration) except through the presiding officer.)*

PH-1: Proposed amendments to Chapter 15, Fire Prevention and Protection, of the City Code, as to fees and other charges

MOTION: To approve all proposed amendments to Chapter 15, Fire Prevention and Protection, of the City Code on first of two readings, or adopt amendments if Council dispenses with second reading.

ROLL CALL

COMMUNICATIONS FROM CITIZENS

*Communications from Citizens – A Communications from Citizens period, limited in total time to 30 minutes, shall be part of the Order of Business at each regular Council meeting. **Each speaker** will be limited to **three (3) minutes**. No citizen will be permitted to speak on any item scheduled for consideration on the regular agenda of the meeting at which the speaker is to make remarks. (See Minute Book 26, Page 33, dated March 26, 2002.) Any other person desiring to make a comment who is recognized by the chair.*

UNFINISHED BUSINESS

(NONE)

REGULAR BUSINESS

Reports of City Manager

R-1. **Regular Business:** Approval of the Hopewell City Council Calendar Meeting Dates

MOTION: To APPROVE the Hopewell City Council Calendar Meeting Dates

Roll Call

R-2. **Regular Business:** Appropriate grant funding from John Randolph Foundation for summer camp programs offered by the Department of Recreation and Parks.

ISSUE: The Department of Recreation and Parks has been awarded a \$20,000 grant from the John Randolph Foundation in support of youth summer programs.

RECOMMENDATION: The City Administration recommends that the John Randolph Foundation grant funding be appropriated to the Department of Recreation and Parks to support youth summer programs.

MOTION: To appropriate the Grant Funding of \$20,000 for the Department of Hopewell Recreation and Parks to support the Youth Summer Programs.

Roll Call

R-3. **Regular Business:** Public Safety Building Update

Reports of the City Attorney

Reports of the City Clerk

None

Reports of City Council:

Committees -

Individual Requests -

Any Other Councilor

CITIZENS/COUNCILOR REQUESTS

COUNCIL COMMUNICATIONS

ADJOURNMENT

Motion: resolve to adjourn the Regular Meeting

Action: consensus

Work Session

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/Requested	Format/Information Requested	Point Person	Status
1.	Public Works/Stormwater Public Outreach Brochure and Information Session	10/28/15; 12/9/14; 1/13/15	Dates of Information Session Finished Brochure with Council Changes	Ben Leach	COMPLETED
2.	Beacon Update; RFP; Marketing Plan; Beacon LLC	1/13/15; Closed Session Requests	Report/Memo	Mark Haley Stefan Calos	COMPLETED
3.	Action list Update; Planned Work Sessions	2/10/15			ONGOING
4.	Change Talent Bank Resume to exclude litigation question	2/10/15	Work Session Request	Stefan Calos	
5.	Revision of Council Rules and Procedures	2/10/15	Work Session Request	Mark Haley	
6.	Procedural guide for citizens and/or organizations requesting City funds	2/10/15	Draft policy and form	Mark Haley Jerry Whitaker	
7.	Cost update on City taking control of Malonee Gym	2/10/15	Data Sheet	Mark Haley Ed Watson	COMPLETED
8.	Cost to build track at HHS and practice football field inside of it	2/10/15	Data Sheet	Mark Haley Ed Watson	COMPLETED
9.	City Councilors to submit Advance topics to address	5/12/15	Email format		COMPLETED
10.	VML training for Directors, City Council and Admin	5/15/15	Work Session Request		
11.	Create internal policy to recap major events/emergencies and communication workflow	5/15/15	Requested copy of Water Restriction events report with American Water	Mark Haley Herbert Bragg Ben Rupert	COMPLETED
12.	Create budget policy with set joint meeting dates with specific boards. Policy to include a process to know budget amounts prior to setting tax rate	5/15/15	Draft policy and Quick Reference Chart/Tree	Mark Haley Jerry Whitaker	
13.	City Logo's work session; compile all used logos for approval. Create official business packet/brochure to highlight incentives using official logos	5/12/15	Email/Printed logos collected used (Before Work Session) Work Session Request	Mark Haley	COMPLETED - need to link to branding efforts
14.	Streamlining agenda process	6/9/15	Work Session Request		

15.	City Council requested staff to market existing tax abatement programs, in the Hopewell City Code by placing them on the website, designing a brochure and placing an article in the E-Currents publication	8/12/14	Draft brochure	Mark Haley Herbert Bragg	
16.	Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects, bylaws)	2013-Present	Letter/Email Request and CC City Council	City Clerk Staff Liaisons	
17.	HR Salary Study – RFP	Regular Meeting		HR	COMPLETED
ODDS AND ENDS					
18.	Boards, Commissions and Authorities minimum eligibility for appointment age – (KHB to Respond)	Closed Session			
19.	Rules to appoint members to Beacon LLC	Regular Meeting			
20.	RFP needed to rehire Beacon Manager	Regular Meetings			COMPLETED – NO ACTION
21.	Breach of Confidentiality Sanctions	CCR; Closed Session			
22.	Public Utility Service Program – Endorsement; RFP to receive funds	Service 3/24/15; 5/12/15			
23.	How can City Council hire a Deputy Clerk to report to City Council	Closed Meeting			
24.	Correct list of City appointed boards to enforce term limits	Work Session			
PENDING STAFF QUESTIONS					
25.	Patrice George/Hopewell Health Families Funding Request and Change of Name of Organization	Regular Meeting			NO ACTION
26.	National Park Service – Marketing battlefields at City Point to highlight Hopewell	Regular Meeting			
27.	Update list of all city boards, commission and/or authorities from previous work session	Work Session/Regular Meeting			
PENDING WORK SESSIONS TO BE SCHEDULED					
28.	Fees for Planning Commission	Work Session 2/17/15			
29.	Agenda Streamlining	CCR			
30.	VML training	CCR			
31.	Park and Recreation	CCR			
32.	Revision of Council Rules and Procedures	CCR			
33.	City Logo Revision	CCR			

JOINT MEETING REQUESTS (refer to calendar printout to suggest dates)				
34.	Hopewell Downtown Partnership	CCR		
35.	Planning Commission	Dual request		
36.	School Board	CCR		
37.	HRHA	CCR		
38.	ARB	CCR		
39.	EDA	Dual request		
40.	Streetscaping			

CITY COUNCILOR REQUESTS – SUBMITTED 2/3/16 and 2/4/16

No.	Request	Format/Information Requested	Point Person	Requested by	Status
1.	The infrastructure of our City as it relates to the curbs, gutters and improvements.			Pelham	
2.	Neighborhood pride inclusive of spruced up neighborhoods with curbs and gutters as a priority remains a major concern of the constituents as well as councilor			Holloway	
3.	Drainage project on Jackson Avenue behind DuPont School			Zevgolis	
4.	<p>Update and Discussion on Curb & Gutter and the Cleaning and Maintenance of Ditches</p> <ul style="list-style-type: none"> • Is there a list of streets in neighborhoods is in need of curb & gutter? If so, I would like to see a copy of the list. • Is there a list of the process for which is being used to place curb & gutter in each Ward? If so, I would like to see a copy of the process. • How much funds are being allocated for curb & gutter in our neighborhoods? • If a citizen said they paid for curb & gutter years ago and never received it, how do you find out if that is a fact? • What solutions are there for seeing that curb & gutter is being taken care of in our neighborhoods i.e. allocation of money, allocation of resources, etc. 			Shornak	

CITY COUNCILOR REQUESTS – SUBMITTED 2/3/16 and 2/4/16

No.	Request	Format/Information Requested	Point Person	Requested by	Status
	<ul style="list-style-type: none"> Who is responsible for keeping the ditches mowed, cleaned out of debris and from water spilling out on the streets? If there is a problem with spillage on the road by ditches, who does a citizen need to contact to report the problem? I would like to have a report from the necessary department(s) by our November 10th Council Meeting. 				
5.	<p>Update and Discussion on Paving of Streets in the Neighborhoods ONLY:</p> <ul style="list-style-type: none"> Is there a list of streets in which paving will occur this year or the year after? If so, I would like a copy of that list. How is a street chosen to be placed in line to be paved? Is the paving spread around to each 7 wards? Why do we have to wait until we get grants from the State? How much monies are allocated in the budget for street paving in our neighborhoods only not in the thoroughfares or highly traffic areas? What solutions are there for seeing that paving in our neighborhoods is being taken care of i.e. allocation of money, allocation of resources, etc? 			Shornak	

CITY COUNCILOR REQUESTS – SUBMITTED 2/3/16 and 2/4/16

No.	Request	Format/Information Requested	Point Person	Requested by	Status
	<ul style="list-style-type: none"> I would like to have a report from the necessary department(s) by our November 10th Council Meeting. 				
6.	<p>Whatever is necessary to improve the drainage throughout the City, but especially in Ward 6. Mr. Butler is very familiar with this project as they have tried several quick fixes, but none have worked. Mrs. Ringer and I especially thank Mr. Butler for his efforts, but she has been dealing with this issue for at least 30 years and it is really time for the \$\$\$s to be invested to correct this flooding in front of her home each time it rains</p>				
7.	<p>Update from Stormwater about what community projects have been done/planned and what funding to do it with what was given to them</p>			Gore	
8.	<p>Youth/Family Resource Center to build a new facility or either collaborate with the Business that plans to renovate Mallonee's old gymnasium or renovate this gym ourselves</p>			Pelham	
9.	<p>Improve Arlington Community Park to be a small facsimile of Crystal Lake to include a 'restroom' designed like that one at Crystal Lake and Mathis Field. It was voted in to be a Community Park from a Neighborhood Park, let's make it look like one. We have built a City Park downtown and improved City Point Playground prior to this old park receiving any improvements. Let's balance our resources to make all parks equal in all areas. #5</p>			Pelham	

CITY COUNCILOR REQUESTS – SUBMITTED 2/3/16 and 2/4/16

No.	Request	Format/Information Requested	Point Person	Requested by	Status
10.	Then the second priority is paving throughout the Ward on streets that have not been re-surfaced for many, many years. Preference is to complete the curb and gutters first, but if this cannot be done, go forward with the paving of the streets.			Pelham	
11.	Neighborhood pride inclusive of spruced up neighborhoods			Holloway	
12.	<p>Discussion of procedures for handing out Proclamations and Certificate of Appreciation/Recognition</p> <ul style="list-style-type: none"> • Are there any rules or procedures that have been established on which organizations or individuals are the recipients of these proclamations and/or certificates? If so, can I have a copy? • Are Proclamations or Certificates of Appreciation/Recognition given by the Mayor only or on behalf of the City Council? • Can Proclamations or Certificates of Appreciation/Recognition be given out to the public by a Councilor without the knowledge of Council? • Whose responsibility is it to prepare the verbiage for such proclamation? • I would like to have answers to these questions in order that I can review these procedures to ensure that everyone is adhering the proper 			Shornak	

CITY COUNCILOR REQUESTS – SUBMITTED 2/3/16 and 2/4/16

No.	Request	Format/Information Requested	Point Person	Requested by	Status
	procedures by our November 10 th Council Meeting.				
13.	The Beacon (See Attached Sheet) <ul style="list-style-type: none"> • Submit Draft RFP for Council Review/Approval • Illuminated Stage • Finance Reports (Clean Format) • Current Business Plan • Current Market Plan • Operations Plan 		Mark Haley Scott Firestine	Gore	
14.	VML Training (Roberts Rules of Order)			Gore	
15.	Council Rules and Procedures- Confidentiality Agreement			Gore	
16.	Council Rules and Procedures			Zevgolis	
17.	Under CCR-1295 marquee/signage			Gore	
18.	Bamboo ordinance			Gore	
19.	Strategic Plan Status Update Prior to Advance <ul style="list-style-type: none"> • We received a document from staff about what they accomplished as departments. But we verbally went through each strategic plan task at the Advance. I've been asking for a document that literally reflects the same layout of the plan that denotes each goal as: completed, in progress or done for each task. If the department champions want to give added comments...great. However I've been asking for a literal update for the plan 		Mark Haley	Gore	

CITY COUNCILOR REQUESTS – SUBMITTED 2/3/16 and 2/4/16

No.	Request	Format/Information Requested	Point Person	Requested by	Status
	<ul style="list-style-type: none"> Town Hall for update on current Strategic Plan Progress/changes 		Council Ross Kearney Mark Haley Stefan Calos	Gore	
20.	Board, authorities, and commissions: <ul style="list-style-type: none"> Current list Reporting Purpose/Projects in line with Strategic Plan Reports from key staff (CM, CA, ED, EDA, CC) City Council letter for reports, joint meetings, and information. (past/current/future projects; bylaws) 			Gore	
21.	Home Purchase Program			Gore	
22.	Hire Locals First Policy			Gore	
23.	Blight Building Ordinance – Secure View			Gore	
24.	V3 Hire Vets Initiative			Gore	
25.	Community Video/Photo Completion			Gore	
26.	Start-Up in A Day <ul style="list-style-type: none"> Pledge Open for Business Policy (Start Up Policy) City/City Council New. Business Approval Checklist Potential Business Marketing Packet Purchase Alliance B-Corps 			Gore	
27.	Website Ad-Hoc Committee <ul style="list-style-type: none"> Open Government Policy/Open Source Government Resolution 			Gore	

CITY COUNCILOR REQUESTS – SUBMITTED 2/3/16 and 2/4/16

No.	Request	Format/Information Requested	Point Person	Requested by	Status
	<ul style="list-style-type: none"> • Social Media Policy 				
28.	Youth Office <ul style="list-style-type: none"> • Programs presented to Council • Youth Commission • Youth Office Director • Youth Conference 			Gore	
29.	EOP Policy Revisions			Gore	
30.	Council Communications with citizens: Advertising Ward Meetings, Newsletters, Updated contact/major meeting changes			Gore	
31.	Agenda Process <ul style="list-style-type: none"> • Who maintains the Action List • Process to get "action" votes for CCR on Agenda • Agenda Approval • Draft Agenda Policy • FOIA Policy • Strategic Plan Accountability • Work Session Agenda Planning 			Gore	
32.	HR Salary Study			Gore	
33.	Economic Development <ul style="list-style-type: none"> • Overall ED plan to determine which type business will go in a certain area in the city • ED checklist for all new project's coming before Council • Website/Marketing 			Gore	
34.	Create Internal Policies to Recap Major Events/Emergencies & Communication Workflow			Gore	

CITY COUNCILOR REQUESTS – SUBMITTED 2/3/16 and 2/4/16

No.	Request	Format/Information Requested	Point Person	Requested by	Status
35.	City Log's Work Session/Create Official Business Packet			Gore	
36.					