

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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### CITY COUNCIL

1

Jasmine E. Gore, Mayor, Ward #4  
Patience Bennett, Vice Mayor, Ward #7  
Debbie Randolph, Councilor, Ward #1  
Arlene Holloway, Councilor, Ward #2  
John B. Partin, Jr., Councilor, Ward #3  
Janice Denton, Councilor, Ward #5  
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager  
Sandra. Robinson, City Attorney  
Ronnieye L. Arrington, City Clerk

September 24, 2019

**COUNCIL CHAMBERS**  
**300 N MAIN ST. HOPEWELL VA**

**Closed Meeting: 5:30 PM**  
**Regular Meeting: 7:30 PM**

### OPEN MEETING

**5:30 p.m.** Call to order, roll call, and welcome to visitors

**Roll Call**

### CLOSED MEETING

Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711

(A)(1) to discuss and consider personnel matters, including the appointment, assignment, salaries, and performance of specific appointees and to consider prospective candidates for appointment to various boards and commissions of the City Council, including Community Policy and Management Team; and

(A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

### RECONVENE OPEN MEETING

**CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?**

**Roll Call**

### REGULAR MEETING

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

Prayer by Rev. Joyce Harville of First Christian Baptist, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice Mayor Bennett.

**SUGGESTED MOTION: To amend/adopt Regular Meeting agenda**

**Roll Call**

### Consent Agenda

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

**C-1 Minutes:** September 10, 2019

1. Attachment

**C-2 Pending List:** Due October 9, 2019

**C-3 Routine Approval of Work Sessions:** None

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

1. Personnel Report

2. Finance Report

**C-5 Ordinances on Second & Final Reading:** None

**C-6 Routine Grant Approval:** None

**C-7 Public Hearing Announcement:** None

**C-8 Information for Council Review:** Minutes: CPMT August 2019; Planning Commission July 2019

1. Attachments

**C-9 Resolutions/Proclamations/Presentations:**

**C-10 Public Hearing Announcement:**

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

### Public Hearings

**CITY CLERK:** *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **five minutes**. No person shall be permitted to address the Council a second time until all others have been heard, and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406)*

**NONE**

### Communications from Citizens

**CITY CLERK:** *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

**Reports of City Manager:**

**R-1** CAFR Update

**R-2** **Presentations and Awards** - Parks & Recreation Awards (Aaron Reidmiller); Building an Early Learning Nation Grant (Mayor Gore)

**R-3** **Pavement Management Program Update**

**ISSUE:** Provide update on the Pavement Management Program to Council

**R-4** **FY 21 and FY 22 VDOT Revenue Sharing Applications**

**ISSUE:** The current application cycle for the Revenue Sharing Program started on May 15, 2019 for funding in fiscal years 2021 and 2022. The deadline for application completion is October 1, 2019 at 5:00 PM. City staff has identified three new (3) projects and created three pre-applications: The total local match for all three (3) projects over FY 2021 and 2022 would be \$995,316 with a total estimated value of work at \$1,990,632. For VDOT to consider the City’s applications for Revenue Sharing Program matching state funds in FY 2021 and 2022 applications must include a resolution committing to the projects and the local match. City staff also requests that the City formally endorse and add each project to the City’s current Capital Improvement Program (CIP).

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

**Roll Call**

**Council Action Items:**

**1.** **Council review of various software packages**

**ISSUE:** Several software packages have been purchased and/or funded through City Council. It is believed that these software packages benefit more than just City Council, and therefore should not have been funded by Council. I am requesting that Council review these packages and decide as to how they should be properly funded and budgeted going forward.

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

**Roll Call**

**2.** **Communication between City Councilor and the Treasurer’s Office**

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

**Roll Call**

**3. Gore/Pelham - Local historic marker program**

**ISSUE:** Request that City Council establish a Local Historic Marker Program. The program was established in the Commonwealth because "proposed marker subjects do not meet the criteria for the state system because they are of local significance rather than of state, regional, or national importance. The Code of Virginia empowers local governments to establish marker programs to commemorate persons or events of local significance, provided that the local markers look different from the state ones."

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

**Roll Call**

**4. Creation of Ashford Kent Ad-Hoc Committee**

**ISSUE:** The Mayor of Hopewell was invited to attend a celebration of the twinning of Ashford Kent, UK and the City of Hopewell, Virginia. There were several suggestions made by members of this Council and the Twinning Committee. Ashford Kent has moved the celebration to next year. The Mayor would like to create an Ad-Hoc Committee consisting of the Mayor, Vice Mayor, Mr. Bragg, and two members of the Twinning Association, to work with the Mayor’s office and Ashford Kent to plan a celebration.

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

**Roll Call**

**Reports of City Attorney:**

**Reports of City Clerk:**

- 1 List of vacancies; resignation of board members
- 2 Transportation Board
- 3 Community Policy Management Team (CPMT)

**Reports of City Council:**

**Committees:**

Local Government Advisory Committee (LGAC) to the Executive Council of the Chesapeake Bay Report by Mayor Gore

**Individual Councilors**

**IR-1** **Randolph – Limiting IR and CCR items** - Requesting that a work session be set to discuss limiting Council IR and CCR items on the agenda (return item)

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

**Roll Call**

**IR-2** **Randolph - Discussion of Historic Preservation Committee** (return item)

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

**Roll Call**

**IR-3** Partin - New Curb and Gutter Program (return item)

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

Roll Call

**IR-4** Gore – Request to eliminate 3-hour time rule for all Council meetings (return item)

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

Roll Call

**IR-5** Denton – Office keys – requesting keys to all areas of City Council suite (new item)

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

Roll Call

**IR-6** Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

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

Roll Call

**IR-7** Gore - Recognition of Hopewell Tree Stewards (new item)

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

Roll Call

**IR-8** Gore - Tree City USA (new item)

ISSUE:

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

Roll Call

**Citizen/Councilor Requests**

**Presentations form Boards and Commissions**

**Other Council Communications**

**Adjournment**

# **REGULAR MEETING**

# **CONSENT AGENDA**



# MINUTES

**MINUTES OF THE SEPTEMBER 10, 2019 CITY COUNCIL MEETING**

A meeting of the Hopewell City Council was held Tuesday, September 10, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jasmine E. Gore, Mayor, Ward 4  
Patience Bennett, Vice Mayor, Ward 7 (arrived at 5:52 p.m.)  
Deborah Randolph, Councilor, Ward 1  
Arlene Holloway, Councilor, Ward 2  
John B. Partin, Jr., Councilor, Ward 3 (arrived 7:02 p.m.)  
Janice B. Denton, Councilor, Ward 5  
Brenda Pelham, Councilor, Ward 6

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Sandra R. Robinson, City Attorney  
Ronnieye L. Arrington, City Clerk  
Debra McKnight, Assistant City Clerk

**ABSENT:** None

**ROLL CALL**

Mayor Gore opened the meeting at 5:32 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:52 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	absent (arrived at 7:02 p.m.)
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

At 5:33 p.m., Councilor Pelham moved to go into closed meeting Move to go into closed meeting pursuant to the following sections of Va. Code Sections 2.2-3711: (A)(1) to discuss and consider personnel matters, including the specific assignment, appointment, performance, and salaries of specific appointees; A)(7) and (A)(8) to consult with legal counsel regarding specific legal matters requiring the provision of legal advice, and be briefed by counsel and staff members pertaining to actual and probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and to the extent that such discussions will be aided thereby, (A)(4) to protect the privacy of individuals in personal matters not related to public business. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	--- (arrived at 5:52 p.m.)
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	--- (arrived at 7:02 p.m.)
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 5-0**

**RECONVENE OPEN MEETING**

At 7:39 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**ROLL CALL**

Mayor Gore requested a roll call as follows:

Councilor Pelham	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Mayor Gore	-	present
Councilor Denton	-	present

**PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA**

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Pelham.

**AMEND AGENDA**

Vice Mayor Bennett to remove item R-4 and bring it back after the work session, to be held October 2, 2019 at 5:30 p.m. The motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 7-0**

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**Consent Agenda**

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

**C-1 Minutes:** Minutes of Council's 8-13-19, 8-15-19 and 8-20-19 meetings.

1. (Attachments)

**C-2 Pending List:**

1. Additional pending list - see attached
2. See Attached
3. Third pending list - see attached

**C-3 Routine Approval of Work Sessions:** September 24, 2019 - work session for Conditional Use Permit - 106 N Main Street

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

1. Attachments

**C-5 Ordinances on Second & Final Reading:**

**C-6 Routine Grant Approval:**

**C-7 Public Hearing Announcement:**

**C-8 Information for Council Review:** Minutes: ARB 7-22-19; 8-19-19; BOE 7-3-19, 7-24-19, 7-31-19, DDRC - 7-3-19, 8-7-19; HRHA 6-10-19; KHB 7-10-19; PART 5-17-19

1. Attachments

**C-9 Resolutions/Proclamations/Presentations:** Marketing matrix video presentation by Charles Dane, Assistant City Manager

**C-10 Public Hearing Announcement:**

Councilor Pelham moved to Motion to move the proclamation and make it item R-1, move the I Love Hopewell initiative to R-4, and make the Pending List items R-5 – all remaining items to shift up or down respectively. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 7-0**

**PUBLIC HEARINGS**

**NONE**

**UNFINISHED BUSINESS**

**NONE**

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**COMMUNICATIONS FROM CITIZENS**

Ms. Dorothy Flowers came forward and spoke to Council regarding her concerns with the mold that is in her apartment. She said she had gone to HRHA about the issue, but with no results. She said she had gone to the HRHA meeting and shown her pictures to three members of the Board. Mayor Gore asked Ms. Flowers to give her information to the City Manager. Councilor Pelham asked Sandra Robinson, the City Attorney to provide information regarding HRHA's mold remediation requirements for its housing. Mayor Gore asked that the City Attorney copy all of Council on her findings.

Mark Haley of Ward 3 came forward to discuss Agenda item \$-4. He urged that Council proceed with caution regarding R-4. He said that the \$35,000 limitation could cause emergency issues with Wastewater. He said that the previous ordinances were fine. He also said that banning people from City Hall had occurred in the past for people dealing with mental incapacity.

Larry Scarce of Ward 3 spoke regarding the field behind the WHAP building. He said the field behind the houses is overgrown and needs to be cut.

Yolanda Stokes of Ward 6 came before council and thanked the councilors who attended the Twin Rivers Neighborhood Watch. She also spoke about someone who was homeless and had been on the HRHA list for nine years, and asked if Council could provide assistance,

Shamika Lewis of Ward 7 spoke to Council regarding her concern for Hopewell.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Presentations and Proclamations** - Charles Dane, Assistant City Manager presented the marketing matrix video. Councilor Randolph asked how much the production of the video cost. The response was \$23,000.

Mayor Gore and Vice Mayor Bennett presented a proclamation to the Liberty Chapel Gospel Service Men's Ministry for their excellent work with the Woodlawn Learning Center Complex Community Garden. Vice Mayor Bennett noted that each of the organization members were either Veterans or children of veterans.

**R-2 Considerations for Homeless Shelter Services**

**ISSUE:** City Council has asked staff to research and assess the following two matters related to the operation of the City's Seasonal Homeless Shelter: 1) To operate the Shelter by creating City staff positions vs. employing the services of a private contractor; and 2) To explore the cost of funding for year-round vs. seasonal sheltering.

Ray Spicer, Director of Social Services presented information to Council regarding this item. Mr. Dane said that they would bid this item out, and if the bids come back to high, will return to Council. Councilor Partin moved to go with the option of doing the Shelter seasonally, using the contractor to service the Shelter. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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**R-2 Homeless Shelter Services** *(vote)*

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 7-0**

**R-3 City Council Boards, Commissions and Authorities Annual Report**

**ISSUE:** City boards, commissions and authorities are required to report back to City Council annually. For years, not all boards have been reporting back to the Governing Body, or submitting meeting minutes.

Mayor Gore advised Council that several boards, committees and commissions had not been providing Council with the annual reports that are required per Council Rules. She requested that the boards be made to comply with this rule. Councilor Pelham moved to approve the Council boards and commissions making annual reports to Council, and for the Clerk to create a master calendar of the presentations, and for the Clerk to send Council information if any Board is unable to present. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 7-0**

**R-4 Chief Elected Official Consortium Agreement**

**ISSUE:** The City needs to pass a resolution for the Execution of the Crater Regional Workforce Development Board.

Mayor Gore provided Council with information regarding this item. Councilor Pelham moved to approve the Agreement as written and to approve Mayor Gore to act on behalf of the City. Mayor Gore seconded her motion. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 7-0**

**R-5 I Love Hopewell Showcase** – Mayor Gore updated Council on the status of the I Love Hopewell Showcase and its various initiatives. She noted that most of the initiatives are either sponsored events or *in kind* services. Council requested that any item that would cost money brought back before Council. Councilor Pelham moved to approve the continuation of the I Love Hopewell Showcase initiative through the end of the calendar year, and for Mayor Gore to report back to Council with more definitive information on costs, and that an extension of the initiative into the new calendar year and/or any new City funding needed to do projects or initiatives would come back to Council for approval. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 7-0**

**EXTEND MEETING**

Councilor Pelham moved to waive Council rules and extend the meeting long enough to complete the review of the Pending List and to complete the report out to Staff about Council’s discussion in Closed Session. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

**Motion passed 7-0**

**R-6 Pending List** – There were three pending lists included in Council’s packet. Council reviewed each item and either updated or discarded the items, consolidating the three lists into one. Council selected six items as *Priority Items*, and by consensus, requested that the City Manager provide an update each month, beginning with the October 9, 2019 meeting.

**CLOSED MEETING**

At 10:32 p.m., Councilor Pelham moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711: (A)(1) to discuss and consider personnel matters, including the specific assignment, appointment, performance, and salaries of specific appointees. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

**DRAFT**  
**September 10, 2019**  
**Regular Meeting**

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**CLOSED MEETING** *(vote)*

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 7-0**

**RECONVENE OPEN MEETING**

At 11:10 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 7-0**

**COUNCIL INTERN**

Upon discussion of Councilor, it was agreed by consensus that the Council Intern, Patrice Shelton, be paid from the Contingency Fund.

**ADJOURN**

At 11:15 p.m., Councilor Partin moved to adjourn the meeting. His motion was seconded by Vice Mayor Bennett. All answered in favor.

/s/ Jasmine E. Gore  
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk



**PERSONNEL  
CHANGE  
REPORT**

**DATE:** September 11, 2019  
**TO:** The Honorable City Council  
**FROM:** Michelle Ingram, Human Resources Specialist  
**SUBJECT:** Personnel Change Report – September 2019

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**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
LANGLEY, ROBERT	WATER RENEWAL	SR ELEC & INS TECH	09/04/2019

**SUSPENSIONS:** 0

(Other information excluded under Va. Code § 2.2-3705.1(1) as personnel information concerning identifiable individuals)

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
BUCCIARELLI, MARIA	RECREATION	PT CUST SVC AGENT	08/21/2019
DAUGHERTY, KOURTNEY	POLICE	POLICE OFFICER	08/27/2019
MELLENDORF, BRANDY	POLICE	ANIMAL SHELTER CUST	08/29/2019
PARSIO, KIMBERLY	CIRCUIT COURT	CIR CRT DEP CLK	09/10/2019

CC: March Altman, City Manager  
Charles Dane, Assistant City Manager  
Jennifer Sears, HR Director  
Dave Harless, Risk & Safety Coordinator  
Debbie Pershing, Administrative Services Manager  
Michael Terry, Finance Director  
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director  
Jay Rezin, IT  
Arlethia Dearing, Customer Service Mgr.  
Kim Hunter, Payroll  
Vanessa Williams, Accounting Tech

# **FINANCIAL REPORT**

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
08.31.2019**

**Implementation Plan**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  
- **Budget Development FY20**
  
- **Internal Reporting**
  - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
  - **Reporting for the period of 12.31.2018 – 08.31.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan**

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
08.31.2019**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**

City of Hopewell, VA August 31, 2019				
External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements:</b> for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%	
<b>Communicate Implementation Plan:</b> to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
FY 2016 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<b>FY 2016 Audit &amp; CAFR Preparation</b>	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers <b>(Fiscal Year Ended 6.30.2010 thru 6.30.2015)</b>				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18
Schools: <b>Task completion pending Schools providing corrected fund statements information to auditor (PBM)</b>				<b>Task completion ( 100%)</b> City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
<b>City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit.</b> <b>(08.21.2018)</b>				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit
				Schools communicated fund statements information to auditor (PBM) 9.26.18
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				<b>Task completion ( 100%)</b> <b>(see % completion status &amp; comments of the City CRAW implementation plan)</b>
<b>FY 2016 Audit</b>	04.01.18	04.30.18		<b>Task completion ( 80%)</b>
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18
FY 2016 Single Audit Issued			85%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process.

FY 2017				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
<b>FY 2017 Audit &amp; CAFR Preparation</b>	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools <b>(07.09.18 to 07.13.18 Field Work Period)</b>	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools ( postpone to 08.06.18 )
			40%	Schools ( estimated as of 09.30.18 )
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools <b>(08.06.18 to 08.17.18 Field Work Period)</b>	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on <b>return date to continue</b> audit field work & testing process for both City & Schools <b>(09.10.18 to 09.14.18 Continued Field Work Period)</b>	09.04.18	09.05.18	100%	Task completed
Schools: <a href="#">To expedite the completion of the FY 2017 CAFR and the Audit the City Finance Director recommended to the City Manager the necessity to deploy City CAFR Team accounting support to Schools.</a>	1.24.19	2.28.19	3.29.19	Task work in process ( 100% ) Schools Superintendent welcomed the recommendation as advised by the City Manager. Schools Finance Staff is working closely with the City to complete the FY 2017 CAFR and the Audit.
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan			3.29.19	Task work in process ( 100% ) (see % completion status & comments of the City CRAW implementation plan)
<b>FY 2017 Audit</b>	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued			100%	Actual Completion date 06.10.19
FY 2017 APA Report(s) Issued			100%	Actual Completion date 06.28.19
FY 2017 Single Audit Issued			0%	Postponed until FY16 single audit completed
FY 2018				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
<b>FY 2018 Audit &amp; CAFR Preparation</b>	08.01.18	10.31.18		
<b>FY 2018 Audit</b>	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued			45%	Task work in process 08.31.19
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				

City of Hopewell, Virginia							
Closing, Reporting and Audit Workflow (CRAW)							
				Date Start	Date Due	% Completion Status	Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%	
<b>Fiscal Year Ended June 30, 2016</b>				01.03.18	04.30.18	100%	Overall estimated % of completion as of 09.30.18
<b>Phase:</b>							
<b>Comprehensive Annual Financial Report (CAFR)</b>							
	Cash reconciliations					100%	Task completed
	Beginning general ledger balance reconciliation					100%	Task completed
	Year end closing process					100%	Task completed
	Fund Balance classifications					100%	Task completed
	Pension (GASB 68)					100%	Task completed
	Other postemployment benefits (GASB 45)					100%	Task completed
	Government Wide Reconciliations					100%	Task completed
	Financial Statement Preparation					100%	Task completed
	<b>Auditor of Public Accounts (APA) Report</b>					100%	Actual Completion date 10.30.18
	<b>Single Audit Report</b>					85%	Task work in process 08.31.19
				Date Start	Date Due	% Completion Status	Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%	
<b>Fiscal Year Ended June 30, 2017</b>				05.01.18	08.31.18	100%	Overall estimated % of completion as of 03.29.19
<b>Phase:</b>							
<b>Comprehensive Annual Financial Report (CAFR)</b>							
	Cash reconciliations					100%	Task Completed
	Beginning general ledger balance reconciliation					100%	Task Completed
	Year end closing process					100%	Task Completed
	Fund Balance classifications					100%	Task Completed
	Pension (GASB 68)					100%	Task Completed
	Other postemployment benefits (GASB 45)					100%	Task Completed
	Government Wide Reconciliations					100%	Task Completed
	Financial Statement Preparation					100%	Task Completed
	<b>Auditor of Public Accounts (APA) Report</b>					100%	Task Completed 6.28.19
	<b>Single Audit Report</b>					0%	
				Date Start	Date Due	% Completion Status	Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%	
<b>Fiscal Year Ended June 30, 2018</b>				05.01.18	08.31.18	45%	Overall estimated % of completion as of 08.31.19
<b>Phase:</b>							
<b>Comprehensive Annual Financial Report (CAFR)</b>							
	Cash reconciliations					64%	Task work in process 08.31.19
	Beginning general ledger balance reconciliation					75%	Task work in process 08.31.19
	Year end closing process					65%	Task work in process 08.31.19
	Fund Balance classifications					0%	
	Pension (GASB 68)					20%	Task work in process 08.31.19
	Other postemployment benefits (GASB 45)					20%	Task work in process 08.31.19
	Government Wide Reconciliations					10%	Task work in process 08.31.19
	Financial Statement Preparation					30%	Task work in process 08.31.19
	<b>Auditor of Public Accounts (APA) Report</b>					0%	
	<b>Single Audit Report</b>					0%	



City of Hopewell, VA				
August 31, 2019				
Other				
FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for 2018:</b>	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Implement Plan for 2018:</b>	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Notification &amp; Requests for Reporting</b>	07.01.19	06.30.20	100%	Overall estimated % of completion as of 08.31.19
<b>State Compensation Board Reimbursement -- SCB (July 2019)</b>			100%	Actual completion date 08.15.19
Department of Criminal Justice System -- DCJS			0%	Not applicable year to date
Healthy Families Grant			0%	Not applicable year to date
Community Based Child Abuse Program (CBCAP) Grant			0%	Not applicable year to date
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			0%	Not applicable year to date
(Electronic Municipal Market Access (EMMA) Continuing Disclosure (Notice Regarding Late Payment on Bonds))	7.16.19	7.31.19	100%	Actual completion date 07.31.19
Rating Agency requested the City to provide written responses to information inquiry.			0%	Not applicable year to date
Residential Sewer Rates Cost of Service Study			0%	Task on hold pending CAFR project completion
Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit			0%	Not applicable year to date

City of Hopewell, VA August 31, 2019				
External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report) DEQ (Landfill Financial Assurance Report) Single Audit Report Federal Audit ClearingHouse (FAC) Reporting Other				
<b>Implementation Plan:</b>				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<u>APA Reports</u>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of <b>01.31.18</b> the City had not made such request for FY15 or FY14.  The City requested on <b>02.01.18</b> CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18)  APA advised on <b>02.05.18</b> It will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on <b>02.01.18</b> DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17.  DEQ advised on <b>02.02.18</b> since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	100%	CBH provided the City with a draft FY15 report on 03.30.18. Finalization & Issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for <b>07.31.19</b>

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
08.31.2019**

- **Budget Development FY20**

City of Hopewell, VA				
August 31, 2019				
Budget Development				
FY 2019 - 2020				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for FY 2019 - 2020 Budget Development:</b>	12.01.18	12.31.18	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
<b>Draft Proposed City Budget Calendar for FY 2019 - 2020</b>	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<b>Communicate Draft to Stake Holders:</b>	01.31.19	02.22.19	100%	Task completion 02.21.19
<b>Finalize City Budget Calendar for FY 2019 - 2020</b>	02.22.19	02.28.19	100%	Task completion 04.08.19
<b>Implement City Budget Calendar for FY 2019 - 2020</b>	03.01.19	05.31.19	100%	Task completion 06.03.19
<b>Prepare the approved FY20 City Budget for loading to the City's accounting administrative system ( MUNIS)</b>	6.17.19	6.28.19	100%	Task completion 06.30.19
<b>Review &amp; verify the loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</b>	6.24.19	6.28.19	100%	Task completion 06.30.19
<b>Confirm &amp; verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</b>	6.27.19	6.28.19	100%	Task completion 07.01.19
Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)	7.15.19	8.30.19	70%	Task work in process 08.31.19

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
08.31.2019**

- **Internal Reporting**
  - Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
  - Reporting for the period of 12.31.2018 – 08.31.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan



**MINUTES OF THE JULY 11, 2019 MEETING  
OF THE PLANNING COMMISSION  
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, July 11, 2019 at 6:00 p.m. in City Council Chambers/City Council Board Room located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Elliot T. Eliades, Chairman  
Todd Butterworth, Vice-Chairman  
Chris Neal  
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director

City Attorney present:

Stefan M. Calos

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Chairman Eliades opened the meeting at 6:03 pm.

By roll call, all members were present. Vice-Chairman Butterworth led the prayer.

**Administrative Matters**

1. A motion was made by Vice-Chairman Butterworth to revise the agenda by moving the public hearing before administrative matters. Commissioner Vanderkeift seconded the motion. The motion passed with a vote of 4-0.

**Public Hearings**

1. A request for a Conditional Use Permit submitted by Thomas Kim, to operate a dance hall/night club at 710 West City Point Road.

Mrs. Griffin gave an overview of the request and showed an aerial view of the property. She also explained this property is zoned B-2 and a dance hall/night club can only be an allowed use through a Conditional Use Permit and approval by City Council. The applicant, Mr. Kim, was present but was represented by his lawyer, Mr. Brent Jackson. Also present were staff from the police, fire and code enforcement departments to speak on the staff's recommendation of denial.

Chairman Eliades asked Mr. Jackson to speak first and Mr. Jackson asked to reserve some time to speak after staff speaks. Mr. Jackson introduced himself, Mr. Kim, his interpreter, and the manager of the establishment Sudon Hulton. He then explained that this establishment has in the past been a restaurant and it is why the back room exist. Mr. Jackson gave out pictures of establishment and explained that his clients English is not all that clear so he is unable to get clarity as to the time

Vice-Chairman Butterworth asked Mrs. Polumbo to clarify that the video was after Mrs. Polumbo had already advised Mr. Kim that music and dancing could not occur under his current application to have a restaurant. Following the video and police reports that the activities taking place were that of a night club Mrs. Polumbo went to the property to speak to Mr. Kim and took a police officer whom spoke Mr. Kim's language to help with the communication. He was told he could not continue to operate until he applied and was approved to have a restaurant/night club. Even after this Mr. Kim continued to use the restaurant in the same manner of a dance club and there is video from police officers video cameras on two other separate occasions when the establishment was still operating as a night club.

Vice- Chairman Butterworth asked for clarification as to how many times the establishment was cited and Ms. Polumbo explained a total of three times.

Mrs. Griffin then spoke to Chairman Eliades to explain that she is aware this is not the board of zoning appeals but provides this information to clarify that she, as the Zoning Administrator has made the determination that what is on the videos is not a restaurant but a night club.

Officer Puck is one of the officers that went into the property and videotaped what he saw. He explained that when you come into the building there is a sliding door that separates the back portion or restaurant side of the property from the fish market part. Inside the back portion he saw tables pushed to the side walls, a dance floor, a make shift DJ booth, disco lights and speakers. They officers left the establishment but stayed in the area. They observed a big crowd enter the establishment and when they entered the establishment again the sliding door was closed but there could still see patrons dancing and all that was seen before to include the smell of marijuana. Once the patron noticed the police they left the dance floor and tried to sit at the table.

Vice-Chair Butterworth then asked Officer Puck if he knew the time this occurred and he responded around 1:30 a.m.

Commissioner Vanderkeift asked if there was alcohol being served and officer Puck said yes. She then asked if they had a liquor license but officer Puck was unable to answer.

Chairman Eliades asked Mrs. Griffin if she was aware if they had a liquor license and Mrs. Griffin asked if there was any one present that could speak on that. A different police officer pointed out that he was aware they had 90 day liquor license.

Mr. Jackson, attorney to Mr. Kim then asked if he could ask the officer some questions and Mrs. Griffin deferred the question to our city attorney.

Chairman Eliades also took the time to explain this is not a court hearing but just citizens trying to decide a yes or a no on the request being set forth.

City attorney pointed out that Mr. Jackson was already granted the opportunity to speak after staff from his own request and Chairman Eliades expressed that we should then stay the course and let all staff make their comments before Mr. Jackson is given the time to ask any questions.



Fire Marshall Heather Meyers also spoke on her visit with Inspector Polumbo to the establishment and on how they both explained to Mr. Kim he could not have a dance floor and music in his establishment because the requested use was a restaurant not a night club.

The Lieutenant for the Police Criminal Investigations Department spoke on the department's opposition for this establishment to become a dance club because of concerns for the safety of the surrounding neighborhoods. The department feels the lack of parking as well as the history of the manager with previous localities and crime in those places is concerning. The State ABC office has already revoked their liquor license before and they have proven to not follow the rules by the three zoning violations already given.

The public hearing was opened at 6:38 p.m. Mr. Jimmy Jones whom owns the property across the street says his been around Hopewell for 67 years and has never known the property to be a restaurant or anything other than a market. He is concerned with the violence an establishment like the one being requested can bring to the neighborhood. He has invested over a million dollars on the property across the road and is worried that this type of business will bring even more crime then the crime they are already dealing with.

Next to speak was Dennis Frank from Frank's Towing an adjacent property to Son's Seafood. He lives above his garage and sees what is going on and finds it disturbing. He expressed that anything that promotes alcohol and maybe drugs he is against.

Mrs. Griffin read two letters into the minutes received from other commercial properties in the area. One letter from Jim's Hopewell Barber Shop and the other from Ellis Construction LLC both in opposition of the request. The letters are attached and are considered a part of the formal minutes of this meeting.

Mr. Jackson then took his requested time to speak on those who spoke against his client's request. He explained that most concerns where about the manager which in his view is not the building or the applicant. Chairman Eliades then asked if the manager was at any point the agent of Mr. Kim and Mr. Jackson explained that yes at one point but she is no longer. Mrs. Griffin asked why the manager in attendance tonight with Mr. Kim if she no longer worked for him. Mr. Jackson did not answer the question. He also spoke about there being some communication issues that in the past month or two have been cleared and Mr. Kim now has full understanding of what he can and can't do.

Public hearing closed at 6:58 p.m. Mrs. Griffin read the seven approval criteria's for a conditional use application. The Planning Commission has to decide if these criteria have been met by the applicant. Staff asserts that criteria's 1, 2, 3 and 6 have not been met therefore the staff recommendation is to not approve the request.

Chairman Eliades asked Mrs. Griffin if she could share with everyone the areas of the city where a dance hall is approved. A dance hall is permitted by right in the B-3 district and with a CUP in the B-2 and B-4 districts only.

Vice-Chairman Butterworth motioned to deny the Conditional Use Application because of failure to demonstrate criteria's 1, 2, 3 and 6. Specifically element 2 public health and safety. The request also does not comply with the 2028 comprehensive plan. Motioned was second by Commissioner Vanderkeift. Motioned to deny passed 4-0.

Mrs. Griffin explained that the next step will be to go to City Council and that meeting will be August 20, 2019. A letter will be sent to the applicant as a reminder.

### **Citizen Comments**

2. A request from PI Tower Development for a Conditional Use Permit to construct a cellular tower at 130 Mercer Lane, also identified as Sub-Parcel # 106-0630.

Mrs. Griffin gave an overview of the request and explained that staff recommended to table the matter because at the time there were some questions that had not been answered by the applicant. They have now been answered via email. Attorney, William Shewmake was present to represent PI Towers. The public hearing opened at 6:30 p.m.

William Shewmake provided a power point presentation in which he explained the chosen location was a spot with the least coverage and putting a tower there can expand coverage and help the other towers near it work at better capacity. The height of the tower depends on the amount of coverage needed. He also spoke of studies done by other localities, specifically, York County, VA, that show towers have no effect on property values around towers.

Chairman Eliades asked if staff had any information on the health impact of towers. Mrs. Griffin said no they have not. Nor has she had any comments or complaints on the health impact of towers already located in the City.

Mr. Shewmake continued his presentation. He added, there will be a fence and landscaping along with a generator. A technician will only come out once a month for maintenance. The tower will not have any lights and they will be getting approval from the Federal Aviation Administration, if is not already on file.

Chairman Eliades asked Mrs. Griffin if all her questions were answered or needed more clarity, via the received email. She stated that she had questions on criteria 4 and 6. Criteria 4 dealt with height, size, type and location. The question was about the appearance of the tower and whether the tower would blend better in the community if it appeared as a pine tree. The agreement was that based on height and the amount of trees in areas, it would not be appropriate for the cell tower to resemble a tree but would blend better in the sky as stainless steel.

Mrs. Griffin explained that by state code we are to send letters to adjacent property owners. Staff went above and beyond by providing letters to other properties in the area as well but not to every property in the visibility area of the tower.

Third question was whether the tower would affect the value of Mrs. Gonzales property when it comes to development. The assessment of this 35 acre property is \$28,000 which shows that because of many variables faced by the property it would be a very costly endeavor if the property was able to be developed.

A motion was made by Commissioner Vanderkeift to allow Mr. Shoemaker to make comments and it was second by Commissioner Neil. Passed 4-0.

Mr. Shoemaker made some comments on the property and how difficult it would be in his opinion to develop Mrs. Gonzales property.

### **New Business**

1. A request submitted by Mesa Drive Land Trust to subdivide property located at 123 South Mesa Drive, also identified as Sub-Parcel #014-0295.

Mrs. Griffin explained that each property if subdivided would still have sufficient square footage. This subdivision meets requirements for set forth by the zoning ordinance and by the subdivision ordinance as well.

Vice-Chairman Butterworth motioned to approve based on the meeting of requirements set forth by the zoning and the subdivision ordinance. Second by Commissioner Vanderkeift. Passed 4-0.

2. A request submitted by Burt Hunter to subdivide property located at 1400 South 1st Avenue, also identified as Sub-Parcel # 071-0095.

Mrs. Griffin gave an overview and pointed out that the applicant is present and that Mr. Hunter wishes to subdivide for the purpose of selling a portion of his property.

Chairman Eliades asked Mr. Hunter what portion he was going to sale and if he could tell us what the purpose will be for the property being sold. Mr. Hunter explained he would be selling the bottom portion of 1<sup>st</sup> Ave. and would like to sell but does not have currently have buyer.

Vice-Chairman Butterworth moved to approve the request as it meets requirements of the zoning and subdivision ordinance and the 2028 comprehensive plan. Second by Commissioner Vanderkeift and passed with a 4-0 vote.

### **Minutes**

A motion was made by Vice-Chairman Butterworth to approve the May 30, 2019 minutes as provided. The motion was second by Commissioner Vanderkeift. The motion passed with a vote of 4-0.

### Reports of Council's Boards & Commissions

Mrs. Griffin provided an overview of the upcoming applications to be considered by City Council at the next meeting of August 20, 2019, where everything visited at the current meeting will be heard. She also updated the Commission regarding the duplex at 2907 Poplar St. and Mr. Hawkes meeting with the applicant on the fire rating. This will also go back to City Council on August 20, 2019. Lastly, Mrs. Griffin have an overview of actions taken at the Board of Zoning Appeals, the Downtown Design Review Committee and the Architectural Review Board.

### Report of the Director

Mrs. Griffin gave an overview of the Housing Conversation Meeting #1 and the future plans for these meetings. Redevelopment and the use of the housing authority was the main item brought up. AT next meeting the discussion will be on affordable housing in the city.

Mrs. Griffin spoke on the American Planning Association giving free registration to planning commission members for the state conference. She invited board members and explained there will be a session for planning commission members.

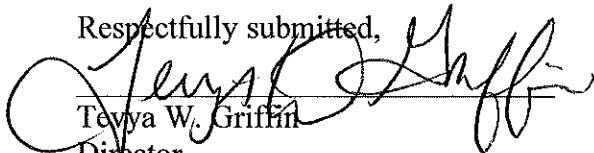
### Closing Comments Board Members

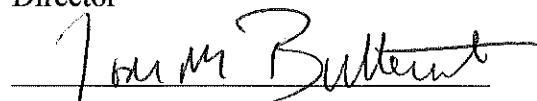
It was agreed by board members to have a work session at the same time as the next on Thursday, August 1, 2019.

### Adjourn

Motion to adjourn by Chairman Eliades and second by Commissioner Vanderkeift.

Respectfully submitted,

  
Teyya W. Griffin  
Director

 9.7.19  
Vice Chairman  
Chairman

**INFORMATION  
FOR COUNCIL  
REVIEW**



**Hopewell Community Policy & Management Team**  
**Minutes of the Meeting**  
**August 19, 2019**

**Present:**; Chairman Jermaine Harris, Hopewell Public Schools; Diana Barnes, D19 CSB; Woodrow Harris, Court Services; Raymond Spicer, Social Services Director; Joan Gosier, Fiscal Agent  
**Absent:** Janice Denton, City Council; Chris Wright, Vice-Chair  
**Others Present:** Wanda Brown, CSA Manager; Ebony L. Ross, CSA Specialist

- I. **Call to Order** –Chairman Jermaine Harris called the meeting to order at 2:02 p.m.
- II. **Adoption of Agenda** – A motion was made by Woody Harris and seconded by Raymond Spicer to adopt the July 15, 2019 meeting agenda. There were no additions, changes, or opposes. All members voted “aye.”
- III. **Public Comments** - None
- IV. **Approval of Minutes** – A motion was made by Woody Harris and seconded by Diana Barnes to approve the July 15, 2019 minutes as submitted. Ray Spicer could not go along with approval of the minutes due to having questions in regard to Joan being a member of CPMT. He questioned if she was voted in by City Council. Wanda Brown advised she was voted in by City Council. Diana Barnes stated a Fiscal Agent was a mandated position and Woody confirmed Ms. Barnes’ statement. It was also explained that Joe Bizzell is proxy when Joan Gosier is unable to attend. It was requested by Chairman Jermaine Harris to make clarification that only one person’s name from the Treasurer’s Office should be listed in the minutes for voting and it will reflect in the minutes going forward.
- V. **Financial Report** – CSA Manager Wanda Brown advised 2019 Fiscal Year has not been closed and is still working on June invoices. CSA is over budget and an email has been sent to Joan Gosier, Chairman Jermaine Harris, and March Altman in regards to this matter. Purchase Orders have been done prior to service being completed. Going forward the CSA office will know ahead of time if it goes over budget. A financial report was provided to all members present for July 2019 and YTD. For the month of July 1444.00 had been paid and \$665,038.37 was encumbered which is 22.6% of the FY 2020 budget.

**VI. Old Business**

- A. Policy & Procedures** – Chairman Jermaine Harris stated that the policies and procedures are close to being finalized. Another meeting is scheduled for August 23, 2019.

**VII. New Business**

- A. Wanda L. Brown expressed OCS will be coming in on September 16, 2019 to complete the entrance process for the official audit. This date will also be the same date for the next scheduled CPMT date. The auditor has already supplied a list of names for the audit. CSA Specialist Ebony L. Ross will be pulling the files to ensure all documents required for the audit are in the files.
- B. Questions arose in regards to the Quality Improvement Plan. City Council also wanted to know about changes being made to the Quality Improvement Plan. As of 2017 Case Workers must initial invoice. It was also acknowledged that the audit cannot be completed until QIP is completed. The QIP discussion points were addressed by CPMT.

**VIII. Closed Meeting** –Chairman Jermaine Harris declared at 3:22 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

**Certification of Closed Meeting**

Pursuant to §2.2-3712(D) of the Code of Virginia, the Community Policy and Management Team certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such business matters as were identified in the motion by which the Closed Meeting was convened, heard, discussed, or considered. Chairman Jermaine Harris, Wanda Brown, Woody Harris, Ray Spicer, Diana Barnes, and Joan Gosier voting “yes.” Joseph Bizzell, Janice Denton, and Chris Wright were absent.

**IX. Open Session**

Chairman Jermaine Harris reconvened the open session at 3:46 p.m.

**A. Approval of Purchase Order Request**

A motion was made by Woody Harris, and seconded by Janice Denton to approve and authorize payment of the June 2019 total expenditures of \$2,416.00 and to approve and authorize payment of the July 2019 expenditures of \$270,424.32 as discussed. The motion passed with, Chairman Jermaine Harris, Wanda Brown, Woody Harris, Ray Spicer, Diana Barnes, and Joan Gosier voting “yes.” Joseph Bizzell, Janice Denton, and Chris Wright were absent.

**X. Items of Interest** -Joan Gosier (Treasurer) advised two full time positions are now available in the treasures office. Chairman Jermaine Harris (Director of Student Services) also is in search of an in-house Social Worker and Behavior Specialist.

**XI.** The next meeting is scheduled for September 16, 2019 @ 2:00 p.m.

**XII.** Chairman Jermaine Harris adjourned the meeting at 4:06 p.m.



# **REGULAR BUSINESS**

**REPORTS  
OF THE  
CITY  
MANAGER**

**R-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

CAFR Update

**ISSUE:** Update on status of CAFRs

**RECOMMENDATION:** No action is required

**TIMING:**

**BACKGROUND:**

**ENCLOSED DOCUMENTS:**

- None

**STAFF:**

John M. Altman, Jr., City Manager

**FOR IN MEETING USE ONLY**

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

**Roll Call**

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

**R-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Recreation and Parks Awards Presentation

**ISSUE:** Hopewell Recreation and Parks received numerous awards at the 2019 Virginia Recreation and Park Society annual conference. The Department will present awards with additional information to City Council.

**RECOMMENDATION:** The administration will present awards and supporting information.

**TIMING:** The presentation will be given at the September 24, 2019, meeting of City Council.

**BACKGROUND:** None.

**ENCLOSED DOCUMENTS:**

None.

**STAFF**

Aaron Reidmiller, Director of Recreation and Parks

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Building An Early Learning Nation

**ISSUE:** Presentation

**RECOMMENDATION:** No Action requested

**TIMING:**

**BACKGROUND:**

**ENCLOSED DOCUMENTS:**

- The City of Hopewell – Early Childhood Priority Areas

**STAFF:**

Jasmine E. Gore, Mayor

**FOR IN MEETING USE ONLY**

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

**Roll Call**

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

The City of Hopewell, through participation in the National League of Cities' Early Learning Nation Initiative has chosen to focus on six key early childhood priority areas that support our overall vision that every child in Hopewell is ready for school and ready for life.

- 1. Access to High-Quality Preschool:** Hopewell is fortunate to be part of the great state of Virginia where children have access to preschool through both the Virginia Preschool Initiative and Head Start, both of which provide high-quality early learning experiences for children. However, the need in Hopewell far exceeds the available resources and many of our children do not have access to high-quality preschool experiences. In order to achieve our goal of every child ready for school, children need access to opportunities, learning experiences, and interactions that will allow them to be successful when they enter kindergarten.
- 2. Support for High-Quality Childcare:** In Hopewell, 78.7% of households with children under six have all adult members working, which means the need for childcare in our community is high. If adults are going to be successfully engaged in the workforce, then they need to know that their children are well looked after. Unfortunately, there is a lack of high-quality childcare options in Hopewell. Many of our children are in informal networks of care provided by friends or family or in childcare centers that are rated low in Virginia's Quality Rating Improvement System. In order to achieve our goal of every child ready for school, children need access to opportunities, learning experiences, and interactions that will allow them to be successful when they enter kindergarten.
- 3. Parent and Family Engagement:** Parents and families are children's first and foremost teacher and for many of our children most of the learning done in the first five years is done at home and not in a formal classroom environment. However, for many of our families, especially those living in poverty or experiencing trauma, extra support is needed to help them become actively engaged as partners in their children's learning. In order to achieve our goal of every child ready for school, families need to be engaged as critical partners in helping their children be successful.
- 4. Wrap-Around Services:** It often takes much more than just what happens inside a classroom for children to be successful in school and ready to learn. Just as we emphasize whole-child education and the importance of physical, cognitive and social and emotional development of children, as a community we must also be cognizant of and supportive in helping to address outside factors that may impact a child's readiness to learn. Children cannot be successful in school if they come to school hungry, sick, or distracted by trauma outside of school. In order to achieve our goal of every child ready for school, children need access to resources and wrap-around services to help them address the very real challenges that can often impact their ability to learn and be successful.
- 5. Military Partnerships:** Hopewell is proud to be a neighbor to many of our military families housed at the Fort Lee military base. It is essential that our community continues to build strong partnerships so that the children of military families can feel supported and integrated into the Hopewell community and that they are able to be successful when they enter kindergarten.



6. **Trauma Informed Care:** Hopewell is a great community that prides itself on our resiliency and generosity of spirit. However, there are families in our community that are suffering from trauma whether it is through the adverse effects of poverty, addiction, incarceration, or domestic violence. The research is clear on the impact that trauma can have on young children and their physical, cognitive, and social emotional development. In order to achieve our goal of every child ready for school, educators and community members need to understand the impact of trauma and create systems for trauma informed care that can help to mitigate those effects.

**R-3**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Pavement Management Program Update

**ISSUE:** Provide update on the Pavement Management Program to Council

**RECOMMENDATION:**

**TIMING:**

**BACKGROUND:**

**ENCLOSED DOCUMENTS:**

- Pavement Management Maps – Past and Current Fiscal Years

**STAFF:**

Johnnie Butler, City Engineer

Austin Anderson, Construction Manager

**FOR IN MEETING USE ONLY**

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

**Roll Call**

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

# THE CITY OF HOPEWELL PAVEMENT MANAGEMENT PROGRAM

AN OVERVIEW PRESENTATION



# PAVEMENT MANAGEMENT PROGRAM OVERVIEW

- ▶ **PAVEMENT RECONSTRUCTION** - MILLING EXISTING PAVEMENT AND OVERLAY WITH NEW SURFACE
- ▶ **PAVEMENT BASE REPAIR** – PATCHING FULL PAVEMENT SECTION AND/OR COMPROMISED SUBGRADE
- ▶ **PAVEMENT REHABILITATION/PRESERVATION**
- ▶ **PAVEMENT MARKINGS** - MAINTENANCE AND REPAIR OF LANE LINES, STOP BARS, SYMBOLS, ARROWS, ETC.

# PAVEMENT MANAGEMENT PROGRAM CAPITAL BUDGET

- ▶ **FISCAL YEAR 2016 - \$350,000**
- ▶ **FISCAL YEAR 2017 - \$550,000**
- ▶ **FISCAL YEAR 2018 - \$680,000**
- ▶ **FISCAL YEAR 2019 - \$350,000**

# VDOT FUNDING PROGRAMS

- ▶ **REVENUE SHARING PROGRAM- 50% STATE MATCH OF LOCAL FUNDS**
- ▶ **STATE OF GOOD REPAIR – 100% STATE MATCH OF LOCAL FUNDS**

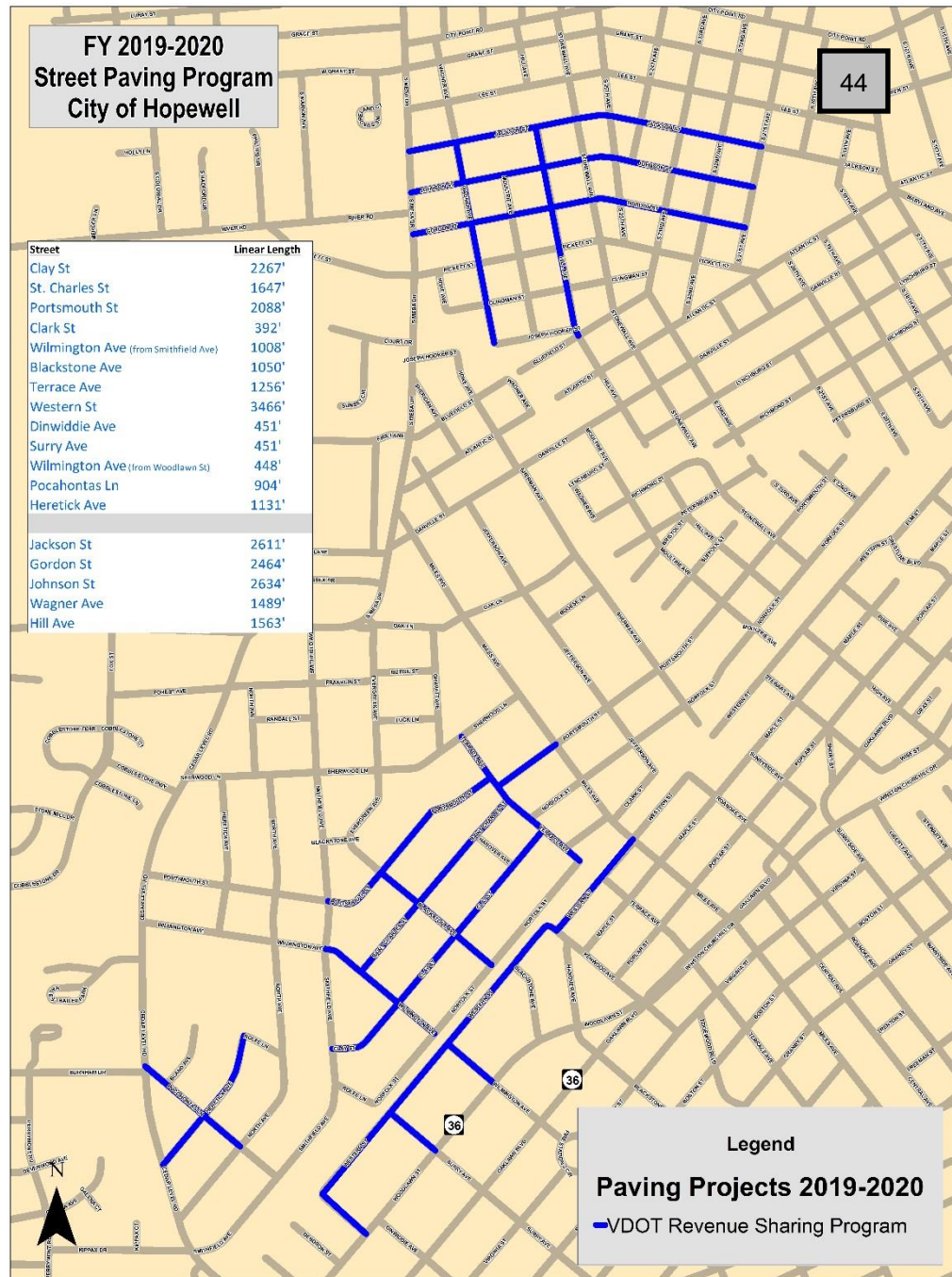
# VDOT FUNDING PROGRAMS

## ▶ **REVENUE SHARING PROGRAM**

- LOCALITY FUNDS MATCHED WITH STATE FUNDS FOR QUALIFYING PROJECTS
- PROJECT ADMINISTRATION PERFORMED BY CITY OF HOPEWELL
  - CONTRACT ADMINISTRATION
  - SITE INSPECTION, QUALITY CONTROL
  - MATERIALS NOTEBOOK AND INVOICE REIMBURSEMENT



# REVENUE SHARING PROGRAM FALL 2018 – SPRING 2020 TARGET STREETS



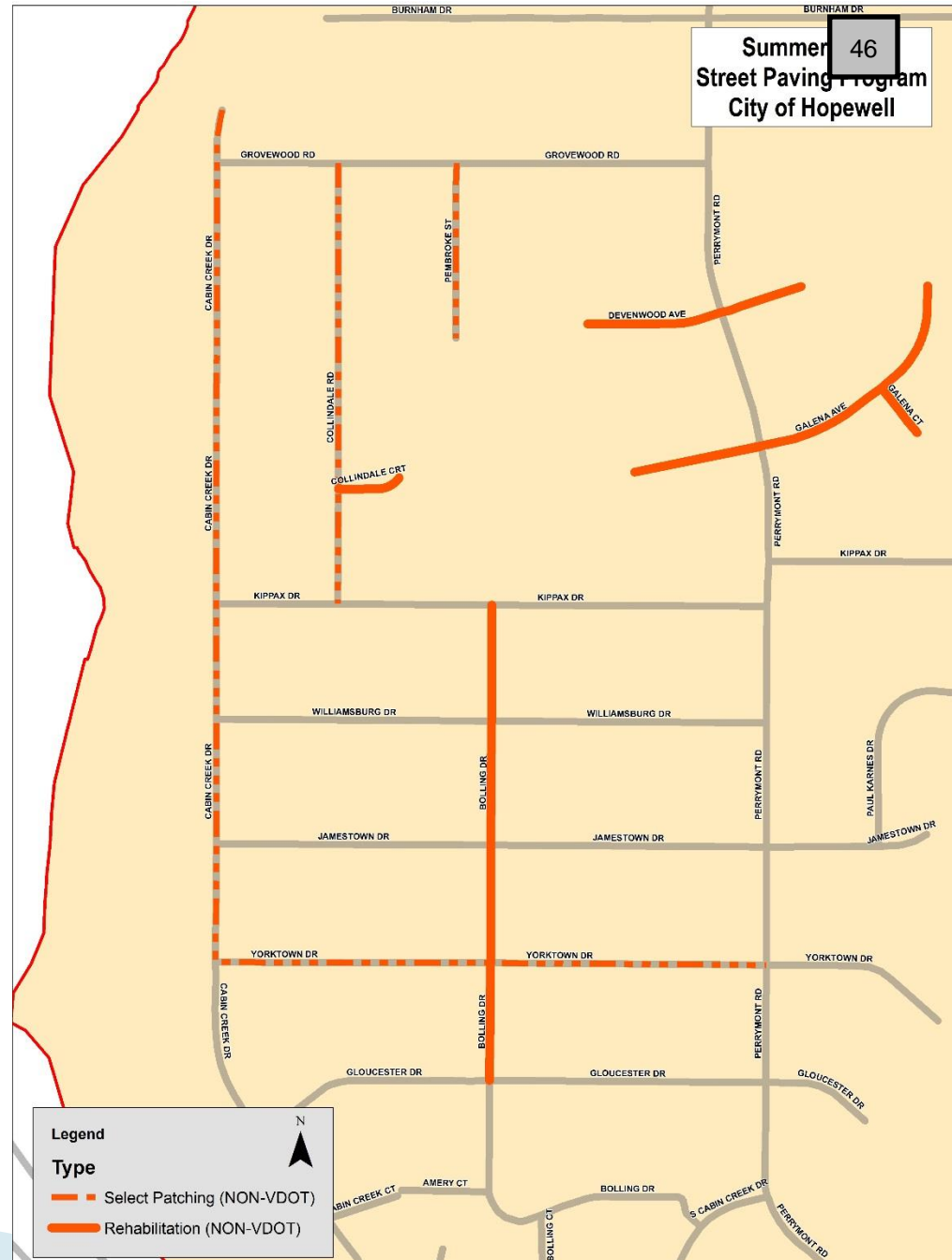
# VDOT FUNDING PROGRAMS

## ▶ **STATE OF GOOD REPAIR PROGRAM**

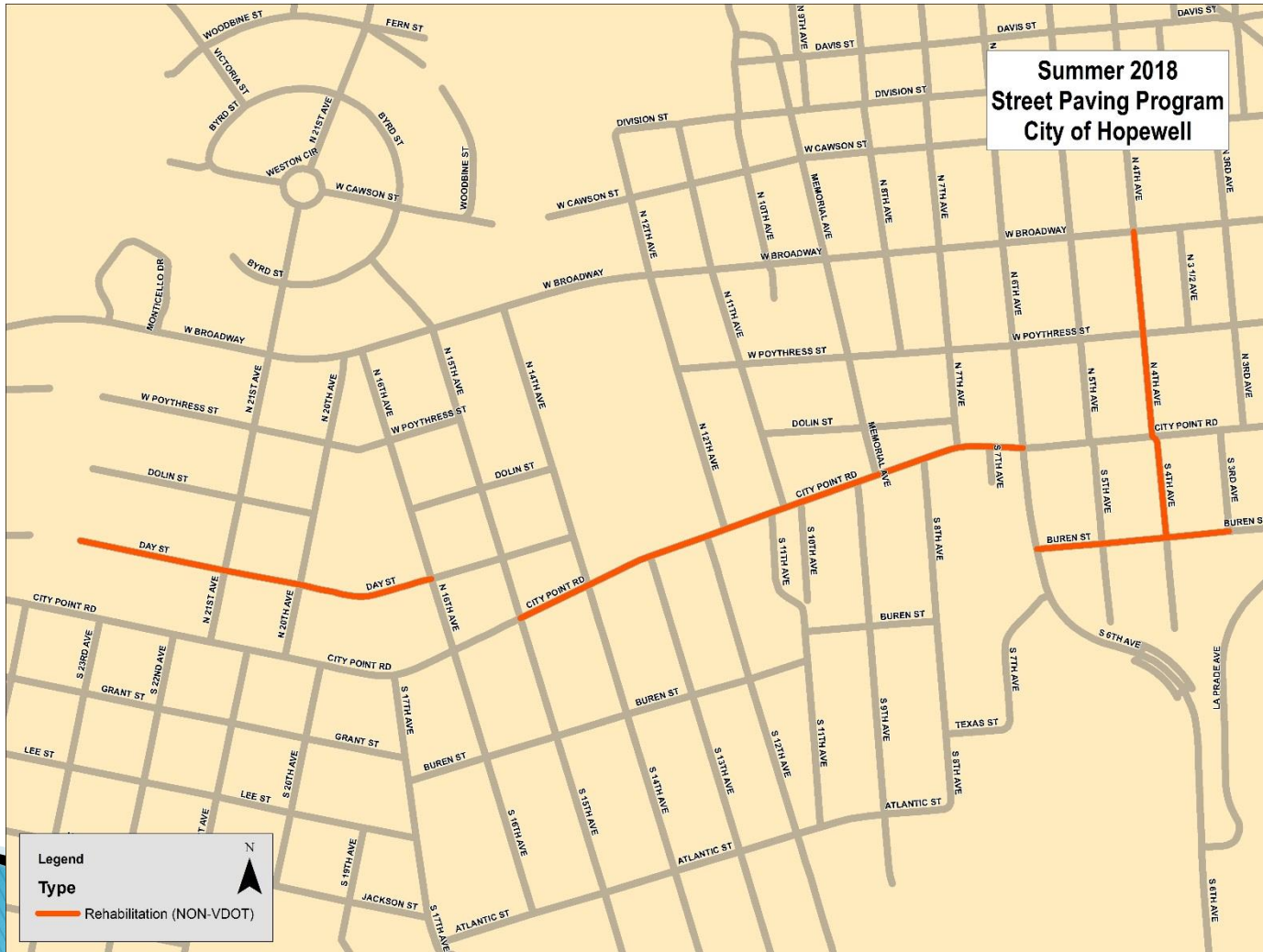
- ROUTE 10 – APPOMATTOX RIVER BRIDGE TO CITY POINT ROAD (COMPLETED FALL 2017)
- ROUTE 10 – HUMMEL ROSS RD TO PG LINE (COMPLETED FALL 2017)
- ROUTE 156 – ARLINGTON ROAD TO PLANT STREET (COMPLETED FALL 2018)
- ROUTE 10 – WINSTON CHURCHILL DRIVE TO HUMMEL ROSS ROAD (COMPLETED SPRING 2019)
- ROUTE 36 – ARLINGTON ROAD AND S 15<sup>TH</sup> AVE TO CITY POINT ROAD (PLANNED FALL 2019)

# PAVEMENT RESURFACING NON-VDOT PARTICIPATION

## TARGET STREETS COMPLETED SUMMER 2018



# PAVEMENT RESURFACING TARGET STREETS COMPLETED FALL 2018



# PAVING PROGRAM – FALL 2018

## POCAHONTAS LANE



# PAVING PROGRAM – FALL 2018

## HERETICK AVE



# PAVING PROGRAM – FALL 2018

## BUREN ST & S 4<sup>TH</sup> AVE

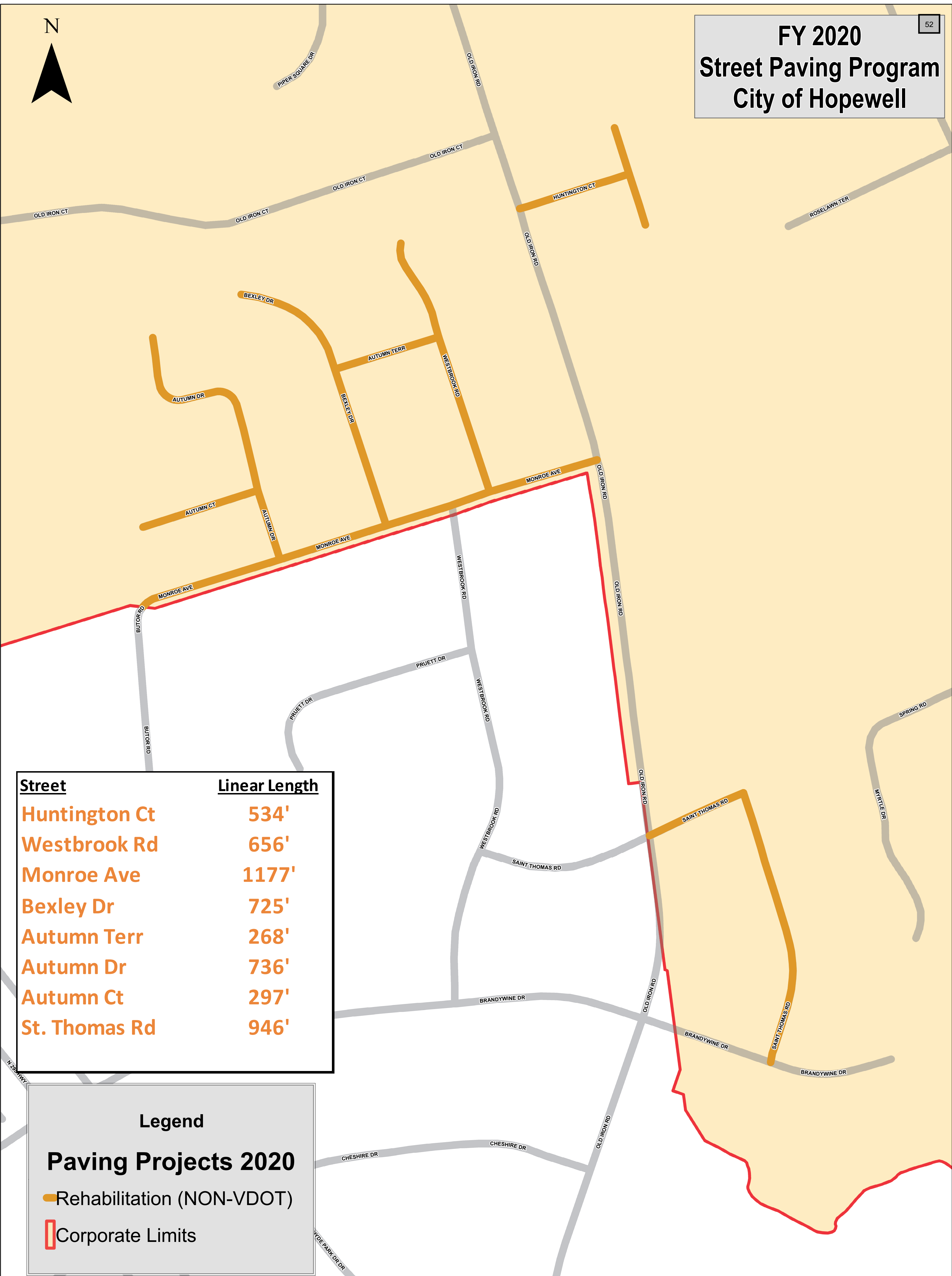
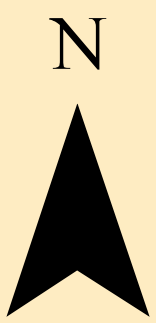


# PAVEMENT MANAGEMENT PROGRAM OVERVIEW

- ▶ **SELECTION PROCESS OF TARGET STREETS**
  - **PAVEMENT CONDITION / AGE OF PAVEMENT**
  - **STATE FUNDING ELIGIBILITY**
  - **AVERAGE DAILY TRAFFIC AND STREET CLASSIFICATION**
    - **PRIMARY ROUTES (ROUTE 10, 36, 156)**
    - **PRIMARY ARTERIALS (BROADWAY, CEDAR LEVEL ROAD, CITY POINT RD, MESA DRIVE, RIVER ROAD)**
    - **NEIGHBORHOOD COLLECTOR STREETS (MILES AVE, DANVILLE AVE, APPOMATTOX ST, JACKSON FARM RD)**
    - **RESIDENTIAL STREETS**
  - **UNDERGROUND UTILITY ISSUES**
  - **DRAINAGE CAPACITY ISSUES**



# FY 2020 Street Paving Program City of Hopewell



<u>Street</u>	<u>Linear Length</u>
Huntington Ct	534'
Westbrook Rd	656'
Monroe Ave	1177'
Bexley Dr	725'
Autumn Terr	268'
Autumn Dr	736'
Autumn Ct	297'
St. Thomas Rd	946'

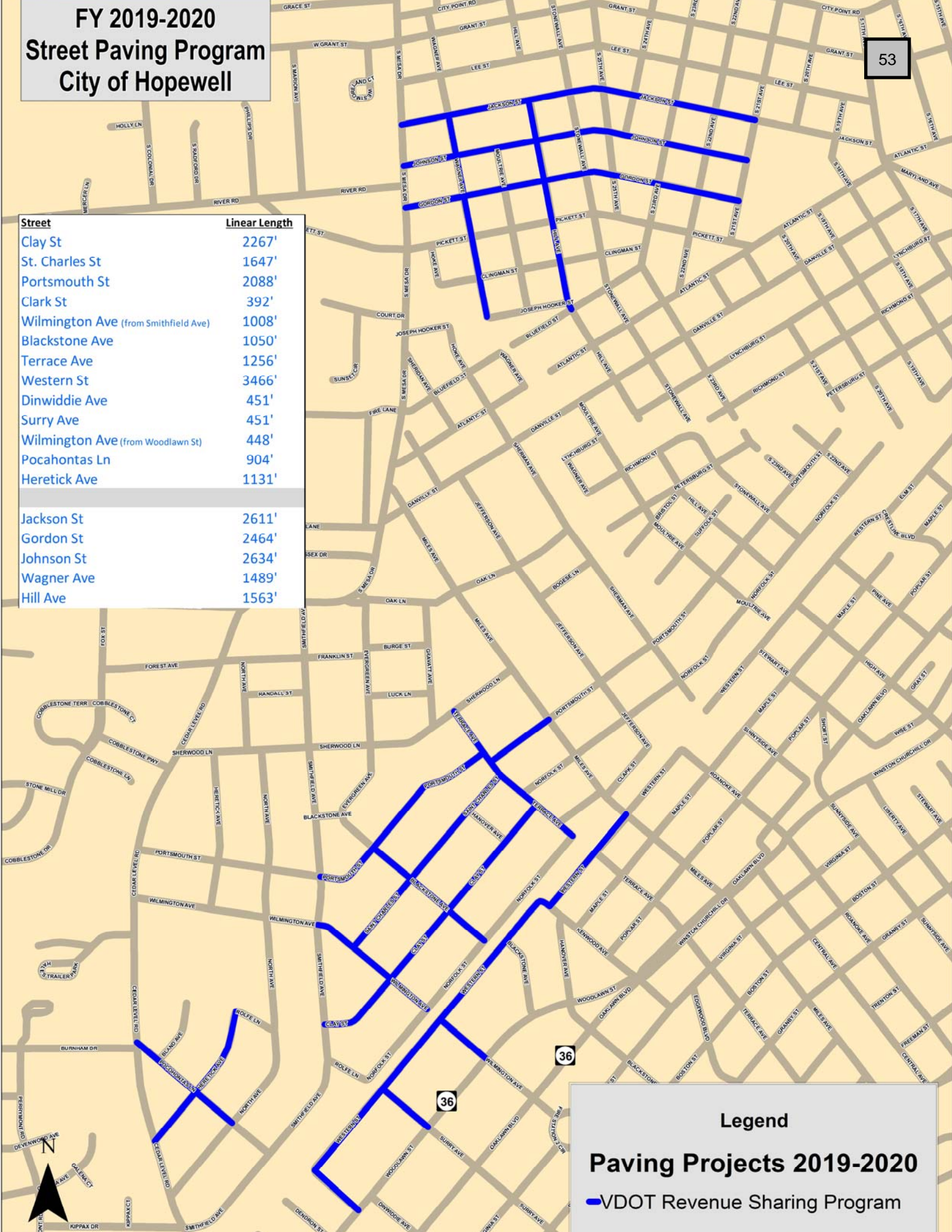
**Legend**

**Paving Projects 2020**

- Rehabilitation (NON-VDOT)
- Corporate Limits

# FY 2019-2020 Street Paving Program City of Hopewell

Street	Linear Length
Clay St	2267'
St. Charles St	1647'
Portsmouth St	2088'
Clark St	392'
Wilmington Ave (from Smithfield Ave)	1008'
Blackstone Ave	1050'
Terrace Ave	1256'
Western St	3466'
Dinwiddie Ave	451'
Surry Ave	451'
Wilmington Ave (from Woodlawn St)	448'
Pocahontas Ln	904'
Heretick Ave	1131'
<hr/>	
Jackson St	2611'
Gordon St	2464'
Johnson St	2634'
Wagner Ave	1489'
Hill Ave	1563'



**Legend**

**Paving Projects 2019-2020**

— VDOT Revenue Sharing Program



**R-4**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

FY 21 and FY 22 VDOT Revenue Sharing Applications

**ISSUE:** The current application cycle for the Revenue Sharing Program started on May 15, 2019 for funding in fiscal years 2021 and 2022. The deadline for application completion is October 1, 2019 at 5:00 PM.

City staff has identified three new (3) projects and created the following pre-applications:

1. Application ID 5905 Pavement Rehabilitation – Various Local Streets
2. Application ID 6011 Wagner Ave and Hooker St Reconstruction
3. Application ID 6012 Hill Ave and Hooker St Reconstruction

The total local match for all three (3) projects over FY 2021 and 2022 would be \$995,316 with a total estimated value of work at \$1,990,632. For VDOT to consider the City’s applications for Revenue Sharing Program matching state funds in FY 2021 and 2022 applications must include a resolution committing to the projects and the local match.

City staff also requests that the City formally endorse and add each project to the City’s current Capital Improvement Program (CIP).

**RECOMMENDATION:** City staff recommends approval.

**TIMING:** Staff requests Council action on September 24, 2019. The local match funding commitment, project endorsement and CIP resolution is required by October 1, 2019 at 5 PM.

**BACKGROUND:** FY 2021 and 2022 Revenue Sharing Program Call for Applications

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

**ENCLOSED DOCUMENTS:**

- FY 2021 and 2022 Revenue Sharing Program Call for Applications
- Project Cost Estimates

**STAFF:**

Johnnie Butler, City Engineer

Austin Anderson, Construction Manager

**FOR IN MEETING USE ONLY**

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

---

**Roll Call****SUMMARY:**

<b>Y</b>	<b>N</b>		<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**Stephen C. Brich, P.E.**  
Commissioner

April 3, 2019

To: County Administrators/City and Town Managers

Subject: FY 2021 and FY 2022 Revenue Sharing Program

The next application cycle for the Revenue Sharing Program will begin on May 15, 2019 for funding in fiscal years 2021 and 2022. This funding will be made available July 1, 2020 and July 1, 2021, respectively.

**New this year, applicants must submit a pre-application by July 1, 2019 at 5 PM in order to be considered for funding.** All applications will be submitted via a web-based application procedure and will require your locality to be registered with an appropriate SMART Portal log-in account. If you have previously applied for Revenue Sharing, Transportation Alternatives, Highway Safety Improvement, State of Good Repair, or SMART Scale funds through the SMART Portal, you will use the same log-in credentials.

**Timeline for FY2021 and FY2022 Revenue Sharing Application Submittal:**

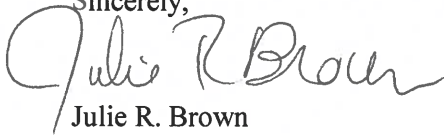
- **May 15, 2019:** Pre-Application cycle for FY 2021 and FY2022 opens. Your locality will enter required information via the SMART Portal. Pre-application **must be** submitted by the deadline in order to be considered for funding.
  - **Deadline for Pre-Application submission is July 1, 2019 at 5PM.**
- **No Later Than August 15, 2019:** After your pre-application is approved, access will be provided to your locality’s full application to be completed and to upload required additional documentation. **Please note that your locality resolution supporting this application and committing to the required local funding, along with all other required documentation, must be uploaded with your application in order for your application to be considered. No extra time will be provided for resolution submittal.(change from past years)**
  - **Deadline for application completion is October 1, 2019 at 5PM.**

As you develop your project applications, we encourage you to work closely with your District contacts regarding your project scope, budget, and schedule. Transportation projects can pose unique challenges and VDOT District staff can provide invaluable insight that may help you ensure you submit a complete application which addresses those challenges.

As noted above, applicants must include a resolution committing to their local matching share. With this funding commitment, the Department’s expectation is that the local project administration agreement will be executed and the project started expeditiously after the funds are authorized. Failure to execute the project administration agreement and initiate the project within established time-frames can jeopardize project funding.

The Department looks forward to working with you during the upcoming months regarding your application for Revenue Sharing Program funding for FY2021 and FY2020. I encourage you to contact your local VDOT representative for guidance in preparing your pre-application or to discuss candidate projects. If you have any questions about the Program you may contact Michele Piccolomini at (804) 786-9125 or by email at [Michele.Piccolomini@VDOT.virginia.gov](mailto:Michele.Piccolomini@VDOT.virginia.gov). You may also reach me at (804) 786-7314 or by email at [Julie.Brown@VDOT.virginia.gov](mailto:Julie.Brown@VDOT.virginia.gov).

Sincerely,



Julie R. Brown

Director, Local Assistance Division

## CITY OF HOPEWELL, VA

## Hill Ave Reconstruction between Hooker St and Jackson St FY 2021 and FY 2022 Revenue Sharing Program Application Estimate

Item No.	Spec.	Item Description	Unit	Quantity	Unit Price (Dollars and Cents)	Extension (Quantity X Unit Price)
1		MOBILIZATION	LS	1	\$15,000.00	\$15,000.00
2		TRAFFIC CONTROL	LS	1	\$7,500.00	\$7,500.00
3		EROSION & SEDIMENT CONTROL	LS	1	\$7,500.00	\$7,500.00
4		CURB & GUTTER	LF	3000	\$35.00	\$105,000.00
5a		STORM SEWER - 15 INCH RCP	LF	600	\$95.00	\$57,000.00
5b		STORM SEWER - 18 INCH RCP	LF	600	\$125.00	\$75,000.00
6		STORM SEWER - DROP INLETS	EA	8	\$4,000.00	\$32,000.00
7		EXCAVATION	CY	450	\$35.00	\$15,750.00
8		STONE - VDOT #21A/B	TN	415	\$30.00	\$12,450.00
9		BASE PAVEMENT - HILL AVE AND HOOKER ST	TN	220	\$110.00	\$24,200.00
10		SURFACE PAVEMENT - HILL AVE AND HOOKER ST	TN	500	\$90.00	\$45,000.00
		<b>SUBTOTAL ESTIMATE AMOUNT</b>				<b>\$396,400.00</b>
		<b>10% CEI &amp; CONTINGENCY</b>				<b>\$19,820.00</b>
		<b>ESTIMATED VDOT PROJECT EXPENSES - PRELIMINARY ENGINEERING</b>				<b>\$12,000.00</b>
		<b>ESTIMATED VDOT PROJECT EXPENSES - CONSTRUCTION</b>				<b>\$18,000.00</b>
		<b>LOCALITY PRELIMINARY ENGINEERING FEE</b>				<b>\$5,000.00</b>
		<b>TOTAL ESTIMATE</b>				<b>\$451,220.00</b>



## CITY OF HOPEWELL, VA

## Pavement Resurfacing - Various Local Streets FY 2021 and FY 2022 Revenue Sharing Program Application Estimate

Item No.	Spec.	Item Description	Unit	Quantity	Unit Price (Dollars and Cents)	Extension (Quantity X Unit Price)
1		MOBILIZATION	LS	1	\$15,000.00	\$15,000.00
2		TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00
3		PAVEMENT MILLING 0" TO 2" (EDGE MILLING ONLY)	SY	26000	\$2.04	\$53,040.00
4		ASPHALT SM-9.5D VARIOUS STREETS SEE INCLUDED MAP	TN	11500	\$80.00	\$920,000.00
		<b>SUBTOTAL ESTIMATE AMOUNT</b>				<b>\$1,003,040.00</b>
		<b>5% CEI &amp; CONTINGENCY</b>				<b>\$50,152.00</b>
		<b>ESTIMATED VDOT PROJECT EXPENSES - PRELIMINARY ENGINEERING</b>				<b>\$12,000.00</b>
		<b>ESTIMATED VDOT PROJECT EXPENSES - CONSTRUCTION</b>				<b>\$18,000.00</b>
		<b>LOCALITY PRELIMINARY ENGINEERING FEE</b>				<b>\$5,000.00</b>
		<b>TOTAL ESTIMATE</b>				<b>\$1,088,192.00</b>

## CITY OF HOPEWELL, VA

## Wagner Ave Reconstruction between Hooker St and Jackson St FY 2021 and FY 2022 Revenue Sharing Program Application Estimate

Item No.	Spec.	Item Description	Unit	Quantity	Unit Price (Dollars and Cents)	Extension (Quantity X Unit Price)
1		MOBILIZATION	LS	1	\$15,000.00	\$15,000.00
2		TRAFFIC CONTROL	LS	1	\$7,500.00	\$7,500.00
3		EROSION & SEDIMENT CONTROL	LS	1	\$7,500.00	\$7,500.00
4		CURB & GUTTER	LF	3000	\$35.00	\$105,000.00
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7		EXCAVATION	CY	450	\$35.00	\$15,750.00
8		STONE - VDOT #21A/B	TN	415	\$30.00	\$12,450.00
9		BASE PAVEMENT - WAGNER AVE AND HOOKER ST	TN	220	\$110.00	\$24,200.00
10		SURFACE PAVEMENT - WAGNER AVE AND HOOKER ST	TN	500	\$90.00	\$45,000.00
		<b>SUBTOTAL ESTIMATE AMOUNT</b>				<b>\$396,400.00</b>
		<b>10% CEI &amp; CONTINGENCY</b>				<b>\$19,820.00</b>
		<b>ESTIMATED VDOT PROJECT EXPENSES - PRELIMINARY ENGINEERING</b>				<b>\$12,000.00</b>
		<b>ESTIMATED VDOT PROJECT EXPENSES - CONSTRUCTION</b>				<b>\$18,000.00</b>
		<b>LOCALITY PRELIMINARY ENGINEERING FEE</b>				<b>\$5,000.00</b>
		<b>TOTAL ESTIMATE</b>				<b>\$451,220.00</b>

**COUNCIL  
ACTION  
ITEMS**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Council review of various software packages

**ISSUE:** Several software packages have been purchased and/or funded through City Council. It is believed that these software packages benefit more than just City Council, and therefore should not have been funded by Council. I am requesting that Council review these packages and decide as to how they should be properly funded and budgeted going forward.

**RECOMMENDATION:**

**TIMING:** Action is requested at the 9-24-19 meeting

**BACKGROUND:**

**ENCLOSED DOCUMENTS:**

- Municode Agreement
- Municode Meeting Management
- JustFOIA Agreement

**STAFF:**

Councilor Debbie Randolph

**FOR IN MEETING USE ONLY**

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

**Roll Call**

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

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**SUMMARY:**

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7

## Executive Summary

We would like to propose the following option for your consideration. For further details on the project, please see page 7.

### Republication, Supplementation and MunicodeNEXT:

*Logic: Give your municipality a fresh start. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

Ⓜ	Republication.....	\$17,835 <sup>1</sup>
Ⓜ	Supplementation.....	\$19 per page
Ⓜ	Online hosting and support.....	\$550 <sup>2</sup>

### Pricing = Apples to Apples:

Here are some important considerations to keep in mind:

- Ⓜ The republication base cost of **\$17,835** is based on a **1,050 page, single column code**;
- Ⓜ Supplement charges - **single column per page rate of \$19**;
- Ⓜ The **online code fee is only \$550** for our basic service.
- Ⓜ If you would like to further enhance the transparency of your online code, you can elect the MyMunicode bundle for only **\$1,385!**
- Ⓜ Municode **does not** charge an extra fee for posting supplements online.
- Ⓜ Municode **does not** charge an extra fee for printing your supplement pages.
- Ⓜ Municode **does not** charge a supplement handling fee.

The supplement page rate is \$19 for single column (including printing and posting each supplement on line).

<sup>1</sup> Please see page 4 for additional pricing details.

<sup>2</sup> Please see page 6 for additional features and pricing available on our MunicodeNEXT platform.

### Pricing Quotation Sheet

Republication base cost, includes \$17,835

- Ⓐ Conversion from 6x9 to 8.5 x 11 page size
- Ⓐ Inclusion of legislation adopted from 2010-03 through 2015-26, Zoning & Subdivision Ordinance
- Ⓐ Receipt, review and organization of materials
- Ⓐ Updating of preliminary pages (title page, officials page and preface)
- Ⓐ New page numbers
- Ⓐ Editing
- Ⓐ Proofreading
- Ⓐ Graphics and tabular matter
- Ⓐ Proofs
- Ⓐ Indexing
- Ⓐ Page formatting (make selection below)
- Ⓐ 11 printed<sup>3</sup> copies with divider tabs & binders (select binder color below)
- Ⓐ State Law Reference Footnotes (make selection below)
- Ⓐ Printing 1,050 single column pages

**Format Elections (Please circle or check desired elections)**

**Font:** Times New Roman  
will be used as the font unless otherwise indicated.

Other font choices include: Helvetica, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic, Gill Sans and Arial MT

- Font Size:**             10 point             11 point             12 Point
- Binder Color:**         Semi-Bright Black     Dark Blue             Hunter Green     Burgundy
- Binder Stamping Color:**  Gold                     Silver                     White

**Please check one option for state law reference footnotes:**

- Updating State Law Reference Footnotes (internal citations not changed) \$1,050
- Removing State Law Reference Footnotes (internal citations not changed)
- Leaving State Law Reference Footnotes as they are in the code (internal citations remain the same)

**Items not included in base cost**

- Ⓐ Reorganizing, renumbering or legally reviewing code content
- Ⓐ My Municode or online code<sup>4</sup>
- Ⓐ Pages over 1,050 10 point single column pages, per page \$16
- Ⓐ Freight Actual
- Ⓐ State sales tax If applicable

**Payments for republication services**

- Ⓐ Execution of agreement \$7,135
- Ⓐ Submission of proofs \$6,245
- Ⓐ Delivery Balance

<sup>3</sup> Municode uses only acid-free paper.  
<sup>4</sup> Make Selections on page 6.

# Supplement Service Page Rate<sup>5</sup> Quotation Sheet

**Supplement service page rate**

Page Format	Base Page Rate
Single Column	\$19.00 per page

**Base page rate above includes:**

- ☞ Acknowledgement of material
- ☞ Data conversion, as necessary
- ☞ Editorial work
- ☞ Proofreading
- ☞ Updating the index
- ☞ Schedule as selected by you<sup>6</sup>
- ☞ Updating electronic versions<sup>7</sup> and online code
- ☞ Printing 11 copies

**Base page rate above excludes:**

- |                                                                             |                             |
|-----------------------------------------------------------------------------|-----------------------------|
| ☞ Freight                                                                   | <b>Actual freight</b>       |
| ☞ State sales tax                                                           | <b>If applicable</b>        |
| ☞ Graphics <sup>8</sup> & tabular <sup>9</sup> matter, per graphic or table | <b>\$10</b>                 |
| ☞ MyMunicode or online code                                                 | <b>Selections on page 6</b> |

**Electronic media options for Code of Ordinances (sent via download)<sup>10</sup>**

- |                                                       |                                              |
|-------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Folio Bound Views            | <b>\$295 initially then \$100 per update</b> |
| <input type="checkbox"/> WORD (DOCX)                  | <b>\$150 initially then \$75 per update</b>  |
| <input type="checkbox"/> Adobe PDF of the code        | <b>\$150 initially then \$75 per update</b>  |
| <input type="checkbox"/> Adobe PDF of each supplement | <b>\$150 initially then \$75 per update</b>  |

**Payment for supplements and additional services:**

- ☞ Invoices will be submitted upon shipment of project(s).

<sup>5</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

<sup>6</sup> Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

<sup>7</sup> We do not charge a per page rate for updating the internet; however a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

<sup>8</sup> Includes printing all copies. Additional fees apply graphics are printed in color.

<sup>9</sup> Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>10</sup> "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, Folio or Word, via one of the afore-mentioned mediums.



## Online Services Quotation Sheet

Elections below will be implemented upon completion of the republication project.

Please check the appropriate box (es) to indicate your selection:

**Value Pricing:**

- MyMunicode<sup>11</sup> includes** the following: **\$1,385 annually<sup>12</sup>**
  - Online Code = MunicodeNEXT**
  - OrdBank**
  - CodeBank**
  - CodeBank Compare + eNotify**
  - MuniPRO**
  - Custom Banner**

**A la carte pricing:**

In lieu of purchasing the above package, online services can be purchased a la carte at the following rates:

- Online Code = *MunicodeNEXT*** (annually) **\$550**  
Includes: Collapsible TOC (Frameless Version); Mobile Friendly Site; In-line Images and PDF's; Social Media sharing, Scrolling Tables and Charts; Narrow, Pinpoint & Advanced Searching; Save as WORD (DOCX), Hide the Table of Contents, Print and Email; Internal Linking within the Code; Static Linking/Bookmarking; Server Stability and Disaster Recovery Plan; Phone and Web support for Citizens and Staff; & Server Backup Location in Atlanta, GA
- CodeBank** (annually) **\$150**
- CodeBank Compare + eNotify<sup>13</sup>** (annually) **\$250**
- MuniPRO Service** (annually) **\$295**
- Custom Banner** (onetime fee) **\$250**
- MuniDocs** (up to 25 documents per year updated quarterly) **\$300**
  - Additional documents over 25, each **\$7.50**

**ORDINANCES PENDING CODIFICATION**  
(Only select one option if electing services a la carte)

**Option 1) OrdBank**

- Per ordinance fee **\$35**
- Flat annual fee (recommended if MyMunicode is not selected) **\$385**

**Option 2) OrdBank + OrdLink**

- Per ordinance fee **\$60**
- Flat annual fee (recommended if MyMunicode is not selected) **\$485**

***Municode does not charge a per page rate to update the internet – this is all included in the supplement per page rate.***

<sup>11</sup> Municode does not charge a per page rate for updating the online code (Internet). Your per page supplement rate for the codification of new legislation is not affected or reduced by selecting our budget friendly and feature enriched MyMunicode bundle package.

<sup>12</sup> Total value if each item were to be purchased a la carte would be approximately \$1,880 per year with participation in our OrdBank service.

<sup>13</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

## Republication Scope of Services

### Excellence

*"The code update went far beyond my expectations. Everyone at Municode was nice to work with and always responded in a timely manner. Your customer service was outstanding. Thanks again for a very positive experience."  
- Barron, WI*

We will handle 100% of the publishing for you. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or electronic copy. We understand the scope of this project to include a complete republication of your code, continued supplementation and online hosting of your code. Upon completion of the republication project, supplementation services will commence.

Municode would like to offer the following approach for your consideration.

### **Project Leader: Dennis Sinnett, Vice President of the Supplement Department**

When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the re-composition, your entire code is reprinted and supplement number designations start over with Supplement No. 1.

#### The process includes:

- ☞ Conversion from 6x9 to 8.5 x 11 page size
- ☞ Removal of supplement numbers;
- ☞ Updating of preliminary pages (title page, officials' page, and preface);
- ☞ New page numbers;
- ☞ Editing & proofreading;
- ☞ 10-point font, single column (unless otherwise instructed);
- ☞ Incorporation of adopted legislation;
- ☞ Incorporation of maps, diagrams, charts and tables;
- ☞ Updating the index;
- ☞ Proofs provided for your review;
- ☞ Posting your newly republished code on MunicodeNEXT;
- ☞ Printing 11 new copies with binders and tabs.

#### The process does not include:

- ☞ Reorganizing the structure of your code;
- ☞ Review by an attorney;
- ☞ Substantive editing or changes to the text.

## Supplemental Updating

We will handle 100% of the publishing for your code. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or via electronic copy. Supplementation will start upon completion of the republication project on the schedule selected by the client, starting over with Supplement No. 1.

**Editorial Approach.** We use a team approach to editing. This provides for consistency in editing, understanding and quality of work for you.

**Ongoing Supplementation.** Our goal is to meet and exceed the needs and expectations of our clients. Working with you and your staff, we will create whatever supplementation schedule will best serve you and your citizens.

# municode

Municipal Code Corporation | P.O. Box 2235 Tallahassee, FL 32316  
Info@municode.com | 800.262.2633  
www.municode.com

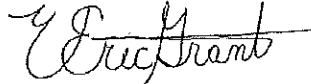
This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: \_\_\_\_\_



Title: President

Date: August 25, 2016

Accepted by:

CITY OF HOPEWELL, VIRGINIA

By: \_\_\_\_\_



Title: \_\_\_\_\_

City Manager

Date: \_\_\_\_\_

8-25-2016



Government Websites  
Codification Services  
Electronic Payments

P.O. Box 2235 Tallahassee, FL 32316  
toll free 800.262.2633 fax 850.575.8852  
www.municode.com info@municode.com

February 1, 2017

Ms. Ronnieye Arrington  
300 North Main Street  
Hopewell, VA 23860

Dear Ms. Arrington,

Municode has been serving municipalities across the country for over 66 years. We consider this a profound responsibility and are honored that you allow us to be your codifier. Over the years, we have striven to provide you with the highest possible value for the money you pay us, while also reinvesting in our people and technology, and supporting our local government clients' professional organizations. Our customers recognize us as innovators in the marketplace. For instance, we were among the first to:

- provide a truly responsive mobile website, integrated with a search engine (MunicodeNEXT);
- provide access to archived copies of the Code (CodeBank);
- show changes between versions of the on-line Code using strike-through and highlighting (CodeBank Compare);
- store ordinances in their enacted form along with the Code, increasing transparency (OrdBank);
- link amending ordinances to the affected Code section (OrdLink);
- offer email notification when your Code is amended (eNotify);
- allow global searching across 3,600+ Codes (MuniPRO); and
- provide a unified search across your code of ordinances and your official municipal website (MunicodeWEB).

The purpose of this letter is twofold: to thank you for allowing us to serve you, and to communicate our first price increase in 12 years.

First, thank you! We truly appreciate your friendship, your loyalty, and your business. We also appreciate the trust you place in us as your official codifier. Our goal is to make your department look good in the eyes of your citizens and the elected officials and hopefully make your job and your life easier at the same time!

Second, after over 12 years absorbing the increased costs of doing business, we must raise prices. We work hard to hold down the cost of doing business with us by taking advantage of technological efficiencies and an excellent training program.

This decision was made after considerable deliberation. To continue providing you with state of the art services, we have invested heavily in technology; we have hired and trained talented editors, proofreaders, and attorneys; we have established remote disaster recovery and data replication capabilities; we have increased our internet bandwidth and we have placed regional representatives where they can best serve your needs. However, while we have accomplished much, our overall expenses have increased nearly 50% over the last 12 years.

We are committed to providing the highest level of service at a fair value and this price increase will enable us to continue innovating and responding to your needs. As our partner, you deserve the very best and we are committed to conservatively and prudently investing in our shared future.

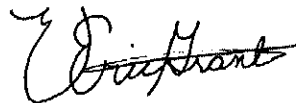
While we can't, and won't, pass on the entirety of the increased costs we have been absorbing, we are adding an annual administrative support fee of \$350.00 to your invoice, effective July, 2017. We understand the budgetary impact of this fee, thus the rate is guaranteed not to increase for the next 3 years.

What will this fee enable us to accomplish? It will enable us to offset a small portion of the costs that we have absorbed over the years. It will enable us to continue providing top-notch health care for our employees, competitive salaries, retirement plans and ongoing educational opportunities. As you know, fantastic employees are the key to success for any business or governmental organization. We fundamentally believe that a motivated and well-trained work-force is one of the best ways that we can ensure that our service to you and your citizens is second to none.

We plan to offer the numerous products currently on our development roadmap to you at little or no additional charge; and the administrative support fee will not increase for three years. We hope you agree that this will only enhance the value of your partnership with us.

Again, thank you for your continued support and for the trust you have placed in us. It is our honor and privilege to serve you and your citizens.

Sincerely,



W. Eric Grant  
President

Prepared For:  
**Hopewell, VA**

Presented By:  
**Scott Mursten**

# JustFOIA

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## Records Request Solution

Issued: May 29, 2018



**CORPORATE OFFICE**

Sales Department  
1958A Commonwealth Lane • Tallahassee, FL 32303  
Phone (800) 342-2633 • Fax (850) 564-7496

**SCOTT MURSTEN**

Account Executive  
(850) 701-0725 ext. 1520  
[smursten@mccinnovations.com](mailto:smursten@mccinnovations.com)

May 29, 2018

Mrs. Ronnieye Arrington  
City of Hopewell  
300 North Main Street  
Hopewell, VA 23860

Dear Mrs. Arrington:

I enjoyed speaking with you recently regarding our **JustFOIA** Open Records Request Tracking Solution. Pursuant to our discussion, we are pleased to enclose our Professional Services Proposal. While reviewing the proposal, please keep in mind the following features included with your JustFOIA subscription:

- **Hosted Solution:** JustFOIA is an affordable hosted solution. The application and associated data is hosted in the same secure data centers Municode uses to house data for several thousand government clients. This ensures a minimal IT impact for our clients.
- **Unlimited Users:** No matter the number of people you have as part of your process, JustFOIA allows for unlimited users at no additional charge.
- **Unlimited Data:** No database size limitations.
- **Training:** MCCI offers user training along with administrative training as part of your new JustFOIA subscription.
- **JustFOIA Focus Group:** All of our clients are invited to participate in our ongoing JustFOIA Focus Group. A periodic meeting to review product development, solicit new ideas and share best demonstrated practices amongst other users from around the country.
- **Enterprise Capability:** JustFOIA offers options for managing a specific Department's Open Records Requests and can also be expanded to the Enterprise level.

**Why invest in JustFOIA? We are confident that with the help of JustFOIA, you will experience:**

- **Improved Citizen Engagement and Transparency:** Online form, along with automated receipt verification improves the requester experience.
- **Improved Efficiency:** With enhanced communication, automated notifications and reminders, fee tracking and management, request searching, reporting and improved work flow. Your records request process will be more efficient than ever.
- **Mitigated Risk:** Automated request tracking, activity and deadline management will help mitigate the risk of non-compliance.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me on our toll-free number. We appreciate your interest and hope that we will have the pleasure of working with you.

Sincerely,

Scott Mursten  
Account Executive

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## EXECUTIVE SUMMARY

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### COMPANY HISTORY

MCCi, a subsidiary of Municipal Code Corporation (The nation's leading codifier for local government), has been providing Electronic Records Management Solutions to its clients since 1998. With a client base of over 740 government agencies and satellite offices across the country, we are striving to be the leading Electronic Records Management provider in the United States.

In 2013, MCCi put together a customer focus group and collaborative initiative to develop a better method of recording, tracking, and fulfilling Open Records Requests. The result was a hosted and affordable solution on the most user-friendly platform: JustFOIA.

### JUSTFOIA PRICING

*To determine which services and products are included with your project, please refer to the Pricing Section below.*

Subscription Annual Expense	Cost	Total
JustFOIA Population Tier 2: 10k - 30k	\$3,850	\$3,850
Payment Portal	\$578	\$578
Adobe Pro Plug-In	\$578	\$578
Setup and Training: One time Expense		
Basic *Up to 2 Business Processes, Security Configuration for Up to 25 Staff Members, Up to 3 hours of Remote User and Administrative training, and Configuration of 1 email template	\$2,000	\$2,000
Online Payment Portal Setup, Configuring and testing of integration with Authorize.net	\$250	\$250
Adobe Pro Plug-in Setup, Installation and configuration of JustFOIA plugin for Adobe Acrobat Pro. "Train the Installer", up to 2 hours of remote assistance	\$250	\$250
Total Project Cost		<b>\$7,505</b>
<i>For budgetary purposes, the Client should include \$5,005.00 in annual budget for renewal of the items quoted above.</i>		

Your JustFOIA service includes up to 500 GB of data storage. While a vast majority of our clients do not go over this allotted amount, we do charge a fee of \$500 per 500 GB over the included amount of data storage. This fee is added to your yearly subscription.

### PAYMENT & BILLING TERMS

MCCi will invoice one hundred percent (100%) of the subscription amount upon providing the Client online access to the JustFOIA service. Balance of total project will be invoiced upon completion of the proposed professional services. Sales Tax will be included where applicable. Payment will be due upon receipt of an invoice. The Client's annual subscription renewal date is set based on 30 days after contract is received.



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## JUSTFOIA ADD-ONS

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### **ADOBE ACROBAT PRO PLUGIN**

With the Adobe Acrobat Pro Plugin, you can easily upload documents you are working on in Adobe to a specific JustFOIA request. Use Adobe to create and edit documents, as well as to apply redactions and other features available in the Adobe software. When you are ready, you simply click on the JustFOIA button in the menu bar and uploading that document to JustFOIA is as easy as picking the request number. In order to utilize this plugin, your organization will need to have Acrobat Pro available to the user.

### **LASERFICHE INTEGRATION**

Our Laserfiche integration makes it easy to leverage the power of Laserfiche to help fulfill records requests. Do all of your searching, editing, and redaction in Laserfiche. Then with a click of the JustFOIA menu button send selected documents directly into the response documents of the specific JustFOIA request you choose. This integration makes it more seamless to use Laserfiche and JustFOIA together to complete records requests. In order to utilize this integration, each user will need a full Laserfiche license.

### **PAYMENT PORTAL**

This feature requires an account with Authorize.net, which is the third-party payment processor for this integration. Authorize.net handles all monetary transactions and sensitive credit card data. JustFOIA integrates with Authorize.net to give you the ability to collect payments from requestors online. The requestor goes to your site and enters in the request number/security key and is able to see any fees that they owe. If they owe fees, they are able to pay through a secure authorize.net site. Once they pay, you can make their request documents available for immediate download.

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## JUSTFOIA IMPLEMENTATION

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**REMOTE CONFIGURATION** – Configuration services are provided remotely. As part of the standard configuration services MCCi will work with the client to configure up to two records request intake processes, unlimited users, as well as the departments, and security rights. The configuration of all forms and processes are to be completed as part of the initial project; if the client desires to take advantage of configuring a second process, it must be done as part of the initial configuration services and prior to training. Subsequent form/process configurations and users will be configured by the client, or the client may contract with MCCi for additional services.

**REMOTE TRAINING** – JustFOIA is a simple and easy to use solution, therefore all training is provided remotely. One remote user training session is included for each form process that is being configured. In addition, one administrative training is included for the organization. All training is conducted in a train the trainer format. Onsite live training can be conducted at a negotiated rate.

**JUSTFOIA LICENSING AND FEATURES** - JustFOIA is an open records request tracking solution. It allows you to record, track, fulfill, and report on the records request process. Below are the feature sets offered:

- Public Facing Form Site – Online public request form accessible through client’s website.
- Email Notifications – Status and department updates, automated reminders as well as daily digest and alert notifications.
- Correspondence – Emails can be generated within the system and tracked under the specific request. Emails can be custom created or through pre-configured templates. In addition, other forms of correspondence related to a request can be tracked (phone calls, letters or in person conversations).
- Fee Tracking – Track fees, due dates, and payments.
- On-Premise Archival – Export capabilities for archiving record request data locally.
- Proactive Status Reporting – Dashboard interface allows for immediate status update.
- Performance Metric Reports – Measure processing times by request type, department or user.
- Global Reporting – Measure performance for all departments and request types.
- Configurable Intake Form – Client branded intake form that can be configured remotely or locally.
- Mobile compatible – Compatible with most cellular devices.
- Public Portal – Requesters can track their request through a secured private portal. Status updates, invoices and request documents can all be provided for the requester.
- Payment Portal (Optional) - Requestors can view or print the invoice and make partial or whole payments. This feature requires an account with Authorize.net, which is the third-party payment processor for this integration. Authorize.net handles all monetary transactions and sensitive credit card data.

### **HARDWARE/SOFTWARE REQUIREMENTS**

JustFOIA is a completely web-based hosted solution and therefore has no server-side hardware components. End-user access is provided through a web interface, which means no client-side software is required. We test and support the following browsers: Microsoft® Internet Explorer® version 10 or higher; Google Chrome™, most recent stable version; Mozilla® Firefox®, most recent stable version; Apple® Safari® most recent stable version.

## PROFESSIONAL SERVICES

We are fanatical about client success. Your time is limited, but with JustFOIA professional services, we are an extension of your organization, our qualified experts can assist with a successful implementation. Not sure which package fits your needs, we are here to help!

	STARTER	STANDARD	ENTERPRISE
<b>Project Kickoff Call and Implementation Plan</b> Identify milestones for successful implementation	✓	✓	✓
<b>Process Analysis Review</b> Conduct a remote information gathering session to understand, guide, and recommend process improvement		✓ Up to 2 Sessions	✓ Up to 6 Sessions
<b>Project Plan Reviews</b> Detailed weekly project updates		✓	✓
<b>User Configuration</b> Establish and configure initial user security credentials and roles	✓ Up to 25 Employees	✓ Up to 50 Employees	✓ Up to 100 Employees
<b>Process Configuration</b> Based on client-supplied requirements, we will configure business process forms, workflow statuses, departments, and holidays	✓ Up to 2 Processes	✓ Up to 4 Processes	✓ Up to 6 Processes
<b>Template Configuration</b> Configure email templates and requestor web pages related to the process	✓ 1 Template	✓ Up to 4 Templates	✓ Up to 10 Templates
<b>On-Site Project Management</b> Facilitate a successful implementation and training session			✓ Up to 2 Days
<b>Support</b> Technical support through user testing before going live	✓	✓	✓
<b>Remote Administrative Training</b> Remote administrative training up to two-hour sessions. Recording available for viewing	✓ 1 Session	✓ Up to 2 Sessions	✓ Up to 3 Sessions
<b>Remote User Training</b> Remote user training up to two-hour sessions, including a recorded version.	✓ Up to 2 Sessions	✓ Up to 4 Sessions	✓ Up to 6 Sessions
	<b>\$2,000.00</b>	<b>\$4,500.00</b>	<b>\$9,500.00</b>

---

## MCCI SUPPORT

---

When you become a client of MCCi, you gain much more than just a new product. You gain a relationship between our staff and your organization to make your product implementation successful and the usage of your product an enjoyable experience. In order to make this possible, MCCi offers both proactive and technical support.

### **PROACTIVE SUPPORT**

You will have already worked with your Account Executive in the pre-project phase and they will continue to support you. They will assist in pre-implementation processes and be a resource for you for questions and answer and be in touch throughout the year to discuss optimal system usage and ensure client satisfaction.

### **TECHNICAL SUPPORT**

Your continued subscription to JustFOIA helps preserve your investment and extend the benefits of your original purchase by providing you access to the assistance needed. You have access to a toll-free line to call for technical support or submit tickets online through our support center. You receive the following benefits:

- Free software updates for your current solution
- Periodic User webinars
- Embedded System Help Files
- Technical bulletins and newsletters
- Email/Phone Support (see below)

MCCi does provide continued technical support for all MCCi applications. Technical support is provided via email or telephone during normal business hours of 8:00 a.m. to 8:00 p.m. Eastern Time. Clients can designate several individuals who are to be the technical support contacts. There is no limit on the number of technical support calls that can be made. Customers may contact MCCi support via the online support center, email ([support@mccinnovations.com](mailto:support@mccinnovations.com)), or telephone (866-942-0464).

MCCI, a Limited Liability Company, which is duly organized and existing under the laws of the State of Florida, hereinafter referred to as MCCI, hereby offers the JustFOIA solution according to the following terms and conditions.

#### JUSTFOIA SUBSCRIPTION

MCCI is the developer and hosting provider for JustFOIA. An active subscription is required to access the solution. The official subscription date is established on the date MCCI grants initial access to JustFOIA. Adjustments in annual subscription rates may be made to coincide with current U.S. inflation rates – any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase.

#### JUSTFOIA IS AVAILABLE “AS-IS”

Though we want to provide a great service, there are certain things about the service we cannot promise. For example, the services and software are provided “as is”, at your own risk, without express or implied warranty or condition of any kind. We also disclaim any warranties of merchantability or fitness for a particular purpose. JustFOIA will have no responsibility for any harm to your computer system, loss or corruption of data, or other harm that results from your access to or use of the Services or Software. Some states do not allow the types of disclaimers in this paragraph, so they may not apply to you.

#### LIMITED LIABILITY

Notwithstanding anything in this Agreement to the contrary, MCCI’s total liability to the client for any and all claims, damages, or liability arising out of or related in any way to this agreement or the products or services being provided by MCCI to Client shall be strictly limited to the project fees paid to MCCI by the Client for the preceding 12-month period immediately preceding the event giving rise to the claim by the Client, and shall also be limited to the fees paid to MCCI for the particular service/product that the Client’s claim was caused by or arose out of.

Due to the intended use of JustFOIA being focused on “Open Records” Requests, MCCI assumes that only public and non-confidential data will be uploaded to the solution, and the full Terms of Use are accessible on the home page of the JustFOIA solution.

#### INDEMNIFICATION

If MCCI or our affiliates (owners or partners), or any of our or their respective employees, agents, or suppliers (the “Indemnitees”) is faced with a legal claim by a third-party arising out of your actual or alleged gross negligence, willful misconduct, violation of law, failure to meet the security obligations required by the Agreement, or violation of your agreement with your customers or end users, then you will pay the cost of defending the claim (including reasonable attorney fees) and any damages award, fine or other amount that is imposed on the Indemnitees as a result of the claim. Your obligations under this subsection include claims arising out of the acts or omissions of your employees or agents, any other person to whom you have given access to the Services, and any person who gains access to the Services as a result of your failure to use reasonable security precautions, even if the acts or omissions of such persons were not authorized by you. You must also pay reasonable attorney fees and other expenses we incur in connection with any dispute between persons having a conflicting claim to control your account with us or arising from an actual or alleged breach of your obligations to them.

#### FORCE MAJEURE

Neither party shall be liable for any delay or failure in performance due to causes beyond its reasonable control.

#### CLIENT FINANCIAL SOLVENCY/BANKRUPTCY

MCCI may require payment in advance for products and services in response to learning of financial solvency or bankruptcy issues.

#### NO HIRE CLAUSE

Client and MCCI agree that during the period that this agreement is in force, including extensions or modifications thereto, and for an additional 12 months following this period, neither Client nor MCCI will actively recruit, or solicit employees or independent contractors of either company, or the employees of any of the other Subcontractors; who are on active payroll status and are currently participating in this Program, without the prior written approval of the party whose employee or independent contractor is being considered for employment. This does not prohibit any employee from responding to or pursuing employment opportunities through normal media channels, i.e. newspapers, professional journals, etc. so long as it is not related to this particular program and that it is not an attempt to avoid the intent of the above restriction.

If, during the term of, or within (12) months after the termination of the performance period of this agreement, client hires directly, or indirectly contracts with any of MCCI’s personnel for the performance of systems engineering and/or related services hereunder, client agrees to pay MCCI 125% of the fees paid to, or in favor of such personnel for one (1) year after such personnel separates from service with MCCI.

#### TERMINATION

The services provided in this agreement will be in full force and effect for a period of three (3) years from the date of shipment of the completed product to the organization. Thereafter, this agreement will be automatically renewed from year to year, provided that either party may alter or cancel the terms of this agreement upon sixty (60) days’ written notice.

#### USE OF BASECAMP

Through the course of this project, MCCI may choose to utilize the third-party service Basecamp (<http://www.basecamp.com>) for project management and team collaboration. Documentation and correspondence exchanged between MCCI and The Client may be stored in Basecamp. The Client acknowledges that Basecamp is responsible for secure storage of this documentation, and agrees that Basecamp’s security guidelines located at <https://basecamp.com/security> are acceptable for the storage of The Client’s data and correspondence exchanged with MCCI.

#### PROFESSIONAL SERVICES RESCHEDULING/CANCELLATIONS

Travel Expenses: If the client cancels or reschedules an installation after MCCI has made travel arrangements, travel expenses may be incurred due to circumstances such as non-refundable airline tickets, hotel reservations, rental cars, etc.

Site Preparation: The Client site should be ready for installation according to specifications outlined within the Hardware section. If site is not prepared and results in cancellation, delays, or rescheduling of an installation after MCCI has made travel arrangements, the client may incur expenses due to circumstances such as non-refundable airline tickets, training/install charges, hotel reservations, rental cars, etc.

Project Delays: Requests made by the client to cancel/reschedule delivery of services will cause a delay in delivery of the services and the overall project. The client understands that MCCI will have to respect the timelines of other scheduled projects when rescheduling services due to a request made by the client.

#### OTHER CONTENT

The Services may contain links to third-party websites or resources. JustFOIA does not endorse and is not responsible or liable for third-party website availability, accuracy, the related content, products, or services. You are solely responsible for your use of any such websites or resources.

#### MARKETING & REFERENCES

Client agrees to allow MCCI to publish and publicize testimonials and case study information pertaining to MCCI’s work with the Client. This information, including the Client’s organization name, logo, and contact information will be used in all media types.

#### MCCI SOFTWARE CONFIGURATION SERVICES

The customer may elect to contract with MCCI to configure the software. The customer is responsible for testing all software configurations completed by MCCI. By acknowledging this testing requirement, the customer waives any and all liability to MCCI for any fees, damages, etc., that could be related to software configurations.

The terms of this agreement shall remain in force and effect for a period of ninety (90) days from the date appearing below, unless accepted by the Client.

Submitted by: **MCCi, a Limited Liability Company**

Date: **May 29, 2018**

By:   
\_\_\_\_\_  
97788080F6074D0...  
(Signature)

**Victor D'Aurio**  
\_\_\_\_\_  
(Printed Name & Title)

Noted Items Accepted by: **HOPEWELL, VA**

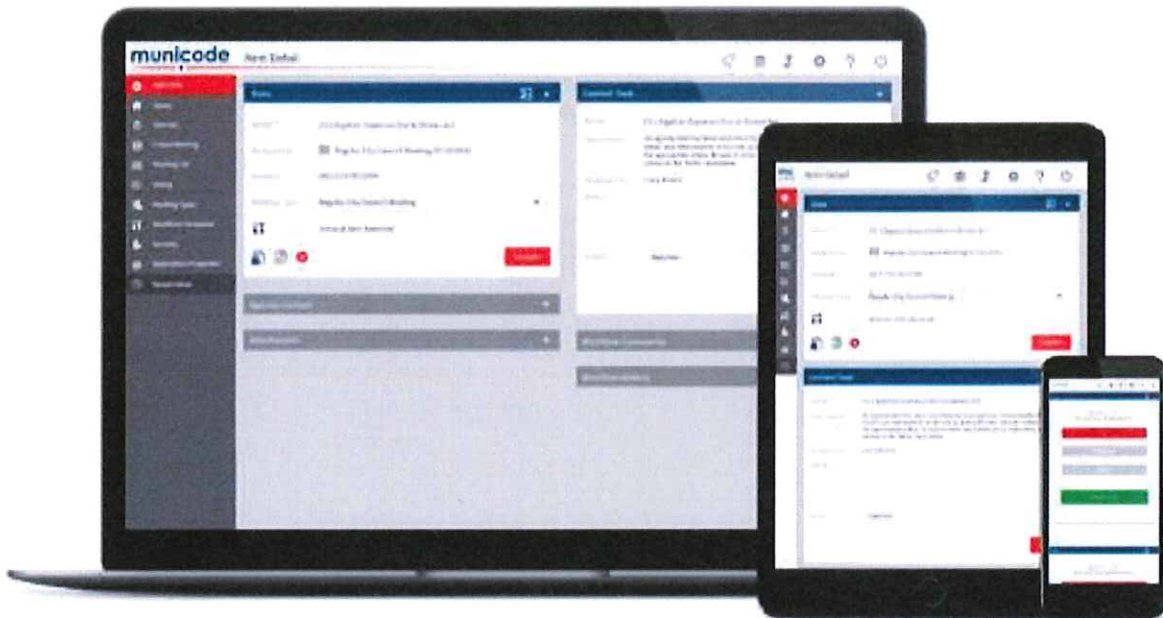
Date: **5/30/18**  
\_\_\_\_\_

By:   
\_\_\_\_\_  
(Signature)

**Ronniere L. Arrington, City Clerk**  
\_\_\_\_\_  
(Printed Name & Title)

# MEETING & AGENDA MANAGEMENT

Quote: Hopewell, Virginia



**municode**  
★  
**CONNECTING YOU & YOUR COMMUNITY**



**Leon Rogers**

PO Box 2235 Tallahassee, FL 32316  
850.692.7708 [lr Rogers@municode.com](mailto:lr Rogers@municode.com)





## INTRODUCTION LETTER

May 25, 2018

Frazelle Hampton  
City of Hopewell  
300 North Main Street  
Hopewell, Virginia 23860

Dear Frazelle:

Thank you for the opportunity to present Hopewell with our quote for online meeting and agenda management services. Our Municode MEETINGS solution will streamline your process to create, approve and post meeting agendas and minutes.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to the meeting management process, our solution is simple and straight-forward, yet robust enough to satisfy the needs of our largest municipalities.

We are also working on an exciting product roadmap to seamlessly integrate Municode MEETINGS with our suite of online municipal solutions. In the not-too-distant-future, our Municode MEETINGS solution will integrate with Municode WEB. Meetings created in Municode MEETINGS will auto-post to your Municode WEB website calendar. This integration will also include unified search – your meeting agendas and minutes will be searchable directly from the website, with our industry leading search engine. This feature will make it easy and simple for your citizens and staff to find the information they need.

We are also building a powerful integration that will enable you to mark ordinance agenda items as ‘approved’ within Municode MEETINGS and have them auto-scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances.

These are just a few of the innovative integrations and features that we will be rolling out over the coming months.

We are thrilled at the opportunity to partner with Hopewell on such an important initiative.

Sincerely,



Brian Gilday  
President, Municode WEB



## MEETING MANAGEMENT FEATURES

### Base Features

- ★ Unlimited Meetings
- ★ Unlimited Meeting Agenda Templates
- ★ Unlimited Users
- ★ Meeting Storage for 10 years
- ★ Create Meetings
- ★ Submit/Add Agenda Items
- ★ Attach agenda item files
- ★ Create Agendas
- ★ Create Agenda Packets
- ★ Approve Items with Approval Workflow
- ★ Create Meeting Minutes
- ★ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- ★ Self-service video time stamping – you can add timestamps of your meeting agenda items to your YouTube meeting videos
- ★ Voting/Roll Call (coming soon)
- ★ Integration with Municode Web website calendar (coming soon)
- ★ 99.9% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ Up to 3 hours of webinar refresher training per year

## SERVICE AND SUPPORT

### 🏆 Guaranteed Uptime

We will guarantee service uptime of 99.99%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

### 📞 24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

### 🔒 Security upgrades:

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

### 📊 Site Monitoring and Site Recovery:

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.



## FEES

### Annual Subscription

**\$3,800 per year**

### One-time Project Setup

**no charge**

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

### Additional Options

- On-site training \$3,000 day 1, \$1000 days 2+
- "Hands free" YouTube Video time stamping (up to 36 meetings) \$1,800 per year

## PAYMENT SCHEDULE

### Year 1

- |                                                          |                |
|----------------------------------------------------------|----------------|
| • Sign contract                                          | \$0            |
| • Configure system – users, committees, templates, rules | \$0            |
| • Conduct training (annual subscription begins)          | <u>\$3,800</u> |
| <b>Total</b>                                             | <b>\$3,800</b> |

### Years 2-4

- \$3800 per year

### Years 5+

- Annual subscription increases in year 5 by five percent. It increases in subsequent years according to the prevailing consumer price index (CPI).

This quote is valid for a period of ninety (90) days.



## MASTER SUBSCRIPTION AGREEMENT

This agreement ("AGREEMENT") is entered between Hopewell, Virginia ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

- 1. Term of AGREEMENT.** This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice
- 2. Compensation.** It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.
- 3. Scope of Services.** CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal for meeting and agenda management services ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.
- 4. Integration.** This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.
- 5. Warranty.** CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.
- 6. Liability.** CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.
- 7. Termination.** This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.
- 8. Independent Contractor.** CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be, and remain at all times, employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.
- 9. Confidentiality.** (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: (i) is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and (ii) relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.





(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information, whether or not developed by CONSULTANT, except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

**10. Assignment.** Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.

**11. Cooperative Purchasing.** Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets.

**12. Governing Law.** This AGREEMENT shall be governed and construed in accordance with the laws of the State of Virginia without resort to any jurisdiction's conflicts of law, rules or doctrines.

Submitted by:

Municipal Code Corporation

By: Brian Gilday

Title: President, Municode WEB

Accepted by: Hopewell, Virginia

By: Ronnie L. Arrington

Title: City Clerk

Date: 5/29/18





# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Communication between City Councilor and the Treasurer's Office

**ISSUE:****RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

- None

**STAFF:**

Councilor Deborah Randolph

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

**IR-1 Gore - Request that boards, commissions, committees of council report annually to Council.**

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

\_\_\_\_\_  
**Roll Call**

**IR-2 Gore - Local historic marker program**

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

\_\_\_\_\_  
**Roll Call**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

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**COUNCIL AGENDA ITEM TITLE:**

Creation of Ashford Kent Ad-Hoc Committee

**ISSUE:** The Mayor of Hopewell was invited to attend a celebration of the twinning of Ashford Kent, UK and the City of Hopewell, Virginia. There were several suggestions made by members of this Council and the Twinning Committee. Ashford Kent has moved the celebration to next year. The Mayor would like to create an Ad-Hoc Committee consisting of the Mayor, Vice Mayor, Mr. Bragg, and two members of the Twinning Association, to work with the Mayor’s office and Ashford Kent to plan a celebration.

**RECOMMENDATION:**

**TIMING:** Action is requested at this meeting

**BACKGROUND:****ENCLOSED DOCUMENTS:**

- 

**STAFF:****FOR IN MEETING USE ONLY**

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

**SUMMARY:**

- | Y                        | N                        |                                    |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | Y                        | N                        |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

---

**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

# A new Hopewell

## **The Virginia city combined pollution reduction with efforts to revitalize the city and reconnect residents to the water**

In the city of Hopewell, Virginia, Mayor Jasmine Gore and stormwater manager Joseph Battiata describe the city's efforts to combine its pollution reduction goals with projects to revitalize the city and make it more livable for its residents.

In the 1970s, the city of Hopewell made national headlines after illicit dumping of the toxic pesticide Kepone sickened industrial workers and forced officials to shut down commercial fishing in the James River. Today, however, Hopewell is in the middle of a revitalization that is extending beyond businesses in the heart of the city, in an effort to reconnect residents with their local waters. A new 1,700-foot boardwalk on the Appomattox River—known as the Riverwalk—will eventually extend to the city marina, where it will also connect to a greenway established alongside a stream restoration in a neglected park. That project reduces pollution downstream in the Chesapeake Bay, while also making the outdoors more accessible and the city more livable for its residents. Listen to Mayor Gore and Battiata describe how these projects are helping Hopewell, and the lessons they share for local officials across the Chesapeake watershed.

### **Produced by Will Parson**

Music/Audio: "Purple Light" by Blue Dot Sessions via FreeMusicArchive.org

Special thanks to Jasmine Gore and Joseph Battiata



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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**COUNCIL AGENDA ITEM TITLE:**

Local Government Advisory Committee (LGAC) Report

**ISSUE:****RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

- 

**STAFF:** Mayor Jasmine Gore

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

- | Y                        | N                        |                                    |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | Y                        | N                        |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |





# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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- Housing
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- None (Does not apply)

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- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Randolph – Limiting IR and CCR items

**ISSUE:** Requesting that a work session be set to discuss limiting Council IR and CCR items on the agenda

**RECOMMENDATION:**

**TIMING:** Action is requested at the 9-10-19 meeting

**BACKGROUND:****ENCLOSED DOCUMENTS:**

- 

**STAFF:****FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

IR item – Randolph 0 8-5-19

**ISSUE:** Discussion of Historic Preservation Committee

**RECOMMENDATION:**

**TIMING:** Request council action tonight

**BACKGROUND:**

**ENCLOSED DOCUMENTS:**

- Historic Preservation Committee page from Boards and Commissions

**STAFF:**

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

- |                          |                          |                                    |
|--------------------------|--------------------------|------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- |                          |                          |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

R-2 Partin - New Curb and Gutter Program - Due to the age of the City of Hopewell, neighborhoods were built with little regard to best management practices in managing storm water. One of the biggest issues facing our neighborhoods, besides the deteriorating roads, is stagnant water and flooding. Because of the neighborhood flooding, our roads are worsening faster and foundations on many houses are currently deteriorating. In order to protect our infrastructure investments and homeowner investments, we are seeking council's approval to charge the city manager and the city engineer to develop a full plan to install curb and gutter on all streets within the next 15 years, where it is physically practical, and to present a plan back to city council within 90-120 days.



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**COUNCIL AGENDA ITEM TITLE:**

IR items – Gore – Request to eliminate 3-hour time rule for all Council meetings (new item)

**ISSUE:****RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

- 

**STAFF:****FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

- |                          |                          |                                    |                          |                          |                                      |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    | <b>Y</b>                 | <b>N</b>                 |                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3  | <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |                          |                          |                                      |



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

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- Approve Ordinance 2<sup>nd</sup> Reading
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- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Denton – Office keys

**ISSUE:**

**RECOMMENDATION:**

**TIMING:**

**BACKGROUND:**

**ENCLOSED DOCUMENTS:**

- 

**STAFF:**

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

**SUMMARY:**

- |                          |                          |                                    |
|--------------------------|--------------------------|------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
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| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- |                          |                          |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6     |
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- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

IR items – Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

**ISSUE:****RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

- 

**STAFF:****FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

- | Y                        | N                        |                                    |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
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| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | Y                        | N                        |                                      |
|--------------------------|--------------------------|--------------------------------------|
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**COUNCIL AGENDA ITEM TITLE:**

Recognition of Hopewell Tree Stewards

**ISSUE:****RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

- None

**STAFF:**

Mayor Jasmine Gore

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
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- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Tree City USA

**ISSUE:****RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

- None

**STAFF:**

Mayor Jasmine Gore

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			



<b>Board, Commission, Committee</b>	<b>Current members</b>	<b>Vacancies</b>
Ashford Civic Plaza	4	5
Board of Building Code and Fire Prevention Code Appeals	2	4
Board of Zoning Appeal	5	0
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	8	3
Dock Commission	3	2
Economic Development Authority	5	2
Historic Preservation Committee	5	7
Keep Hopewell Beautiful	9	1
Planning Commission/Wetlands Board	4	1
Recreation Commission	6	2 (students)
Social Services Advisory Board	2	5
Youth Services Commission	10	5
Water Renewal Commission	6	1
Virginia Gateway Region	1	1

John Bain Erades

08-13-19

I Will be resigning from  
Keep Hopewell Beautiful.





**G.I.F.T.E.D.**  
Learning Center and School

**Raja Z. Nelson, M.Ed.**

Hopewell, VA 23860  
rajanelson@giftedlearningcenters.com  
804-410-4462

13 September 2019

Hopewell City Council  
300 N. Main Street  
Hopewell, VA 23860

Dear Sir or Ma'am,

Please accept this letter as formal notification that Raja Nelson and Rachelle Parrish are resigning from the Hopewell Youth Services Commission Board. Effective upon receipt.

Thank you for the opportunity to represent the youth of Hopewell City for the past couple years. We've greatly enjoyed and appreciated the opportunities to serve the youth and the community.

We wish the Board continued success, and we hope to stay active with the community in the future.

Sincerely,

Raja Nelson, M.Ed.  
Executive Director

September 9, 2019

Dear Fellow Committee Members and Madame Clerk,

It has been a pleasure serving as Secretary of Keep Hopewell Beautiful and more importantly serving with my fellow Committee Members in our efforts to beautify the City of Hopewell. Unfortunately, my obligations as a full time student at the University of Virginia have made it very difficult to continue my work with this Committee.

I therefore think it best that I resign as Secretary and as a Member at this time. I will miss you all and hope to stay in touch.

Sincerely,

Julia E. Bailey