

**March 15, 2016
Regular Meeting**

MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD MARCH 15, 2016

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, March 15, 2016, at 6:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Brenda S. Pelham, Mayor
Christina J. Luman-Bailey, Vice Mayor
Arlene Holloway, Councilor
Anthony J. Zevgolis, Councilor
Jasmine E. Gore, Councilor
K. Wayne Walton, Councilor
Jackie M. Shornak, Councilor

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

ROLL CALL

Mayor Pelham opened the work session at 6:00 p.m. Roll call was taken as follows:

Mayor Pelham	-	present
Vice Mayor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Gore	-	present
Councilor Walton	-	present
Councilor Shornak	-	absent (arrived @ 6:55 p.m.)

WORK SESSION:

WS-1 - Work Session - Review of City Council Pending List

City Manager Mark Haley opened the work session by reviewing the City Councils "Pending Action List". Councilor Gore commented on the Talent Bank Resumes (TBR) and requested that the Youth Commission Committee be added. Mr. Haley explained that it would be in the best interest to hold off on adding that committee until a Youth Director is hired in July 2016 and allow that individual to get settled and then add and begin advertising for the Youth Commission Committee, Council agreed. Council also raised the issue regarding the background checks on the TBR's. The City Attorney reported he would look into that and report back to the City Clerk. Council instructed the City Manager to follow-up with VML training for Directors, Administration and the City Council. A "DRAFT" Code of Ethics was presented to Council at a prior meeting by Councilor Shornak who serves with Councilor Zevgolis on the Ethics Committee. Council requested that the City Manager touch base with VML so that City Council could receive additional training with regards to ethics. Council requested an update on procedural guide for citizens and/or organizations requesting City funds. Finance Director Jerry Whitaker reported that he was in the process of revising the RLA form and that should be completed very soon for Council to review. Council then reviewed and discussed the cost update on the City taking over Mallonee Gym. Councilor Walton asked the City Manager if he could report on what the latest figures were regarding the remodeling of Mallonee Gym. The City Manager reported that Director of Public Works

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Mr. Ed Watson, had reported that it would cost \$1.7 million dollars for total renovation cost. Councilor Gore informed the City Manager that a Grant was available to assist with this cost of the renovation and requested that he meet with Dr. Hackney, Hopewell City Schools Superintendent to work on the grant application and submit, Council agreed. Councilor Gore brought up the issue regarding an internal policy to recap major events/emergencies and communication workflow. The City Manager and Fire Chief Donald Hunter reported to Council that a process of reporting was in place and that the City Manager would be kept up to date and the City Manager reported that he would then notify City Council, City Clerk and the City Government Affairs Official. Councilors Gore and Walton commented that now the FY16-17 Budget was in and under review that the City Manager and Finance Director meet with the City Treasurer and Commissioner of Revenue to begin setting the tax rate, Council agreed. City Manager then reported on the City Logo's and the creation of an official business packet/brochure to highlight incentives using official logos. City Council instructed the City Manager to create and develop an official business packet/brochure to highlight incentives using official logos and Councilor Walton requested that the City work together with the Hopewell-Prince George Chamber of Commerce. Councilor Zevgolis raised the issue regarding the Consent Agenda – Ordinances on 2nd and Final Reading and that this was incorrect for Ordinances on 2nd and Final Reading be placed under the Consent Agenda. City Attorney Stefan Calos stated that placing Ordinances on the Consent Agenda – 2nd and Final Reading is proper under the existing Rules of the City Council. Councilor Zevgolis then requested that the City Attorney and City Clerk review this process. Council then agreed that with regards to the Agenda that staff was to follow the guidelines set forth by the City Clerk.

CLOSED SESSION:

Motion was made at 7:10 p.m. by Councilor Zevgolis, and seconded by Councilor Gore, to resolve 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) and (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) for 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) (5) (6) & (7), respectively. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Yes

REGULAR MEETING

Mayor Pelham opened the regular meeting at 7:33 p.m. Roll call was taken as follows:

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Mayor Pelham	-	present
Vice Mayor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Gore	-	present
Councilor Walton	-	present
Councilor Shornak	-	present

PRAYER AND PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

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

CONSENT AGENDA

Motion was made by Councilor Zevgolis, and seconded by Councilor Holloway, to resolve to amend the Consent Agenda and remove C-1. Minutes and vote on the separately and approve the remainder of the Consent Agenda: Pending List: Updated & Emailed to Council March 4, 2015; Information for Council Review – Authorization of FY 2016 SLAF Project Funding; Reminder: Thursday March 17, 2015 @ 6:00 P.M. Council Budget Work Session; Personnel Change Report & Financial Report: HR Report & Financial Report provided; Public Hearings Announcements: None; Routine Approval of Work Sessions: None; Ordinances on second and 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”; Routine Grant Approval: None; Proclamations/Resolutions/Presentations: Jared M. Reedy Attaining Rank of Eagle Scout. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Amended Consent Agenda Approved

ORDINANCE 2016-3-15A

An Ordinance authorizing the vacation of an undeveloped portion of an alley from Bernard Jefferson owner of 208 North 14th Avenue to a vacate a portion of alley approximately 3,050

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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.

WHEREAS, a request has been filed with the City of Hopewell to vacate the City's interest in a vacate a portion of alley approximately 3,050 square feet located between North 14th and North 15th Avenue, located adjacent to 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; and

WHEREAS, the Planning Commission of the City of Hopewell has recommended granting the requested vacation.

NOW, THEREFORE BE IT ORDANED BY THE COUNCIL OF THE CITY OF HOPEWELL that the vacation of the following described rights-of-way located in the City of Hopewell, Virginia:

PARCEL I:

ALL those certain lots or parcels of land, with the improvements thereon and appurtenances thereunto pertaining, lying and being in the City of Hopewell, Virginia, and being known, numbered, and designated as Lots 5, 6, 7, 8, and 9, Block 20, Day Subdivision, a subdivision of said City, as shown on a plat or plan thereof, entitled, "Day Subdivision, DuPont City, Virginia," duly of record in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia, in Plat Book 1, Page 5. Currently known by the City Street address of 228 North 14th Avenue, Hopewell, Virginia , with Sub Tax Id # 030-0805.

PARCEL II:

ALL those certain lots or parcels of land, with the improvements thereon and appurtenances thereunto pertaining, lying and being in the City of Hopewell, Virginia, and being known, numbered, and designated as Lots 10, 11, 12, 13, 14, 15, 16, and 17, Block 20, Day Subdivision, a subdivision of said City, as shown on a plat made by George W. Robertson, Certified Land Surveyor, dated November 24, 1979, entitled, "Plat Showing Layout of Three (3) Brick Duplex Dwls. On Lots 10 thru 17, Block 20, Day Subdivision, Hopewell, VA," which plat is recorded January 17, 1980, in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia, with a certain Deed in Deed Book 166, Page 656. Currently known by the City address of 208 North 14th Avenue, with Sub Tax Id#.03-0810

PARCEL III:

ALL that certain lot, piece, or parcel of land, lying and being in the City of Hopewell, Virginia, being a vacated portion of Poythress Street designated as Parcel "D" on a certain plat of survey made by J. K. Timmons & Associates, P.C., dated July 8, 1988, entitled, "Plat Showing a Portion of Poythress St. Known As Parcel D Adjacent to Lot 17, Blk 20, Day, Hopewell, Virginia," a copy of which plat is recorded August 4, 1988, in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia, as an attachment to a Deed in Deed Book 213, Page 397.

be authorized and doth hereby authorize the Mayor to execute, on behalf of the City of Hopewell, one or more deeds of vacation vacating such parcels, as well as a development agreement, after review of said deed or deed and such resubdivision plat by the City Attorney.

This Ordinance shall become null and void and of no effect if it is not recorded together with all deeds of vacation, and resubdivision plays in the Clerk's Office of the Circuit Court of the City of Hopewell within 30 days from passage of this Ordinance, or if the involved property owners do not pay all costs. The party or parties requesting this vacation are responsible or preparing the appropriate deeds to effect vacation, submission of said deeds to the City Attorney

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for approval prior to execution and recordation, and the recordation of said deeds, all in a timely manner. The vacated parcels shall be assimilated into, and become a part of, each abutting property, in accordance with the resubdivision plat. The party or parties requesting this vacation are responsible for effecting any resubdivision process necessary to accomplish such assimilation. A copy of this Ordinance shall be sent to said parties by the Clerk of the City of Hopewell.

ORDINANCE 2016-3-15B

An Ordinance 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".

WHEREAS, a request has been filed with the City of Hopewell to vacate the City's interest in 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"; and

WHEREAS, the Planning Commission of the City of Hopewell has recommended granting the requested vacation.

NOW, THEREFORE BE IT ORDANED BY THE COUNCIL OF THE CITY OF HOPEWELL that the vacation of the following described rights-of-way located in the City of Hopewell, Virginia:

THAT certain tract or parcel of land in the City of Hopewell, Virginia, lying adjacent to and abutting the entire southern side lot line of Lot 5, Block "26", "Day Subdivision", and being of variable width as so shown and described on that certain plat made by Harvey L. Parks, Inc., dated November 6, 2013, entitled "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", in the City of Hopewell, Virginia, a copy of which plat is to be recorded along with and simultaneously with this Deed and to which plat particular reference is hereby made for a more complete and accurate description of the property herein conveyed.

be authorized and doth hereby authorize the Mayor to execute, on behalf of the City of Hopewell, one or more deeds of vacation vacating such parcels, as well as a development agreement, after review of said deed or deed and such resubdivision plat by the City Attorney.

This Ordinance shall become null and void and of no effect if it is not recorded together with all deeds of vacation, and resubdivision plays in the Clerk's Office of the Circuit Court of the City of Hopewell within 30 days from passage of this Ordinance, or if the involved property

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owners do not pay all costs. The party or parties requesting this vacation are responsible or preparing the appropriate deeds to effect vacation, submission of said deeds to the City Attorney for approval prior to execution and recordation, and the recordation of said deeds, all in a timely manner. The vacated parcels shall be assimilated into, and become a part of, each abutting property, in accordance with the resubdivision plat. The party or parties requesting this vacation are responsible for effecting any resubdivision process necessary to accomplish such assimilation. A copy of this Ordinance shall be sent to said parties by the Clerk of the City of Hopewell.

Resolution

WHEREAS, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

WHEREAS, the Boy Scouts of America was founded to promote citizenship training personal development, and fitness of individuals; and

WHEREAS, after earning over thirty-five merit badges in a wide variety of fields, serving in a variety of leadership roles in his Troop, being a Brotherhood member of the Order of the Arrow, Scouting's Honor Society, carrying out a service project beneficial to the community by creating a special lunch area for Seniors at Hopewell High School, being active in his Troop, demonstrating Scout spirit by living up to the Scout Oath and Law, Jared Michael Reedy of Troop 101, has reached the long-sought goal of Eagle Scout on December 17, 2015; and

WHEREAS, Jared Michael Reedy has accomplished those high standards of commitment which are acquired by only six percent of those individuals entering the American Scouting movement; and

WHEREAS, growing through his experiences in scouting and learning the lessons of responsible citizenship, Jared is indeed a member of a new generation of prepared young citizens of whom we can all be very proud; and;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hopewell wishes to give formal recognition to Jared Michael Reedy for his accomplishments, extend congratulations to him and acknowledge the good fortune of the City for having such an outstanding young man as one of its citizens..

RESOLUTION PRESENTED THIS 15th DAY OF MARCH, 2016

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REGULAR BUSINESS

C-1 – Minutes – City Council Meeting – November 18, 2014:

A motion was made by Councilor Walton, and seconded by Councilor Shornak to approve the November 18, 2014 City Council Meeting Minutes. Upon the roll call, the vote resulted:

Councilor Walton	-	yes
Councilor Shornak	-	yes

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Vote Result: 2-0 Minutes Approved

C-1 – Minutes – City Council Meeting – December 9, 2014:

A motion was made by Councilor Shornak, and seconded by Councilor Gore to approve the December 9, 2014 City Council Meeting Minutes. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 5-0 Yes Minutes Approved

R-1 - Regular Business - Major Economic Development Announcement

Assistant City Manager Mr. Charles Dane reported to Council that staff, with the assistance of the EDA has been working on the development of the Navigators Den site for more than one year and we now have the structure of a deal completed and construction should begin in the next month or so and the site will open around early fall and would like to welcome “The Boathouse Restaurant”. This development will provide 75-100 new jobs for the City and the Tax Revenue impact will be felt in the coming FY16-17. Council applauded the announcement and thanked everyone involved.

Mr. Dane also announced the newest 100th Anniversary Fundraiser “Commemorative Brick Project”. Bricks are being sold and will be permanently placed in the sidewalk in front of City Hall, the cost of each brick will be \$100.00.

R-2 - Regular Business – The Beacon Theatre Report and Financials/Appropriations Resolution to Amend Fiscal Year 2015-16 Budget

Beacon Board Member Scott Firestine addressed Council and provided a financial briefing to Council. Councilor Shornak comments and if the Projected Revenues and Actual Revenues were way off and if the total reserve is a loss? Mr. Firestine replied yes we have a loss in 2015. He also explained that they had occurred legal fees to obtain an ABC license and part of the loss was from the previous owners. Councilor Gore asked about the Improvements and Capital Investments. City Manager Mark Haley explained the improvements and assured Council that they were getting better and not bleeding the City’s General Fund. Councilor Gore asked about the Business Plan that had been presented to Council in 2013 and asked who was in charge of implementing that plan? Mr. Firestine explained that most of the Business Plan had been accomplished and that the Beacon LLC is the overseeing body and that the LLC ends in 2018. Councilors Walton, Shornak and Gore commented that they were not happy with the “So Called Business Plan”. Councilor Zevgolits commented that he and hoped that other members of Council would consider only giving the Beacon a bridge loan to be repaid back to the City and that the City could also call

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back that loan at any time. Councilor Walton made a motion, and was seconded by Councilor Shornak to only loan the Beacon \$95,000 of which at any time Council could ask for payment. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Yes

**BUDGET RESOLUTION AMENDMENT
FISCAL YEAR 2015-2016**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on March 15, 2016, a budget amendment was introduced to appropriate funds for the FY 2015-2016 budget to provide funds for operations for the Beacon Theatre.

WHEREAS a budget amendment to appropriate funds in the amount of \$95,000 to provide funds for the Beacon Theatre from the Unassigned Fund Balance for the FY 2015-2016 budget, was introduced and,

WHEREAS, sufficient funds exist in the respective unassigned fund balance account,

BE IT, HEREBY, RESOLVED by the Council of the City of Hopewell that:

Sec. 1 The following designated funds and accounts shall be appropriated for funds for operations for the Beacon Theatre from the Unassigned Fund Balances.

General Fund-011:

Resources:

Fund Balance.....	\$95,000
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Appropriations:

Beacon Operations	\$95,000
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R-3 - Regular Business - Resolution by the City to adopt Ordinance revising City Code, Chapter 2A, Article I and the City's Procurement Policy, and allow by inclusion, the written procedures for Design-build and/or Construction Management contracts, as outlined in §2.2-4308 of the Virginia Public Procurement Act which govern the administration steps, selection, evaluation and award of design-build and construction management contracts.

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A motion was made by Councilor Walton, and seconded by Vice Mayor Luman-Bailey to resolve to adopt ordinance revising City Code, Chapter 2A, Article I and into the City's procurement policy, and allow by inclusion, the written procedures for design-build and/or construction management contracts, as outlined in §2.2-4308 of the Virginia Public Procurement Act, which govern the administration steps, selection, evaluation and award of design-build and construction management contracts.. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Yes Ordinance Adopted

**CITY OF HOPEWELL
POLICY STATEMENT**

I. POLICY

- A. All city purchases, expenditures and services under \$50,000 shall require a purchase order and no exceptions shall be granted except for the following:
 - Purchase Credit Cards
 - Travel Credit Cards
 - Petty cash reimbursements.

- B. All city departments shall use the MUNIS automated purchase order entry system for generating purchase orders for:
 - Employee travel advances and lodging.
 - Refunds of any nature,
 - Purchase of postage stamps,
 - Any and all other expenditures incurred by the department.

- C. Department directors are authorized and responsible for approving purchases and services, including non-transportation-related construction under \$50,000 under the provisions of this policy. Directors may establish internal procedures to implement and comply with the requirements of this policy. Directors may delegate approval authority for purchases and contracts within their respective department, but the Department Director shall remain the responsible official. The guidelines established in this policy statement shall be supplemented by a written departmental policy.

- D. Each item or total items per purchase or service or non-transportation-related construction project cannot exceed the specified dollar amounts established in

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Section II. Dividing purchase requests into smaller increments to avoid more stringent requirements is prohibited.

- E. Requests for vendor assistance in developing specifications will not obligate the city to purchase the product or award a contract for the service. All such vendors should be informed of this requirement to comply with applicable procurement regulations.
- F. The Purchasing Department will support all departments except HRWTF. The HRWTF Purchasing Department will support HRWTF and Stores requirements.
- G. Each department shall furnish the City Clerk with the original copy of any contract or agreement for filing within three (3) working days after completion of the signing.
- H. The GEMS automated purchase order system shall be used by all departments to generate any payment request without a supporting invoice.

II. DEPARTMENT AUTHORIZATIONS

- A. Department director may assign department employee authorization to issue purchase orders and the dollar limit allowed.
- B. Purchasing limits for authorized department employee are set and controlled by the department director using the Purchase Authorization Program. Only the department director, Director of Finance and City Manager shall have access.
- C. Department purchase orders over employee authorized limit and less than \$50,000 must be authorized by the department director.

III. SELECTION CRITERIA - PURCHASES

- A. The lowest bidder will normally receive the award unless other selection criteria was used. When bids are submitted for comparable items, the department may select the product or contractor whose proposal best satisfies the requirements, as determined by the department. Price alone may not necessarily be the determining factor, providing the higher price can be justified.
- B. If a vendor or contractor is selected who is not the lowest bidder, an explanation supporting the decision will be attached to the department purchase order file copy. The department director or authorized employee must approve the action taken.
- C. Low bids may be rejected from vendors or contractors who have provided defective products or services, or those having contracts with the city terminated because of poor performance during the previous two years.
- D. UNDER \$5,000
The Department will select a vendor for the product or service or non-transportation-related construction, and issue a purchase order. Shopping is not required, but is recommended.

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E. \$5,000 – \$50,000

1. Department must contact at least three (3) vendors, if available, for telephone price quotes from either the official bidders list, vendor catalogues, or other sources. The Purchasing Department maintains a listing of potential vendors for goods and services and non-transportation-related construction.
2. Telephone quotes must be entered into the GEMS Automated Purchase Order System remarks screen (PORMK) in prior to issuing the purchase order. You cannot issue a purchase order unless the required information is entered.
3. Telephone quotes must be documented (using the Telephone Quote Bid Form) and attached to the department purchase order file copy.
4. Department shall select vendor, prepare and enter purchase order requirements.

IV. SELECTION CRITERIA - PROFESSIONAL SERVICES

Professional services may be secured by the department when cumulative costs are estimated to be less than \$50,000 per year. When selection is made through reasoning, other than the request for proposal (RFP), a waiver form must be approved and attached with the department purchase order copy and filed, along with information entered into the GEMS Automated Purchase Order System remarks screen (PORMK) prior to issuing the purchase order. Waiver forms may be approved electronically or printed and forwarded to the City Manager for original signature.

V. DISTRIBUTION OF PURCHASE ORDER COPIES

Printed copies of the authorized purchase order will be printed and distributed as follows:

-The original purchase order, receiving copy, and department file copy will print in the respective department,

-Accounts Payable and Purchasing Department copies shall print in the Department of Finance.

VI. STATE CONTRACTS AND DEPARTMENT OF CORRECTIONS PURCHASES

Purchasing Department will maintain copies of the State approved contracts for goods and services on file. Any department may request the Purchasing Department provided a copy of the listing for desired product or service.

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VII. BLANKET/STANDING PURCHASE ORDERS

Blanket/standing purchase orders may be used to purchase quantities of goods and services on a recurring basis, and shall comply with applicable spending limits established in Section III.

VIII. SOLE SOURCE/EMERGENCY PURCHASES WAIVERS

- A. Situations where a waiver of purchasing policy may be exercised may include, but not limited are:
 - Any emergency condition,
 - Sole source vendor or supplier,
 - Acquiring professional legal services,
 - Other situations, if approved by City Manager.
- B. Department shall complete the Waiver form for City Manager signature and must enter into the GEMS Automated Purchase Order System remarks screen (PORMK) prior to issuing the purchase order using the GEMS Automated Purchase Order System.
- C. Waiver shall be approved by the City Manager or his/her designee prior to the issuance of the purchase order, either electronically thru the GEMS Automated Purchase Order System or by verbal authorization with written verification to immediately follow.
- D. Waiver form must be documented and attached to the department purchase order file copy.
- E. For sole source purchases a letter from the manufacturer stating that sales are restricted through a specific vendor must be maintained on file and updated annually.

IX. VEHICLE/EQUIPMENT MAINTENANCE

- A. This policy shall be used for the purchase of repair parts or services other than automotive inventory items.
- B. Department representative will prepare a city shop work order, complete with account number to be charged for the repairs. The work order and vehicle will be turned over to the shop supervisor.
- C. The work order will serve as a record for the work performed, as well as, the purchase order for parts or service needed to complete the service or repair. The work order number will be used as the purchase order number.
 - 1. The work order number must be shown on all receiving documents. A receiving stamp may be used for approval.

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2. All receiving documents must be recorded on the work order.
 3. Supplies drawn from automotive inventory will be recorded on the work order.
 4. Only authorized parts installed on the vehicle/equipment shall be charged to the work order. Hand tools, specialized tools, shop supplies, etc., shall be purchased using regular purchase order process.
- D. When the Work Order is completed, the shop supervisor will approve for release.
1. The work order and all receiving documents will be forwarded to the stock clerk for posting of the inventory withdrawal.
 2. After posting, the stock clerk will forward the work order and all receiving documents to the director for approval.
 3. Forward the original copy of the work order and all receiving documents to Accounts Payable for payment processing.
 4. The Stock Clerk will furnish each department with a completed work order.

X. PURCHASING DEPARTMENT RESPONSIBILITIES

- A. The Purchasing Department is assigned the responsibility of verifying the compliance of departments to this policy. Purchasing Department shall, in the course of each fiscal year, review the departments purchasing records to ascertain that
1. Limits for telephone quotes and written quotes are properly documented.
 2. Sole source purchases are documented with the waiver form and approved by the Department Director along with required letter by the manufacturer.
 3. Emergency purchases are documented with the waiver form and approved by the Department Director and City Manager.
 4. Check that no department director authorizes any purchase in excess of the \$50,000 authorized limit.
 5. The Department shall be subject to random audit by the Purchasing Department to insure compliance with these procedures.
 6. Any department found out of compliance will have to undertake a review to address the failure.
 7. The Department Director and/or designated employee will be subject to disciplinary action for failure to observe this policy, up to and including termination of employment.

XI. PAYMENT PROCEDURES

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- A. Upon receipt of the goods or satisfactory completion of the service or the non-transportation-related construction , the department will approve the computer purchase order receiving copy, attach any receipt documentation (invoice, packing slip, etc.), if any, and forward to Accounts Payable for payment.
- B. Partial shipments or services or non-transportation-related construction will require computer purchase order receiving, either in dollar amount or units received, for all partial invoice payments to occur.

TELEPHONE RECORD FOR GOODS/SERVICES

Request Number: _____	Bidder #1	Bidder #2	Bidder #3	
Buyer: _____	Date: _____	Date: _____	Date: _____	
Vendor's TIN or SSN >				
Vendor Name >				
Vendor Address >				
Contact Person >				
Phone Number >				
Quantity	Item description	Unit Price/Total Price	Unit Price/Total Price	Unit Price/Total Price
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
Delivery Date or Time >				
Prompt Payment Terms >				
Shipping/Handling Costs included in Price Totals Yes or NO >				
Shipping Costs >				
Total Order Value >				

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R-4 - Regular Business - Resolution by the City to adopt Ordinance revising City Code, Chapter 2A, Article I, and 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.

A motion was made by Councilor Gore, and seconded by Vice Mayor Luman-Bailey to resolve to adopt ordinance revising city code chapter 2A Article I and 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. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Yes Ordinance Revised

R-5 - Regular Business - Comprehensive Plan Study Update

Director of Planning Ms. Tevya Griffin reported that The Planning Commission, Development Staff, and consultants have conducted community meetings, stakeholder interviews and are excited about survey participation. This Comprehensive Plan Workgroup has worked diligently to draft eight goals, each including a "Reality Statement", where we are now, "The Goal" where we want to be, and "The Pathway", broad statements on how we get there. Prior to providing this information to the public, as promised, the Work Group, is providing City Council with an update on their progress. The Community Survey results have been summarized and eight preliminary goals have been drafted from the survey results. Ms. Griffin provide an overview of the survey results, the goals, and next steps in the planning process.

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.

A motion was made by Councilor Shornak, and seconded by Councilor Walton 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. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes

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Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Yes – Request Approved

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

Director of Planning Ms. Tevya Griffin reported to Council and notified the public that currently, the Hopewell Board of Zoning Appeals meets every 3rd Wednesday of the month at 7:30 p.m. At their November 18, 2015 meeting, Board members voted 4 to 0 to change their meeting times 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 Defibrillators (AED’s) Units in various City Buildings.

A motion was made by Councilor Shornak, and seconded by Vice Mayor Luman-Bailey to Adopt Budget Resolution amendment to appropriate funds for the FY 2015-16 budget to replace 10 AED (defibrillators) Units in various City Buildings in the amount of \$18,400. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Yes Budget Resolution Approved

**BUDGET RESOLUTION AMENDMENT
FISCAL YEAR 2015-2016**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on March 15, 2016, a budget amendment was introduced to appropriate funds for the FY 2015-2016 budget to provide funds for operations for defibrillators.

WHEREAS a budget amendment to appropriate funds in the amount of \$18,400 to provide funds for defibrillators from the Unassigned Fund Balance for the FY 2015-2016 budget, was introduced and,

WHEREAS, sufficient funds exist in the respective unassigned fund balance account,

BE IT, HEREBY, RESOLVED by the Council of the City of Hopewell that:

Sec. 1 The following designated funds and accounts shall be appropriated for funds for operations for defibrillators from the Unassigned Fund Balances.

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General Fund-011:

Resources:

Fund Balance..... \$18,400

Appropriations:

Defibrillators \$18,400

R-9 – Regular Business - Appropriations of Aide To Locality (ATL) Funding Grant.

A motion was made by Councilor Shornak, and seconded by Vice Mayor Luman-Bailey, to adjust the Grant Funding for the Hopewell Fire Department, Staff Recommends the 2014 Rollover of \$67,392.86 and Adjusting 2015 Aide to Locality (ATL) Funding from \$64,000.00 to \$71,571.00 that was received through the ATL Grant. Total Appropriation is \$74,963.86. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Grant Fund Adjustment Approved

Aid to Localities Funding

2013	
2012 Carryover	\$53,908.77
2013 Allocation	\$64,431.00
Total 2013 Budget	\$118,339.77
Expenditures	
Total 2013 Expend.	\$83,296.86
Total 2013 Carryover	\$35,042.91
2014	
2013 Carryover	\$35,042.91
2014 Allocation	\$67,848.00
Total 2014 Budget	\$102,890.91
Expenditures	
Total 2014 Expend.	\$35,498.05
Total 2014 Carryover	\$67,392.86
2015	
2014 Carryover	\$67,392.86

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2015 Allocation	\$71,571.00
Total 2015 Budget	\$138,963.86
Expenditures	
Total 2015 Expend.	\$33,785.25
Total 2015 Carryover	\$105,178.61

Reports of the City Attorney

CA-1 – City Business - Denton v. City Council Final Order.

A motion was made by Councilor Walton, and seconded by Councilor Shornak to appropriate \$14,872.00 to pay counsel for petitioner as ordered by the Hopewell Circuit Court in Denton v. City Council for the City of Hopewell. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	no
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 6-1 Appropriation Approved

Extend Meeting Past 10:30 P.M.

A motion was made by Councilor Walton, and seconded by Councilor Gore to extend the meeting past 10:30 p.m. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Yes to Extend Meeting past 10:30 P.M.

Closed Session

Council resolved to return 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) and (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) for 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

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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) (5) (6) & (7), respectively.

OPEN SESSION

Council convened into Open Session. Councilors responded to the question: “Were the only matters discussed in the Closed Meeting public business matters lawfully exempted from open meeting requirements; and public business matters identified in the motion to convene into Closed Session?” Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Yes

Reports of the City Clerk

A motion was made by Councilor Walton, and seconded by Vice Mayor Luman-Bailey to appoint Frederick P. Harry, Jr., to the Virginia Gateway Region Board for a four (4) year term; Andrew Arola to the Downtown Design Review Committee for a four (4) year term and John Eliades student representative, to the Keep Hopewell Beautiful Committee. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes

Vote Resulted: 7-0 Appointed

ADJOURN

At 11:35 p.m., motion was made by Councilor Walton, and seconded by Vice Mayor Luman-Bailey to adjourn. Upon the roll call, the vote resulted:

Vice Mayor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes

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Councilor Shornak - yes

Vote Resulted: 7-0 Meeting Adjourned at 11:35 P.M.

Brenda S. Pelham, Mayor

Ross A. Kearney III, City Clerk