



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: March 15, 2016

MUNICIPAL BUILDING

TIME: Work Session 6:00 p.m.
 Closed Meeting 7:00 p.m.
 Regular Meeting 7:30 p.m.

6:00 p.m.

OPEN MEETING

Call to order, roll call, and welcome to visitors

WORK SESSION

WS-1 Review of City Council Pending List

7:00 p.m.

CLOSED MEETING

MOTION: TO GO INTO CLOSED MEETING FOR: (I) DISCUSSION OF PERFORMANCE OF A SPECIFIC APPOINTEE OF CITY COUNCIL (CITY MANAGER); (II) DISCUSSION OF SPECIFIC APPOINTEES OF CITY COUNCIL (VIRGINIA GATEWAY REGION, DOWNTOWN DESIGN REVIEW COMMITTEE, DISTRICT 19 COMMUNITY SERVICE BOARD, KEEP HOPEWELL BEAUTIFUL; (III) DISCUSSION OF A PROSPECTIVE BUSINESS WHERE NO PREVIOUS ANNOUNCEMENT HAS BEEN MADE OF THE BUSINESS' INTEREST IN LOCATING IN THE COMMUNITY; (IV) DISCUSSION AND CONSIDERATION OF THE INVESTMENT OF PUBLIC FUNDS WHERE BARGAINING IS INVOLVED, WHERE, IF MADE PUBLIC INITIALLY, THE FINANCIAL INTEREST OF THE CITY WOULD BE ADVERSELY AFFECTED; AND (V) CONSULTATION WITH LEGAL COUNSEL AND BRIEFINGS BY STAFF MEMBERS OR CONSULTANTS PERTAINING TO ACTUAL OR PROBABLE LITIGATION, WHERE SUCH CONSULTATION OR BRIEFING IN OPEN MEETING WOULD ADVERSELY AFFECT THE NEGOTIATING OR LITIGATING POSTURE OF CITY COUNCIL; AND (VI) CONSULTATION WITH LEGAL COUNSEL EMPLOYED OR RETAINED BY CITY COUNCIL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL, IN ACCORDANCE WITH VIRGINIA CODE SECTIONS 2.2-3711 (A) (1) (3) (4) (5) (6) & (7), RESPECTIVELY.

Roll Call

RECONVENE OPEN MEETING

CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): ONLY PUBLIC BUSINESS MATTERS (I) LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS AND (II) IDENTIFIED IN THE CLOSED-MEETING MOTION WERE DISCUSSED IN CLOSED MEETING.

Roll Call

REGULAR MEETING

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

Prayer by Chaplain Millard Boone followed by the Pledge of Allegiance to the Flag of the United States of America.

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 Council Member.

- C-1** **Minutes:** November 18, 2014 (Councilors Walton & Shornak) & December 9, 2014 (Mayor Pelham, Vice Mayor Luman-Bailey & Councilors Walton, Shornak & Gore)
- C-2** **Pending List:** Updated & Emailed to Council March 4, 2015
- C-3** **Information for Council Review** – Authorization of FY 2016 SLAF Project Funding; **Reminder:** Thursday March 17, 2015 @ 6:00 P.M. Council Budget Work Session.
- C-4** **Personnel Change Report/Financial Report** – HR Report & Financial Report
- C-5** **Public Hearing Announcement** – NONE
- C-6** **Routine Approval of Work Sessions:** Budget Work Sessions February 23, 2016 & February 29, 2016.
- C-7** **Ordinances on Second & Final Reading** – Adopt Amendments to Chapter 15, Fire Prevention and Protection, of the City Code, as to fees and other charges; Adopt Automatic Aid between the City of Hopewell and Prince George County, and to authorize the City Manager to execute a mutually agreeable MOU with Prince George; Adopt Ordinance **2016-3-15A** Authorizing the vacation of an undeveloped portion of an alley at 208 North 14th Avenue, approximately 3,050 square feet located between North 14th and North 15th Avenue adjacent to Sub-Parcel #'s 030-0805, 030-0810, 030-0825,030-0820,030-0815,030-0800, and 030-0811 in the City of Hopewell, Virginia; Adopt Ordinance **2016-3-15B** authorizing the vacation of a ten (10) foot wide alley, a portion of which alley runs along and immediately adjacent to the southern side line of Lot No. 5, in Block “26” on the “Plan of Day Subdivision”, as more particularly described and delineated on the recorded “Plat Showing a Consolidation of Lot 5 and Part of Lot 4 and A Portion of a 10’ Alley, Block “26”, Plan of “Day Subdivision”.
- C-8** **Routine Grant Approval** – NONE
- C-9** **Proclamations/Resolutions/Presentation:** Jared M. Reedy Attaining Rank of Eagle Scout – Councilor Shornak

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.*

REGULAR BUSINESS

Reports of City Manager

- R-1. **Regular Business:** - Major Economic Development Announcement
- R-2. **Regular Business:** - The Beacon Theatre Report and Financials/Appropriations Resolution to Amend Fiscal Year 2015-16 Budget

RECOMMENDATION: Staff recommends approval

MOTION: RESOLVE TO ADOPT BUDGET RESOLUTION AMENDMENT FOR FISCAL YEAR 2015-2016

Roll Call

- R-3. **Regular Business:** - Resolution by the City to adopt Ordinance revising City Code Chapter 2A, Article I and revising the City’s Procurement Policy, and allow by inclusion, the written procedures for Design–Build and/or Construction Management contracts, as outlined in §2.2-4318 of the Virginia Public Procurement Act which govern the administration steps, selection, evaluation and award of design-build and construction management contracts.

RECOMMENDATION: The City must adopt, by ordinance or resolution, written procedures governing the selection, evaluation and award of design-build contracts. The City currently does not have written procedures to govern this process. Staff recommends approval.

MOTION: RESOLVE TO ADOPT ORDINANCE REVISING CITY CODE, CHAPTER 2A, ARTICLE I AND REVISING THE CITY’S PROCUREMENT POLICY, AND ALLOW BY INCLUSION, THE WRITTEN PROCEDURES FOR DESIGN–BUILD AND/OR CONSTRUCTION MANAGEMENT CONTRACTS, AS OUTLINED IN §2.2-4318 OF THE VIRGINIA PUBLIC PROCUREMENT ACT, WHICH GOVERN THE ADMINISTRATION STEPS, SELECTION, EVALUATION AND AWARD OF DESIGN-BUILD AND CONSTRUCTION MANAGEMENT CONTRACTS.

Roll Call

- R-4. **Regular Business:** Resolution by the City to adopt Ordinance revising City Code, Chapter 2A, Article I, and revising the City’s Procurement Policy, and allow by inclusion, the additional small purchase category of non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$50,000 (amount per City policy) as outlined in §2.2-4303.G of the Virginia Public Procurement Act, which allows for a public body to establish “small” purchase procedures not requiring competitive sealed bids or competitive negotiation.

RECOMMENDATION: Administration recommends that Council approve the inclusion of the category of non-transportation-related construction to the current procurement policy of goods and services costing less than \$50,000.

MOTION: RESOLVE TO ADOPT ORDINANCE REVISING CITY CODE CHAPTER 2A, ARTICLE I AND REVISING THE CITY’S PROCUREMENT POLICY, AND ALLOW BY INCLUSION, THE ADDITIONAL SMALL PURCHASE CATEGORY OF NON-TRANSPORTATION-RELATED CONSTRUCTION, IF THE AGGREGATE OR THE SUM OF ALL PHASES IS NOT EXPECTED TO EXCEED \$50,000 (AMOUNT PER CITY POLICY) AS OUTLINED IN §2.2-4303.G OF THE VIRGINIA PUBLIC PROCUREMENT ACT, WHICH ALLOWS FOR A PUBLIC BODY TO ESTABLISH “SMALL” PURCHASE PROCEDURES NOT REQUIRING COMPETITIVE SEALED BIDS OR COMPETITIVE NEGOTIATION.

Roll Call

- R-5. **Regular Business:** - Comprehensive Plan Study Update
- R-6. **Regular Business:** - Consider the release of a City easement located at 100 South Kippax Street, a Hopewell Redevelopment and Housing Authority (HRHA) property.

RECOMMENDATION: City Administration recommends City Council authorize the City Attorney to prepare proper documentation to release the City's easement on the property, and that it further authorize the signature of the City Manger on said documentation and approve the release of the City easement located at 100 South Kippax Street, a Hopewell Redevelopment and Housing Authority (HRHA) property. Request approval on first and only reading

MOTION: TO APPROVE THE REQUEST TO RELEASE THE CITY EASEMENT LOCATED AT 100 SOUTH KIPPAX STREET, A HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY PROPERTY AND AUTHORIZE THE CITY ATTORNEY TO PREPARE PROPER DOCUMENTATION TO RELEASE THE CITY'S EASEMENT ON THE PROPERTY AND FURTHER AUTHORIZE THE SIGNATURE OF THE CITY MANAGER ON SAID DOCUMENTATION.

Roll Call

R-7. **Regular Business:** - Board of Zoning Appeals Meeting Time Change

BACKGROUND: Currently, the Hopewell Board of Zoning Appeals meets every 3rd Wednesday of the month at 7:30 p.m. At its November 18, 2015 meeting, Board members voted 4 to 0 to change their meeting time from 7:30 p.m. to 6:00 p.m.

R-8. **Regular Business:** - Budget Resolution to amend Fiscal Year 2015-16 Budget in the amount of \$18,400 to provide funds to replace 10 Automated External Defibrillator (AED's) units in various City buildings.

RECOMMENDATION: Staff recommends approving a resolution to appropriate additional funding to the Hopewell Fire Department budget to purchase AED replacement defibrillators.

MOTION: TO ADOPT BUDGET RESOLUTION AMENDMENT TO APPROPRIATE FUNDS FOR THE FY 2015-16 BUDGET TO REPLACE 10 AED (DEFIBRILLATOR) UNITS IN VARIOUS CITY BUILDINGS IN THE AMOUNT OF \$18,400.

Roll Call

R-9. **Regular Business:** - Appropriation of Aide To Locality (ATL) Funding Grant

RECOMMENDATION: To adjust the Hopewell Fire Department Aide to Locality ("ATL") grant funding. There was 2014 ATL Rollover of \$67,392.86. In 2015, the Fire Department received another ATL grant. Staff recommends that the ATL grant amount be adjusted from the placeholder amount of \$64,000.00 to the actual grant amount. The total requested appropriation amount is \$74,963.86.

MOTION: RESOLVE TO ADOPT THE APPROPRIATION OF AIDE TO LOCALITIES FUNDING GRANT IN THE GENERAL FUND TO THE HOPEWELL FIRE DEPARTMENT IN THE AMOUNT OF \$74,963.86.

Roll Call

Reports of the City Attorney

CA-1 **City Business:** - Denton v. City Council - Final Order

MOTION: TO APPROPRIATE \$14,872.00 TO PAY COUNSEL FOR PETITIONER AS ORDERED BY THE HOPEWELL CIRCUIT COURT IN DENTON V. CITY COUNCIL

Roll Call

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Roll Call

Reports of the City Clerk:

Appointment to the Virginia Gateway Region	(1) Member
Keep Hopewell Beautiful	(1) Member
Downtown Design Review Committee	(1) Member
District 19 Community Service Board	(1) Member

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