



HAMPTON NEIGHBORHOOD COMMISSION

Neighborhood Commission
Monday, July 11, 2016— 5:00-6:30PM
Community Development Conference Room

*BE A GREAT NEIGHBOR - ENGAGE OUR NEIGHBORHOODS - ENCOURAGE NEIGHBORHOODS
TO BE GREAT PLACES - BE A CONDUIT BETWEEN OUR NEIGHBORHOODS AND OUR CITY - KEEP
NEIGHBORHOOD LEADERS INFORMED - HELP GUIDE NEIGHBORHOOD LEADERS IN REACHING THEIR GOALS -
ENCOURAGE NEIGHBOR ENGAGEMENT WITHIN THEIR NEIGHBORHOODS AND CITY*

District Representatives:

District One
David Duxbury
District Two
Charles 'Chuck' McEachin
District Three
Jon Welters
District Four
Sandra Medina, Chair-Elect
District Five
Fred Everett
District Six
Alice Callahan
District Seven
Sally Lazorchak
District Eight
Evelyn Stephenson
District Nine
Deena Franklin
District Ten
Chekesha White

School Representative:

Ann Bane

City Representatives:

Lynn Alsbrook
Steve Bond
Lt. Jason Price

Institutional Representatives:

Steven Edwards
Stephanie Afonja
Henry Mills

At-Large Representatives:

Peggy Todd, Chair
Barbara Franklin

Youth Representatives:

Sonya Medina

Executive Director:

Jonathan E. McBride

c/o Housing & Neighborhood
Services Division
22 Lincoln Street
Hampton, VA 23669-3591

Phone (757) 727-6140
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www.hampton.gov/
neighborhoods

- I. **Opening**
 - A. Roll Call and Verification of Quorum
 - B. Pledge of Allegiance
 - C. Review and Approve minutes of the June 13, 2016 Meeting
 - D. Chair Announcements
- II. **Director's Report**
- III. **Items to be Presented by Public**
- IV. **Action Items (Voting Items)**
 - A. Consideration of the Adaption of the Love Your City Event Grant (L.Y.C) Policies
 - B. Consideration of Amendments to Bylaw Reading
 - C. Consideration of Amendments to Operation Manual
 - D. Consideration of Home Repair Blitz Area for the Fall
- V. **Briefings**
- VI. **Dialogue (Ongoing/Old Business)**
 - A. **Strategic Issues Update**
 1. Hampton Neighborhood College
 - a. Hampton 101 (Oct. 28th)
 - b. Upcoming Workshops Update
 2. Meet & Greet (Nov)—CivCom/CAPI
 3. Home Repair Blitz (Fall)—CAPI
 - B. **Committee Status Reports on Work Plan Progress**
 1. Nominating Committee
 2. Community Appearance, Pride & Image Committee
 3. Youth Committee
 4. Civic Communications Committee
 5. Neighborhood-School Partnerships Committee
- VII. **Items by Commissioners**

The next Hampton Neighborhood Commission meeting will be held on August 8, 2016, at 5 pm in a location to be announced.

Protocol for Public Input at Neighborhood Commission Meetings:

Hampton Neighborhood Commission meetings are open to the public. The public is invited to attend meetings and to observe the work and deliberations of the Neighborhood Commission. The public may also address the Neighborhood Commission during the agenda item "Items to be Presented by the Public" by signing up to speak. The sign-up sheet will be available to the public until the agenda item "Items to be Presented by the Public" is reached in the course of the meeting. Speakers will be recognized in the order in which they sign up and are

MINUTES

Hampton Neighborhood Commission Meeting
Community Development Department
June 13, 2016
Time 5:01 PM – 6:10 PM

Present

Stephanie Afonja – Non-Profit Institutional Representative
Lynn Allsbrook – City Representative
Ann Bane – School Representative
Steve Bond – City Representative
Alice Callahan – District 6
David Duxbury – District 1
Steve Edwards – Institutional/Faith Based
Deena Franklin – District 9
Sally Lazorchak – District 7
Chuck McEachin – District 2
Henry Mills – Institutional/Business
Evelyn Stephenson – District 8
Peggy Todd – Chair/At Large/Realtor
Jon Welters – District 3
Chekesha White – District 10

Staff

Jonathan McBride – Executive Director
Jasmine Bryson - Neighborhood Commission Coordinator
Marcie Spragan – Recording Secretary
Darren Robinson
Shanel Lewis
Keisha Whitley

Absent

Jason Price – City Representative
Barbara Franklin – Public Relations Representative
Sandra Medina – Chair-Elect – District 4
Sonya Medina – Youth Representative
Patricia Parker – District 5

Guest

Selene Guerrero, Neighborhood Profile Coordinator, Hampton Marketing Inc.

I. Opening

Call to Order

The meeting was called to order at 6:01 p.m.

A. Roll Call and Verification of Quorum

Quorum Verified

B. Pledge of Allegiance

C. Review and Approve minutes of the April 11, 2016 Meeting

The Chair asked for consideration of the minutes from the April 11, 2016 Neighborhood Commission meeting. Ann Bane made a motion to approve the minutes. Steve Bond seconded the motion. The Chair called for a vote.

Chair voiced, "All in favor please say aye." Response, "aye."

Chair voiced, "Opposed?" Response – none.

Minutes approved.

C. Chair Announcements

None

II. Director's Report

The Director reported:

Staff is working on updating the current policy regarding Recreational Vehicles. There will be a future presentation by a Community Development staff member that will explain the changes to the regulation.

III. Items to be presented by public

- Corey Palmer introduced himself as he is with Cooper Elementary School. He reached out to the Neighborhood Commission for help to build a better, stronger summer program for the Little England and Old Hampton neighborhoods.
- Selene Guerrero with marketing outreach. She attended because she wanted to get a feel of the Neighborhood Commission meetings and work toward marketing neighborhoods.
- Mr. William Shackelford introduced himself at the Hampton Roads Community Outreach Coordinator. He conveyed to the Neighborhood Commission that he is willing to help them where and when he can in their neighborhood efforts.
- Mr. Milton Wardette introduced himself and conveyed that he is with Young American Men Corporation. He wanted the Neighborhood Commission to know that the program he is with have football, flag and baseball teams for the youth and if they know of anyone interested to please let them know about this program.

III. Briefings
None

V. Action Items (Voting Items)

The first reading of the Bylaw Amendments doesn't require a vote. A vote will take place at the next Neighborhood Commission Meeting.

VI. Dialogue (Ongoing/Old Business)

A. Strategic Issues Update

1. Hampton Neighborhood College (Darren)
 - o Hampton 101 (Fall) – (Darren) The next class will be held on Saturday, October 29, 2016. The location will be announced at later meeting.
 - o Upcoming Workshops – (Jasmine) The future workshops will be on Grant Procedures and How to Run an Effective Meeting.
2. Meet & Greet (Nov.) CivCom – (Sandra)
 - o The group looked at ways on how to improve the next meet and greet. Also, they want to focus on having a larger attendance for future You Make a Difference Events.
3. Home Repair Blitz (Fall) – (Steve)
 - o There will be an update on the next Home Repair Blitz at the July 11, 2016 Neighborhood Commission meeting. Steve once again announced that there will be a special C.A.P.I. meeting on the following Wednesday, June 13, 2016 to make amendments to the current Neighborhood bylaws.

B. Committee Status Reports on Work Plan Progress

1. Nominating Community – Alice
 - o The committee is working on the upcoming reappointments and making sure all the terms are correct.
2. Community Appearance, Pride & Image Committee – Steve
 - o The grants that have been approved. He also elaborated on what he previously spoke about, which was the special C.A.P.I. meeting in how the group would be going over the changes.
3. Youth Committee – Sandra,
 - o The Youth Commission members were out celebrating Pot Luck at Buckroe Beach this particular day.
4. Civic Communications – Sandra
 - o The committee will be looking at different ways to the event more attractive, engaging and fun.
5. Neighborhood-School Partnerships Committee- Ann
 - o The approval of the S.E.E.D.S. project and she emphasized that Seeds was a single event with multiple sites through the

community. This back to school event will provide supplies, information and support to Hampton families attending. In addition, Ann emphasized the seeds flier had been distributed to the NC and encouraged them to share with their respective lists to get individuals involved. She stated individuals should be encouraged to contribute and to volunteer at the multiple sites.

VI. Items by Commissioners

None

A. Adjournment

The meeting adjourned at 6:10 p.m.

Next Meeting Date: July 11, 2016

MINUTES

Hampton Neighborhood Commission Meeting
Community Development Conference Room
Executive Committee
June 27, 2016
Time 5:00 p.m. – 6:02 p.m.

Present

Steve Bond - City Representative
Steven Edwards - Institutional Representative
Barbara Franklin – At-Large Representative
Alice Callahan - District 6
Peggy Todd - Chairperson

Absent

Ann Bane - School Representative
David Duxbury - District 1
Deena Franklin - District 9
Henry Mills - Institutional Representative
Sally Lazorchak - District 7
Henry Mills - Institutional Representative
Patricia Parker - District 5
Evelyn Stephenson - District 8
Sandra Medina - District 4

Staff

Jonathan McBride - Executive Director
Jasmine Bryson – Housing & Neighborhood Services Staff/Coordinator
Shanel Lewis - Housing & Neighborhood Services Staff
Darren Robinson – Housing & Neighborhood Services Staff
Keisha Whitley – Grants Manager
Shellae Blackwell – Safe and Clean Coordinator

Guests

Laura Fitzpatrick – Assistant City Manager – City Manager's Office
Rachael Faunce - Special Events, Projects, Promotions Manager, Parks & Recreation

Item #1

Place-Making Event

- Laura presented information on the Place Making Grant, which has now been changed to the Love Your City Event Grant Program.
 - This program is a City Council priority in order to bring new, diverse and fun events to the City of Hampton.

- The funds of \$50,000 will be allocated per year for the grants and a timeline for the fall cycle. The grants are due to rolled out quickly to ensure that the events can be held in the fall.
- The City Manager is asking that the C.A.P.I. committee to serve as an advisory board and make recommendation to City Council upon receiving applications for the grants.

Item #2

Neighborhood Profiles

- Shanel met with Selene Guerrero, marketing representative, and discussed the purpose and outcomes for neighborhood profiles. They will reach out to C.A.P.I. and Civic Communications to help identify content and determine who an audience is in a neighborhood.

Item #3

Statewide Neighborhood Conference

- Marcie and Shellae have been working on getting Statewide Neighborhood Conference information. The conference will be held September 30 – October 1, 2016 in Arlington, Virginia. More information on this is forthcoming.

Item #4

Strategic Project Updates:

A. Hampton Neighborhood College – NSP (Darren)

- No update – There will be update at the July 11, 2016 Neighborhood Commission meeting.

B. Home Repair Blitz Area Selection – CAPI (Steve)

- The area of selection is Little Back River Road, which is in the Pine Grove area. We will be setting up at Langley Baptist Church.

C. Meet and Greet (Nov.) – CivCom (Barbara)

- The group is still looking for a place to hold the next Meet and Greet that will be held in November.

Item #5

Committee Status Reports

A. Civic Communications Committee (Barbara)

- The group is also looking changing the dates of their monthly meetings. Moreover, they are discussing which projects they would like to work on.

B. Community Appearance, Pride and Image Committee (Steve)

- The committee reviewed the grant application and application process review. The group left the meeting with homework, which is to help create an “Idea Letter” to help with the application submittal. Three grants were

approved. They were for, S.E.E.D.S., F.O.O.T., Do-Gooders-Shell Road Super Fest, and Riverdale Recreation Association. Also, there was a review done on the Neighborhood Review Fund General Grand Policy and there were some recommendations to staff on that.

C. Neighborhood-School Partnerships Committee (Darren)

- The group is working on a back to school letter and it is due to be ready by early to middle August.

D. Nominating Committee (Alice)

- The committee is still working on the upcoming reappointments and making sure each commissioner that is up for reappointment understands the process and what is required from them.

E. Youth Committee (Shanel)

- The Youth Commissioners are currently in Boot Camp. After the camp they will have their re-treat and then have their summer break until September.

Item #6

Review and approve draft agenda for July 11, 2016 Neighborhood Commission Meeting

Item #7

Other Business

- Steve Bond reported that the State Health Department has ordered door knockers regarding the Zika virus. He would like the Neighborhood Commissioners to help get the information out to the neighborhoods.

Item #8

Solicit Remarks for Chair Announcements

None

Next Meeting Date: Location TBD.



People. Partnerships. Possibilities!

MEETING DATE: July 11, 2016

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

Preparer: J. Bryson/L. Fitzpatrick **Reviewer:** J. McBride **Presenter:** L. Fitzpatrick

SUBJECT: Consideration of the Adoption of Love Your City Event Grant (LYCE) Grant Policy

AGENDA ITEM: IV.A

ACTION REQUESTED: Approval of the Executive Committee recommendation of the Adoption of the LYCE Grant Policy

Suggested Language for the Motion – “I move that we approve the Adoption of the Love Your City Event Grant Policy”

BACKGROUND STATEMENT:

The Executive Committee is tasked with presenting a recommendation for the reading and adoption of the Policies by the Neighborhood Commission. At the last meeting of the Executive Committee, Assistant City Manager Laura Fitzpatrick presented a new grant program, the Love Your City Event Grant. The grant program provides \$50,000 annually to provide grants of \$5,000 and \$10,000 to non-profit organizations proposing new events that are unique in nature, contribute to making Hampton a destination and encourage citizens to “Love Your City.” The program is part of the City’s effort to bring new events to the community. In this program, the CAPI Committee of the Neighborhood Commission is being asked to serve as the citizen review board. The role is spelled out in Section J of the attached policy as follows:

The CAPI Committee’s role in reviewing LYCE grant application is to partner with the City Manager’s Office by providing recommendations to the City Council. The CAPI Committee is being used as a review board for LYCE Grants because of its expertise in grant reviews, community partnerships and events. By utilizing the CAPI Committee in this way, the LYCE Grant Program includes citizen input via an existing process.

This grant program is being administered by the City Manager’s Office in coordination with the Special Events team in Parks, Recreation and Leisure Services.

NEXT STEPS (If Applicable): The LYCE Grant Program will open to the public and the application process begins.

ADDITIONAL REFERENCE MATERIALS ENCLOSED: LYCE Grant Policy

COMMITTEE RECOMMENDATIONS: The Executive Committee recommends approval of the adoption of the LYCE Grant Program and proposed policy.

Love Your City Event Grant Policy

A. Purpose of the Funds

Love Your City Event ("LYCE") Grants are intended to support the start of new events that have not been done in the City before. Goals of the LYCE grant program include bringing new event ideas, in partnership with local organizations (co-creators), to enhance the quality of life of Hampton residents and visitors through quality public gatherings.

B. Eligible Applicants

The Grant process is open to non-profit organizations with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code, and projects must be nonsectarian in nature.

C. Eligible Projects

LYCE Grant projects may entail a wide range of activities that are new to the City, built on strengths of the community, inclusive of a broad range of audiences, and further the City's strategic objectives of becoming a place of choice to live, work and play.

Organizations are encouraged to think creatively about what will be a successful, manageable event, and with whom they may partner to accomplish their work while applying the LYCE component.

Grants are intended to be "seed money" to help establish a new event and attract audiences for that event. Events that have been held in the last five years within the City are not eligible to apply unless the applicant is a previous grant recipients.

Size of Event: This is a grant program intended for smaller events that occur in one day attracting less than 5,000 people. (Attendance parameters are determined by location and special event permitting requirements). Organizations wishing to partner with the City on larger multi-day events are encouraged to contact the Parks, Recreation and Leisure Services Department ("PRLS") or the City Manager's Office to explore ideas.

The initiative should address an existing concern (e.g., prevention, Citizen involvement and action, public education and awareness, beautification, etc.), or provide new, never-seen-before additions to the City's existing programs--new events, exposure to new arts, legacy projects, and eye-opening experiences and lasting impressions designed to encourage persons to "Choose Hampton."

D. Grant Review Criteria

Final approval of grant applications is decided by City Council. The Neighborhood Commission's Community Appearance, Pride and Image Committee ("CAPI") will make recommendations to City Council as to whether an application should be approved.

Staff advisors to the CAPI for LYCE grant applications is a team including an Assistant City Manager, Special Events staff from PRLS, a Neighborhood Services Staff Member, the Deputy Director of PRLS, and/or the LYCE Coordinator from the City Manager's Office.

Grant Applications include the following forms:

- City Special Event Permit Application
- Love Your City Event Grant Application

Completed grant applications will be assessed for the following elements:

- A location within the City of Hampton that is accessible to and for the benefit of the general public;
- Contribution to the sense of Hampton's community and character;
- Family-friendly themes and activities;
- Initiatives that do not conflict with, or duplicate, existing City services or programs, including dates and timing of same or similar offerings; and
- Sound event plan, as defined by:
 - minimum of two (2) years' experience in event planning or working with an experienced event planner;
 - adequate lead time for event;
 - adequate manning and financial resources to execute plan;
 - availability of requested dates at City venues; and
 - appropriate business licenses, state corporation documentation and EIN.
- Key partnerships that may help to support continuation of the event in future years; and
- Marketing Strategy (include timeline).

E. Special Event Permit

Grant recipients are required to adhere to all requirements in the Special Event permitting process.

F. Funding

- Maximum Funds:** A maximum of \$10,000 in LYCE Grants funds may be invested in each project or event, either in the form of a single year grant of \$10,000 or a two-year grant of up to \$5,000 each year. (Again, this grant program is intended for smaller events. Organizations wishing to partner with the City on larger multi-day events are encouraged to contact the Parks, Recreation & Leisure Services Department.)
- Open Grant Limit:** Organizations may have only one active LYCE Grant project underway at any time.
- Annual Project Limit:** LYCE Grants awards are limited to one award per year per organization.
- Budget Limits:** The City reserves the right to limit the amount of the grant funds where necessary for budgeted items of food, beverages, and any other individual activities.

e. Annual Funding Limits: Funding decisions are based on available funding in the current fiscal year (between July 1 and June 30). Annual funding for the LYCE Grant is \$50,000. As such, early application submissions are encouraged.

f. Funding Restrictions: Grant funds may not be used to purchase:

- i. alcoholic beverages
- ii. cash give-a-ways, gift cards, prizes
pre- and post-event activities (e.g., meals and entertainment)
- iii. purchase equipment (however, rentals are permitted)
- iv. personal expenses (e.g., mileage, travel-related expenses)
- v. honoraria: non-contracted monetary donation to parties associated with the event (e.g., guest speaker)

g. Fiscal Responsibility: It is the applicant's responsibility to ensure that funds are used solely for the awarded LYCE project.

G. Award of Funds

The CAPI Committee will recommend a funding amount it believes is appropriate for each qualified event, which may result in a recommendation to allocate less than the total amount budgeted for the program year. Final reports are due no later than 45 days after the grant project occurs. All funding allocations are subject to the availability of funds.

Fifty percent (50%) of the total awarded funding will be provided at least thirty days in advance of the event, with the remaining amount released no later than thirty days after completion of the event.

In addition to the grant award, recipients also will receive the following fee waivers where applicable.

1. The City Special Event application fee of \$50.00.
2. City park or facility rental.

H. Matching Requirements

Organizations receiving LYCE Grant funds must demonstrate matching resources for at least twenty-five percent (25%) of the value of the total awarded grant funds. For example, if the city provides a \$10,000 grant, the applicant must demonstrate match resources of at least \$2,500 in equally valued resources. The match provided must have a direct relationship with the project being undertaken and may be demonstrated in sponsorships, donations, and volunteer labor for the day(s) of the event.

I. Committee & Staff Review

After a complete grant application is submitted, Special Events staff will:

1. Review the packet for completeness;
2. Request any additional information from the applicant; and
3. Forward the updated or complete application to the staff review committee.

The Staff Review Committee then will:

1. Review the application to ensure it abides by the guiding principles and policies of the Commission;
2. Contact the organization with any questions or requests for additional information;
3. Forward the application to the CAPI committee for review and recommendation. The application will include a staff review form that includes a recommendation and justification. The CAPI committee meets monthly on the third Wednesday.
4. Forward the CAPI committee recommendation and grant application to City Council for approval shortly thereafter, either the next or following Friday.

J. Role of CAPI Committee

The CAPI Committee's role in reviewing LYCE grant application is to partner with the City Manager's Office by providing recommendations to the City Council. The CAPI Committee is being used as a review board for LYCE Grants because of its expertise in grant reviews, community partnerships, and events. By utilizing the CAPI Committee in this manner, the LYCE Grant Program includes citizen input utilizing an existing process.

K. Application Review

Once staff reviews the final application, it is submitted to the CAPI Committee. The committee may choose to meet with the applicant at least once to discuss the project and request the applicant answer any concerns regarding the planning, scope, or nature of the project.

At least one consultation with the Staff Review Team will be required as described in the review process. In addition, the Staff Review Team also may be able to assist the applicant in identifying challenges that may be faced in implementing the project, connecting with organizations doing similar projects, and identifying other possible resources.

L. Recurring Requests

The intent of the LYCE Grant Program is to encourage new events; however, previous recipients are eligible to reapply.

M. Additional/Contingency Funding

No additional funding will be provided by the City above the awarded amount. Organizations are encouraged to budget carefully and account for any potential contingency needs that may arise.

N. Media and Credit Requirements

The grantee must include the following credit line in all promotional and marketing materials related to this grant including websites, news and press releases, public service announcements, broadcast media, event programs, and publications: **"With the support of the City of Hampton Love Your City Event Grant Program."** The grantee also must use the City's logo in marketing and publicity materials, including but not limited to newsletters, press releases, brochures, fliers, websites or any other materials for dissemination to the media or general public.

O. Timeline (LYCE Grant Fall 2016 Cycle)

Grant applications will be accepted on a continuous basis, with quarterly deadlines until funding for the fiscal year is depleted. Please visit the City website for additional details at www.hampton.gov/specialevents. Deadlines are established by the City of Hampton.

Grant Funding Period	July 1, 2016 - June 30, 2017
Grant Announcement/Intent to Apply	June 29, 2016
Consultation Period w/ Staff Review Team	June 29 – July 11, 2016
Applications Available	July 12, 2016
Application Deadline	July 20, 2016
Staff Team review of applications	July 21, 2016
CAP1 Committee review applications	July 27, 2016
CAP1 recommendations forwarded to City Council for final approval	July 29, 2016
Award Notifications Issued	August 4 , 2016
Grant Funds Available	August 15, 2016



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MEETING DATE: July 11, 2016

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

Preparer: J. Bryson Reviewer: J. McBride Presenter: A. Callahan

SUBJECT: Consideration of Proposed By-Laws Revisions

AGENDA ITEM: IV.B

ACTION REQUESTED: Approval of the Nominating Committee recommendation of the *Proposed By-Laws Revisions*

Suggested Language for the Motion – “I move that we approve the revisions to the Neighborhood Commission By-Laws”

BACKGROUND STATEMENT:

Highlights of the proposed revisions are as follows:

- Minor corrections to change references to the Neighborhood Office to the Community Development Department Housing & Neighborhood Services Division.
- Added language to the terms/appointments of At-Large Representatives and District Commissioners

NEXT STEPS (If Applicable): The Neighborhood Commission By-laws will be updated to reflect the approved revisions and distributed to all Commission members

ADDITIONAL REFERENCE MATERIALS ENCLOSED: Proposed By-Laws Revisions

COMMITTEE RECOMMENDATIONS: The Nominating and Executive Committee recommend approval of the proposed amendments.

NEIGHBORHOOD COMMISSION
City of Hampton, Virginia

BY-LAWS
(Amended June 13, 2016)

ARTICLE I: PURPOSE

Hampton's Neighborhood Commission (the "Commission") provides leadership, guidance, and support to the Hampton Neighborhood Initiative, thereby creating healthy neighborhoods where everyone is able to realize their full potential for a better quality of life. The Commissioners, collectively, are responsible for keeping the Commission focused on its purpose and guiding principles.

In pursuing its purpose, the Commission recognizes that the vitality and health of Hampton's neighborhoods is furthered when all sectors of the community -- citizens, neighborhood organizations and leaders, non-profit organizations, businesses, schools, the faith community, the military, and local government -- work in partnership and contribute to the well-being of neighborhoods. The Commission will work to build consensus for action among Commission members and within the community as a whole. The Commission will develop effective partnerships that access and utilize all available resources to improve Hampton's neighborhoods.

To accomplish these purposes, the Commission assumes the following roles and responsibilities: to function as a representative body to and for neighborhoods; to maintain a vital and dynamic relationship with neighborhoods; to establish policies with respect to the Hampton Neighborhood Initiative; to expand participation in the Hampton Neighborhood Initiative; to expand the capacity of neighborhoods to help themselves and others; to broker and secure resources for neighborhoods; to serve as a voice for neighborhoods in the negotiation and resolution of neighborhood issues; to serve as an advisory body regarding city policy on issues that impact neighborhoods; to provide for oversight and evaluation of the Hampton Neighborhood Initiative; and, ultimately, to promote neighborhoods as places to proudly call home.

ARTICLE II: MEMBERSHIP

Section 1. Composition of the Commission. The Commission is comprised of twenty-one (21) members as follows: ⁷

- 1) Ten (10) District Representatives from each of the ten neighborhood districts. They are nominated by the Commission and appointed by City

Council to serve four (4) year terms. Representatives will complete the remainder of any unexpired terms, and may additionally be appointed for up to two consecutive four year terms. Should a former Commission appointee reapply, consideration may be given to their application for the same unfilled position following one (1) year from the time of their resignation. ^{3 7 10}

2) Three (3) Institutional Representatives are nominated by the Commission, and appointed by Council. Nominees are considered to represent the local Faith, Business, and Non-profit communities. Representatives will complete the remainder of any unexpired terms, and may additionally be appointed for up to two consecutive four year terms. Should a former Commission appointee reapply, consideration may be given to their application for the same unfilled position following one (1) year from the time of their resignation. ^{3 7 10}

3) One (1) School representative, are requested by the Commission, assigned by the Superintendent, and appointed by Council. They serve two year terms and may continue to serve upon mutual agreement between the Commission and the City Manager. ^{6 7 10}

4) Three (3) City Representatives are requested by the Commission, assigned by the City Manager, and appointed by City Council. They serve two year terms and may continue to serve upon mutual agreement between the Commission and the City Manager. ^{6 7 10}

5) Two (2) Youth Representatives are recommended by the Hampton Youth Commission, nominated by the Commission, and appointed by City Council. They serve two year terms and serve at the pleasure of the governing body they represent. ^{6 7 10}

6) Two (2) at-large Representatives, relative to the priority concerns identified by the Commission, in their work plan. Representatives are nominated by the Commission and appointed by City Council. They serve two year terms and may continue to serve additional consecutive terms upon mutual agreement between the Commission and the representative. ^{7 10}

Section 2. Appointment of Commissioners. All Commission members are appointed by City Council. (Reference Neighborhood Commission Operations Manual Chapter 3 for the nominating process.)

Section 3. Terms. District and Institutional Representatives serve four-year terms, and City, School, Youth, and At-Large representatives serve two-year terms. ¹⁰ ~~City, School, and Youth representatives serve at the pleasure of the governing body they represent.⁶ All other Commissioners may be re-appointed for one~~

~~consecutive four-year term.~~³ In addition to completing an unfulfilled term, District and Institutional Representatives may serve two consecutive terms, while City, School, Youth, and At-Large representatives may continue to serve additional terms at the pleasure of the Commission and the governing body or organization they represent.¹⁰ If terms expire and new appointments have not been made, current Commissioners continue to serve until new appointments are made.

Section 4. Vacancies.

- a. Vacancies will occur when a Commissioner: 1) resigns; 2) moves out of the City of Hampton; 3) no longer meets the criteria under which they were appointed; or 4) misses more than three (3) consecutive regular meetings of the Commission without explanation or notification to the Executive Director or his designee,⁹ and is removed by City Council upon recommendation of the Commission.
- b. Individuals filling unexpired terms are eligible to serve two (2) full terms (reference Article II. Section 3).
- c. For the process for filling vacancies on the Commission reference Article II. Section 2.

ARTICLE III: ELECTION AND DUTIES OF OFFICERS OF THE COMMISSION

Section 1. Elections.

- a. The elected officers for the Commission will be the Chair and Chair-Elect. In addition, three Commissioners will be elected to the Executive Committee.
- b. Elections will occur at the annual meeting. At the annual meeting, the Commission will elect from its membership a Chair and Chair-Elect to serve for a one-year term. Those members will serve in such a capacity unless they resign or are removed from office. Should both offices be vacant, the Executive Director will preside until the election is held.
- c. Nominations for officers and members of the Executive Committee (reference Article V. Section 1.a.) will be forwarded to the full Commission by the Nominating Committee. (Reference *Neighborhood Commission Operations Manual*, Chapter 3 for the nominating process.)
- d. For purposes of electing officers and members of the Executive Committee, the individual(s) receiving the majority of votes will be elected.
- e. Votes will first be taken for the Chair, followed by the Chair-Elect, and then individually to fill the remaining seats on the Executive Committee.

ARTICLE VII: CONFLICT OF INTEREST

Neighborhood Commission members must comply with the State and Local Government Conflict of Interest Act (Section 2.1-639.1, *et seq.* of the Code of Virginia, 1950, as amended).

ARTICLE VIII: AMENDMENT OF BY-LAWS

These By-laws may be amended at any meeting with an affirmative vote of two-thirds (2/3) of the members present and voting, provided the proposed amendment has been read in full at a prior meeting and circulated to all members.

(Adopted December 14, 1998)

¹(Amended December 13, 1999) (*Nominating Committee duties*)

²(Amended August 14, 2000) (*Annual Meeting of the Commission*)

Ten (10) members will constitute a quorum for the transaction of business, provided that a minimum of six (6) district representatives are present. (Amended February 12, 2001)

³(Amended September 13, 2000) (*Terms of Commissioners*)

⁴(Amended February 12, 2001) (*Nine (9) members will constitute a quorum provided a minimum of five (5) are district representatives.*) (*Procedure in absence of Quorum*)

⁵(Amended March 10, 2003) (*Order of Business*)

⁶(Amended April 14, 2004) (*Terms of Commissioners*)

⁷(Amended September 10, 2007) (*Composition of the Commission and Terms of Commissioners*)

⁸(Amended March 10, 2008) (*Comprehensive amendment*)

⁹(Amended September 10, 2012) (*Composition of the Executive Committee, revised references to the Neighborhood Office, added the Executive Director's designee*)

¹⁰(Amended June 13, 2016) (*Commissioner and At-Large Representative Terms*)



People. Partnerships. Possibilities!

MEETING DATE: July 11, 2016

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

Preparer: J. Bryson Reviewer: J. McBride Presenter: A. Callahan

SUBJECT: Consideration of Proposed Operation Manual Revisions

AGENDA ITEM: IV. C

ACTION REQUESTED: Approval of the Nominating and Executive Committee recommendation of the *Proposed Operation Manual Revisions*

Suggested Language for the Motion – "I move that we approve the revisions to the Neighborhood Commission's Operation Manual"

BACKGROUND STATEMENT:

The amendment of Chapter 3, Nominating Process, Section 7, Reappointments of the Neighborhood Commission's Operation Manual will reflect that, " ...if a Commissioner has not been with the Commission for over 18 months and must reappoint due to finishing an unexpired term, they are only required to submit the Re-Appointment Application/Request Form. The letter the Commissioner submitted with original application is still valid."

NEXT STEPS (If Applicable): The Neighborhood Commission *Operation Manual* will be updated to reflect the approved revisions and distributed to all Commission members

ADDITIONAL REFERENCE MATERIALS ENCLOSED: Proposed Operation Manual Revisions

COMMITTEE RECOMMENDATIONS: The Nominating and Executive Committee recommend approval of the proposed amendments.

provided to all the neighborhood organization presidents on the Housing and Neighborhood Services database.

- Interested candidates must submit an application and one letter of support from an organization in their sector to receive consideration.
- All candidates for Commission vacancies must also participate in an interview with the Nominating Committee. The Nominating Committee will also invite a past Neighborhood Commission Chair to participate on the interview panel to provide a fresh perspective. See Interview Questions for At-Large Representatives located in the Appendix. Note: The Nominating Committee may tweak the interview questions from year to year based on the needs of the Commission.
- Candidates are rated on seven criteria: personality/fit/team orientation; communication skills; active participation; community connections; asset orientation; passion for neighborhoods; and, overall skills. See Interview Rating Sheet located in the Appendix.
- Based on the interviews, the Nominating Committee will forward its recommendations to fill vacancies to the full Commission for consideration.

7. REAPPOINTMENTS

In an effort to create a fair and open process (reappointments are not automatic), all Commissioners seeking reappointment must complete a Re-Appointment Application/Request Form. The application form asks Commissioner's to share what they have accomplished in their respective sector over the course of their appointment. It also looks at their attendance at Committee and Commission meetings. In addition to submitting the application, Commissioners must also submit one letter of support from a neighborhood-serving organization in their district/sector.

If a Commissioner has not been with the Commission for over 18 months and must reappoint due to finishing an unexpired term, they are only required to submit the Re-Appointment Application/Request Form. The letter the Commissioner submitted with original application is still valid.

If a Commissioner seeking reappointment is uncontested, submitted the required application and letter of support, and, meets the qualifications for Commissioners as outlined in this Manual, then the Nominating Committee will recommend that he/she move forward in the process without an interview. However, if there are concerns such as attendance or lack of outreach, etc. an interview may be requested.

If more than one application is received, the Commissioner is required to participate in an interview, so that he/she can be fairly evaluated along with the other applicants.



MEETING DATE: July 11, 2016

HAMPTON NEIGHBORHOOD COMMISSION AGENDA REVIEW

People. Partnerships. Possibilities!

Preparer: J. Bryson

Reviewer: J. McBride

Presenter: S. Edwards

SUBJECT: Consideration of the recommended neighborhood for the Fall 2016 Hampton Home Repair Blitz

AGENDA ITEM: IV. C.

ACTION REQUESTED: Approval of the Recommended Neighborhood Area

SAMPLE MOTION: None needed – Motion by the CAPI Committee

BACKGROUND STATEMENT:

In the Fall, the Community Appearance Pride and Image (CAPI) Committee recommended a set of priority areas for the upcoming Fall 2016 Home Repair Blitz event.

Following recent Home Repair Blitz events, the Committee agreed on key factors that would help to ensure that the upcoming Blitz events were equally successful, including:

- Access to facilities for logistical and volunteer support,
- Opportunity to build stronger neighborhood & school partnerships,
- Awareness of seasonal activities that would impact the project (sports/activities),
- Visibility and concentration of homeowners with repair needs, and
- Existing community network and neighborhood organizations.

Given the considerations above, the Committee agreed to the Blitz area as follows:

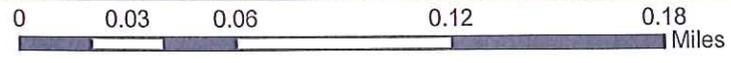
Fall 2016 Blitz: Little Back River- Pine Grove Neighborhood

NEXT STEPS: NA

ADDITIONAL REFERENCE MATERIALS ENCLOSED: Blitz Target Area Map

COMMITTEE RECOMMENDATIONS: CAPI Committee Recommends Approval of the Shell Rd. Corridor Neighborhood

Little Back River / Pine Grove Blitz



*Tenure is an estimate only

HAMPTON VA

City of Hampton
Planning and Zoning Administration Division
Source: City of Hampton Assessor
June 15, 2016

CAPI Committee

Meeting Results

June 15, 2016 – Community Development Conference Room- 5:00 PM

Present:

Steve Edwards Chair – Faith Based Commissioner
David Duxbury - District 1 Neighborhood Commissioner
Peggy Todd – At-Large Realtor Commissioner
Stephanie Afonja – At-Large Non-Profit Commissioner
“Chuck” McEachin – District 2 Neighborhood Commissioner
Fred Everette – District 5 Neighborhood Commissioner
Boris Peyton - Volunteer
Marcie Spragan - Neighborhood Development Associate
Jasmine Bryson - Neighborhood Development Associate
Shellae Blackwell - Neighborhood Development Associate
Shanel Lewis - Neighborhood Development Associate
Dan McCormick- Housing Investment Specialist
Keisha Whitney – Chief Neighborhood Development Specialist
Jonathan McBride – Housing & Development Services Department Manager
Veronica Meade – Deputy City Attorney

Absent:

Henry Mills – At-Large Business Commissioner
Pat Parker - Volunteer
Lynn Allsbrook – Public Works Department

• **“Love Your City” Grant**

- Jonathan McBride shared a new grant concept the City Manager’s Office was to implement and fund rather than Bay Days and have CAPI be in the approval process. The idea is to have several smaller family and neighborhood oriented events in lieu of the one, allowing the residents, organizations, associations, etc. to come up with, plan and run these smaller events.

• **Working Grant Application Review Meeting**

- **Purpose:** The purpose for the grant application process review, is to hopefully simplify the process, reduce confusion, reduce rejects based on incomplete data, and improve process efficiency.
- **Discussion:** The group discussion led to the following:
 - **First Step:** Establishing and incorporating an “Idea-Letter” which is submitted prior to the grant application submittal.
 - **Purpose:** The Idea Letter is the first step of the Neighborhood Grant application process to allow us early review of the project concept and to help our customer navigate the rest of the process.
 - **Homework:** Review and comment on the City of Shoreline “Idea-Letter” as it will conform to our use.
 - **Next Steps (*in no particular order*):**
 - Review and adjust the application process, as necessary

- Reformat application, as necessary
- Rewrite and reformat application instructions

The meeting was adjourned at 7:00 PM

The next meeting TBD pending on homework assignment results

Minutes by: Steve Edwards

Civic Communications Committee

Meeting Results

June 8, 2016 – Canty Conference Room- 5:00 PM

Present:

Barbara Franklin Chair - At-Large Commissioner,
Sandra Medina - District 4 Neighborhood Commissioner,
Shanel Lewis - Neighborhood Development Associate,
Stephanie Afonja – Nonprofit Representative Chesapeake,
Harry – Northampton Civic League Representative,
Chekesha White - District 10 Neighborhood Commissioner,
David McCauley, Director of 311 (Hampton)

Absent:

Alice Callahan – District 6 Neighborhood,
Jason Price – Hampton Police Representative

The regular meeting of the Civic Communications Committee of Hampton Neighborhood Commission was called to order at 5:00 PM on June 8, 2016 at Canty Conference Room by Barbara Franklin.

I. Approval of Agenda

The agenda was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved. Sandra Medina motioned to approve, Barbara Franklin 2nd the motion.

III. Consideration of Open Issues

1. Chair Remarks – Barbara Franklin

- Continue outreach and collaboration with neighborhood serving organizations

2. Communication Plan – Shanel Lewis

A. Current Programs/Events

- Hampton 101/201
- You Make a Difference Event
- Meet and Greets
- Partners with Hampton neighborhood organizations events
- Hampton Home Repair Blitz

B. Target Audiences

- Hampton Residents – Adults, Youth, Seniors
- Hampton Non Profit Business – Child Development, Foodbank, etc.
- Hampton Neighborhood - Serving Organizations – Boy/Girl Scouts, Churches, etc.

C. Outreach Efforts

- Phone/Email
- Hampton.gov/Hampton ENews

- Social Media – Facebook, Twitter
- Flyers/word of mouth
- Attend neighborhood organizations events

D. Gaps outreach efforts

- Neighborhood Commissioners – Increase activity with outreach and Registered Neighborhood – Serving Organizations Program

E. Gaps in outreach/Audience

- Seniors
- Youth

F. New Programs/Events Outreach

- Attend more neighborhood events being held by the Hampton Neighborhood-Serving organization
- Expand on current programs/events

IV. Agenda and Time of Next Meeting

The next meeting will be held at 5:00 PM on July 13, 2016, or we will reschedule due to conflicting schedules, at:
Canty Conference Room

The meeting was adjourned at 6:20PM by Barbara Franklin.

Minutes submitted by: Sandra Medina

Civic Communications Outreach Plan

Current Programs/ Events	Target Audiences	Outreach Efforts	Gaps in Outreach/ Audiences	Outreach Strategies
Hampton Home Repair Blitz- Minor exterior repairs in a targeted neighborhood	Elderly, low income, disabled / Volunteers 18+	Door to door canvassing, 311		
College Series Hampton 101-State of the city address Hampton 201- Build a better leader	Military, realtors, neighborhood leaders, community leaders	Website, email, word of mouth, social media	Faith based institutions, youth, civic associations	
You Make a Difference Event – Celebrating the work of neighborhoods throughout the year	Neighborhood Leaders/ associations	Invitations, email blasts, enews, facebook, website	Youth, schools, government, businesses, faith based institutions	
Meet and Greet – networking opportunity for neighborhoods	Neighborhood Leaders, community serving organizations, seniors	Invitations, email, enews, website, social media	Youth, businesses, government, schools	
CAP Grant (2000 social activity, event)	Neighborhood serving organizations	Meet and greets, word of mouth, websites, neighborhood association meetings		
NIF Grant (100,000 physical improvements)	Neighborhood serving organizations, community projects	Meet and greets, website, word of mouth, neighborhood association meetings		
RNSORP- Registration program for organization to submit contact information to commission	Neighborhood serving organizations, faith based, businesses	Meet and greets, website, word of mouth, neighborhood association meetings	Neighborhood Associations	